

PARKING AUTHORITY MINUTES

PARKING AUTHORITY AUGUST 25, 2004

ATTENDANCE: Urban Mulvehill, Chairman; Burt Shatz, Anowar Shahjahan

OTHERS: Ed Schmidt, Assistant to Mayor; Brian Sweeney, Structural Engineer, Paul Sotnik, Assistant Civil Engineer, John Perrotta, LAZ Parking

STAFF: Kathryn Hebert, Administrative Services Manager

CALL TO ORDER

The Chairman called the meeting to order at 7:40 p.m.

APPROVAL OF MINUTES – JULY 28, 2004

Corrections

Page 3; last paragraph at the bottom, 1st sentence should read, Mr. Shatz said he would like them to use infill brick within concrete curbs. Mr. Sweeney said they were using infill concrete...

-last sentence should read, Mr. Shatz commented that it should be a high quality exterior grade brick and that the cost would be only slightly higher, but it is more attractive. He further noted this should be city wide on future installations.

Page 4; 1st paragraph at the top, 1st sentence should read, Mr. Sweeney stated he already gave the direction for the South Norwalk station and it would be costly to lay brick in there.

-3rd sentence should read, Mr. Sweeney said it was 3 ft. by 5 ft. narrow.

-4th sentence should read, Mr. Shatz expressed that it could be done in a day or so at a minimal additional cost.

**** MR. MULVEHILL MADE A MOTION TO APPROVE THE MINUTES AS CORRECTED**

**** MOTION PASSED UNANIMOUSLY**

The representative from LAZ Parking updated on the following items:

SONO AREA

Maritime Garage

a. Authorize LAZ Parking, on behalf of the Parking Authority, to purchase equipment and furniture in connection with the office fit out project at the Maritime Garage, for a sum not to exceed \$16,000

Account No. 21 4090 5727

Ms. Hebert updated that this item involved the Parking Bureau office and fit out; she said it was for a currency counter, so the pay stations could be accurate.

Mr. Shatz asked how the cost was established. Ms. Hebert said they asked LAZ to fit out the rest of the office; she said would follow-up with the Purchasing office, but she noted that typically, LAZ gets three quotes.

Mr. Shahjahan commented that it seemed LAZ submits very generic items, noting that he thought they should break out each item for clarification. Mr. Schmidt agreed there should probably be more specific back-up details. Mr. Mulvehill also agreed they should have full documentation of what they were actually purchasing.

**** MR. MULVEHILL MOVED TO APPROVE Authorize LAZ PARKING, ON BEHALF OF THE PARKING AUTHORITY, TO PURCHASE EQUIPMENT AND FURNITURE IN CONNECTION WITH THE OFFICE FIT OUT PROJECT AT THE MARITIME GARAGE, FOR A SUM NOT TO EXCEED \$16,000; SUBJECT TO CONFIRMATION FROM THE PURCHASING DEPARTMENT AND THAT PRICING IS COMPETITIVE.**

BE IT FURTHER RESOLVED THAT LAZ SHOULD PROVIDE THE PARKING AUTHORITY WITH DETAILS AND BACK-UP AS TO HOW THE PRICES WERE DERIVED AT, THIS SHOULD BE PROVIDED AT THE NEXT SCHEDULED MEETING

**** MOTION PASSED UNANIMOUSLY**

Account No. 21 4090 5727

b. Update Parking Bureau move from City Hall to the Maritime Garage
comment: Net-Tech completed the move and there were no problems with the switch over and people now pay at the customer desk.

Mr. Schmidt commented it would be nice to know the number of people paying by the Internet. The response was that the pay method was half by the Internet and half in person.

c. Status of the operation

comment: a lot of people are paying and everything is going smoothly.

Mr. Mulvehill asked the hours it's manned. The response was that it's manned from 9:00 a.m. to 6:00 p.m., 7 days per week.

Mr. Mulvehill asked if there were any figures to indicate how long people were waiting. The response was that a long wait was rare, but it was noted that the first week there were a few glitches getting used to the new system.

Webster Parking Lot

a. Authorize the Director of Public Works to issue Orders on Contract to the Lowest Responsible Quote in connection with the driveway improvement project at 17 Washington Street (W. Washington entrance/exit) in the Webster Parking Lot, for a sum not to exceed \$77,000 (engineer's estimate)

Account No. 21 409A 5727 (quotations expected week of 9/1/04)

Mr. Sweeney said that they had the design done for review with S. Norwalk Public Works, then they will get bids from four contractors to expedite the process. He further stated they also had pavers proposed, but they won't do a lot of excavation in that area. Also, he thought they would have free standing planters of a good size to sit on grade, that will be the curb in between each planter, i.e., an island with a planter on top, he noted that the benefit of this was for easier snowplowing.

**** MR. MULVEHILL MOVED TO APPROVE AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE QUOTE IN CONNECTION WITH THE DRIVEWAY IMPROVEMENT PROJECT AT 17 WASHINGTON STREET (W. WASHINGTON ENTRANCE/EXIT) IN THE WEBSTER PARKING LOT, FOR A SUM NOT TO EXCEED \$77,000 (ENGINEER'S ESTIMATE)**

Account No. 21 409A 5727 (quotations expected week of 9/1/04)

**** MOTION PASSED UNANIMOUSLY**

b. Authorize LAZ Parking, on behalf of the Parking Authority, to amend the revenue control equipment purchase with ITS for the Webster Parking Lot, West Washington side to include the ability to accept credit cards for a sum not to exceed \$16,000

Account No. 2140 9A 5727

It was updated that this item related to the purchase of a smaller prototype and the parkers can submit cash or coins.

Ms. Hebert said she had discussion that people need to get out quickly to avoid queuing on the MLK Drive side.

Mr. Shahjahan asked if this would them over budget. Ms. Hebert said no. Mr. Shahjahan asked if the cost included the network connection. Ms. Hebert said they already purchased revenue control equipment, so this was just an addition.

Mr. Mulvehill explained that the previous proposal was for people to drive in, get their ticket and get it processed on the other side, but is way, people can go out the same way they came in.

**** MR. MULVEHILL MOVED TO APPROVE Authorize LAZ PARKING, ON BEHALF OF THE PARKING AUTHORITY, TO AMEND THE REVENUE**

CONTROL EQUIPMENT PURCHASE WITH ITS FOR THE WEBSTER PARKING LOT, WEST WASHINGTON SIDE TO INCLUDE THE ABILITY TO ACCEPT CREDIT CARDS FOR A SUM NOT TO EXCEED \$16,000

Account No. 2140 9A 5727

** MOTION PASSED UNANIMOUSLY

c. Update status of installation of revenue control equipment

It was updated that the island design and coordination were complete and it's expected to be completed next week.

d. Update status of maintenance operation

The daily housekeeping of the Webster lot continues and there is still some landscaping work to be done, but the situation there has improved significantly, especially for the dumpsters.

Haviland Parking Lot

a. Update installation of pay and display equipment

It was updated they expect a mid-September delivery date.

Mr. Mulvehill asked if there was still installation work to be done. It was noted he wasn't sure what was needed, but he didn't think anything was done yet.

Mr. Schmidt and Ms. Hebert commented they were pay & display parking meters to be connected to the existing conduit, noting this shouldn't be a complicated process.

Mr. Shahjahan asked if there was a possibility the machine could be broken into. It was stated probably not, because it's so big and it would be difficult to get into.

Mr. Shatz asked if the machine was something that could be possibly struck by a car. Mr. Mulvehill said probably not..but Ms. Hebert said she would ask Frank about that.

b. Update maintenance operation

They will have a second sweeper and it was noted they have to find out how to get rid of the two abandoned cars.

North Water Parking Lot

a. Update installation of pay and display equipment

It was noted there would be a mid-September delivery date.

b. Update maintenance operation

A second sweeper was going around to all the lots..

Mr. Mulvehill asked if the DPW still picks up the cans that accumulate. Ms. Hebert said yes.

It was commented that the Weed & Seed workers did a great job cleaning up areas that have been neglected. Mr. Schmidt suggested that a thank you letter be sent to Darlene Young concerning this.

On Street Meters

a. Update installation of meters

mid-September delivery date.

RAILROAD STATIONS

SoNo Railroad Station

a. Authorize the Director of Public Works to issue Orders on Contract to Sound Construction for Project NO. 2003-2, Proposed Sidewalks and Curbs at Various Locations, to construct islands and curbing on the Eastbound side of the South Norwalk Railroad Station, for a sum not to exceed additional \$7,000

Account No. 21 409B 5727

Mr. Sweeney said they actually had an initial estimate of \$6,000 to do the work to construct the islands and LAZ will do all the electrical work. He noted the additional money was for Sound Construction who will do asphalt repairs of the trenching areas. He further noted the two islands were connected as well as the trench.

**** MR. MULVEHILL MOVED TO APPROVE**

**** MOTION PASSED UNANIMOUSLY**

b. Commuter Appreciation Breakfast

Ms. Hebert said when the Parking Authority approved the rate changes at the SoNo Railroad Station in February and LAZ implemented the planned improvement changes, we discussed the need to get feedback from commuters regarding all the changes. LAZ will put together a morning commuter breakfast. We anticipate this in October. We expect to work with the existing concessionaire to provide coffee and light snacks.

Mr. Mulvehill asked how it would be structured. The response was there would be table in the waiting, where donuts and coffee would be served.

c. Authorize the sale of approximately 120 square feet of property currently comprising a portion of the common elements of the South Norwalk Railroad Station Condominium, situated adjacent to the rail tracts on the westbound side of the South Norwalk Railroad Station, to the Connecticut Department of Transportation for use in connection with its operation of rail facilities. The property to be conveyed is depicted on a certain Right of Way Survey entitled "Right of Way Survey Town of Norwalk Map Showing Land

Acquired from South Norwalk Railroad Station Condominium a Commercial Condominium by the State of Connecticut of Transportation South Norwalk Railroad Station, for a sum not to exceed \$3,000.

d. Authorize the Chairman of the Parking Authority, Urban Mulvehill, to execute any and all documents that may be necessary or desirable from the Parking Authority in connection with such conveyance.

Mr. Paul Sotnik, Assistant Civil Engineer, updated that basically, this project was discussed last year, where the condominium side of the association was; pictures were included in the packets indicating where it would go, between a lot of rock. They are now looking to transfer ownership of the piece of land that was pointed out on the map.

Mr. Mulvehill asked who the owners were. Ms. Hebert said, the City of Norwalk is 97.7% owner interest and the 2nd Taxing District (SNEW) is 2.3% owner interest.

Mr. Shahjahan asked what the nature of the project entailed. The response was that this was an upgrade of the catenary towers with a 3-bridge project; where they are installing new wire on the New Haven line. It was further pointed out that the area indicated would go to eminent domain and for another side that was pointed out, they have received an offer of \$3,000.

Mr. Shatz asked the date this would be done. The response was that it would be done fairly soon. And noted that the new proposed tower will be similar to what was there.

East Norwalk Railroad Station

a. Update building improvement project

Mr. Sweeney said they had a meeting with All Phase Construction Company and they evaluated the engineering concepts and the project is in the process of having the contract devised. He said he came out of the meeting thinking they would get \$10,000, but the number presented was \$4,500, so it will be somewhere between those amounts.

Mr. Mulvehill asked about the bid price of \$189k to get the structure built, for what will be constructed. He commented that someone could build a house for \$200k. Mr. Schmidt said there was a lot of conjecture as to why it was that amount, but they are building on a site with no control of working near the railroad with power lines overhead; it's not just the cost of the flagmen, but there are also delays to consider that become costly, when the flagmen aren't there.

Mr. Shatz mentioned that if residential contractors were approached, he thought the cost could have come in for less. Mr. Schmidt said they were approached, noting that an RFP went out, but this normally attracts commercial contractors, but they sent out an RFP anyway to independent contractors. Mr. Sweeney noted these were middle of the road contractors that bid, they were not from big firms. He said they got six (6) bidders.

WALL STREET AREA

Yankee Doodle Garage

a. Update Building Improvement Project

Ms. Hebert said they would bid in September.

Isaac Street Parking Lot

a. Update installation of pay and display equipment

It was noted there would be a mid-September delivery.

Wall Street Parking Lot

a. Update installation of meters

Mr. Mulvehill asked if there was any thought to enforcement of assuring that ticketing was done properly. Mr. Schmidt said parking enforcement in Norwalk, goes into the evening hours, but for Wall Street, it's only up to 6:00 p.m.

On Street Meters

a. Update installation

mid-September delivery

OTHER

Discussion – Proposal to collect uncollectible parking violations

Ms. Hebert said they received the proposal today, so this matter will be deferred another month to allow time to review it.

Discussion – Status Capital Budget

Ms. Hebert said they received favorable bids on the meters and pay & display, so they were able to absorb additional costs. She noted they can pay for all that was authorized and still have a \$20k balance. She further updated that she included the full Parking Authority approval amount of \$213,000 for the East Norwalk Railroad Station, however, after the value engineering is complete, the project cost might come in lower.

Mr. Mulvehill asked if the handheld enforcement units were charge to the Police Department budget. Ms. Hebert said no, because they were processed through ACS and LAZ. She updated that she met with Mark Palmer and the people in the department are excited about using the device.

Mr. Shahjahan asked if all the monies outlined were already spent. Ms. Hebert said it includes what has been authorized but not yet spent. Most of the items shown on the spreadsheet are for the delivery and installation of the revenue control equipment and this has not yet happened.

Mr. Mulvehille asked about the E. Norwalk lot. Ms. Hebert said they took what was authorized for budget purposes, but she thought the number would be lower.

Mr. Shahjahan commented that he hoped the \$19k surplus would go up. Ms. Hebert said she expected it would.

Discussion – Year end financial report

Ms. Hebert said they got the information from the Finance Department this afternoon. The fiscal year ending June 30, 2004 was closed out last week. The July Parking Authority financial report did not include all collected revenues and final payments had not yet been posted.

Ms. Hebert said that the operating budget for fy 2003-04 was developed prior to contracting with LAZ.. It is expected that LAZ will provide a monthly financial report by facility for this fy 2004-05.

Mr. Shatz asked about the figures from last year. Ms. Hebert explained there was a surplus of \$85k based on a cash accounting basis, not an accrual basis. Last year's Parking Authority budget did not include debt service, depreciation or specific capital improvement. These were separately funded through the city's budget. Now, everything is posted to the Parking Authority's budget.

Discussion – Update wayfinding signs

It was updated that proposals were out for three bids and they should be installed in mid-September.

Action on any item discussed herein

-Executed above -

Other

Mr. Shahjahan asked if LAZ reported to Ms. Hebert's office. Ms. Hebert said yes.

Mr. Shahjahan asked if there were project plans and timelines. Ms. Herbert said the entire DPW is involved helping out with various aspects of the project, but the timelines are sometimes dependent on delivery of the equipment.

Mr. Shahjahan commented his concern of potential equipment delays and wondered if enough information was being provided to assure the plans are being met as promised. Ms. Hebert further explained it's a coordinated effort and although there may be delays, everyone works in conjunction. She said that engineering staff were pulled from other Public Works projects to focus on the Parking Authority, recognizing their importance as it relates to revenue generating operations. Everyone works as a team including LAZ and we are all working feverishly to complete these projects.

Next Parking Authority meeting:
Wednesday, September 22, 2004
7:30 p.m., Public Works Conference Room

ADJOURNMENT

** MAYOR KNOPP MADE A MOTION TO ADJOURN
** MOTION PASSED UNANIMOUSLY

The meeting was adjourned at 9:05 p.m.

Respectfully submitted by, Diane Graham
Telesco Secretarial Services

