

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
May 26, 2010

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek
Chris Bakes

STAFF: Kathryn Hebert, Administrative Services Manager
Hal Alvord, Public Works Director
Dilene Byrd, Secretary

OTHERS: Frank Del Monaco, LAZ Parking

CALL TO ORDER

Chairman Federici called the meeting to order at 6:03PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
APRIL 28, 2010.

** MR. HAYWARD MOVED TO APPROVE THE MINUTES

** MOTION PASSED UNANIMOUSLY

2. APPROVE THE RECORDS RETENTION RESOLUTION

Ms. Hebert said that this will allow the correct disposal of uncollectable parking violations per the State statute. Mr. Federici asked how far back this will go. Ms. Hebert said that it will mirror the State statute and there will be nothing older than three years. Mr. Alvord said that the wording in the resolution needs to be changed to parking violations will be destroyed every July for fiscal years three years old or older. Mr. Hayward asked if a record can be kept of who the violators are. Mr. Del Monaco said "yes" and that information is available in the database.

** MR. BAKES MOVED TO APPROVE THE ITEM WITH CHANGES TO THE LANGUAGE

** MOTION PASSED UNANIMOUSLY

3. AUTHORIZE LAZ PARKING, LLC. , TO EXECUTE AN AGREEMENT WITH OBKO, LLC., ON BEHALF OF THE PARKING AUTHORITY TO PROVIDE CONCESSION SERVICES, FOR A TERM OF 5 YEARS BEGINNING JULY 1, 2010 THROUGH JUNE 30, 2015

Mr. Del Monaco said that the current lease will expire on June 30, 2010, and that there may be some down time for the transition. Mr. Bakes asked what the hours of operation are. Mr. Del Monaco said that currently they close shortly after 1:00PM but that Mr. O'Brien will be extending the hours. Mr. Federici asked when the contract will be finalized. Mr. Del Monaco said within the next two weeks.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said to date the capital reserve is over \$278,777

2. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 12% compared to this time last year.

Mr. Del Monaco said that the demands at the Webster Lot remain consistent but said that once the transition has been made that there will be a decrease in volume. He said that all of the shelters and pay stations have been installed and are currently being tested.

Mr. Del Monaco said that on June 1, 2010, that the LPR system will be tested in the Wall Street Lot. He said that the East Norwalk and Wall Street area will go live on July 1, 2010, and will go live everywhere else on August 1, 2010.

Mr. Del Monaco said that the demands at the North Water Lot continue to be consistent and to date are up 10%. He said that the demands at Haviland Deck are up 42%.

Mr. Del Monaco said that the revenues for on-street parking are currently 19% ahead of where they were last year, and that the revenue that is generated through credit cards remains at 18%.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are getting back to where it was prior to the economic circumstances two years ago. He said that all efforts have been terminated with the MTA regarding relocating the ticket vending machine.

Mr. Del Monaco said that the parking permit issuance at the East Norwalk Railroad Station remains consistent at 341 permits sold and that the waiting list has been exhausted.

Mr. Del Monaco said that the demands at the Yankee Doodle Garage are down substantially and that permit sales are slightly ahead of where they were last year.

Mr. Del Monaco said that he anticipates the transition from ACS to Duncan to be completed on August 1, 2010. Mr. Federici asked if ACS has been cooperative. Mr. Del Monaco said "yes".

3. OLD BUSINESS

Ms. Hebert said that the upgrades at the South Norwalk Railroad Station are 99% complete, and that the next phase of improvements will be the tunnel, the leaking in the lobby area and then the concrete repairs.

Ms. Hebert said that the concrete repairs at the Yankee Doodle Garage began last week and they will be completed by September. She said that the Norwalk Hospital has delayed construction on their parking garage and that they are anticipating beginning using the Yankee Doodle Garage in October.

Ms. Hebert said that a consultant will be hired to help determine what size generator will be needed for the Maritime Garage and the South Norwalk Railroad Station.

Ms. Hebert said that the Snyder Group has started the survey and that it should be completed by the middle of June. She said that the marketing campaign is moving forward and that the first press release will go out in June.

Ms. Hebert presented some of the overlays that the Snyder Group had done. She said that this is to get some of the signage for communication out into the public area using City real estate. She said that in some cases she will need to get Zoning and Redevelopment approval.

Ms. Hebert said that she has received a stipulated agreement from the Department of Transportation for \$50,100. She said this was issued by the court for the property taking at the South Norwalk Railroad Station for the Department of Transportation's catenary project in 2004. She said that Mr. Hamilton believes the entire amount should be deposited into the general fund because it was appraised and settled as fair market value of the real property that is owned by the City of Norwalk. She said that two of the parking spaces could be considered as real property but that eight of them were temporarily taken and the amount was calculated on lost revenue to the Parking Authority. She said that she will be meeting with Mr. Hamilton to discuss. Mr. Federici asked if the check has been received. Ms. Hebert said "yes" and that it has been deposited into the City's bank account.

4. NEW BUSINESS

Mr. Del Monaco said that staff is recommending increasing the boot fee from \$85.00 to \$105.00. He said this is as a result of negotiations with the vendor for decreasing the percentage on revenues collected and operating this in house. Mr. Hayward asked if there will be additional costs incurred by doing this in house. Mr. Del Monaco said that there will be no additional staff required and that there will be an added level of duties to the current staff.

Ms. Hebert said that there is a new group in South Norwalk called the SONO Collaborative and that she has received an e-mail from them regarding their concerns about parking, maintenance and safety. Ms. Hebert said that she, the Mayor, Tad Diesel, Chief Rilling, Hal Alvord and Tim Sheehan will be meeting with them and doing a walking tour on June, 7, 2010. Mr. Meek requested that Ms. Hebert forward the e-mail to the members of the Parking Authority.

Mr. Del Monaco said that he would like to request a change in the manner in which hearings are held for parking violators who object to the appeal decision. He said that the hearings are currently held at the Corporation Council's office and that he would like to have an independent adjudicator. He said that the hearings are not equitable which is a

disservice for the people who follow the rules. After further discussion it was decided that staff will recommend a change in the parking violation process at the June meeting.

Mr. Del Monaco said staff will be meeting with City Carting at the Webster Lot to discuss changes to trash collection and disposal. He said that staff will be suggesting that the dumpsters be removed and that a trash compactor be installed. He said that staff will also be recommending that they collect, dispose and enforce with no cost to the Parking Authority. Ms. Hebert said that staff will be bringing a formal proposal to the June meeting.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

** MR. MEEK MOVED TO SCHEDULE A PUBLIC HEARING TO INCREASE THE BOOT FEE ON WEDNESDAY, JUNE 23, 2010 AT 6:00PM.

** MOTION PASSED UNANIMOUSLY

6. ADJOURNMENT

** MR. HAYWARD MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:32PM

