



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
September 14, 2011

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek
Eileen Brown
Absent: Chris Bakes

STAFF: Hal Alvord, Public Works Director
Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, General Manager, LAZ Parking
Charlie Vinci, Property Manager, LAZ Parking

CALL TO ORDER

Mr. Federici called the meeting to order at 6:01PM

1. **APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, JULY 27, 2011.**

****MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTIONS**

**** MOTION PASSED UNANIMOUSLY**

2. **AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH DUVIAN MONTOYA FOR AN ART INSTALLATION IN THE TUNNEL AT THE SOUTH NORWALK RAILROAD STATION FOR A SUM NOT TO EXCEED \$62, 500 ACCOUNT NO. FTA GRANT 0911 4095 5777 C0358**

Ms. Hebert said that three firms had been interviewed and that two were selected. She said that the original RFP was developed and based on the grant that had been applied for four years ago. She said that the original RFP called for

only one artist to do the lobby and tunnel, but after further discussion, the selection committee decided that they are two totally separate spaces and that is the reason that two separate artists were chosen. She said that that including the grant money and the Parking Authority match leaves a balance of \$30,200. Mr. Meek asked what account will be used. Ms. Hebert said the South Norwalk Railroad capital account. Mr. Meek asked if any reasonable revenue is forecasted for advertising in the tunnel. Ms. Hebert said not at this point but that there is a potential but that the advertising would need to flow with the art work. Mr. Meek asked if the sculptures will create a safety issue. Ms. Hebert said "no" and there was a meeting held at the South Norwalk Railroad Station and it was decided that the sculptures will be placed based on the pedestrian flow and that they had brought a prototype. Mr. Federici asked if there is a possibility of them being easily taken off. Ms. Hebert said after meeting with Brian Sweeney, City of Norwalk Structural Engineer, and the sculptures would not be able to be removed from the posts. Mr. Meek asked why the performance bond is 50%. Ms. Hebert said that is very common in the art world so that the artists can purchase necessary materials to begin work. The Transit District, through the FTA Grant, will be funding that portion. Mr. Hayward asked if the insurance was part of the RFP. Ms. Hebert said "yes". Mr. Meek asked if there is a time provision in the contract. Ms. Hebert said "yes" and they have twelve weeks to complete the work and have ten days to begin once the contract has been signed. She said that she is anticipating the work to begin by the end of September or early October and that there will be a kick off reception held at the South Norwalk Railroad Station on November 1, 2011, from 4:00PM to 6:00PM.

**** MS. BROWN MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH MATT RINK, FOR AN ART INSTALLATION IN THE EAST BOUND LOBBY AT THE SOUTH NORWALK RAILROAD STATION FOR A SUM NOT TO EXCEED \$41,300

ACCOUNT NO. FTA GRANT
0911 4095 5777 C0358

**** MR. HAYWARD MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that for July and August there is a substantial net positive balance which is mostly due to increased demands at the Maritime Garage, Yankee Doodle Garage and Haviland Deck. She said that the salary accounts are going to be over budget due to there being an extra pay period in the fiscal year which was not budgeted and also for additional payroll for security, the hurricane and for blocking off spaces in the early morning for the construction project at the South Norwalk Railroad Station. Ms. Hebert said that going forward that a better plan will need to be established that includes and implements annual fee increases to sustain service levels.

2. MONTHLY OPERATING REPORT

Mr. Manousos said through August, 2011 the demands on the parking system are down 2.0% compared to last year.

Mr. Manousos said that through August, 2011 the demands at the Maritime Garage are up 37.4% compared to last year which is driven by the increased demand that was generated by the Maritime Aquarium. Mr. Federici asked if the communication has improved with the Maritime Aquarium. Mr. Manousos said "yes" and that they have straightened out a lot of the issues. He said that they have also removed a lot of names of people that had received access cards. Mr. Federici asked how many access cards they now have. Mr. Manousos said that they have

removed approximately half of the names from the list but that he would verify the number and report at next months meeting.

Mr. Manousos said that the demands at Webster Lot were down 2.6% compared to last year since the change in operation last August. He said that the closing of Compare Foods is negatively impacting the demand. He said that the construction trailer is still parked inside the Webster Lot along Martin Luther King Drive to accommodate for the first phase of the traffic signal upgrade project and will be there for the next 18 months.

Mr. Manousos said that the demands are up 10.5% at Haviland Deck and that he continues to see strong weekend and evening business. He said that the demands at the North Water lot are down 3.2% and that Hurricane Irene had an impact on demands. He said that on street parking demands are down 16.7% but that revenues have dropped only 1.2% because the average transaction has increased.

Mr. Manousos said that the daily parking demands at the South Norwalk Railroad Station are down 6.3% compared to last year. He said that the additional South Norwalk Railroad commuter spaces on Henry Street have been installed and are getting some use. He said he will give a report at next months meeting for a full month. He said that the bike racks have been installed in the garage and have already been in use.

Mr. Manousos said at the East Norwalk Railroad Station that permit issuance remains very consistent and that the waiting list for monthly parking permits has been exhausted.

Mr. Manousos said that the demands at the Yankee Doodle Garage were up 23.7% compared to last year and that there has been increased activity since the opening of the Banc House Restaurant.

Mr. Manousos said that they are continuing the transition to the EZTAG permit Administrative system and hopes to complete the transition by the summer. He said that the ticket issuance in August was down 1.6% from July and that citation revenue has declined 9.9% since July.

Mr. Manousos reported on maintenance and said that the repairs at the South Norwalk Railroad Station garage will continue for at least three months. He said the sweeping schedule will continue on a lot-by-lot basis and that the parking lot restriping also continues. He said that the generator project is moving forward but that no work has started as of yet. Mr. Vinci said that the time line for the project to be completed is December 31, 2011.

Mr. Manousos said that he had been working on a better way to track requests and respond more efficiently to the customers. He said that by the end of the month there will be a "contact us" page on the website which will then be directed to the appropriate parking staff for resolution. Mr. Meek asked if there will be return e-mail to the customer stating that the issue is be addressed. Mr. Manousos said the policy now is that the request has to be responded to that day even if it is just an acknowledgement.

Mr. Vinci said that the signage for the pay by cell has been installed except in the pay station booths and will be done by the first part of next week.

Mr. Manousos said that he is implementing an electric inspection and monitoring system to improve facility and patrol and to manage the parking vehicles. He said by using RFID and GPS technologies the Zonar system will allow inspecting and monitoring facilities for routine maintenance issues and security patrols. He said it will also be installed on the subcontractors vehicles to monitor snow removal services. Mr. Vinci gave an overview of the system. Mr. Manousos circulated and discussed the transaction by type report for the pay stations that he had created at the request of Mr. Hayward. He asked the Authority members if there is anything else they would like to see in the report. Mr. Hayward requested that he also add on street parking.

3.OLD BUSINESS

Ms. Hebert said that there will be a ribbon cutting ceremony and reception for the Pay by Cell implementation on October 11, 2011 from 4:00PM to 6:00PM in front of 136 Washington Street.

4.NEW BUSINESS

No discussion.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6.NEXT PARKING AUTHORITY MEETING: OCTOBER 26, 2011, MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.

7. ADJOURNMENT

**** MR. HAYWARD MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:40PM