

PARKING AUTHORITY MINUTES

OCTOBER 24, 2007

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

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

OTHERS:

CALL TO ORDER

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

1. APPROVE THE MINUTES FROM PARKING AUTHORITY MEETING HELD ON WEDNESDAY, SEPTEMBER 26, 2007.

Chairman Bentkover said on Page 2, Item 2, to change "cupulas" to "cupolas"

Chairman Bentkover said on Page 4, Item 6, 3rd line to add "it"

Chairman Bentkover said on Page 4, Item 6, 4th line to add "that"

Chairman Bentkover said on Page 4, Item 6, and 5th line to change "until "to" after

Chairman Bentkover said on Page 4, Item 6, 11th line to change "elevate" to "alleviate"

Chairman Bentkover said on Page 5, Item 7, to add headings

Chairman Bentkover said on Page 5, Item 7, to change "YDG" to "Yankee Doodle Garage"

Chairman Bentkover said on Page 5, Item 7c, line 6, to change "there was not" to "that it was not"

Chairman Bentkover said on Page 7, Item 8d, to change " forth" to "fourth"

Mr. Cavallo said on Page 5, Item 7b, to change "Cavello" to "Cavallo"

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

**** MOTION PASSED UNANIMOUSLY**

2. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO MERRITT CONSTRUCTION FOR PROJECT NO. PKG2006-1, YANKEE DOODLE PARKING GARAGE REPAIRS, FOR A SUM NOT TO EXCEED \$135,000

ACCOUNT# 0908 4095 5777 CO355

Ms. Hebert said that there was funding approved in this years capital budget for \$135,000, for Phase II of the Yankee Doodle Garage structural repairs. She said she has received an estimate from Desman Associates for \$118,000 and is only for the roof repair. Mr. Sweeney said that Desman Associates has provided a draft copy of their repairs to the deck and he is reviewing them at this time. He said the upper level particularly is one area that has been hit by the snow and there is a lot of delaminating concrete as well as some joints that will need to be repaired. He said they are hoping to use the money that is left over in the budget for the repairs and if done through a change order bid documents would not be required. Chairman Bentkover asked if that was the difference between the \$135,000 and the \$118,000. Mr. Sweeney said no that was an estimate from Desman Associates to do a number of different repairs and at this time he would like to use the money towards the concrete and joint repairs. Chairman Bentkover asked how much it would cost to do all repairs at the Yankee Doodle Garage. Ms. Hebert said approximately 2 million dollars. Mr. Sweeney said that was a very conservative estimate. He said at this point he would like to begin with the concrete repairs because that is urgent at this time but would also like to make an improvements which have a visual impact but the \$135,000 would not include visual improvements. Chairman Bentkover suggested finding out what it would take to get the garage to a stable structure and whatever that number is try and work towards that number rather than doing the repairs little by little. Mr. Sweeney said when these repairs are completed the garage should be in good condition for years to come. Mr. Alvord said the only reason the repairs at the garage are done little by little is because the Finance Director would never support a large capital investment to the Yankee Doodle Garage especially charging only \$.25/hour. The most he would approve in the past two years was \$ 150,000 and this year \$135,000. He said he is in the process of developing a five-year capital plan that would target the most critical repairs being suggested in the earlier years of the plan. Vice Chairman Federici asked if the garage were to be built today, what the cost would be. Mr. Sweeney said \$30,000 per space.

** CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

3. MONTHLY FINANCIAL REPORT

Ms. Hebert said the financials are looking good at this point. She said some of the things that the money has been put back into are the no fly zone system at the SNRR, and the landscaping for Webster Lot, Haviland Deck, and the SNRR, which DeMilo Bros. has

been contracted for. Chairman Bentkover said according to the financial report the shortfalls are at the Maritime Garage, the Yankee Doodle Garage, the Isaac Street Lot, and the Main Street Lot. He said that the Isaac and Main Street Lots were given up, as part of the redevelopment and that at the Yankee Doodle Garage there is not enough people willing to pay for parking when there is parking for free on the street. Ms. Hebert said the shortfall at the Maritime Garage is primarily due to the participation being substantially down at the Maritime Aquarium. Chairman Bentkover asked what the cost of the Master Plan project at the Maritime Aquarium would be. Ms. Hebert said 50 million dollars. Chairman Bentkover asked where the funds would be coming from to pay for that project. Mr. Alvord said thru public/private partnerships.

Chairman Bentkover asked why under the operating expenses at the SNRR is there an overage of \$2,618. Ms. Hebert said that the budgets are prepared 1 ½ years in advance and are based on the prior years numbers and that there was not a lot of experience with the Parking Authority. She said the better numbers to look at are the actuals from last year compared to this year for the revenues and expenses because it gives a better picture of where the Parking Authority is headed on compared to last year at the same exact time.

Ms. Hebert said that seats would be purchased for the eastbound side of the SNRR from money that has been put back into the system. She also said that striping and landscaping has been completed at the SNRR.

4. FISCAL YEAR 2008-09 OPERATING BUDGET

Ms. Hebert said a draft copy of the 2008-09 budget would be presented at the November meeting. She said she is looking to change some of the targeted parking violation revenue tickets. She said she is also looking at increasing parking permits by a small amount across the board because the debt service and expenses are expected to increase and this would ensure a balanced budget. Vice Chairman Federici asked what the increased percentage would be on the permits. Ms. Hebert said \$5.00 on each.

5. MONTHLY OPERATION REPORT

Chairman Bentkover asked about the 100 spaces that 50 Washington Street owns, if the Parking Authority can negotiate charging some money and splitting it with them, since the Parking Authority owns and operates the lot. Mr. Alvord said that lease was just terminated. Chairman Bentkover asked why the lease had been terminated. Mr. Alvord said it was due to zoning requirements. Mr. Alvord said there are some current Zoning disputes with the owners of 50 Washington Street and the parking lot and that the zoning requirements were a piece to that. He said that there is also a generator mounted on the roof at 50 Washington Street which is being used for load shedding and that they are selling the excess electricity and zoning feels that is a violation of zoning regulations. Mr. Alvord said that providing sufficient parking to meet the zoning requirements was met by terminating the lease between the Parking Authority and the owners of 50 Washington Street. He said that he would follow up with zoning to find out where they stand on the

rest of the issues and see if there is an opportunity in the near future to go back and revisit the satellite lot. Chairman Bentkover asked if the status of the follow up could be provided for next months meeting.

6. CAPITAL PROJECTS

a. HAVILAND DECK

Ms. Hebert said the temporary repairs at Haviland Deck have been completed. She said she has received the drawings and that Mr. Sweeney and Mr. Linnartz are now reviewing them. She said she is expecting a report and specifications from Desman Associates for the permanent repairs and would be put an estimate in the capital budget request. Chairman Bentkover asked how much the permanent repairs would be. Ms. Hebert said just over 1 million dollars. Chairman Bentkover asked how long the lot would be closed for the repairs. Ms. Hebert said approximately three to four months.

b. SOUTH NORWALK RAILROAD STATION

Ms. Hebert said she has received the drawings from Rob Cavello for the west and east bound side of the SNRR. She said the westbound side was budgeted in the capital budget in total for \$180,000. She said the bids would be going out for the westbound side of the SNRR for the outside doors and some of the drainage, and if there is money left, the work would begin on the eastbound side, otherwise whatever the estimate is will be part of the capital budget request.

c. YANKEE DOODLE GARAGE

No discussion.

d. MARITIME GARAGE

Mr. Sweeney said that Kelly has finally agreed to do the repairs that need to be done and now the work needs to be scheduled. Chairman Bentkover said some of the repairs are the responsibility of the Parking Authority and asked if those funds were budgeted for. Ms. Hebert said they are evaluating that now and some of the repairs can come out of the operating budget and will not require a capital budget request. Chairman Bentkover asked what the cost of the repairs would be. Mr. Alvord said they are working on that at this time.

e. FIVE YEAR CAPITAL PLAN

No discussion.

7. OTHER BUSINESS

a. LEASES

Ms. Hebert said that herself and Mr. Sweeney had met with the owners and investors of Goccia and they are working with an architect to develop drawings for the space inside the Maritime Garage before drafting a lease. She said the fashion group is having a network breakfast through the Chamber of Commerce on November 29, 2007.

8. NEW BUSINESS

Chairman Bentkover said that a business owner in the Isaac Street lot said that there was a period of time in which the lot was shut down to traffic due to filming, and that there was no compensation given to the merchants for the period of time that the filming, industry occupied spaces in the lot. He said that it is the responsibility of the Parking Authority to make business happen in Norwalk and not to prevent it. He said this should be discussed on a case-by-case basis before making any deals with the filming industry. Mr. Cavallo said the policy now is to encourage the filming industry to establish a home base here and eventually produce revenue and business to the City of Norwalk. Ms. Hebert said the overall city permit process is that there is a requirement that the location managers go door to door and speak with each merchant. She said the feedback that she has received so far is that they have been doing that.

Chairman Bentkover said the next item he would like to address is the eastbound side of the SNRR for the issues with the cabs and Connecticut Limousine and asked Ms. Hebert to add it to the agenda for next months meeting.

Vice Chairman Federici asked about the status of the pending litigation. Ms. Hebert said at this point this is no new information to report.

Chairman Bentkover asked who does the public relations for the Parking Authority. Mr. Alvord said that the Mayors office does all press releases. He said that something could be drafted and sent to the Mayor for approval to have it distributed. Chairman Bentkover said on a regular basis that something should be distributed when things are being done for the City of Norwalk that makes sense and that is positive.

Mr. DelMonaco said one of the thing he is going to start doing to better communicate with commuters at the SNRR is to try to get them in a habit of calling ahead and when demands get higher then what they have been, allowing the use of their access cards at the Webster Lot.

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

10. ADJOURNMENT

**** CHAIRMAN BENTKOVER MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:45 P.M.

