CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 24, 2010

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

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

OTHERS: Frank Del Monaco, General Manager, LAZ Parking
Jackie Lightfield

CALL TO ORDER

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

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, FEBRUARY 24, 2010.

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

2A. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH RAM CONSTRUCTION, FOR PROJECT NO. 2010-2, REPAIR AND PREVENTATIVE MAINTENANCE OF THE YANKEE DOODLE GARAGE, FOR A SUM NOT TO EXCEED $488,005.
ACCOUNT NO. 0910 4095 5777 C0355
OPERATING BUDGET

Ms. Hebert said that last year when the original engineers estimate was received it was for $1.2 million dollars to complete the project. She said that this year she had requested that they redo the estimate and the estimate came back at approximately $700,000. She said that Rham Construction was low bidder at $483,205, and that there were two bid alternatives, one for the sealer for $88,995, and the other for painting the rails for $4,800. She said that there is $522,000 available in the capital budget. She said that at this time staff is recommending that the base bid be accepted, as well as the alternate bid to paint the rails and the contingency funding. She said if approved the project will begin in May and they will have six months to complete. Mr. Hayward asked what account this will be paid from. Ms. Hebert said out of the capital budget for the Yankee Doodle Garage. Mr. Hayward asked if the money is funded. Ms. Hebert said “yes”.

2B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT RHAM CONSTUCTION, FOR PROJECT NO. 2010-2, REPAIR AND PREVENATIVE MAINTENANCE OF THE YANKEE DOODLE GARAGE, FOR A SUM NOT TO EXCEED $48,800.

ACCOUNT NO. OPERATI NG BUDGET

** MR. HAYWARD MOVED TO APPROVE THE ITEMS 2A AND 2B
** MOTION PASSED UNNANIMOUSLY

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE SNYDER GROUP, INC. TO PERFORM AN ANNUAL CUSTOMER SATISFACTION SURVEY FOR A SUM NOT TO EXCEED $12, 500 PER YEAR FOR A PERIOD OF 5 YEARS.

ACCOUNT NO. OPERATING BUDGET

Ms. Hebert said that one of the requirements in the LAZ agreement is to provide incentive payments for performance. She said that in the past the payment incentive they received was based on net revenues, and in conversations through the years it was discussed that part of the incentive payment should be based on customer satisfaction and performance. She said in order to quantify customer satisfaction that a baseline will need to be established. She said that the Snyder Group is in Norwalk and has been in existence for 15 years and are a local company. She said that staff feels that the product that will be received will provide a comfort level to be able to sign Laz's contract and will also provide measurable data for future improvements. Ms. Brown asked why this type of expenditures is necessary in the time of a recession. Ms. Hebert said it is needed for the information to provide the customer satisfaction incentive in Laz's contract. Ms. Brown asked if any other city has done this. Mr. Alvord said that Norwalk does this for garbage and recycling. Mr. Shatz said that he thinks that this expenditure is needless at this time. Mr. Federici said that the contract can be cancelled at anytime if the Parking Authority is not happy with the work that they provide. . Mr. Meek requested that the members of the Parking Authority see the draft questions in the questioner before it is finalized.

** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED
** ONE ABSTENSION- MS. BROWN
** ONE OPPOSED- MR. SHATZ

4. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE HOUSING AUTHORITY FOR USE OF STORAGE SPACE AT THE SOUTH NORWALK RAILROAD STATION

Ms. Hebert said that the reason the Housing Authority was using the storage space at the South Norwalk Railroad Station was because 16 years ago when the railroad station was being built, some of their property was used as an easement to reconfigure State Street. There was never any formal, written agreement, only a verbal handshake that allowed them to use the storage space on the Bates Court side in exchange for the easement. Since there was no written agreement, Ms. Hebert drafted a Memorandum of Understanding to be signed by the Housing Authority and the Parking Authority. This has been sent to the Housing Authority and their attorney, Donna Lattarulo, is reviewing it. In the meantime, they have cleaned out the space and the only items they are storing are seasonal equipment.. Mr. Shatz asked if they have a key to the storage area. Ms. Hebert said "yes" and that the space is now being monitored.
** MR. MEEK MOVED TO APPROVE THE ITEM\
** MOTION PASSED UNNANIMOUSLY

Mr. Alvord left at 7:00PM

5. SUSPENSION OF THE RULES

** MR. HAYWARD MOVED TO SUSPEND THE RULES
** MOTION PASSED UNNANIMOUSLY

5A. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE A LEASE AGREEMENT WITH COMPARE FOODS AS AGREED TO ON THE APPROVED PLAN

Ms. Hebert presented the approved site plan and said that part of the agreement with the Parking Authority is that six parking spaces in the Webster Parking Lot will be used by Compare Food to provide enough room to allow their delivery trucks in, and in exchange for that they will be participating in the Adopt-A-Spot program, and will also be building a trash enclosure that they will manage and operate. She said that they have received their building and zoning permits, and have presented their 90% complete civil engineers plan. She said they will be installing a cart cover for their grocery carts, and as part of their contract she will be requiring them to tell how often their grocery carts will be picked up. She said that they have also agreed to participate in the comeback validation tokens. Mr. Hayward asked if there will be an entrance from Washington Street. Ms. Hebert said "no"

** MS. BROWN MOVED TO APPROVE THE ITEM
** MOTION PASSED UNNANIMOUSLY

5B. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH NEW ENGLAND FASHION AND DESIGN ASSOCIATION AT THE SOUTH NORWALK RAILROAD STATION

Ms. Hebert said that their contract expires in two years and without Parking Authority approval there is no renewal. She said that staff is recommending an extension to their contract for five years and to lower their rate due to the NPA desire to remove the eastbound concession area from their leased space. Mr. Federici said the reason the rate is being lowered is because they will be getting less space. Ms. Hebert said that the area will be broken up to provide more common areas so that there is more of a link between the lobby area and the eastbound concession area. Ms. Hebert said the difference from the lower rate will be picked up by the concessions.

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

5C. EXERCISE THE PARKING AUTHORITY'S OPTION NOT TO EXTEND THE CONSESSION AGREEMENT WITH COFFEE CREATIONS

** MS. BROWN MOVED NOT TO EXERCISE EXTENDING THE CONSESSION AGREEMENT WITH COFFEE CREATIONS.
** MOTION PASSED UNNANIMOUSLY

** MR. HAYWARD MOVED TO UNSUSPEND THE RULES
** MOTION PASSED UNNANMOUSLY

PRESENTATION

1. WAYFINDING STUDY- JACKIE LIGHTFIELD PRESENTED PHASE I

Ms. Lightfield presented phase I of the way finding study and said that the report outlines the existing signage in the area. She said that the current signage is lacking in some of the key areas and some of the signage is not necessarily at a decision point of where they need to be. She said that the report provides photos of why the signs are not visible. She said she will also be recommending a Phase II of the project which will be which signs should be removed, improved and where they should be located.

GENERAL INFORMATION

1. UPDATE FY 2010-2011 OPERATING AND CAPITAL BUDGETS

Ms. Hebert said that the operating budget is going through the process. She said that the only change to the capital budget is that the Planning and Zoning department had originally requested $100,000 to do a parking study but that when it went to the Finance Director he recommended $50,000. She said that the Mayor has decided it was more appropriate that the Parking Authority perform the study, therefore the recommended $50,000 has been transferred from the Planning and Zoning request to the Parking Authority's request. She said that in April the Zoning Commission will be entertaining a decision to suspend the fee in lieu of parking in the SONO area for two years to encourage more business's in that area, and the study is being done to decide what will be done after the two year period.

2. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net capital reserve for the month of February is $23,000 and year to date is approximately $300,000.

3. MONTHLY OPERATING REPORT

Mr. Del Monaco said that the demands at the Maritime Garage were down 35% compared to last year at this time.

Mr. Del Monaco said that the shuttle service will be eliminated on April 2, 2010, and that all of the signage has been removed.

Mr. Del Monaco said that the demands at Webster Lot are slightly below where they were last year at this time. He said that the concrete pads are 100% complete and that the pay stations have been delivered and are being stored at the Maritime Garage. He said that the shelters are due to ship on or around April 12, 2010, and as soon as they arrive they will be installed. He said that the new LPR system is progressing and that next week there will be a training site set up so that staff can begin learning how to use it. He said that the goal is to test the new system at the High and Main Street lots in May and the estimated completion date remains June 1, 2010. He said that staff will begin initializing some public relations with regard to educating the public on the upcoming changes at Webster Lot.

Mr. Del Monaco said that an advertisement for the pay by cell service will be added to the back of each of the tickets that come out of the pay by space equipment.

Mr. Del Monaco said that the North Water Lot continues to be on or about where it was last year at this time. He said that the demands at Haviland Deck are up 18% compared to fiscal year 2008, which was the last full fiscal year prior to the renovations.

Mr. Del Monaco said that on street parking continues to do extremely well, and that the credit card percentages are staying on or about where they have been.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are up 5.3% compared to last year at this time. He said that staff has met with the MTA to discuss relocating one of their ticket vending machines from the westbound platform to the lobby which they have agreed to do. He said it was also discussed depending on how well it is received eventually moving the east bound vending machine from the platform inside the eastbound station.

Mr. Del Monaco said that the demands at the East Norwalk Railroad Station continue to be consistent.

Mr. Del Monaco said that the demands at the Yankee Doodle Garage are down slightly compared to last year at this time. Ms. Hebert said that some of the merchants raised concerns about the demands that will be placed on the Main and Wall Lot from the hospital parking and said it will create parking availability issues. She said that staff has decided that all the Norwalk Hospitals temporary parking will be located at the Yankee Doodle Garage.

Mr. Del Monaco said that CL&P has completed the installation of the additional lighting at the Main and Wall Street lots.

Mr. Del Monaco said that parking enforcement continues to be consistent and that the spring clean-up has begun.

4. OLD BUSINESS

Mr. Hayward asked when the headache bar will be installed at Haviland Deck. Ms. Hebert said that Mr. Sweeney had an issue with one of the posts on the headache bar that will need to be reevaluated. Mr. Del Monaco said it will be installed in April/May. Ms. Hebert said that staff has chosen the signage that will be installed on both sides of the headache bar.

5. NEW BUSINESS

Mr. Del Monaco said that staff had met with the owner of Strada Restaurant regarding complaints he has been receiving from his customers about receiving parking tickets and paying for parking after 6:00PM. He said that in the interest of working with the business community that staff is recommending initiating a flat fee of $4.00 after 6:00PM. Mr. Hayward asked if other merchants in the area will be asked for their input. Ms. Hebert said that if approved that a public hearing will need to be published. After further discussion it was decided that there will be further discussion on the flat fee at next months meeting.

Ms. Hebert said that the owner of Strada Restaurant had also requested there be a loading zone at Haviland Deck. She said that the City Engineers as well as the Fire Department said that the three areas on the lower deck where not feasible. She said that staff recommends installing the loading zone on the upper level.

6. ACTION ON ANY ITEM DISCUSEED HERIEN

No discussion.

7. ADJOURMENT

** MS. BROWN MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY
The meeting adjourned at 8:10PM