

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
February 24, 2010

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

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, JANUARY 27, 2010.

** MR. HAYWARD MOVED TO APPROVE THE MINUTES

** MOTION PASSED UNANIMOUSLY

2. AUHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO
PURCHASE AND INSTALL A CLEARANCE BAR ON THE UPPER HAVILAND DECK FROM ADP
SERVICE CORP. IN ACCORDANCE WITH THE BIDS RECEIVED FOR PROJECT NO. PKG-2010-1,
HAVILAND CLEARANCE BAR, FOR A SUM NOT TO EXCEED \$12,000

ACCOUNT NO. 0909 4095 5777 C0354

Ms. Hebert said that four bids were received and that ADP Service Corporation was the low bidder. She said this does not include the signage or the logo that will be put on both sides of the clearance bar. She said that will be done separately and paid for out of the capital budget. Mr. Hayward asked if ADP has done work for the Parking Authority in the past. Ms. Hebert said "yes" and they are the contracted vendor for all maintenance. Mr. Federici asked when the work will be completed. Ms. Hebert said in April/May.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

3. MONTHLY FINANCIAL REPORT

Ms. Hebert said that there is a budget shortfall for the month of January due to snow removal operations; however the net capital reserve is \$292,000 to date. She said that the Finance Department has closed on the debt refinancing and the savings will average \$80,000 per year through the term of the bond.

Ms Hebert reported on the capital projects and said that the next phase of concrete repairs for the Yankee Doodle Garage has gone out to bid and the bids are due back on March 18, 2010. She said that the original facility assessment included an engineer's estimate from Desman Associates that was \$1.2 million dollars and they have since updated their estimate to \$700,000.

Ms. Hebert said that the work at the South Norwalk Railroad Station is moving along.

Ms. Hebert said that the leaking project at the Maritime Garage needs to go out to bid.

Ms. Hebert said that she received a check for an incentive payment from CL&P in the amount of \$32,000 for the lighting project at the Yankee Doodle Garage. She said that SNEW has also approved an incentive payment for the South Norwalk Railroad Station but that she has not received that yet.

5. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 14% compared to this time last year and down 62% for Presidents week in comparison to 2009.

Mr. Del Monaco reported on the status of the lack of ridership on the shuttle service. Ms. Hebert said that since the shuttle service was implemented the numbers have been going down and now only average one to two riders per month who park at the Maritime Garage and she recommended discontinuing the shuttle service. Ms. Hebert reported that she has spoke to Lou Schulman and he agreed to discontinue on April 2, 2010.

** MR. MEEK MOVED TO APPROVE DISCONTINUING THE SHUTTLE SERVICE AS OF APRIL 2, 2010

** MOTION PASSED UNANIMOUSLY

Mr. Del Monaco said that the demands at the Webster Lot are down 6% compared to last year and that the infrastructure work for installing the pay stations has begun.

Mr. Del Monaco said that the demands at the North Water Lot are up slightly and to date are up 3%. He said that he is testing an instructional system that will help customers understand how to operate the pay stations , which is activated by a presence at the unit. He reported that to date, the system is working very well and he plans on installing similar equipment at the Haviland Deck, Yankee Doodle Garage and Webster Lot.

Mr. Del Monaco said that the demands at Haviland Deck are up 19% compared to 2008. At the request of Mr. Hayward Mr. Del Monaco presented all the views from the closed circuit TV and said it does not include the two new cameras that are currently being installed at the pay stations. Mr. Hayward asked if more cameras are added if the view will be smaller. Mr. Del Monaco said "no"

Mr. Del Monaco said that on street parking continues to do very well which he attributes largely to the credit card accepting meters.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are beginning to rebound. He presented the recent improvements including the addition of the level of capacity signs at the beginning of each entrance on each floor, the tile work as well as the new scheduling monitors which he continues to receive very favorable reviews on. Mr. Shatz asked what the capacity is on each level. Mr. Del Monaco said approximately 120.

Mr. Del Monaco said that he has met with the Housing Authority and has begun to formulate an agreement on using the storage space under the stair tower to the right of Bates Court entrance into the garage.

Mr. Del Monaco said that the parking permit issuance at the East Norwalk Railroad Station remains consistent at 349 permits sold.

Mr. Del Monaco said that the demands at the Yankee Doodle Garage continue to be consistent and that permit sales are slightly ahead of where they were last year. He said that compliance continues to be very high and that ticket issuance is down.

Mr. Del Monaco said that snow removal operations and other maintenance continue to do very well.

6. OLD BUSINESS

Ms. Hebert said that Dick Linnartz the Principal Engineer for the City and Jack Burrit of the Redevelopment Agency have met with representatives from Compare Foods and have approved their preliminary plan to be able to get their building permit to begin the work inside the building. She said that they still need to submit their plans for the civil engineering as well as the landscaping plan for the Adopt-A Spot. She said they will also need approval from the Parking Authority for a long term lease agreement for parking spaces to allow their delivery trucks to back into their delivery door from 5:00AM to 10:00AM. She said that they will also be building an enclosure for their garbage and grease trap.

8. NEW BUSINESS

No discussion.

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

10. ADJOURNMENT

** MR. HAYWARD MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:00PM

