

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
January 27, 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
Albert Soe, Pro-Park

CALL TO ORDER

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

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON MONDAY,
DECEMBER 15, 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
TUESDAY, JANUARY 5, 2010.

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

**** MR. FEDERICI MOVED TO ENTER INTO EXECUTIVE SESSION
** MOTION PASSED UNANIMOUSLY**
Executive session began at 6:05PM
Executive session ended at 6:30PM

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH LAZ PARKING, LTD., FOR THE PARKING OPERATING AND MANAGEMENT OF THE NORWALK PARKING SYSTEM IN ACCORDANCE WITH NEGOTIATED TERMS AND CONDITIONS

** MR. SHATZ MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

4. APPROVE THE AMENDED BYLAWS

Ms. Hebert said that the only section that will change is Article 6, Section 2 to provide flexibility when something comes up to have discussions through teleconference or e-mail.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

5. APPROVE THE FY 2010-2011 OPERATING BUDGET AND RATE CHANGES

Ms. Hebert reminded the members that all legal notice requirements have been met and the public hearing was held on December 15, 2009.. Mr. Del Monaco said that the new transient rates for the Maritime Garage will take effect on February 1, 2010, the new permit fees on March 1, 2010, and the fees for Webster Lot will be tied into the implementation of the change in operation.

** MR. MEEK MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

6. APPROVE THE FISCAL YEAR 2010-2011 CAPITAL BUDGET

Ms. Hebert said that she recommends keeping the request that was presented at the December 15, 2009 meeting. Mr. Hayward asked why the generator that is being requested will only be able to handle one of the elevators. Mr. Del Monaco said that the goal is to handle both of the elevators but that there are a lot of loads in that building that are not parking related. Mr. Alvord requested that Mr. Del Monaco provide him with the kilowatt size of the current generator, as well as the proposed replacement generator.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

7. MONTHLY FINANCIAL REPORT

Ms. Hebert said to date the capital reserve is over \$300,000

8. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 27% compared to this time last year.

Mr. Del Monaco reported on the status of the lack of ridership on the shuttle service. Mr. Federici asked if the shuttle service should continue. Mr. Del Monaco said "yes" and once the Webster Lot transition is complete that perhaps the use of the shuttle can be redirected. After further discussion it was decided to look into an alternative to the shuttle operation in the near future.

Mr. Del Monaco said that the demands at the Webster Lot are down 7% compared to this time last year.

Mr. Del Monaco said that the demands at the North Water Lot continue to be consistent and to date are up 1%.

Mr. Del Monaco said that the demands at Haviland Deck are up 19% compared to fiscal year 2008. Mr. Federici asked the status of the headache bar. Ms. Hebert said that the bids are due back by February 4, 2010. Mr. Federici asked what the estimated time of installation is. Mr. Del Monaco said in the spring.

Mr. Del Monaco said that the revenues for on-street parking continues to escalate and are currently 24% ahead of where they were last year which he attributes to the credit card accepting meters. He said that he has had a discussion with the manufacturer regarding the sensors and they will be beta testing a sensor in the spring that will be on the meter rather than in the street. Mr. Meek asked if at some point that accepting American Express should be considered. Mr. Del Monaco said not unless the discount fees decrease significantly and said that he has not received enough requests to honor it or complaints on not offering American Express.

Mr. Del Monaco said that the December demands at the South Norwalk Railroad Station were up 26% compared to last year. He said that he has added cable television to the lobby area as well as an online train schedule that keeps commuters up to date on both the Grand Central and New Haven bound trains. He said that the service has been well received from the customers. He said that once the renovations are completed the train schedule monitors will be added to the second floor westbound lobby. He said that with the renovations of the westbound side there is now sufficient room for the MTA to relocate or install one of their automated ticket machines inside the lobby and that he will attempt to discuss this possibility with MTA officials.

Mr. Del Monaco said that the parking permit issuance at the East Norwalk Railroad Station remains consistent at 328 permits sold.

Mr. Del Monaco said that the Yankee Doodle Garage is doing significantly well which is primarily due to the construction in the area.

Mr. Del Monaco said that permit sales throughout the system continue to be very consistent and that ticket issuance and violation revenue are down which is due to the fact that compliance has increased significantly.

9. OLD BUSINESS

- a. AUTHORIZE LAZ PARKING LTD ON BEHALF OF THE PARKING AUTHORITY TO PURCHASE AND INSTALL EMERGENCY CALL BOXES AT THE HAVILAND DECK FOR A SUM NOT TO EXCEED \$37,000
ACCOUNT NO. 090940955777 C0354

Mr. Del Monaco said that there are surplus capital dollars leftover from the Haviland renovation project and he recommended enhancing the perception of customer safety with the installation of six call stations that would be strategically placed throughout the facility. He said that the calls will be monitored by a contracted answering service that is trained in similar fashion as police and ambulance dispatchers. He said that in the event of an equipment issue the answering service would direct the calls to on-call personnel. Mr. Federici asked what he estimated cost will be. Mr. Del Monaco said \$37,000.

- b. AUTHORIZE LAZ PARKING LTD ON BEHALF OF THE PARKING AUTHORITY TO PURCHASE AND INSTALL SECURITY SERVICE ENHANCEMENTS AT THE HAVILAND DECK FOR A SUM NOT TO EXCEED \$25,000.
ACCOUNT NO. 090940955777 C0354

Mr. Del Monaco said that there are currently 16 cameras at Haviland Deck and he would like to add additional cameras around the pay stations. Mr. Federici asked what the estimated cost will be. Mr. Del Monaco said \$24,000. Mr. Hayward asked how many cameras will be installed. Mr. Del Monaco said five. Mr. Hayward asked if a presentation could be presented to the Authority on how the cameras will be positioned. Mr. Del Monaco said that he will provide a full presentation at next months meeting.

**** MR. SHATZ MOVED TO APPROVE LAZ PARKING LTD TO PURCHASE AND INSTALL EMERGENCY CALL BOXES AT THE HAVILAND DECK FOR A SUM NOT TO EXCEED \$37,000 AND TO PURCHASE AND INSTALL SECURITY SERVICE ENHANCEMENTS AT THE HAVILAND DECK FOR A SUM NOT TO EXCEED \$25,000**

10. NEW BUSINESS

Ms. Hebert said that city staff has been meeting with Compare Foods and they have committed to constructing a trash compactor and enclosure area and manage the tenants along that strip. She said that they will also be participating in the adopt a spot program coordinating landscaping efforts with DeMilo Bros. She said that they will need a few permanent parking spaces adjacent to the building to enable their very large delivery trucks to back into their delivery area and they will have plans ready for Parking Authority approval in March.

Mr. Federici said that the Common Council has approved the \$500,000 for the change in operation at Webster Lot. He said once the change is complete there will be no more 15 minutes free parking and suggested assigning some spaces for 15 minutes of free parking to accommodate drop off and pick up in the area similar to what we do on N. Main Street. After further discussion it was decided to designate approximately 20-25 free 15 minute parking spaces in front of the fast food areas and adjacent to the theater for quick drop off and pick up. The Parking Authority directed staff to include this plan as part of the final implementation.

11. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

12. ADJOURNMENT

** MR. HAYWARD MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:30PM

