

**CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 25, 2009**

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

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

OTHERS: Frank Del Monaco, Laz Parking

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:05PM

WELCOME NEW PARKING AUTHORITY MEMBER- EILEEN BROWN

Vice Chairman Federici introduced new Parking Authority member Eileen Brown.

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, FEBRUARY 25, 2009.**

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

2. APPROVE THE REVISED OPERATING BUDGET FOR FY 2009-10

Ms. Hebert said the revised budget includes the revenue roll backs per last month's approval, as well as the two parking enforcement officers accepting the early retirement package. She said these revisions create a net capital reserve of approximately \$60,000, and in addition, the current years operating budget will also be impacted in a positive way, because of the savings for benefits and salaries as they will become effective May 1, 2009. She said that the budget will still need to be monitored closely even though it was developed very conservatively because the future state of the economy is unknown. She said depending on the demand some services may still need to be cut. Mr. Shatz said there was not much snow last year and asked if those unused funds get transferred to the following fiscal years budget. Mr. Alvord said "yes" it is transferred into the succeeding years fund balance. Ms. Hebert said per the audit the fund balance for last fiscal year was \$465,000 and the prior year was \$106,000.

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

AUTHORITY FROM THE MEETING HELD ON FEBRUARY 25, 2009:

Authorize the Chairman or the Vice Chairman of the Parking Authority to execute an Amendment to the agreement with Westview Group, LLC., to provide Construction Administration Services, for a sum not to exceed \$30,750.

Account No.	Operating Budget Capital Budget
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Correction:

- a. Authorize the Chairman or the Vice Chairman of the Parking Authority to execute an Amendment to the Agreement with Westview Architectural, LLC., to provide Construction Administration and Design Services at the South Norwalk Railroad Station for a sum not to exceed \$17,100.

Account No.	Operating Budget	\$4,000
	Capital Budget (C0358)	\$13,100

- b. Authorize the Chairman or the Vice Chairman of the Parking Authority to execute an Amendment to the Agreement with Westview Group, LLC., to provide Construction Administration and Design Services at the Yankee Doodle Garage and Maritime Garage for a sum not to exceed \$13,650.

Account No.	Capital Budget (YDG – C0355)	\$11,000
	(MG – TBD)	\$2,650

Ms. Hebert said when the proposals were sent to the attorney and he said they need to be separated because they are essentially two different companies. She said she confirmed this with Mr. Cavello. She said it is the same amount of money and the same budget that was approved last month but for legal purposes they have to be 2 separate agreements.

**** MR. HAYWARD MOVED TO APPROVE THE TECHNICAL CORRECTION**

**** MOTION PASSED UNANIMOUSLY**

4. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the actuals are less this year than last year due to the economy but the cash flow is good. She said she is projecting the year end on the conservative side. Mr. Meek said on the itemized schedule for actuals for February 2009, the line item for concessions has an actual that is double to budget and asked if that is a timing issue. Ms. Hebert said "yes". Ms. Hebert said that staff is considering adding American Express to make that credit card available to customers. Mr. Federici asked how much that will cost. Ms. Hebert said \$2,000 a year. Mr. Shatz asked what the other credit card companies charge. Ms. Hebert said the rate for Visa and MasterCard is 1.88% and American Express is 2.99% and when she averaged the numbers out and based on the demand for American Express, the projected annual increase for credit cards fees is approximately \$2,000. Mr. Federici suggested implementing this on a 3 month trial basis.

5. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the Maritime Garage was up 28% compared to February 2008, which was due to the demands placed on the garage during Presidents Day holiday period. He said that at 2:00PM on Presidents Day that the garage was filled to capacity and staff redirected approximately 25 vehicles to the Webster Lot. He said that on the early morning of March 7, 2009, a vehicle exiting the garage crashed into the pedestrian doorway causing significant damage of approximately \$29,000. Mr. Federici said that her insurance company will only cover \$25,000. Ms. Hebert said that the Corporation Council will go after her for the balance. Mr. Del Monaco said that during the reconstruction that additional ballards will be installed. Mr. Hayward asked what would have happened if the vehicle was uninsured. Ms. Hebert said it would have been taken out of the City's insurance fund and the Parking Authority would have been allocated a premium for the expenses over time.

Mr. Del Monaco said that the demands at the Webster Lot continue to be lower than they were last year at this time but are leveling off. Mr. Federici asked about the status of managing the lot across from the Webster Lot. Ms. Hebert said that she has not gotten far with that negotiation but that she will follow up. Mr. Shatz asked what the capacity of that lot is. Ms. Hebert said 88 parking spaces.

Mr. Del Monaco said that the North Water Lot continues to do very well and that Haviland Deck is beginning to fluctuate which is partially due to the economy. Mr. Alvord said that once the Monroe Street bridge is completed there is a high probability that the direction of traffic on Haviland and Elizabeth Streets will be reversed and asked Mr. Del Monaco if he foresees any impact on the operation of Haviland Deck. Mr. Del Monaco said it will be a hard turn for entering but will work out better for exiting. He said that on street parking continues to do well. He said that the credit card accepting meters continue to perform very well, and that he has had preliminary discussions with the manufacturer to issue a proposal for the purchase of the meters. He said that they are a San Diego based company and that they rarely have to deal with snow and the in space sensor protrudes from the surface which

would be a problem, so they are working on developing an in ground sensor. Del Monaco said that the demands at the South Norwalk Railroad Station are down 5% due to the current economic conditions. Mr. Del Monaco said there was a power failure on Monday at the South Norwalk Railroad Station. Mr. Shatz asked how long the power outage was. Ms. Hebert said 3 ½ hours. Mr. Shatz asked what happened to the commuters. Ms. Hebert said they were diverted to the Maritime Garage to take the shuttle. Mr. Alvord said that he will be meeting with John Hiscock of SNEW regarding implementing a warning system. Mr. Del Monaco said that the Transit District really stepped up and helped out and it was much appreciated. Mr. Del Monaco said that signs advising people of the new schedule have been installed and work on the promotional posters is continuing but the ridership on the shuttle has been very disappointing.

Mr. Del Monaco said that the new level by level capacity system is up and running and is a success. Ms. Hebert said if there is money left over in the capital budget that staff will be proposing to expand the capacity system with additional capacity indicators installed at the entrance of each level.

Mr. Del Monaco said there is no longer a waiting list at the East Norwalk Railroad Station and staff has sold 317 permits for the month. He said that the demands at the Yankee Doodle Garage are comparable to the two prior year periods. He said that permit sales are slightly ahead of where they were last year at this time. He said that parking enforcement continues to be very consistent and that the spring clean up has begun this week. Ms. Hebert said there is a meeting scheduled for Thursday, March 26, 2009, with the landscaper to discuss the eastbound side of the South Norwalk Railroad Station.

6. CAPITAL BUDGET-FY 2009-10

Ms. Hebert discussed the capital budget process and said that the capital budget will be approved by April 15, 2009. Mr. Federici asked if there is a maintenance program for Haviland Deck. Ms. Hebert said "yes" and that was a recommendation from Desman Associates. Mr. Shatz asked if Haviland Deck is 100% occupied. Mr. Del Monaco said that the waiting list has been exhausted for people who were waiting to get a lower level permit who are identified as residents.

Mr. Alvord said that for the past year the Transit District under a federal grant has been conducting a transit oriented development study for the South Norwalk area. He said that the study is complete, and on April 16, 2009, they will be offering a presentation to the Common Council at the Transit District facilities. Mr. Alvord invited all Parking Authority members to attend. Mr. Hayward asked Ms. Hebert to e-mail the Authority members the information.

Mr. Alvord left at 7:10PM

7. CAPITAL PROJECTS

No discussion.

8. SHUTTLE SERVICE MARKETING PROGRAM

Ms. Hebert said that it was decided that a total of 17 posters will be placed at the Maritime Garage and the South Norwalk Railroad Station. She said that 4 will be placed at the Maritime Garage, 3 on the eastbound side of the South Norwalk Railroad Station, and 9 on the westbound side of the South Norwalk Railroad Station. Scott Kuykendall, President Oxygen Design, will present a draft of the poster design at the next meeting.

9. WEBSITE AND LOGO

Ms. Hebert said that Ms. Lightfield will attend next month's meeting to show the new website design.

10. NEW MEMBER LIST

Ms. Hebert will make all the changes that the Authority members updated. Mr. Meek said that his term on the Parking Authority expires this month. Ms. Hebert said that he should send a letter to Mayor Moccia requesting to be reappointed and to copy her on the letter. Mr. Federici said that he should be reappointed at the next Common Council meeting.

11. PRESS CONFERENCE AND ART SPOT- THURSDAY, APRIL 2, 2009

Ms. Hebert said that there is a press conference scheduled for April 2, 2009, at 5:00PM at the Maritime Garage to showcase the improvements and will also be collaborating with the Norwalk Arts Commission.

12. OLD BUSINESS

Ms. Hebert said that Coffee Creations has sold their business and the attorney for the purchaser had sent her all the documents. She said that their lease expires next June and as discussed with the Parking Authority staff will prepare a new RFP and will entertain new proposals prior to the lease expiration. She will be meeting with the buyer and their attorney next week to discuss specifics of the current lease. Ms. Hebert will place an item on the agenda for approval next month.

13. NEW BUSINESS

Ms. Hebert said that there is an agreement with Desman and Associates to develop the request for proposal for contract operations. She said that she will be meeting with them on April 1, 2009, to begin the development.

14. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

15. ADJOURNMENT

**** MR. HAYWARD MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:30PM

