CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
May 27, 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

OTHERS: Jackie Lightfield, President, US Daily Digital

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:08PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, APRIL 22, 2009.

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

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO AMEND THE AGREEMENT WITH LAZ PARKING, LTD. ON A MONTH TO MONTH BASIS.

Ms. Hebert said she had put together a tentative schedule which has now been changed because there are some corrections that need to be made and she needs to send to Desman. She said once this is put out to bid, she wants to be sure that it is done correctly and in the right format. Mr. Shatz asked if the legal department had any opinion on doing a month to month or a six month extension. Ms. Hebert said they leave it up to the department on how they want to operate. Mr. Alvord said that he has done month to month contracts in similar situations for both the Water Pollution Control Authority and for the Department of Public Works, and this is not an unusual approach to a unique set of circumstances. Mr. Hayward asked what the time frame is for when the RFP will go out. Ms. Hebert said she is hoping in the next couple of weeks.

** MR. HAYWARD MOVED TO APPROVE
** MOTION PASSED UNANIMOUSLY

3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH DESMAN ASSOCIATES TO DEVELOP CONTRACT AND BID DOCUMENTS, FOR THE STRUCTURAL REPAIRS AT THE YANKEE DOODLE GARAGE FOR A SUM NOT TO EXCEED $ 41,000.

ACCOUNT NO. 0909/10 4095 5777 C0355

Mr. Sweeney said that some repairs were done on the lower levels which were the worst areas in the garage, with some input from Rob Cavello as well as from Desman. He said they now need to work up the building and eventually get to the top. Mr. Shatz asked what the $41,000 will cover. Mr. Sweeney said it will cover the design work to be able to put a bid package together for the concrete repairs. Ms. Hebert said that the approximate cost to perform the next phase of the concrete repair work is $500,000. Mr. Sweeney said that the goal is to get this put out to bid and have the work done before the winter. Mr. Hayward asked who performed the design work on Haviland Deck. Mr. Sweeney said that Desman performed the work, and that some things had come up during construction and they had dealt with them in a very timely fashion, and he was very pleased with the outcome. Mr. Federici asked if there is a timeframe in which the work will be done. Mr. Sweeney said he would like to get as many of the concrete repairs done, because there is not enough money at this time to install a membrane at this garage. He said that a penetrating seal will be installed to help protect the concrete and down the road will install a membrane. Mr. Shatz asked if the concrete had deteriorated to the extent that the re-enforcing was effected. Mr. Sweeny said in some areas where there was not the proper amount of cover over the rebar. Mr. Hayward requested that photos of the areas that will be repaired be sent to the Authority members. Ms. Hebert said that she will e-mail them. Mr. Meek asked what the service life is for the concrete repairs without installing a membrane. Mr. Sweeney said approximately 20 years, but that there could be squalls in the areas that are adjacent to the areas that have been repaired, but this garage is in fair condition structurally. Mr. Hayward asked what year this garage was built. Mr. Sweeney said in the early 1970's, and that the only thing that has been done over the years is some surface mounted electrical work.

** MR. SHATZ MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

4. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH INTELL ENERGY FOR THE LIGHTING SYSTEM UPGRADE AT THE SOUTH NORWALK RAILROAD STATION FOR A SUM NOT TO EXCEED $110,179.

ACCOUNT NO. 0910 4095 5777 C0358

Ms. Hebert said this is the last of the lighting project upgrades. She said that the South Norwalk Railroad Station has the most lighting fixtures but because of the type of lighting fixtures that will be used, was able to reduce the number needed to be replaced from 498 to 455. She said that SNEW will be giving an incentive of approximately $38,000, but the net cost to the Parking Authority is approximately $110,000. Mr. Hayward asked if any of the lights will need to be repositioned for the cameras. Ms. Hebert said "no". Mr. Meek asked if SNEW is giving a fixed rate for the electricity for 5 years. Ms. Hebert said "no" but there will still be a savings from the type of fixtures that are being installed.
** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

5. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net cash is in the positive, and is hoping at the end of the year the capital reserve will maintain over $100,000 balance which will help to offset capital expenses.

6. MONTHLY OPERATION REPORT

Ms. Hebert said that the demands at the Maritime Garage were up 3% for the month but were down 6% when compared to the last four year average. She said that the Maritime Aquarium held their annual Red Apple fund raiser which helped with the demands at the Maritime Garage.

Ms. Hebert said that the demands at Webster Lot are down 6% which is due to the economy, as well as the parking lot on MLK Dr. that is owned by 50 Washington Street which does not charge for parking. Mr. Federici asked what the status is for the negotiations for operating that lot. Ms. Hebert said that she has not received a lot of response from them but that she will keep trying. Mr. Alvord said Planning and Zoning and the Planning Commission should also be involved from a standpoint of the parking available to meet the zoning requirements for 50 Washington Street. He said he will schedule a meeting with them before the next Parking Authority meeting. Mr. Shatz asked what the size of the lot is. Ms. Hebert said 88 spaces.

Ms. Hebert said that the demands at the North Water Lot are up 12% from last year, and that the demands at Haviland Deck have gone down. She said that on street parking is doing well.

Ms. Hebert said that while in Denver at the National Parking Convention, that Mr. Del Monaco spoke with IPS regarding the pilot meter program and he will discuss the negotiations at the next meeting. Mr. Federici asked if American Express is being monitored for usage since their rate is higher than MasterCard and Visa. Ms. Hebert said that she would follow up on that.

Ms. Hebert said that the demands are down 15% at the South Norwalk Railroad Station compared to last year and down 8% compared to the last three years which is due to the economy. She said that the waiting list at the East Norwalk Railroad Station has been exhausted, and that the demands were down at the Yankee Doodle Garage.

Ms. Hebert said that revenues are up in permit sales due to the increase in rates. She said that parking enforcement is doing well, and that maintenance for spring cleaning has begun and all of the landscaping has been completed at the South Norwalk Railroad Station. Mr. Shatz asked if there have been any problems with graffiti at the South Norwalk Railroad Station. Ms. Hebert said “no”. She said that overall the equipment is performing over 97% and that it services over 1 million people a year. She said there have been no instances with security. Mr. Federici asked the status of receiving the money from the insurance company and deductible from the accident at the Maritime Garage. Ms. Hebert said that she had received an e-mail from Diane Berry and that Mr. Hamilton is working on that.

7. CAPITAL PROJECTS

Ms. Hebert pointed to a spreadsheet in the agenda packet showing the budget status of the capital budget. There was no discussion.

8. OLD BUSINESS

Mr. Alvord said that SNEW has requested a letter from the Parking Authority consenting with the installation of the charging stations to submit with their grant application in which Mr. Federici has signed. He said that he met with them to get more details on the program. He said that the basic concept is that the charging stations will be powered by solar energy, but there will be a back up on the grid if for some reason the solar panels malfunction. He said that the application has to be submitted by August 2009, and they will receive the award of the grant by September, 2009, and construction will begin in September, 2010. He said there is plenty of time to work out all of the details. Mr. Shatz asked who will be responsible for the maintenance of the charging stations. Mr. Alvord said SNEW will be responsible for all maintenance of the charging stations. Mr. Federici asked what the scenario will be for someone who parks in those spaces that does not have a plug in car. Mr. Alvord said that the Parking Authority will need to establish a criteria for its facilities, and that the requirement would be that only plug in cars can park at the charging stations and would have to be plugged in. He said that a rate would need to be established for anyone who does not comply. and that enforcement will need to be done. Mr. Hayward asked if there is a metering device that will determine how much electricity is used by each charging station. Mr. Alvord said he thinks so, but he would need to verify that.

Ms. Lightfield presented the changes to the website and said the biggest change is that she consolidated what the rate and enforcement periods are in the main garages, and the customer service telephone number. She said that the information is available on each page of the website so that people will not have to look through the entire site to find that information. She said that after Ms. Hebert reviews the content and makes her final changes the website will be ready for launch.

Ms. Lightfield circulated the final draft of the poster for the shuttle service and said it is based on the comments from the last Parking Authority meeting regarding the hours of operation. She said that she added “every 15 minutes” to the poster. Mr. Hayward asked if there is a link on the website with the information on the shuttle service. Ms. Hebert said that there will be. Ms. Lightfield said that the frames for the posters will be shipped by the end of the week and assuming Mr. Del Monaco is back will begin the installation process.

Ms. Hebert said that the “Party in the Park” will be held on June 20, 2009, from 12:00PM through 10:00PM and is sponsored by the Norwalk Arts Commission and the City of Norwalk’s Redevelopment Agency. She said it is taking place between the Maritime Aquarium through Oyster Shell Park to the Stepping Stones Museum. Ms. Hebert said that one of the reasons for this event is to help the local economy. Ms. Lightfield said that parking will be directed to the Maritime Garage and Webster Lot.

Mr. Federici asked about the status of the bathrooms at the Yankee Doodle Garage. Mr. Alvord said that the Pulse Point project was approved with the exception of the drivers building on the south side of Burnell Blvd. He said there have been suggestions that the Parking Authority allow them to build drivers facility in the Yankee Doodle Garage, and said that he and Ms. Hebert will not agree to that. He said at this point the drivers are still using the facility temporarily, but the issue is still up in the air for what the drivers will do on a permanent basis.

Mr. Federci asked the status of installing the jersey barriers at the lot located across from 50 Washington Street. Mr. Alvord said that he had spoken to Linda Guliuzza, who is the Attorney for the City, and she has requested that the jersey barriers not be put back until after July 1, 2009. He said that he would agree to that, but if she does not receive anything concrete back from the other party by July 1, 2009, he will have the jersey barriers installed.

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9. NEW BUSINESS

Ms. Hebert said that she would like to change the method of operations at Haviland Deck from a pay station to an exit cashier, and that will allow some flexibility to offer validation which can not be done now. She said that she has received numerous requests from the merchants to be able to validate their customers. She said that she would like to implement this right away, and said as far as offering any free parking that she and Mr. Del Monaco would need to do a cost/benefit analysis and evaluate what the financial impact to the Parking Authority would be. She said she suggests that the Parking Authority not react to the request of free parking without fully evaluating not only the financial impact but the ripple effect. She said this is not only a parking matter, but a redevelopment, city, merchant and property owner issue and that everyone needs to work together to develop a plan that makes sense. Mr. Hayward asked what the time frame will be for changing from the pay station to an exit cashier. Ms. Hebert said she would like to do it over the summer and implement it by the fall. Mr. Hayward asked if there is a cost involved. Ms. Hebert said that the cost to purchase and install the exit cashier is $137,000, but that because the Haviland Deck project came in so far under budget there is approximately $400,000 left in that account. She said she would also like to move some of that money over for the South Norwalk Railroad Station and other capital projects.

** MR. SHATZ MOVED TO AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PURCHASE AND INSTALL A PARKING ACCESS AND REVENUE CONTROL SYSTEM FOR THE UPPER HAVILAND DECK FOR A SUM NOT TO EXCEED $138,000

** MOTION PASSED UNNANIMOUSLY

10. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

11. ADJOURNMENT

** MS. BROWN MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY
The meeting adjourned at 8:20PM