

**CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
JANUARY 28, 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
Frank Mac Eachern, Norwalk Advocate

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 MONDAY, DECEMBER 22, 2008**

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

**2. APPROVE THE OPERATING BUDGET OF \$5,098,926 FOR FISCAL YEAR 2009-
2010.**

Mr. Hayward asked how the \$9,000 was compensated for from not increasing the rate at Haviland Deck for the 1 hour duration of stay. Ms. Hebert said she reviewed the budget and found on the revenue side that the anticipated lease income with Bank of America for an ATM machine at SNRR was miscalculated. She said that the lease was renewed last year and the number was calculated at the old rate. She said that line will increase by another \$6,540. She said to make up for the difference that on the expense side professional services will be reduced by \$3,000. Mr. Del Monaco said that the approved rate increase will go into effect this weekend.

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

3. MONTHLY FINANCIAL REPORT

Ms. Hebert said that there is a net positive cash flow of over \$300,000. She said that there has been a decrease in demand due to the current economy. Mr. Federici asked what the course of action will be if there are numerous more snow storms. Ms. Hebert said if it is over and above what can be absorbed in the budget that there is a fund balance of over \$ 100,000 for 2006-07, and an additional fund balance in 2007-08 that will be used.

4. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the Maritime Garage continues to disappoint, and that the Webster Lot continues to underperform compared to prior years. He said that the North Water Lot continues to increase, and now that Haviland Deck is open is starting to show a sign of getting back to where it previously was. Mr. Federici asked Mr. Del Monaco if he had written the letter of thanks to RHAM Construction. Mr. Del Monaco said that he has drafted the letter but has not yet forwarded it. Mr. Del Monaco said that on street revenue continues to do extremely well.

Mr. Del Monaco said that the test program on North Main Street for the credit card excepting meters continues. He said that he has seen some very positive information, and is enthused about the level of credit card usage particularly during the early evening hours. He said that at some point extending the hours of operation should be considered for on street parking throughout South Norwalk. Mr. Federici asked when the rest of the meters will be implemented. Ms. Hebert said that they are in next year's capital budget request. Mr. Hayward asked if it was possible that when someone uses a credit card to allow a certain amount of free use. Mr. Del Monaco said that should be done on the back end of the duration of stay before they receive a ticket, and said that he highly recommends against what is currently being done at Webster Lot, where time is given away at the front end. He said when you look at the duration of stay the demands are 80% of people who stay 15 minutes or less. He said that approximately \$150,000 of revenue is lost because 15 minutes is given away at Webster Lot. Mr. Meek said looking at the report the test meters are not configured to expire when a car vacates. Mr. Del Monaco said "no" the test meters show what time of the day business is being done, but that technology is part of the capital budget request. Mr. Hayward asked how many meters will be installed. Ms. Hebert said 170, and the capital budget request is for approximately \$ 65,000. Mr. Del Monaco said that the current inventory of meters that are there now will be kept in the event that meters are put back on Wall Street. Mr. Meek asked if the meters will be mounted on the existing poles. Mr. Del Monaco said that one of the things that will need to be done is to go around and uniform the height of the poles.

Mr. Del Monaco said that 43 permits were issued to the residents of SONO Gardens. Ms. Hebert said that they still have not submitted anything to the Redevelopment Agency. Mr. Federici asked if anyone has attempted to contact them. Ms. Hebert said "yes". Mr. Federici asked if that was being documented. Ms. Hebert said "yes".

Mr. Del Monaco said that as of today there is no waiting list at the East Norwalk Railroad Station. Mr. Meek asked how people are notified of the waiting list. Mr. Alvord asked if that information is available on the website. Ms. Hebert said not on the current website, but that will be a part of the upgraded website. Mr. Del Monaco said on the current website that a person can go and request a permit, and it comes to his system and then staff depending on availability, will either accept it or reject it. He said if it is rejected the name automatically goes onto a waiting list and the customer is notified.

Ms. Hebert said that on the eastbound side of the East Norwalk Railroad Station is very confusing and inconvenient to the commuter. She said that the City of Norwalk does not own the land, and is owned by a private company called DLC Property Managers, and by the State of Connecticut. She said that approximately 10 years ago there was a land swap where the private parking is in the front of the building, and the commuter parking is in the back. She said that she has received some complaints that there is not enough parking and that it is inconvenient. She said she has been talking with the property managers of the building and if affordable, to lease more parking from DLC Property Management. She said that she has also been talking to the State of Connecticut, to see if the land can be swapped back to make it more convenient for the parkers.

Mr. Del Monaco said that the shuttle service has now initiated the fixed schedule and it is now more sensitive to the trains. He said that at next month's meeting he will be able to provide more detail. Mr. Shatz asked what the level of usage is. Mr. Del Monaco said that he did not have that data. Mr. Shatz asked if a person has to show any identification to ride the shuttle. Mr. Del Monaco said if they park at the Maritime Garage, they need to show their parking ticket.

Mr. Del Monaco said that the closed circuit television system at Haviland Deck will be completed this week, and staff training is scheduled for next week.

Mr. Del Monaco said that he strongly recommends installing pay stations in the Wall Street area. Ms. Hebert said that a transient fee was approved for the Main and Wall Street area. Mr. Shatz asked how many pay stations will be installed. Mr. Del Monaco said 2 will be needed in the Wall Street area and 1 for the South Norwalk Railroad Station on the New Haven side. Mr. Federici asked what the approved rate was. Ms. Hebert said .50 cents an hour. Mr. Hayward asked if that would affect the revenue numbers for next year. Ms. Hebert said "yes" but it is unknown at this time what that number will be. She said that 4% of the parking tickets that are written for the entire City of Norwalk come from the Wall Street area for time limits. Mr. Shatz asked how much the pay stations cost. Mr. Del Monaco said with the Board's consent he will have a proposal and a proforma for the February meeting. Mr. Hayward said once POKO begins construction do they have provisions for the construction workers for parking. Ms. Hebert said "yes" and that once phase I begins they are required by the Land Disposition Agreement to provide 100 spaces on site and if that overflows they will go to the Yankee Doodle Garage. Mr. Alvord said that it will also be an enforcement issue. Mr. Federici asked if space could be provided for them at the Yankee Doodle Garage. Mr. Alvord said that leasing them a floor at the Yankee Doodle Garage would be a good option.

Mr. Del Monaco said that permit sales are slightly ahead of where they were last year due to the increase in commuter permits that are now being sold at both the East Norwalk and South Norwalk train stations. He said that collections for parking enforcement continue to be consistent. He said that maintenance has consisted of snow removal and he has not received a single complaint.

5. CAPITAL BUDGET – FY 2009-10

Ms. Hebert said that a 5-year plan was done on the operating budget includes the projected debt service of the 5-year capital budget request. She said the capital budget request includes the credit card accepting meters in SONO, money for the repairs at the Maritime Garage, structural repairs at the Yankee Doodle Garage and the lighting project at the South Norwalk Railroad Station. Mr. Alvord said that the capital budget will go to the Planning Commission for review on February 4, 2009, and the public hearing will be held on February 9, 2009.

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

**** MOTION PASSED UNANIMOUSLY**

6. CAPITAL PROJECTS

Mr. Sweeney said that all the projects are basically completed other than a few miscellaneous items for three of the projects. He said at the eastbound side of the South Norwalk Railroad Station there are some card readers to be installed on the doors and miscellaneous touch up paint to be done. He said that Mr. Cavello developed a small punch list for the doors on the westbound side at the South Norwalk Railroad Station. He said that Haviland Deck is completed other than some miscellaneous repairs that will be done in the spring. He said that the Yankee Doodle Garage is substantially complete except for some caulking at the new patch repair joints which will require warmer temperatures. Ms. Hebert said there will be a press conference on February 9, 2009, at 4:00 PM on the eastbound side of the South Norwalk Railroad Station.

7. NEW BUSINESS

Ms. Hebert said she is working with SWRPA to apply for a grant to install public art and to purchase bike racks on the eastbound side of the South Norwalk Railroad Station.

Ms. Hebert said she had met with Jackie Lightfield regarding the website and it should be completed by March or April.

Ms. Hebert said there will be a new appointment on the Parking Authority for Joe Santo's position. She said that the Mayor will be appointing someone in February, who is now on sabbatical for her job but would be attending the meeting in March.

Ms. Hebert said that the Mayor had attended the Commuter Council meeting last week and had given a report on the South Norwalk Railroad Station.

Ms. Hebert said that the taxi operations at the South Norwalk Railroad Station are going very well. She said that she has had discussions with the people who own 50 Washington Street to lease their parking lot on Martin Luther King Drive, to operate and to provide an additional 6 parking spaces for the taxi's to use as a staging area.

Ms. Hebert distributed the operating and management audit that Walker had developed. She said that some of the recommendations are being implemented now, but some of the recommendations requires hiring additional personnel, which she is not recommending at this time. She said the next phase will be to develop a request for proposal. She said that she was not happy with the response that Walker had given on the audit report, and that a draft copy was never received. She said that she received the final copy on December 23, 2008, and they were hired in August, 2008. She said she is recommending that Desman Associates be hired to develop and evaluate the RFP. They have performed many projects and consulting services for the City of Norwalk and the Parking Authority and are familiar with Norwalk. Time is of the essence, and she said will have a proposal at the February meeting. Mr. Meek asked how a management review is developed without a financial audit. Ms. Hebert said that the Walker Report is a management and operation audit. The Parking Authority is audited as part of the City of Norwalk's audit process. She said she has a preliminary spreadsheet of the FY 07-08 audit but she has not yet received the final report from the Comptroller.

Mr. Alvord said that the Transit District has been working on the design and construction of Pulse Point. He said that there have been some challenges with the drivers using the rest facilities in the Yankee Doodle Garage, and part of the Pulse Point design will include the construction of a driver's facility, so they will no longer have access to the Yankee Doodle Garage facilities.

Mr. Federici asked the status of the condos. Mr. Alvord said that Linda Guliuzza is drafting the motion for the approval of their own separate driveway and Public Works will do the driveway.

8. ACTION ON ANY ITEM DISCUSSED HEREIN.

No discussion.

9. ADJOURNMENT

**** MR. SHATZ MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:40PM