PARKING AUTHORITY MINUTES

OCTOBER 21, 2003

ATTENDANCE: Urban Mulvehill, Chairman; Troy Jellerette; Luis Garcia

STAFF: Kathryn Hebert; Ed Schmidt; Paul Sotnik; Tom Hamilton; Ann Twomey

OTHERS: Candace Schafer, Spinnacker Development; Michael Kuziak. LAZ Parking; Cornelius Thompson, LAZ Parking; Frank DelMonaco, LAZ Parking; Robert Ike, Connecticut Department of Transportation; Timothy Holland, Washington Group International

CALL TO ORDER

The Chairman called the meeting to order at 6:30 p.m.

APPROVAL OF MINUTES

September 24, 2003

The following changes were made to the Minutes:

Page 2 and throughout: change to: A. Pappajohn Company.

Page 2: #3: change irrigation system to "one" system.

Page 2: #5: replace portable johns with "supplies".

Page 5: Paragraph 3: First sentence: Mr. Bentkover further questioned since they were paying close to $900k for the existing services, ...

**** MR. MULVEHILL MOVED TO ACCEPT THE MINUTES OF SEPTEMBER 24, 2003 AS CORRECTED.**
**** MOTION PASSED UNANIMOUSLY.**

ADOPT THE RECOMMENDED PROCUREMENT GUIDELINES TO AUTHORIZE PURCHASES UP TO $10,000; ANY PURCHASES OVER $10,000 MUST BE AUTHORIZED BY THE PARKING AUTHORITY.

Mr. Hamilton discussed his memorandum to Mr. Mulvehill dated October 15, 2003 in which he recommended procurement guidelines and policies and procedures for the parking management arrangement with LAZ Parking. He stated that after considering the range of capital investments and reviewing the operation with LAZ Parking, he also recommended a capitalization threshold for the Parking Authority of $1,000. He noted that this would be pursuant to funds being available in the budget.

After discussion, the following changes were made to Mr. Hamilton's memorandum pertaining to procurement guidelines and capital threshold:

<u>Procurement Guidelines</u>

4. Prior to contact award or purchase, the Parking Authority shall specifically approve any purchases in excess of $10,000.

5. Add to last sentence: Pursuant to funds availability within the approved budget.

<u>Capitalization Threshold</u>

Second paragraph: Last sentence: change to: Capital procurements that cost more than $1,000 will be expensed over the useful life of the asset of five years or greater, using the City's standard depreciation schedules.

**** MR. MULVEHILL MOVED TO ADOPT THE PROCUREMENT GUIDELINES AND POLICIES AND PROCEDURES, AS MODIFIED DURING THE PARKING AUTHORITY'S DISCUSSION, AS RECOMMENDED BY MR. HAMILTON.**
**** MOTION PASSED UNANIMOUSLY.**

DISCUSSION - PARKING BUREAU RELOCATION TO THE MARITIME GARAGE

Mr. DelMonaco stated that he was recommending that all administrative and operational functions of the Norwalk Parking Authority be located at the new Maritime Garage. He reported that this will include the relocation of the Parking Violations Bureau, as well as parking enforcement, the parking meter maintenance shop and coin counting functions. He stated that the it made sense because the Maritime Garage presented a welcomed opportunity to centralize all parking management functions under one roof. Mr. DelMonaco stated that some other benefits would be the abundance of storage space to construct a parking meter shop and counting office, as well as a staging area for the parking enforcement personnel in the same location as the LAZ on-site management staff. He also noted that it would reduce labor costs by expanding the responsibilities of the parking violations bureau staff to include cashiering duties in the Maritime Garage central cashiering office.

Mr. DelMonaco then explained the pay-on-foot system to be located in the main lobby of the garage. He stated the POF system was very similar to an ATM and offers payment options including credit card and change making functions. It will also give the potential of extending the hours of operation beyond the 18 hours per day (6 a.m. to midnight) at reduced operating costs. He stated that at the November meeting he would have the cost estimates of what he was recommending this evening.

Ms. Hebert commented that the Maritime Garage would be a more welcoming environment and the SoNo area was more convenient. Mr. Schmidt stated that it would also be more convenient for people to pay a parking ticket or obtain a permit at the Maritime Garage because of the longer hours they will be open in the evening and noted that City Hall closes early. Mr. Mulvihill asked if there was going to be high speed computer capability and Mr. Schmidt replied that the City is doing a MANN System and the Garage will be tied to it along with it being available to the Finance Department.

Mr. Mulvihill stated that it was the consensus of the Parking Authority that it made sense to pursue the Parking Bureau relocation to the Maritime Garage. Mr. Schmidt noted that the savings achieved can be factored into the budget.

ESTABLISH THE MARITIME GARAGE HOURS OF OPERATION

Mr. Mulvihill asked if it was necessary to have someone at the Maritime Garage 24/7 or could it be unmanned entirely. Mr. Kubiak pointed out that some other garages are staffed 24/7 and others have access key cards. He stated it should be discussed on a facilities basis according to the amount of activity. Mr. DelMonaco noted that the flexibility of the maintenance staff can allow it to remain open longer than advisable. Mr. Schmidt stated that the staffing of the Garage will consist of cashier staffing and maintenance staffing and that the best time to do maintenance was in the wee hours of the morning. He added that there would be no added expense for security if the maintenance people were cleaning in the early hours. Ms. Schafer commented that she wanted to be sure that the residents buying units and their visitors have access 24/7. Mr. Mulvihill asked if the ten units were going to contribute to the cost of the security force and Ms. Schafer replied that security was not going to be a part of the common charges. Mr. Schmidt commented that the bulk of the building was going to be a public garage.
The hours of operation for the Maritime Garage were discussed. Mr. Mulvihill asked what time the LAZ Parking staff would open up and Mr. DelMonaco replied in the 6:00 a.m. range. Mr. Mulvihill stated the proposed hours of operation in the operating budget was for 18 hours, from 6:00 a.m. to midnight, seven days a week. Sunday hours were also discussed. It was noted that the hours of the operating budget should be changed to Monday - Sunday and this will not affect the budget. It was also discussed that the hours for the weekend should be longer. Mr. Kubiak stated that the he would look at the revenue stream once they open the Garage to see if the hours needed to be scaled back. He noted that the hours of operation were different than staffing hours. Mr. Mulvihill asked that when the Maritime Aquarium had a special event would the staff be available and Mr. Kubiak replied they that would.

The Parking Authority concurred that the hours of operation for the Maritime Garage will be Monday, Tuesday, Wednesday and Sunday from 7:00 a.m. to midnight, Thursday from 7:00 a.m. to 1:30 a.m., and Friday and Saturday from 7:00 a.m. to 2:30 a.m.

APPROVE THE SUPPLEMENTAL SIGNAGE PACKAGE FOR A SUM NOT TO EXCEED $10,000

Mr. DelMonaco distributed the operational signage for the cashier's office and the automated pay station. He stated that it was not fullproof but was as close as they could get to it. He stated that a customer could pay by credit card. Mr. Schmidt stated that they are approving the $10,000 for the signage. Mr. Garcia asked if this was just for the parking garage and Mr. DelMonaco replied that it was. Mr. Mulvihill asked if the funds were in the budget and Mr. Schmidt replied that they were. Mr. Mulvihill asked that the approval be changed from supplemental to "operational signage".

**** MR. MULVIHILL MOVED TO APPROVE THE OPERATIONAL SIGNAGE PACKAGE FOR A SUM NOT TO EXCEED $10,000.**
**** MOTION PASSED UNANIMOUSLY.**

AUTHORIZE FILING THE BUILDING PERMIT FOR PRIVATE DEVELOPMENT (TEMPORARY CERTIFICATE OF OCCUPANCY IS 11/25/03)

Ms. Schaefer stated that she was here on behalf of Maritime Place for the Parking Authority's consent to enter into agreement with A. Pappajohn Company for the purpose of building out the interiors of the residential portion of the building under construction on 25 Marshall Street. She stated that the building permit will be for the construction of 10 residential units valued at $1 Million. She stated that once the construction was complete, the ownership of the private portions of the Parcel 5 will be conveyed to Maritime Place and all necessary certificates of insurance will be in place prior to commencement of any work by A. Pappajohn Company. She stated that the first step is that the Parking Authority agrees that they can apply for a permit.

**** MR. JELLERETTE MOVED TO AUTHORIZE THE FILING OF THE BUILDING PERMIT FOR PRIVATE DEVELOPMENT**
**** MOTION PASSED UNANIMOUSLY.**

Mr. Mulvihill, acting on behalf of the City of Norwalk, signed the letter dated October 14, 2003 from Ms. Schaefer authorizing A. Pappajohn Company to obtain a building permit.

DISCUSSION - STATUS MARITIME GARAGE PROJECT

The Parking Authority members reviewed the copy of an e-mail sent to Ms. Hebert from Robert Cavello of the Westview Group dated October 16, 2003, in which he stated that he was requesting the latest cost report from Klewin Builders for September. He reported that at that time he expected to have a better handle of the Construction Manager's contingency. They then reviewed the Maritime Garage Project Milestones for Construction dated October 20, 2003. Mr. Schmidit called attention to Item #10 - CCTV/Security. Mr. Mulvihill stated that they have to decide where centralized security will be. Mr. Mulvihill commented that progress is being made and it was remarkable to see what will happen in the next thirty days.

DISCUSSION - CATENARY WORK AT THE SOUTH NORWALK RAILROAD STATION

Mr. Robert Ike, Supervisor, Office Rights of Way for the CT Department of Transportation, distributed copies of the letters sent to the Mayor and property owners pertaining to the proposed property acquisition procedures and plans in connection with the proposed project known as South Norwalk Railroad Station. He stated that in order to award the job to the contractor, he needed to have the right of entry by the City. Mr. Jellerette questioned why they were replacing the towers and Mr. Holland replied because of the air quality and they were also outdated.

Mr. Ike continued that the project was currently in the appraisal stage for property rights and then will be assigned to a negotiator to make an offer to the owner. He then presented Right of Way Survey maps and first called attention to the New York bound (State Street) side of the tracks. He noted that this location consists of a permanent taking area and an easement for a temporary work area. The permanent taking area is currently City property that will become Railroad property for the installation of the new Catenary tower, 519A, and the foundation. The temporary easement area is City property and will remain City property, but will be used temporarily as a work area for access to the proposed Catenary tower.
Mr. Ike continued that the second location consists of an easement for a temporary work area and this temporary easement area is City property and will remain City property, but will be used temporarily as a work area and for access to the Catenary tower, 518A, which will be installed on existing Railroad property.

Mr. Holland, the design engineer, stated that the excavation for these foundations will be done by hand and at night. He stated that the foundations will be concrete with steel reinforcing and approximately 20 feet deep. He also stated that the new catenary towers will be 26 feet above the tracks, which is the same as the existing ones. He continued that the installation of the new catenary tower would be done from the tracks on this side of the project, not the property.

Mr. Ike then presented the Right of Way Survey maps for the two proposed work locations on the New Haven bound side of the tracks. He stated that the first location consists of a permanent taking area and an easement for a temporary work area and the permanent taking area is City property that will become Railroad property for the installation of catenary tower 519A and the foundation. The temporary easement is City property and will remain City property, but will be used temporarily as a work area for access to the proposed catenary tower. The second location runs through the parking lot from Monroe Street to the Railroad Right of Way. The temporary easement is City property and will remain City property, but will be used temporary to provide ingress and egress from Monroe Street to the Railroad property. Mr. Ike stated that this temporary easement will be required for 3 to 4 years. Mr. Holland stated that the excavation for the foundation for tower 518A will be done by hand and at night.

Mr. Holland continued that the excavation for the foundation for catenary tower 519A will be done with an auger machine. He stated that the installation of catenary tower 518A would be done from the tracks on the side of the project and the installation of the new tower 519A would be done from the parking lot on this side of the property.

Mr. Mulvihill asked to see the dimensions between the existing platform and the existing parking garage as well as the dimensions from the existing platform to the proposed catenary tower and from the proposed catenary towers to the existing parking garage to see how much room there was to work. He also questioned the air conditioning unit and other equipment's location. Mr. Ike replied that they would not impede those areas and he would have his surveyor do an updated map to put the air conditioning unit and temporary generator on the map. Mr. Garcia asked if there was going to be room for cars that are parked to back up when the work is being done and he noted that 24 feet was the regulation. Mr. Ike replied he would examine this in the morning to see if the cars could back out and he would pay for those spaces also. Mr. Ike also stated that an inspector would be onsite to work with the City's operator.
Mr. Ike stated that the City would lose 2 parking spaces permanently on the New Haven bound (Henry Street) side of the tracks and they will pay for them. He also stated they would be reimbursed for five parking spaces temporarily for two weeks and 4 parking spaces temporary for 3 to 4 years. Mr. Sotnik asked that he would like to know how they will calculate the cost of the loss of a parking space permanently versus a defined period. Mr. Ike replied that the appraiser will do that and show all the calculations. Mr. Sotnik also questioned why they needed access for four years. Mr. Ike and Mr. Holland agreed that this was a mistake, and that would need access, not for four years, but for two months.

Mr. Mulvihill asked what was the width of the parking spaces. Mr. Sotnik replied that the width of the parking spaces are normally 9 feet, but he would confirm that it was the standard of the City.

Mr. Mulvihill stated that they needed updated information. Mr. Ike stated that he will revise the map to include the easement and will have the surveyor update the survey and will give them to Mr. Sotnik to present to the Parking Authority.

Mr. Sotnik asked if they were going to use tractor trailers or dump trucks and Mr. Ike replied they will bring in a flatbed and pick up trucks. Mr. Sotnik asked if the main driveway coming into Monroe Street will affect the driveway operations and Mr. Ike replied it would not be for the whole day. Mr. Mulvihill asked what was going to happen to the old catenary and Mr. Holland replied it was staying. Mr. Sotnik commented that the contracts that were received were vague and Mr. Ike replied that they were not a contract but the right of entry. Ms. Hebert asked when they would have the appraisal and

Mr. Ike replied that now that they have to update the maps he will not know the value before the next meeting on November 19th.

NEXT PARKING AUTHORITY MEETING

Wednesday, November 19, 2003 -7:30 P.M., Public Works Conference Room

**** MR. MULVEHILL MOVED TO ADJOURN.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Donna DeVito for
Telesco Secretarial Services