

PARKING AUTHORITY MINUTES

December 17, 2003

ATTENDANCE: Urban Mulvehill, Chairman;
Burt Shatz,

STAFF: Hal Alvord, Director; Kathryn Hebert, Administrative Services Officer; Anne Twomey, Budget Director; Tom Hamilton; Finance Director; Ed Schmidt, Mayor's Assistant

OTHER: Robert J. Cavello, Westview Group, LLC; Frank Delmonaco, LAZ Parking; Cornelius Thompson, LAZ Parking; John Perrotta, LAZ Parking; Paul Schmiedel, ACS

CALL TO ORDER

Chairman Mulvehill called the meeting to order at 7:40pm.

3. MARITIME GARAGE

a. Status report on completion and opening dates – report by Rob Cavello, Project Manager.

Mr. Cavello said that the garage has sign offs from the special inspector and preliminary reviews from the fire marshal, building inspector and have the elevator, zoning and state inspections in hand. He said that the fire alarm system was tested and some replacement parts had to be ordered. Mr. Cavello said that the system would be tested again next week.

Mr. Cavello said that work still needed to be completed at the site. He said the brick paving along the sidewalks and the inner section needed to be completed. Mr. Cavello said that there was a concrete driving surface that is passable. He said that the garage could be opened up to monitor the traffic. He said that the cleaning crews are coming at the end of this week. Mr. Cavello said that the public areas would be swept and striped and sealed. He said that there would be some time lost with the holidays coming up.

b. Adopt the Maritime Aquarium staff and volunteer parking Program – Report by Ed Schmidt.

Mr. Schmidt said that there are currently 30 parking spaces adjacent to the Maritime Aquarium building reserved for the employees and volunteers of the Aquarium.

He said that there would be a proximity card that would be used. He added that the cost of the parking would be charged to the Aquarium and added to their existing debt. Mr. Schmidt said that details of how frequently an audit would be performed were still being worked out. Mr. Cavello said that once the Maritime ticket space was up and running the general public would enter through the intersection side of the building and members enter at the North Side of the building. Mr. Cavello added that the construction of the ticketing structure has started.

Mr. Schmidt said that the ticket area should be done by January 26th. Mr. Shatz asked if all garages could charge the same amount. Mr. Schmidt said that the goal for January was to look at the entire parking in South Norwalk as one parking system. He said that does not mean that all parking rates should be the same. Mr. Schmidt said that there would be a logical pricing structure. He said that was in regard to long term parking versus short-term parking.

Mr. Mulvehill said that there should be an attractive structure for nighttime parking in Webster lot.

c. Approve the specifications for the fit out for the Parking Bureau field operation center at the Maritime Garage – Report by Corny Thompson.

Mr. Thompson said that there were four functions in the storage area. He said that accounting, auditing, parking bureau functions and parking for enforcement officers would be there. Mr. Thompson explained the drawing of what the area would look like to the Authority. Mr. Thompson said that this would be what was needed to operate fully with all the functions and the Maritime Garage. Mr. Schmidt said that LAZ would be working with the Purchasing Department on the actual bidding. He said that an approval of the specs was only needed tonight. Mr. Hamilton said that the budget would have to be amended after six months to cover the bidding. He said he would come back to the Authority with some numbers once the operation is in force for six months. Mr. Schmidt said that this was management efficiency to have all the parking employees' report to one area. Mr. Hamilton said that the projections are predicated on assumptions of revenue from the Maritime Garage. He said that there was no history to back up the assumptions yet. He added that he would monitor as it goes forward. Mr. Schmidt said that there was a surplus from last year.

c. Approve the complete interior signage package including the Parking Authority logo – Report by Mr. Thompson.

Mr. Thompson said that there would be logos on all shirts with the LAZ logo on the side of the shirt. He said that he should have the final draft of signs going into the garage. Mr. Schmidt suggested taking out the 'CT' so that it would reflect only the Parking Authority. Mr. Cavello said that he ordered additional signs to direct people and should have them in a week or so.

Mr. Schmidt said that normally a formal motion was not needed for this item. He said that was for information only. Mr. Schmidt said if there were any problem direction could be given.

Mr. Mulvehill said that the sign stating pay for parking in the garage lobby was a good idea. He said that it would keep people from the lobby at the Aquarium. Mr. Mulvehill said it was a good idea to accept credit cards at the pay stations. Mr. Delmonaco said that procedures and policies were in place for people that did not have credit cards or cash. He said that the purpose of that was not to hold up the cars that were leaving the parking area. Mr. Delmonaco said that there would be two signs directing cars to two exits from the parking area.

3. Approve the recommendation from LAZ Parking to contract with All American pools for snow removal services for parking facilities including the adjacent sidewalks and stairs for the following facilities: South Norwalk Railroad Station Parking Garage Westbound (\$12,000) and Eastbound sides (\$12,000) and the Maritime Garage (\$15,000) for a sum not to exceed \$39,000. And, Approve the continuation of the Norwalk Department of Public Works snow removal operation for all other parking facilities for Fiscal Year 2003-04 to be charged against the \$40,000 Public Works allocation-report by Mr. Thompson.

Mr. Mulvehill said that he has used All American Pools from time to time and they were very knowledgeable about pools.

Mr. Thompson said that the Railroad station would continue with the present vendor for the remainder of the year. He said that the contractor would continue to do the eastbound lot. He said that this includes the police area too. Mr. Schmidt said that there was talk about revenue control equipment on the eastbound side. He said that the fence would come down where the police presently park and that would become part of the public parking area.

Mr. Mulvehill said that there were a lot of cars parked in the police area now. He said that the area was getting a lot of use by the limo service. Mr. Delmonaco said that was one advantage of having the Authority operate

the garages. Mr. Schmidt said that he saw an opportunity for an overnight rate because of overnight parking. Mr. Delmonaco said that would encourage people to park in the garage. Mr. Delmonaco said that overcrowding would not be an issue because commuters don't show up everyday.

Mr. Thompson said that there were two quotes. He said that there are quotes for 1-3 inches of snow and 3-6 inches of snow. Ms. Hebert said that money was already in the budget for this.

Mr. Schmidt said that DPW would continue to plow this year. He said that LAZ could ask DPW for work up to \$40,000 annually. Mr. Thompson said that LAZ does not sign contracts with a contractor. He said the city does that and the city would be insured.

3. South Norwalk Railroad Station – Report by Frank Delmonaco

a. Discussion – Status Parking Audit.

Mr. Schmidt said that the person that was supposed to give this report was out of town on business. Ms. Hebert said that this information would be available at the next meeting.

- a. Discussion – transition plan for December 31, 2003.
- b. Discussion – proposed operational changes.

Mr. Delmonaco said that LAZ would like to start with the Eastbound Surface parking lot. He said a cashier would be at the entrance to the surface facility and collect fees upon entry. Mr. Delmonaco said that there are a number of areas that he recommends for enhancement as indicated in his memo to the Authority. Mr. Schmidt said that there would not be ticket violations. He said that people would come in and park. Mr. Mulvehill said that there is a lot of traffic in the roadway and a lot of people being dropped off in the morning. Mr. Delmonaco said that this was a perfect time to take control of this and a good opportunity for the Authority to make additional money.

Mr. Shatz asked if there were any traffic calming devices. Mr. Delmonaco said that having the equipment there would slow them down. Mr. Schmidt said that control would be gained by installing the revenue control devices. He also said that having taxi cues and installing sidewalks on both sides would be helpful for control. Mr. Delmonaco said the 27 spaces would be added.

Mr. Delmonaco said that this would eliminate the 85 people on the waiting list.

Mr. Schmidt said that the changes are temporary changes and that the CT Rail Survey through SWRPA will show long term rail operation needs in Norwalk as

well as listing Norwalk as an intermodal transportation center. He said that the study would tell how to better organize. Mr. Schmidt said that there would be bigger Wheels buses for the roadway and turning radius. He said that this was to gain control of the site on a quick basis.

Mr. Delmonaco said that in addition to this there would be an increase in the monthly fees. He said that LAZ has recommended the elimination of the debit card. Mr. Shatz asked how much notice would the public need. Mr. Delmonaco said as early as January and the rates would take effect April 1st.

Mr. Delmonaco said that if this was approved, the vendor that the equipment was purchased from would still be used and the vendor agreed to defer payment.

Mr. Schmidt said that the equipment should be ordered right away with a payable after July 1st. He said that this would accommodate the installation date of April 1st. He also said that establishing and regularizing rates would need a vote.

Mr. Mulvehill asked about monthly rates instead of annual. He said that this was disproportionate but allows better control. He said that an annual rate would allow increase in rates and treat everyone the same.

Mr. Schmidt suggested putting the memo back on the January meeting agenda. He said that there was a potential cost saving with an opportunity for payroll reduction by installing the pay station on both sides. He also said that the monthly and annual rates would allow for reduction of cashiers with savings of almost \$46,000.

Mr. Schmidt said that the city leases the parking lot from St. Thomas Church for the ENRR parking. Ms. Hebert said that it was never filled to capacity. Mr. Schmidt said that there was a question for this lease at the ENRR. He added that there was no waiting list at ENRR.

Mr. Mulvehill said that the planning in the building was inconsistent as far as vending machines. Mr. Delmonaco said that he would have identified this by the January meeting.

d. Approve the Operating and Capital Expenses for the Balance of Fiscal Year 2003-04.

Mr. Schmidt said that there was a revenue projection and expenses. He said that the Authority could wait until January for updated numbers.

3. Discussion – system-wide security operation plan

a. Introduction of John Perrotta

Mr. Delmonaco said that LAZ felt that a person with a strong law enforcement background was needed to handle security at the garages. Mr. Delmonaco introduced Mr. Perrotta to the Authority. He said that Mr. Perrotta was a retired Deputy Police chief with the City of Stamford. He also said that Mr. Perrotta would have a full report for the January meeting.

Discussion took place on the security and check-in mechanism. Mr. Delmonaco said that part of the plan was to have Mr. Perrotta orchestrate the implementation of check-ins and will look at every option available for security.

b. Security Plan for the Maritime Garage.

Mr. Delmonaco said that he would go into more detail in January.

3. Discussion – ACS transition status report and revenue collection system.

Mr. Schmiedel said that ACS is preparing to transition the Norwalk Parking Authority to the Ticket Management Information System (TIMS) with a targeted date of March 1, 2004. He said that there would be an ad hoc system to run reports at will. Mr. Schmiedel said that the ACS was in the data analysis mode at this time. He said that during the week of December 15th, ACS would conduct a route survey of existing parking enforcement beats. He said that the goal would be to come up with draft routes and recommend with a formal report summarizing findings and modification suggestions for the January meeting.

Mr. Mulvehill asked about Saturday enforcement. Mr. Schmidt responded that the agreement between the City and the Union Local 2405 specifies that the remaining parking enforcement officer who remain as city employees will perform parking enforcement duties Monday through Friday from 8 a.m. through 4:30 p.m. He said that LAZ would hire someone for Saturday enforcement if needed.

Mr. Delmonaco said that going forward a recommendation in change of operations in the lots would be forwarded to you each month.

3. Discussion – Parking Enforcement transition by LAZ parking.

Mr. Schmidt said that the expected transition date is March 1, 2004 for parking enforcement.

4. Discussion – Parking Authority Ordinance Changes – Report by Ed Schmidt.

Mr. Schmidt said that the Ordinance Committee met on Monday night and it was made clear that the Parking Authority has jurisdiction over the entire SNRR and the ENRR. He said that originally the ordinance excluded the railroads. Mr. Schmidt said the bond council drafted the ordinance that way because of the DOT suggestion. Mr. Schmidt said that the Agreement with DOT would allow the city to Parking Authority to commingle railroad revenues and expenditure but require that the funds be accounted separately for auditing purposes.

Mr. Schmidt said that the ordinance would state that LAZ would be responsible for entire facility including shoveling sidewalks, maintenance, etc.

5. Discussion – Proforma Operating Budget for Fiscal Year 2004-05 – to be handed out at meeting.

Mr. Schmidt said that the Parking Authority is required to have the budget approved by December 31st. He said that this item could go onto the January agenda.

Mr. Hamilton said that this was a work in progress. He said that LAZ is actively involved in revenue operations. He said that LAZ would need several more months before having enough information for a real budget. Mr. Hamilton said that the expenditures on the proforma were \$3,279,716. He said that this was an increase of \$778,000 from last year. Mr. Hamilton explained and reviewed the budget for the Authority. He said that the projected revenue from the Maritime Garage this year was \$261,000.

6. For Informational Purposes – Parking Authority Meeting Schedule Calendar year 2004.

The calendar for the upcoming meetings was included in the agenda.

7. Discussion for January 28, 2004 Parking Authority Meeting:

***Proposed operating changes to Haviland Street Parking Deck and Webster Street Parking Lot including recommended operating and capital budgets for the balance of Fiscal Year 2003-04.**

***System-wide Parking Authority proposed operating and capital budgets for fiscal Year 2004-05.**

***Meter Rates**

***Collection of unpaid fines**

***Discussion of wayfinding signage for the South Norwalk area.**

8. Action on any item discussed herein.

There were no action items tonight.

**9. Next parking Authority Meeting: Wednesday, January 28, 2004,
7:30pm in the DPW Conference room**

The meeting adjourned at 9:40pm.

Respectfully submitted,

Jean Lane

Telesco Secretarial Services

