

PARKING AUTHORITY MINUTES

NOVEMBER 28, 2007

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

STAFF: Hal Alvord, Public Works Director
Kathryn Hebert, DPW Administrative Service Manager
Frank DelMonaco, LAZ Parking
Dilene Byrd, Secretary

OTHERS:

CALL TO ORDER

Chairman Bentkover called the meeting to order at 6: 28P.M.

1. APPROVE THE MINUTES FROM PARKING AUTHORITY MEETING HELD ON WEDNESDAY, OCTOBER 24, 2007.

Chairman Bentkover said on Page 4, Item 5 to change "to" to "of"
Chairman Bentkover asked Ms. Hebert for a follow up on the status on Page 4, Item 5.
Ms. Hebert said she has attempted to follow up with Ron Feldman and will get back to him next week. Chairman Bentkover requested that be added to next month's agenda.
Chairman Bentkover said on Page 5, Paragraph 1, he had asked what the cost of the repairs would be. Ms. Hebert said she would have that number for next months meeting.
Vice Chairman Federici said on Page 5 Item 8, to change "this" to "there"
Vice Chairman Federici said on Page 6, Item 8 to change "thing" to "things"
** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM WITH CORRECTIONS.

** MOTION PASSED UNANIMOUSLY

2. THE OWNERS OF COFFEE CREATIONS, INC., AND PAULINE AKERS, INTEND TO SELL THE CORPORATION TO KIM SHILLEH. OTHER THAN CHANGE THE OWNERSHIP, THE SALE WILL NOT RESULT IN ANY CHANGES IN COFFEE CREATIONS, INC.'S NAME, OPERATIONS OR STRUCTURE. THUS, AFTER THE SALE, COFFEE CREATIONS, INC. WILL CONTINUE TO PROVIDE

THE COMMUTER CONCESSION SERVICES AT THE EAST NORWALK AND SOUTH NORWALK RAILROAD STATIONS IN ACCORDANCE WITH ITS AGREEMENT WITH THE PARKING AUTHORITY. THE PARKING AUTHORITY, HAVING REVIEWED THE PURCHASER'S QUALIFICATIONS, HAS NO OBJECTION TO THE SALE OF COFFEE CREATIONS, INC., TO KIM SHILLEH. IN ACCORDANCE WITH THE FOREGOING, THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY IS HEREBY AUTHORIZED TO EXECUTE A LETTER OF UNDERSTANDING WITH COFFEE CREATIONS, INC. AND ITS NEW OWNERSHIP THAT AFFIRMS THAT, AFTER THE SALE, THE LICENSE AGREEMENT DATED DECEMBER 8, 2005 BETWEEN COFFEE CREATIONS, INC. AND THE PARKING AUTHORITY WILL CONTINUE IN FULL FORCE AND EFFECT IN ACCORDANCE WITH ITS CURRENT TERMS.

Ms. Hebert said the owners of Coffee Creations have sold the business to Tim Shilleh and she has reviewed their financials from their restaurant in Wilton and found they are doing quite well. She said there is currently a five year contract and are into the third year of that contract. She said everything in the current contract will stay the same. Mr. Alvord said they cannot sign the contract over to another entity without the Parking Authority's approval. Chairman Bentkover asked what if the Parking Authority does not feel the new owners are abiding to the terms of the letter. Ms. Hebert said that they are assuming the existing contract and could be terminated if they do not comply with the terms of the contract. Mr. Shatz asked when the contract will expire. Ms. Hebert said it expires in 2010.

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

**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PURCHASE AND INSTALL AUTOMATIC OVERHEAD CONTROLS IN CONNECTION WITH THE REVENUE CONTROL SYSTEM AT THE SOUTH NORWALK RAILROAD STATION FROM AMANO MCGANN, INC. FOR A SUM NOT TO EXCEED \$16,000

Ms. Hebert said this item is for the controls and that the doors are already there. She said that this is currently a manual operation where someone actually has to close the door and this control would allow the doors to close automatically. Ms. Hebert said the money for this has already been bonded through the capital budget process. Mr. DelMonaco said this would tie into the access and revenue system similar to the Maritime Garage where the gates would open and close on a pre-determined schedule. He said the challenge at the South Norwalk Railroad Station is the security guards from time to time don't close the doors as needed, and that this would also provide an extra measure of security during the off hours where the building can be shut down more efficiently and consistently than what is currently being done. Mr. Shatz asked if more than one proposal was received. Mr. DelMonaco said they are a sole proprietor vendor. Mr. Alvord said there is only one maker that is compatible with the existing system.

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** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

4. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PURCHASE AND INSTALL SHELTERS FOR THE PAY AND DISPLAY REVENUE CONTROL SYSTEM AT THE HAVILAND PARKING DECK AND THE NORTH WATER PARKING LOT FROM AAMANO MCGANN, INC. FOR A SUM NOT TO EXCEED \$ 37,000.

Ms. Hebert said the final number to purchase the shelters is \$27,300. She said that it is important to note that this is something that they have been waiting to purchase since the pay stations were installed because they are in open lots but there was no funding available at that time of the original pay station purchase. Vice Chairman Federici asked why the quote had changed. Mr. DelMonaco said the quote changed because the original quote had anticipated putting two shelters in the North Water Street Lot because they were planning to add another pay station there but the numbers did not work out for that at this time but may be done in the future. Ms. Hebert said the money has also been bonded for this.

** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

5. MONTHLY FINANCIAL REPORT

Ms Hebert said the net cash is good but to keep in mind that it has not yet snowed. She said that the revenues collected and the expenses are consistent with where they were last year at this time.

6. MONTHLY OPERATION REPORT

Chairman Bentkover asked how to increase the parking at the Maritime Garage now that the buildings are mostly rented in that area. Mr. Alvord said that approximately 97% of the condos have been sold but the commercial and retail spaces are not yet tenanted at this time other than Virgin Atlantic. He also said that Maritime Yards has been sold. Mr. Shatz asked who the new owners are. Mr. Alvord said he did not have that information at this time.

Mr. DelMonaco reported that the demands at the South Norwalk Railroad Station continue to be very consistent and that the call ahead program has been implemented and has actually had a higher response than what was anticipated. He said they are receiving approximately five to ten calls per day. Chairman Bentkover asked if there was any signage to promote the program. Mr. DelMonaco said that a broadcast e-mail had been sent and are in the process of getting the signs ordered and installed. Chairman Bentkover

asked what the signs would say. Mr. DelMonaco said they would read that they are encouraging people to call ahead when taking the train after 9:00 AM. Mr. Santo asked how many permits are sold. Mr. DelMonaco said that there are 720 spaces at the South Norwalk Railroad Station and they sell 700 permits on any given day and that 30% of permit holders don't show up. Chairman Bentkover asked if the East Norwalk Railroad Station was also maxed out. Mr. DelMonaco said that is was.

Mr. Shatz asked the status of the shuttle service. Mr. Alvord said that he and Ms. Hebert had met with Mayor Moccia, and Lou Shulman of the Transit District. Ms. Hebert said that Mr., Shulman would be receiving money to purchase a shuttle or a bus and money to operate it for the first year. She said that funds should be received around the fall of 2008. Mr. Shatz asked where the shuttle would run. Ms. Herbert said the shuttle would run from the Maritime Garage to the South Norwalk Railroad Station and back between commuting hours. Mr. Shatz asked if it would run on a regular schedule or would it be linked to the times of the train schedule. Mr. Alvord said it would initially operate on the hours linked to the times of the trains but will be adjusted based on history. Mr. Shatz asked who the driver of the shuttle would be working for. Ms. Hebert said they would be working for the Transit District. Mr. DelMonaco said that the at some point the Board would have to make a decision as to whether the current rate at the Maritime Garage would need to be changed to encourage people to park there.

Mr. DelMonaco said that today is the 30th anniversary of the American Disability Act and reported that the parking facilities are fully compliant.

7. OPERATING BUDGET- FY 2008-09

Chairman Bentkover said that the budget would be presented to the Parking Authority tonight to review and that there will be a Public Hearing on the budget in December and a final approval in January.

Chairman Bentkover said that \$500.00 a month has been added to the budget to start and sustain a public relations effort. Mr. Alvord said that between himself and Ms. Hebert they have two people in mind that are eligible for this.

Chairman Bentkover said on Page 2, under expenses asked why the debt services increased 17.3%. Ms. Hebert said the way the City of Norwalk structures its debt and they pay interest only on the first thirty-six months of any bonded amount. She said some of the capital budget approvals may not all be bonded because if there is any available cash the Finance Director will not bond for that amount. She said the principal starts to be paid the next thirty-six months. She said some of the Parking Authority debt was bonded for five; ten, and fifteen years and now the thirty-six months interest and principal have come together. She said next year it will increase again and then the current debt decreases substantially.

Chairman Bentkover said that an increase in revenue was budgeted at a relatively substantial rate on both varieties of violation revenue and asked how accurate those

numbers are. Mr. DelMonaco said he is very confident in the numbers because they are based on ticket issuance the last fiscal year. He said the biggest change that has been made is the course correction in prohibited fines, which were severally under market value. He said the proposal includes a rate increase for egregious type of parking violations such as parking in a fire lane, parking in a handicapped space, and obstructing traffic. Mr. Shatz asked if the 21% included all of the large outstanding fines. Mr. DelMonaco said it includes anything that had been collected. Mr. Shatz asked what that number was prior to implementing the boot tow program. Mr. DelMonaco said that \$680,00 was budgeted last fiscal year and this year it will be just under one million dollars. Mr. Shatz asked if the company that was retained for the boot tow program is still working. Mr. DelMonaco said that they there are and had booted five cars today. Mr. Shatz asked if it was a long-term contract. Mr. DelMonaco said no and it is something they evaluate and the company has the right to walk away as well as we have the right to terminate but said at this point has no intentions of terminating because the program is working well.

Chairman Bentkover said under the fiscal year 08-09 monthly parking revenues by lot there is revenue being received from the Issac, Wall, and Main Street lots and asked since those lots provide the best revenue asked how long they would be giving up those lots for the development. Mr. Alvord said at the Issac Street lot there may be some restriction before the end of the next fiscal year. Ms. Hebert said the way that the LDA reads is the developer has to provide temporary parking during phase I, which is one hundred spaces adjacent to the Issac Street Lot and everything else there after, would go to the Yankee Doodle Garage. Chairman Bentkover asked where the revenue is in the budget from the bank's drive-thru. Mr. DelMonaco said that money had been booked last year and this fiscal year and that the \$70,000 was split into two years so in fiscal year 2008/09 their contract expires. Mr. Alvord said that POKO had been more than willing to incorporate the bank into their plan but the bank did not want to cooperate with them and POKO does have the legal option of removing the drive-thru. Mr. Shatz asked what was the banks reasoning for not cooperating. Ms. Hebert said the bank did not believe that POKO was ever going to develop in that area. Mr. Cavallo asked if the bank would be relocating. Mr. Alvord said that was an option a couple of year ago and they could still potentially be doing that.

Chairman Bentkover said under the DPW administered income why is the income down \$15,000 from the fiscal year 2008 budget. Ms. Hebert said because the lease inside the Maritime Garage was budgeted for and that has not yet occurred and does not want to include that in this year's budget request.

Chairman Bentkover said on the security numbers in the vehicle expense there is an actual annual expense and asked if that is the cost to actually operate vehicles or is that is to purchase an additional vehicle. Mr. DelMonaco said that is to lease one additional vehicles.

Chairman Bentkover suggested putting a sign on Burnell Blvd. that reads parking garage access only and allowed people to turn right off of Belden Avenue and install curbing in

the street that would not allow people to go any further. Mr. Alvord said that would not be possible because of the buses. Mr. Alvord said that Avalon Properties wants less restricted access to their underground garage which is something that potentially may work but has not yet looked into that and would require some coordination with the bus drivers.

Chairman Bentkover said that there is a potential cost to the Parking Authority if the rates are not increased to market value. Currently, the rates are below market rates. Mr. Alvord said the rates in the City of Norwalk are way below market rate for parking and there is no consistent rate structure across the city and that is also something that staff is looking into alleviating as well.

Chairman Bentkover said when the deal was made and the meetings were held with the Redevelopment Agency it was his understanding that the Parking Authority would be setting the rates. He said now the rates need to be set with an additional pressure to get the developers money back to them in whatever time frame that the city had promised them. Mr. Alvord said that the city made no promises to any developer that they would be getting their return in any certain amount of time.

Mr. Alvord said this budget request did not include any projected revenues for re-installing meters on Wall Street. He said it is based on the rest of the rate adjustments that were included in Ms. Hebert's memo. He said that he is proposing that whatever rate adjustments that the Parking Authority approves that those rates go into effect immediately which will provide a cushion in the cash performance for the current fiscal year.

Mr. Alvord said the Parking Authority does not need to make a decision on re-installing the meters on Wall Street or anywhere else in the city today because it will not impact the budget but that he is suggesting that sometime over the next six to eight months making that decision and re-introducing them so that it does not become a huge shock. He said in two to three years from now the Parking Authority will be forced to do it at a much higher rate.

Ms. Hebert said that many of the parking violations are currently under market and are proposing an increase. Mr. Cavallo asked why the increase in overtime parking. Mr. DelMonaco said the rate is currently \$25.00 in a number of communities and the increase will also emphasize the need to obey the law.

Ms. Hebert said that at the Maritime Garage that transient parking would increase \$1.00 per hour for a certain targeted period of time.

Ms. Hebert said they are also proposing an increase of \$5.00 per month/ \$60.00 per year in all parking facilities except at the Maritime Garage where they are not proposing any increase because it's already at \$85.00 per month. She said she is also proposing a rate increase of \$10.00 per month at the East Norwalk Railroad Station to start to bring the railroad stations up to a more consistent point.

Ms. Hebert said that 6% sales tax is paid for the sale of every permit that is sold with the exception of the South Norwalk Railroad Station and the East Norwalk Railroad Station and that it is state law. She said they are currently paying \$130,000 a year in sales tax.

Ms. Hebert said there is a requirement of the bond at the Maritime Garage that \$745,613 in cash is needed as part of the agreement for the life of the bond at the Maritime Garage. Mr. Shatz asked if the money can be put into an interest barrier. Ms. Hebert said it is now.

**** CHAIRMAN BENTKOVER MOVED TO APPROVE SCHEDULING A PUBLIC HEARING ON DECEMBER 19, 2007.**

**** MOTION PASSED UNANIMOUSLY**

8. CAPITAL PROJECTS

a. HAVILAND DECK

Ms. Hebert said she has received the specifications from Desman Associates and that they still need to be reviewed. She said they cannot put them out until they know that capital funds are available and that they would go out sometime in the spring.

b. SOUTH NORWALK RAILROAD STATION

Ms. Hebert said that bike racks are being purchased at the South Norwalk Railroad Station as well as the East Norwalk Railroad Station. She said that Mr. Shulman was able to secure funding and that two sets would be purchased for the South Norwalk Railroad and one set for the East Norwalk Railroad Station. She said she has received the specifications from Rob Cavello for the westbound side and that there is currently \$150,00 available to replace the stairway doors and to repair the drainage and that would soon be going out to bid. Chairman Bentkover asked the status of the eastbound side. Ms. Hebert said she has received everything for that and that it is included in the capital budget request for next year.

c. YANKEE DOODLE GARAGE

No discussion

d. MARITIME GARAGE

Chairman Bentkover asked if the numbers that are needed to repair the garage are included in the 2008-09 capital budget request. Mr. Alvord said that the repairs will not be so significant that it would need to be included in the capital budget and would be included in the operating budget.

e. FIVE YEAR CAPITAL PLAN

No discussion.

9. OTHER BUSINESS

a. LEASES

Chairman Bentkover asked about the status of Goccia leasing of the space at the Maritime Garage. Ms. Hebert said that they are still working with the architect on the design. Chairman Bentkover asked if there will be an additional cost added for the additional footage that they are wanting to lease. Ms. Hebert said that there will be but does not have that number at this time.

b. SOUTH NORWALK RAILROAD STATION-TRANSPORTATION ISSUES

Ms. Hebert said the idea is to develop a license agreement for the taxicab companies and Connecticut Limousine to sign that would cover the City for liability and to also charge a small fee. She said the monies that would be collected from that fee would be used to hire a starter. She said she has been in contact with the State of Connecticut and they are doing the same thing in Stamford which the state owns and would be using similar criteria. Chairman Bentkover asked if there would be any teeth behind this. Mr. Alvord said yes but the problem is that if they do not sign the agreement there is no one there to enforce it. Mr. Santo said he thought that's what the starter would be doing. Mr. Alvord explained if the agreement is not signed and monies are not collected there would be no starter. Mr. Shatz asked what the incentive is for them to sign the agreement and pay the fee. Ms. Hebert said they are using the area as a dispatch center because they have nowhere else to go. Mr. Alvord said when the licensing process is brought to the Board he would also be presenting a plan for which public transportation can go where at the station and Mr. Shulman has agreed to that and that there would also be a limit as to how many cabs can be there at one time and that would be the responsibility of the starter to enforce. Ms. Hebert said the State of Connecticut has told her to include in the contract that if the cab company drivers do not comply with the terms of the agreement that the state would pull their state license. Mr. DelMonaco said the biggest advantage that Stamford currently has is that where the train station is located is considered a city street where as in Norwalk it is not and that gives them the ability to regulate more efficiently. Mr. Alvord said if it would help that he could make that a city street. Chairman Bentkover said that should be done.

c. CHRISTMAS DECORATIONS

Chairman Bentkover said that the Parking Authority has made a donation to Sassafra to purchase Christmas decorations for the South Norwalk area. He said that Tad Diesel of the Mayor's office has issued a press release stating that the Parking Authority was helping to expand the decorations in the South Norwalk area. He said the total cost of the donation was \$1,190.00.

10. NEW BUSINESS

Ms. Hebert distributed the proposed meeting calendar for next year for Board approval.

** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM ON A PRELIMANARY BASIS

** MOTION PASSED UNANIMOUSLY

11. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

12. ADJOURNMENT

** CHAIRMAN BENTKOVER MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 8:25 P.M.

