

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 24, 2009

ATTENDANCE: John Federici, Vice Chairman
Julius Hayward
Bryan Meek
Burt Shatz
Eileen Brown

STAFF: Kathryn Hebert, Administrative Services Manager
Hal Alvord, Public Works Director
Dilene Byrd, Secretary
Frank Del Monaco, LAZ Parking

OTHERS: Jackie Lightfield, President, US Daily Digital

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:00PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 27, 2009.

**** MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTIONS**
**** MOTION PASSED UNANIMOUSLY**

2. ELECTION OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY.

**** MR. HAYWARD MOVED TO NOMINATE MR. FEDERICI AS CHAIRMAN OF THE PARKING AUTHORITY**
**** MS. BROWN SECOND THE MOTION**
****MOTION PASSED UNANIMOUSLY**

**** MR. FEDERICI MOVED TO NOMINATE MR. HAYWARD AS VICE CHAIRMAN OF THE PARKING AUTHORITY**
**** MS. BROWN SECOND THE MOTION**
**** MOTION PASSED**
**** ONE ABSTENSION- MR. SHATZ**

**** MR. HAYWARD MOVED TO NOMINATE DILENE BYRD AS SECRETARY**
**** MS. BROWN SECOND THE MOTION**
**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PURCHASE AND INSTALL CREDIT CARD ACCEPTING ON STREET METERS IN THE SONO AREA FROM THE IPS GROUP, INC. FOR A SUM NOT TO EXCEED \$94,000.

ACCOUNT NO. 0910 4095 5777 C0465

Mr. Del Monaco said that the credit card accepting meters have been tested on North Main Street for the past six months, and he is extremely pleased with their performance. He said the credit card use is at 14%. He said it is his recommendation to the Authority to proceed with the purchase. Mr. Federici asked Mr. Del Monaco if he is pleased with the price. Mr. Del Monaco said the price is lower than originally suggested. Mr. Meek asked what the price is for the standard meters. Mr. Del Monaco said approximately \$200. Mr. Meek asked how many credit card accepting meters are installed at this time. Mr. Del Monaco said 31. Mr. Federici asked the status of the sensors. Mr. Del Monaco said by early fall there will be a beta sensor that will be tested in Norwalk that will be inserted into the ground. Mr. Meek asked what the wireless gateway fee is. Mr. Del Monaco said it is a management fee and that it is a web based system that ties back to them. He said he was also able to negotiate that fee down slightly. Ms. Hebert said that the purchase of the credit card accepting meters was approved in the capital budget.

** MR. BROWN MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

4. MONTHLY FINANCIAL REPORT

Ms. Hebert said that there is currently a healthy capital reserve and that those monies will perhaps be used for capital projects that are currently in the five year plan, without having to increase the debt service. She said she would like to move the balance of the money from the Haviland Deck project to help pay for extending the improvements at the South Norwalk Railroad Station.

5. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 6% compared to the past four year average. He said that Webster Lot has stabilized and that the demands at the North Water Lot are up 12%. He said that the pay by space equipment has been changed in both the North Water Lot and the Yankee Doodle Garage.. He said that the design of the new machine is less imposing than the previous model and much more user friendly. He said the Haviland Deck continues to do well and that on street revenues are up 94% compared to the past four year average. He said that the demands at the South Norwalk Railroad Station are down 9% due to the current economic downturn. He said that on Friday, June 26th from 9:00PM-12:00AM the emergency generator will be tested at the South Norwalk Railroad Station. He said that he has asked the electrical contractor to give full serviceability to all of the parking control equipment as well as the emergency lighting throughout the garage He said that once the new lights are installed there is a good possibility that the electrical load will be reduced enough so that during emergency conditions limited elevator may be possible. He said that the landscaping has been completed on the east bound side of the South Norwalk Railroad Station and he has received many compliments. He said that a pay station has been added in the east bound side lobby of the South Norwalk Railroad Station to service the ungated daily spaces. He said that the demands at the Yankee Doodle Garage and permit sales are up compared to last year. He said that the transition has been completed from outsourcing security to in house, and that he has begun changing the logo at the parking facilities. Mr. Shatz said when coming down Washington Street and making a left onto Water Street there is no indication that the Maritime Garage is there and suggested adding signage in that area.

6. CAPITAL PROJECTS

Ms. Hebert said that Mr. Cavello is working on the plan to extend the improvements through the tunnel up to the west bound side at the South Norwalk Railroad Station.

Ms. Hebert said she has given the letter of approval to Intell Energy for the lighting project at the South Norwalk Railroad Station and it will begin shortly.

Ms. Hebert said she is waiting to get the signed agreement back from Desman Associates to start the construction documents for the concrete repairs at the Yankee Doodle Garage, and that Mr. Cavello is working on the plans for the painting. She said that she and Mr. Del Monaco are looking into installing a security system at the Yankee Doodle Garage, similar to what is currently at the Maritime Garage and the South Norwalk Railroad Station and tying all of the facilities together.

Ms. Hebert said that Mr. Cavello is working on the plans for the water leaking project at the Maritime Garage.

Ms. Hebert said that last month the Authority had approved changing the method of operation at the Haviland Deck from pay by space to an exit cashing. She said she recently went to Haviland Deck with city engineers and while the system can be engineered, the bigger issue is there is no buy in from any merchants to do validation other than Strada and that is a problem. She said the whole purpose of doing this was to provide another program to the merchants both restaurant and retail to give them validation opportunities and a marketing tool for their customers. She said the other issue is potential back ups on the street during peak hours, which is currently a one way street. She said after going to Haviland Deck she is not recommending any operational changes at this time.

7. OLD BUSINESS

Ms. Hebert said that the shuttle posters will be installed tomorrow and that she and Mr. Del Monaco had met with Mr. Shulman of the Transit District to discuss the issues with the shuttle and that he has requested information on the dates and times the issues are occurring with the drivers not stopping. She said that she had requested expanding the hours of operation to include Thursday through Saturday nights and asked Mr. Shulman to provide a cost analysis. She said that the cost would be \$75,000 a year. She will be researching other companies to provide the service a more competitive rate.

Ms. Hebert said she had also discussed the bathrooms at the Yankee Doodle Garage. Mr. Alvord said that he had met with SCA Consultants who are the consultants that are doing the design plan for Pulse Point to include the drivers building. Ms. Hebert said that she told Mr. Shulman that a three year lease will need to be done so that the drivers can continue to use the facilities at the Yankee Doodle Garage until the new drivers building is completed. She said that she will be putting together a proposal for a three year lease which will include a monthly fee. Mr. Hayward asked why a three year lease. Mr. Alvord said because the bid package for the design will go out next month, and it will take approximately two years to complete and this lease will give them time to cover that. Additionally, the goal is to give the drivers use of the bathrooms for a short time period while the permanent facility is being constructed.

8. NEW BUSINESS

Ms. Hebert said that temporary kiosks have been installed in the lobby at the Maritime Garage and the eastbound station at SNRR and that she would like to install something more interactive and is looking into that technology. Mr. Meek suggested looking into a kiosk that has voice activated software or is expandable to it.

Ms. Hebert said she had met with representatives from the Department of Transportation, and they will be receiving \$400,000 of stimulus money to do some work on the platforms at the East Norwalk Railroad Station and the South Norwalk Railroad Station. She said the work will also include some lighting under the shelters on the platform, and will also be installing a kiosk that will have their train schedule.

Ms. Hebert said that in spite of the weather that the "Party in the Park" was a fabulous event. Ms. Lightfield said on behalf of the Arts Commission she wanted to thank the Parking Authority for their flexibility.

Mr. Hayward asked the status of the parking lot across from Webster Lot. Mr. Alvord said that he had met with Linda Guliuzza of the Law Department, and she has suggested putting together a design package that she will incorporate into a motion.

Mr. Hayward asked the status of the Brownsfield project. Ms. Hebert said that the Redevelopment Agency is still working out the contracts with them. Mr. Alvord said that he has received the final transit oriented development study and suggested it be added to next months agenda.

Ms. Lightfield said that the Arts Commission will be holding an opening at the Maritime Gallery on July 31, 2009, and that the guide to arts and culture in Norwalk will also be distributed.

** MR. MEEK MOVED TO CANCEL THE AUGUST 26, 2009, PARKING AUTHORITY MEETING.

** MOTION PASSED UNANIMOUSLY

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

10. ADJOURNMENT

** MS. BROWN MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:35PM