

PARKING AUTHORITY MINUTES

**REGULAR MEETING
DECEMBER 19, 2007**

ATTENDANCE: Stephen Bentkover, Chairman
John Federici, Vice Chairman
Victor Cavallo
Burt Shatz

STAFF: Hal Alvord, Public Works Director
Frank DelMonaco, LAZ Parking
Dilene Byrd, Secretary

OTHERS: Judith Rivas
Frederic Brown, Desmond Virgulak Brown Commercial Reality, Inc
Robert Koch, The Hour Newspaper

Chairman Bentkover opened the Public Hearing at 6:30PM
Ms. Rivas said she has some concerns regarding the Yankee Doodle Garage. She said that cleanliness was an issue and although there have been some improvements it is still particularly a problem in the stairwells. She also requested more concrete be added to the stairs because she has concerns of the stairs crumbling. She said her last concern was security and asked if the cameras were operational. Mr. Bentkover said they are not operational at this time but that money has been budgeted in the next four to five years to make improvements to the garage. Mr. Federici said that the Yankee Doodle Garage is high on the priority list for improvements. Ms. Rivas also said that she is very satisfied when she calls Laz that there is no automated system and is able to speak with an actual person.

Chairman Bentkover closed the Public Hearing at 6:38PM

CALL TO ORDER

Chairman Bentkover called the meeting to order at 6:38PM

1. APPROVAL OF MINUTES

Mr. Shatz said on Page 3, Item 3, Line 12, to add "that"
Mr. Alvord said on Page 3, Item 3, Line 12, to change "proprietor" to "source"
Mr. Federici said on Page 6, Item 7, Line 12, to change "year" to Years"
Mr. Shatz said on Page 7, Item 7, Paragraph 7, Line 3, to add "account"

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM WITH
CORRECTIONS**

**** MOTION PASSED UNANIMOUSLY**

2. MONTHLY FINANCIAL REPORT

Mr. Alvord said the financial operation of the Parking Authority continues to do well and are currently operating in the black.

3. MONTHLY OPERATION REPORT

Mr. DelMonaco said that the demands at the Maritime Garage have increased slightly but still lag on a year to date basis. He said that the Webster Lot continues to be consistent as well as the other facilities. He said that the permit sales continue to exceed last year at this time. He said that the revenues in the Isaac Street section appear to out of kilter on the report, which is due to receiving payment from the movie production company. He said that there have been three snowstorms to date and will have the cost associated with them at the January meeting but said more importantly the quality of work has been far superior to the past and had received minimal complaints.

Mr. DelMonaco said that he is recommending the offering of a parking meter debit card, which will work on each of the 165 meters that are currently in South Norwalk. He said that it is a \$25 card that the motorists would pay for upfront. He said the way it will work is when the motorist pulls into a desired parking place and inserts the card into the meter the first signal that would appear on the meter is the balance that is left on the card and it would then deduct in .25 cent increments.

4. OPERATING BUDGET- FY 2008-09

Mr. Bentkover asked if there was any discussion on the rate structure as presented. Mr. Federici asked if the parking violations are set at the maximum rate other than for handicapped violations. Mr. DelMonaco said the parking violation rate increases were based on the trends of similar communities. Mr. Federici asked if this would be the revenue plateau for some time. Mr. DelMonaco said by looking at the chart, which assumes these rates, that 21% of the revenue for the Parking Authority is based on fines and would not recommend going much higher at this time.

Mr. Bentkover asked if there was any discussion on the hourly rates as presented. There was no further discussion.

Mr. Bentkover asked if there was any discussion on the monthly permits as presented. Mr. Shatz asked what the rationale was for increasing the ENRR \$10.00. Mr. Bentkover said because it was currently way under market.

Mr. Federici asked if these proposed rates are approved if they would go into effect immediately. Mr. DelMonaco said based on the action taken at tonight's meeting they can go into effect February 1, 2008. Mr. Shatz asked if the rates would need to be approved by the Common Council. Mr. Alvord said they would not. Mr. Shatz asked if any feedback by any source has been received regarding the proposed rate increases. Mr. Bentkover said there has not been. Mr. Alvord recommended to Chairman Bentkover that

he structures the vote in two parts one to approve the rates and the second part for approving the effective date as to when the rates would go into effect.

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THE RATES AS THEY ARE PROPOSED**

**** MOTION PASSED UNANIMOUSLY**

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THE RATES GO INTO EFFECT FEBRUARY 1, 2008.**

**** MOTION PASSED UNANIMOUSLY**

5. CAPITAL PROJECTS

Mr. Alvord said that all the under the bridge lighting has been completed in South Norwalk. He said that the contractor has some repairs to do on the streetlights on Washington Street, which will be done in January. Mr. Shatz asked Mr. Alvord if he was satisfied with the lighting. Mr. Alvord said there were some scheduling issues but that the quality of work was very good. Mr. Bentkover asked when the work at the Yankee Doodle Garage was scheduled to begin. Mr. Alvord said he would get back to him with that information. Mr. Alvord said that a meeting with the various parties would be scheduled regarding the leaks at the Maritime Garage and have concluded which part would be performed under warranty and which part would not. Mr. Shatz asked if there was any concern regarding the work on the Yankee Doodle Garage being done at the same time as the Haviland Deck repairs. Mr. Alvord said no and that there is no correlation between the two and that they are in two completely different sections of the city.

6. OTHER BUSINESS

a. South Norwalk Railroad Station- Transportation Issues

Mr. Alvord said that he had received six proposals regarding the Intermodal Transportation Center Study and would be short listing and interviewing five of the proposers on January 14, 2008.

Regarding the taxicab issue, Mr. Bentkover suggested when implementing the starter that they request police presence at the station. Mr. Alvord said he does not think the license and registration program will ever generate enough revenue to pay for a full time starter and alternatives would need to be researched. He also said that he does not believe that the police department has adequate resources to have full time presence at the station. Mr. Shatz asked what the penalty would be if they do not conform to the license and registration program. Mr. Alvord said there are several enforcement issues with a number of the codes in the city and that he is not suggesting that once this program is in place and someone violates it that they be arrested and that when the package is put together that careful consideration needs to be made so that the program has meaning and teeth. Mr. Federici asked if their state license could be revoked if they violate the program. Mr. Alvord said no and that Ms. Hebert had contacted the state to find out how they operate the program and said she found out that the state does not currently have the program and

in fact were interested in what we were thinking on implementing because they were interested in developing the same kind of program. He said they did however send Ms. Hebert an outline of a program that they had in mind but said he felt it had no teeth behind it and it is basically up to this Authority to come up with what we think will work. Mr. Bentkover said he would like to inquire with the airports as to what they do because the starters seem to have such control. Mr. DelMonaco said what helps in the airports is that there is such a demand there and the problem that we have is stagnation. Mr. DelMonaco said whatever is implemented needs to extend outside the train station and that the Traffic Authority should be involved.

b. PR Consultant

No discussion.

c. Engineering Consultant

Mr. Alvord said that the engineering staff is inundated in both design and construction projects. He said that Mr. Sweeney has been working with the Parking Authority primarily because he is a structural engineer. He said the Mr. Sweeney is currently involved in at least twenty-five different projects and he is concerned that he can't perform what needs to be done. He said what he would like to do is hire a contract engineer to work under the supervision of Mr. Sweeney and perform the base design work and the structural analysis that Mr. Sweeney is now currently doing. He said that Mr. Sweeney would still have the final oversight of the work product developed by this contracted engineer. Mr. Bentkover asked if this person would be working strictly for the Parking Authority. Mr. Alvord said yes. Mr. Shatz asked if this would be a full time position. Mr. Alvord said that it would not be and is looking at something that is approximately \$25,000 a year. Mr. Bentkover asked how that would be translated into a per hourly rate and set a limit. Mr. Alvord said he would propose a retainer contract. Mr. Shatz asked if the position would require a licensed PE. Mr. Alvord said not necessarily because Mr. Sweeney would still be the one stamping the drawings and said he is more interested in experience. Mr. Bentkover asked if a request for proposal would be required. Mr. Alvord said once there is approval from the Board to proceed he would then develop a retainer proposal for the Board at next months meeting. Mr. Bentkover said by looking at the numbers the differential in the budget is \$145,000 from the proposed expenses versus the operating income and out of those funds that \$6,000 will need to be encumbered for the PR Consultant. Mr. Bentkover asked if the \$25,000 would be invoiced on a monthly basis rather than a lump sum amount. Mr. Alvord said it would be invoiced on a monthly basis. Mr. Bentkover asked what amount should be set aside where it is relatively comfortable that it is the amount in which will be needed. Mr. Alvord said he is relatively comfortable with the not to exceed amount of \$ 25,000. Mr. Alvord said a monthly report could be provided of what has been used and how much has been invoiced from the retainer contract and be included on the agenda as a standing item. Mr. Cavallo said that since Mr. Sweeney works for Public Works and that they are understaffed shouldn't that department be paying for this position. Mr. Alvord said no and that any work that Mr. Sweeney has performed for the Parking Authority has been paid for by the Parking Authority. Mr. Cavallo asked how much has the Parking Authority paid to Mr. Sweeney to date. Mr. Alvord said not much to date. Mr. Alvord

said the reason the Parking Authority does not see that amount is because it is currently covered under the capital budget and not the operating budget. Mr. Alvord said every consultant contract that is done for the city is done on a qualifications based selection process and are not done on competitive bids and are all done on a not to exceed amount.

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THAT THE PARKING AUTHORITY EXTEND \$25,000 FOR THE HIRING OF AN CIVIL/OR STRUCTUAL ENGINEER TO WORK UNDER THE SUPERVISION OF MR. SWEENEY AND THE HOURS TO BE CONTROLLED BY MR. SWEENEY AND CAN BE REVOKED BY THE PARKING AUTHORITY AT ANY TIME.**

d. Parking Authority Website Updates

Mr. Alvord said he would forward the approved rates to the IT Department to post on the website. He said there will also be a button added to the Parking Authority website to view press releases as they are distributed.

7. NEW BUSINESS

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THE IMPLETMENTATION OF THE METER CARD SYSTEM**

**** MOTION PASSED UNANIMOUSLY**

Mr. Alvord said that he has been researching ways to fund the installation of a security camera system at the SNRR and the Yankee Doodle Garage. He said that Mr. DelMonaco has been working with Securitas on developing cost estimates and it will be approximately \$ 80,000. He said as opposed to having the Parking Authority approve those funds in the budget that these funds have been requested under Homeland Security. He said under the 2005-funding request that the camera system had been included and intended that the entire \$80,000 be approved in 2005 but the Grants Coordinator had split the \$80,000 and put \$53,000 in the 2005 Homeland Security request and the rest in 2006. He said they are both in approved spending plans and he has just received approval to spend the money in 2005, which includes the \$53,000 for the camera system. He said that he suggests purchasing the system through Securitas and use the funds from the state and encumber the \$53,000 for the Parking Authority and proceed with the camera system. He said once the Authority gets approval to spend the 2006 Homeland Security funds encumber the remainder of the \$80,000 to the Parking Authority and then will have all the funds available to purchase the camera system. Mr. Federici asked what the time line would be to spend the 2006 funds. Mr. Alvord said he did not know at this time and had been pressing for the past six months to get the spending approval for 2005. Mr. Bentkover asked why they are planning to purchase the camera system from Securitas and what will there profit be. Mr. DelMonaco said they had chosen Securitas because that is their field of expertise. Mr. Alvord said that a request for proposal can be developed which would take approximately one month and get competitive bids and go through the selection process but he said he almost guarantees that it would be more expensive for this system and the installation compared to the recommendation before the Parking

Authority. Mr. DelMonaco said the other advantage to this is that we do not have to wait for all the funds to be available before the camera system is purchased and with the approval of this Authority the procurement will be initiated with putting down the \$53,000 and structure the financing so there is no penalty when it is paid off so that when the remainder of the funds are received for 2006 that the money will be applied. He said in the budget that was approved there was a \$25,000 line item that was based on \$100,000 procurement of this system over a five year period at a rate of 10% interest. Mr. Cavallo asked who would own the equipment. Mr. DelMonaco said that the City of Norwalk would. Mr. Shatz asked who would be maintaining the system. Mr. DelMonaco said for the first year that maintenance is included and after that year we would need to research purchasing a maintenance contract.

**** CHAIRMAN BENTKOVER MOVED TO APPROVE THAT THE DIRECTOR OF PUBLIC WORKS PURCHASE AND INSTALL SECURITY CAMERA SYSTEMS FROM SECURITAS SYSTEMS AT THE SOUTH NORWALK RAILROAD STATION (HOMELAND SECURITY FUNDS/ACCOUNT NO. 350473-5724- \$53,243 HOMELAND SECURITY 2005 AND \$26,757 HOMELAND SECURITY 2006 AND THE YANKEE DOODLE GARAGE OPERATING ACCOUNT \$32,000**

**** MOTION PASSED UNANIMOUSLY**

Mr. Brown of Desmond Virgulak Brown Commercial Reality, Inc, said that he has received comments from retail storeowners in the South Norwalk area that the parking rates in the Webster Street Lot are damaging to their business and has weakened the area. Mr. Bentkover thanked Mr. Brown for attending the meeting and said that the Parking Authority appreciates all comments.

8. ACTION ON ANY ITEM DISCUSSED HEREIN
No discussion.

9. ADJOURNMENT

**** CHAIRMAN BENTKOVER MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:34PM.