

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

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

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

OTHERS: Frank Del Monaco, Laz Parking
Jackie Lightfield

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, JANUARY 28, 2009.**

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

**2. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY
MEETING HELD ON THURSDAY, FEBRUARY 19, 2009.**

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

**3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING
AUTHORITY TO EXECUTE AN AGREEMENT WITH DESMAN AND ASSOCIATES
FOR THE DEVELOPMENT, EVALUATION AND NEGOTIATION OF THE
MANAGEMENT AND OPERATION OF THE PARKING AUTHORITY, FOR A SUM
NOT TO EXCEED \$ 27,500 AND NOT TO EXCEED 1,500 IN REIMBURSABLE
EXPENSES**

ACCOUNT NO. OPERATING BUDGET

Ms. Hebert said this is for the proposal for Desman and Associates to develop, evaluate, and negotiate the management operation of the Parking Authority. She said the cost for that service is \$20,000 and that the remaining \$7,500 depends on who is selected to assist with the transition. She said there will need to be a transition if current management changes and someone will be needed to put together an evaluation and

there will be a cost associated with that. Mr. Shatz asked if the \$27,500 was established by Desman and Associates. Ms. Hebert said "yes". Mr. Hayward asked who will review the request for proposal from Desman. Ms. Hebert said along with staff there will be a team put together to interview the prospective proposers.

**** MR. SHATZ MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

4. 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.

Ms. Hebert said that this is to extend the improvements at the South Norwalk Railroad Station through the tunnel up to the westbound side. She said in order to do this construction administration services will be needed to put together a budget, schematic development and design, prepare construction documents, and see through the construction administration of the project. She said the fee for this is \$ 17,100. She said the second proposal includes construction administration for the painting and aesthetic improvements as well as for continuing the concrete repairs at the Yankee Doodle Garage. She said the fee for this is \$13,650. She said that the plan is to request the balance in the Haviland Deck account to be transferred to the South Norwalk Railroad Station account. Mr. Hayward asked if the Haviland Deck project is totally completed. Ms. Hebert said "yes". Mr. Hayward asked how much was money was left over from the Haviland Deck repair. Ms. Hebert said a little less than \$400,000.

**** MR. HAYWARD MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

5. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the current net positive cash flow is over \$500,000. She said the budget for snow removal has been spent and that if snow removal services are needed beyond this it will be able to be absorbed within the current operating budget . She said that she is projecting that at the end of the year the net will be \$ 192,000 which is due to the demand being down, and the expenses being higher than what they were last year. She said moving forward she will be providing the Board with year end projections.

6. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage were down for the month of January but were up 30% from last year for Presidents Day week and he will provide more information at the March meeting. He said that Webster Lot continues to decline and that year to date the demands at the North Water Lot are up 18% compared to where they were

last year. He said that Haviland Deck is back to where it was from a demand standpoint and that the closed circuit TV system is now completed. He said that on street parking continues to do very well and is up 68% compared to the previous 4 year average. He said that the credit card excepting meters continue to do very well and he will be meeting with a representative of that company tomorrow, to begin discussions and negotiations on a unit price for the meters.

He said out of the 90 residential units at SONO Gardens only 42 have chosen to get the on street permit that the Board had offered. Ms. Hebert said that she has been communicating with the Redevelopment Agency, and that a representative of SONO Gardens has now dropped off the plan to the Redevelopment Agency for their on site parking lot.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station have stabilized due to the current economic conditions, but are still running at an 88-90% occupancy rate every day.

Mr. Del Monaco provided the Board with preliminary numbers on the daily averages that are being experienced for the shuttle service. He said that January will be the last month that the Parking Authority will not need to contribute towards the operating expenses of the shuttle service.

Mr. Del Monaco said that the waiting list at the East Norwalk Railroad Station has been exhausted, which is attributed to the current economic conditions. He said that permit sales overall continue to be very favorable from where they were last year. He said that the rate increases have been put into effect where they have been authorized, and that parking enforcement continues to be very consistent. He said that the equipment continues to operate very well and that there are no major issues to report from a security standpoint. He said that customer service continues to do very well.

7. RATES

**** MR. HAYWARD MOVED TO APPROVE ROLLING BACK THE RATES AT THE NORTH WATER LOT AND WEBSTER LOT AS REQUESTED BY THE MAYOR.**

**** MOTION PASSED UNANIMOUSLY**

8. OPERATION BUDGET- FY 2009-10

Ms. Hebert said that a revised budget will need to be voted on due to the impact on the bottom line for rolling back the rates. She said she would like to wait until March because there will be more information available. She said that the shortfall is approximately \$95,000 and that the city will not subsidize any shortfall.

9. CAPITAL BUDGET- FY 2009-10

Ms. Hebert said that the capital budget request was approved by the Finance Director and the Planning Commission. She said pending the Mayor's approval it will go to the Planning Commission of the Common Council and then to the full Common Council for approval.

10. CAPITAL PROJECTS

Mr. Sweeney said that all capital projects have been completed.

11. SHUTTLE SERVICE MARKETING PROGRAM

Ms. Hebert presented the marketing efforts through the Transit District and a poster campaign proposal to continue the marketing of this service. She said that the information will be put on cards to hand out and will also be e-mailed to the permit holders. Mr. Del Monaco suggested offering the ability of downloading the information from the website. Ms. Hebert said that she has been working with Oxygen Design to put together a poster campaign so that more recognition is received on this operation. She said the proposal includes the poster design, printing and mounting of the poster at statically located areas such as the Maritime Garage, South Norwalk Railroad Station and City Hall. She said that the fee for the design of the poster is \$1,500.00 and that there will be additional costs for the printing and mounting of the posters.

**** MR. SHATZ MOVED TO APPROVE THE ITEM FOR A SUM NOT TO EXCEED \$5,000**

**** MOTION PASSED UNANIMOUSLY**

12. OLD BUSINESS

Ms. Hebert said that she had met with Jackie Lightfield to go over some of the details about the website. She said the other part of the development of the website is also developing branding for the Parking Authority. Ms. Hebert presented 2 sample logos for members of the Parking Authority to comment on. After further discussion it was decided by the members of the Parking Authority that they would like to see other logo options before making a decision.

13. NEW BUSINESS

Ms. Hebert said that the lease at the concession at the South Norwalk and East Norwalk Railroad Station will end on June 20, 2010. She said that there was a request from the current concessionaire to extend the lease but said that staff is recommending sending out a proposal. Mr. Meek asked how long the current concessionaire has been there. Ms. Hebert said that Coffee Creations has changed ownership 4 times since the South Norwalk Railroad Station has opened and has been there for 15 years. Mr. Alvord said the current owner of Coffee Creations has been there for approximately 1 ½ years.

14. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

15. ADJOURNMENT

**** MR. MEEK MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:34PM