

PARKING AUTHORITY MINUTES

PARKING AUTHORITY JULY 28, 2004

ATTENDANCE: Troy Jellerette, Vice Chairman; Stephen Bentkover, Burt Shatz

OTHERS: Frank Del Monaco, LAZ Parking; John Perrotto, LAZ Parking; Hal Alvord, DPW; Brian Sweeney, Structural Engineer; Ed Schmidt, Assistant to the Mayor

STAFF: Kathryn Hebert, Administrative Services Manager

CALL TO ORDER

Mr. Jellerette called the public hearing to order at 6:46 p.m.

PUBLIC HEARING REGARDING THE PROPOSED RATE SCHEDULE CHANGES FOR THE FOLLOWING PARKING FACILITIES:

Mr. Jellerette asked if there were any members of the public present to speak. None came forward.

Public hearing comments below:

Description Proposed Rate
Upper Haviland Parking Facility \$300.00
Commercial Parking Permits
Six Month
(Monday-Friday/8 a.m.-6 p.m.)

Residential Parking Permits \$240.00
Six Month

Mr. Del Monaco said when the board agreed to the recommendation; they met with the residents and commercial users in the facility, who expressed their concerns in the operation and after hearing the recommendation, two separate rates were devised for residential and commercial uses, so they were looking for the rates to be accepted.

Maritime Garage
Restaurant Employee Parking Permit \$25.00
Monthly
(3 p.m. until restaurant close)

Mr. Del Monaco said they developed a rate and they felt it was attractive enough to attract evening workers and based on the outcome from the business community, there has been a lot of support.

Mr. Bentkover asked how they arrived at the cost. Ms. Hebert said the lower Haviland Parking Lot was \$480.00 per year, so it's the same price for the upper Haviland Parking Lot.

Mr. Jellerette closed the public hearing at 7:01 p.m.

APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING
HELD ON WEDNESDAY, JUNE 23, 2004

** MR. SHATZ MOVED TO ACCEPT THE MINUTES
** MOTION PASSED WITH TWO VOTES IN FAVOR AND ONE ABSTENTION
(MR. BENTKOVER)

REVIEW AND CONSIDER THE ADOPTION OF THE PROPOSED RATE
SCHEDULE CHANGES FOR THE HAVILAND PARKING FACILITY AND THE
MARITIME GARAGE

** MR. BENTKOVER MOVED TO ACCEPT
** MOTION PASSED UNANIMOUSLY

AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE
AN AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR PROJECT
NO. DPW 2004-2, EAST NORWALK TRAIN STATION BUILDING
REPLACEMENT, FOR A SUM NOT TO EXCEED: \$193,900.00

Mr. Schmidt said it was okay to move this item along. Mr. Sweeney reported they received six bids today on the project and the amount would not exceed. Mr. Bentkover asked if the amount was higher originally. Mr. Alvord said the last set of bids was over \$100k and Ms. Hebert added they went up to \$160k.

Mr. Schmidt explained the items they needed to go through the Common Council also. He further explained that basically, when they get several contractors, the bids tend to be at the same price that is indicative of the market, so re-bidding probably wouldn't result in a different price.

Mr. Alvord explained the project wasn't especially attractive to a lot of bidders, but many bid on the project anyway, however, if they re-bid, the result might be higher. Mr. Shatz agreed that would probably be the case.

Mr. Jellerette asked if they were comfortable with two low bidders. Mr. Sweeney said they have done business with the city before.

Mr. Schmidt further said they needed to meet with the Finance Department to determine if they could earmark funds for this project. He suggested approving the item, contingent

upon subsequent approval from the Common Council and Finance Department. He further mentioned there was a time constraint of 160-days and he pointed out, they couldn't go forward until the Common Council approved it.

**** MR. JELLERETTE MOVED TO EXECUTE AN AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO. DPW 2004-2, EAST NORWALK TRAIN STATION BUILDING REPLACEMENT, FOR A SUM NOT TO EXCEED: \$193,900.00, SUBJECT TO APPROVAL FROM THE COMMON COUNCIL AND FINANCE COMMITTEE AND STRUCTURAL ENGINEER**
**** MOTION PASSED UNANIMOUSLY**

AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO. DPW 2004-2, EAST NORWALK TRAIN STATION BUILDING REPLACEMENT, FOR A SUM NOT TO EXCEED: \$19,390.00

Account No. 21 40 9Z 5777 (bid opening Wed., July 28, 2004)

**** MR. JELLERETTE MOVED TO AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO. DPW 2004-2, EAST NORWALK TRAIN STATION BUILDING REPLACEMENT, FOR A SUM NOT TO EXCEED: \$19,390.00, SUBJECT TO APPROVAL FROM THE COMMON COUNCIL AND FINANCE COMMITTEE AND STRUCTURAL ENGINEER**
**** MOTION PASSED UNANIMOUSLY**

AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO SOUND CONSTRUCTION FOR PROJECT NO. RD 2003-1, PROPOSED BITUMINOUS CONCRETE CURBS AT VARIOUS LOCATIONS, IN ORDER TO CONSTRUCT ISLANDS (AT THE MARTIN LUTHER KING DRIVE ENTRANCE/EXIT) TO INSTALL REVENUE CONTROL EQUIPMENT IN THE WEBSTER PARKING LOT, FOR A SUM NOT TO EXCEED \$

Account No. 21 409A 5727

Mr. Sweeney said he met with LAZ Parking and ITS and they came up with a layout to allow for two exit lanes of traffic pass the booth and one land into the parking lot.

Mr. Del Monaco said what made the location sensitive was not impacting traffic onto MLK Drive and not impacting the condominium to the left; the driveway is wide enough to maintain three lanes of traffic, so the plan works.

Mr. Bentkover asked to clarify where the location was. Mr. Del Monaco explained exactly where the booth was, where there will be one lane by the booth and then it will fan out to two lanes.

Mr. Shatz said he would like them to use concrete bricks. Mr. Sweeney said they were using concrete bricks and he said they needed to provide foundations for the equipment, so it works better with the concrete slab.

Mr. Schmidt asked if it could be done as suggested by Mr. Shatz. Mr. Sweeney said they could, but it would be at an extra cost. Mr. Shatz commented that it should be a high quality exterior grade brick.

**** MR. SHATZ MOVED THAT THERE SHOULD BE CONCRETE CURBING THROUGHOUT AND BRICK INFILL WITH HIGH QUALITY EXTERIOR GRADE BRICK FOR THE INFILL ON ALL SUBSEQUENT INSTALLATIONS, I.E., THE WALKING SURFACE**

Mr. Sweeney stated he already gave the direction for the South Norwalk station and it would be costly to lay pavers in there. Mr. Shatz asked how large the area was there. Mr. Sweeney said it was 3 ft. narrow. Mr. Shatz expressed that it could be done in a day or so at a minimal cost. Ms. Hebert said she would have to check the budget.

**** MOTION PASSED UNANIMOUSLY**

SONO AREA

Maritime Garage

a. Update:

- Parking Bureau fit out project
- Parking bureau move from City Hall to Maritime Garage
- ACS live start date August 9, 2004

Ms. Hebert said they moved in on August 6 and open on August 9.

Mr. Del Monaco said the fit out was progressing and on target and they would be up and running with the ACS system on August 9. He noted that other technical details were being worked out with NetTech.

He said the central cashier area was fitted out and ACS would start testing next week.

Webster Parking Lot

a. Update:

- Revenue control equipment installation
- Maintenance Report

Mr. Del Monaco said they were still in the final design stage and the equipment was ordered; they are finalizing the work and he noted he asked manufacturing to come back to complete a portion of the work.

Mr. Jellerette commented that maintenance of the Webster Parking Lot islands were much cleaner.

Mr. Del Monaco said he planned on reinforcing the dumpster situation to make it more manageable, he noted he would meet with the people involved.

Haviland Parking Facility

a. Update:

- Pay and Display installation
- Maintenance Report

Mr. Del Monaco said they were working with the low bidder for the pay and display and in it was in production and on target for August.

Mr. Schmidt asked about signage for the pay and display and who was responsible for that. Mr. Del Monaco said they would be responsible. Mr. Schmidt said they should make sure the signs were on before the machines were installed. Mr. Del Monaco acknowledged this would be done.

South Norwalk Railroad Station

a. Update:

- Revenue control equipment east bound side installation
- Maintenance Report

Mr. Del Monaco said they finalized the designs of the islands, but they would reconfigure the stalls, and on the New York side, they introduced the pay stations and they were accepted very well. He further noted that most people were prepaying before they get on the train. Ms. Hebert added it was a huge improvement.

Mr. Del Monaco noted the water problem was also fixed. And he said the windows/glass still needed to be done and they need to get MTA involved with that.

Mr. Shatz asked if it would be good to block the windows. Mr. Bentkover replied no, because it would change the entire look of the building.

Mr. Del Monaco mentioned they would host a breakfast following the opening in September to thank everyone for their patience.

WALL STREET AREA

Yankee Doodle Garage

a. Update:

- Status of facility operation
- Pay and Display installation
- Facility improvement project expected to be bid August 2004
- Maintenance Report

Mr. Bentkover said it looked like it was getting better from the exterior to the interior, but it still needed work. Mr. Del Monaco agreed and he said they were addressing the water problem and progressing, but they were short staffed.

Mr. Bentkover reviewed the problems that still exist:

- o The station has not been cleaned in a long time
- o When it rains, it leaks terribly
- o Its unattractive and needs painting
- o The lighting is poor
- o The cameras are nonfunctional

Mr. Sweeney updated they were out to bid and they were concentrating on revenue control, but they plan on fixing the rood and east stair tower and the piping and the drain at the main entrance needs repairing and the concrete at two joints needs to be replaced; also some hydro-demolition work need to be done.

Mr. Bentkover questioned if they want to start charging before the improvements were done. Mr. Schmidt said it would probably work out, because it would be done at the same time, also if they want to pay for the improvements, they need a revenue stream.

Mr. Schmidt explained the reason for the building being in such disrepair and he expressed that one problem was that it cost \$154k annually to operate and the revenue was less than \$50k, so they have seen a substantial loss in prior years.

Mr. Jellerette suggested keeping this item top of mind for continued discussion.

Mr. Shatz asked how many parkers are accommodated. Mr. Del Monaco said no counts were done, but he noted there were 400 spaces on the bottom.

Mr. Bentkover expressed that when he parked there, the parking varied a great deal.

Mr. Del Monaco said they kept the rates low and Mr. Bentkover said that in the transition period, if they could make available whatever accommodations that would generate a better response from the merchants and their employees.

Isaac Parking Lot

a. Update:

- Pay and display and meter installation

Mr. Jellerette questioned how the houses close by would be affected. Mr. Schmidt said the first floor was underneath and there was parking on site.

Mr. Bentkover asked about the area in back that is in bad shape and dirty. Mr. Del Monaco said it's being addressed.

Wall Parking Lot

a. Update:

· Meter installation

Mr. Del Monaco said that once the equipment gets in, they would relocate the meters from South Norwalk and get them to Wall Street.

Mr. Bentkover asked about information for the disable spaces. Ms. Hebert said when LAZ Parking gets to that area; there would be designated striped spaces. Mr. Bentkover said he wanted to see the Federal guidelines regarding this at the next meeting. Ms. Hebert said she would supply him with the information.

OTHER

Discussion –

a. status on street meter installation sono and wall street area

Mr. Del Monaco said the meters were part of the RFP for the pay and display and they were ordered and once they were in, they would relocate the existing mechanical meters.

Mr. Schmidt explained the situation regarding on-street parking, where the old SNET building was; he said that on-street parking would support the retail development and they only needed authorization to buy the meters, so he suggested they authorize them subject to approval from the Parking Authority.

b. Authorize LAZ Parking, on behalf of the Parking Authority, to purchase 32 on street single electronic meters (12 on West Washington Street and 20 on Madison Street) from MacKay Meters for a sum not to exceed \$7,600. (pending approval from the Traffic Authority)

Account No. 2140 9K 5727

**** MR. BENTKOVER MOVED TO AUTHORIZE LAZ PARKING, ON BEHALF OF THE PARKING AUTHORITY, TO PURCHASE 32 ON STREET SINGLE ELECTRONIC METERS (12 ON WEST WASHINGTON STREET AND 20 ON MADISON STREET) FROM MACKAY METERS FOR A SUM NOT TO EXCEED \$7,600. (PENDING APPROVAL FROM THE TRAFFIC AUTHORITY)**

Account No. 2140 9K 5727

**** MOTION PASSED UNANIMOUSLY**

Discussion – Security report

Mr. Del Monaco updated on security and he said as indicated in the memo, when they assumed the responsibility for the S. Norwalk Train Strain, they inherited the security company that didn't meet their expectations and after analyzing the security responsible globally for the area, they decided to engage the services of Secure Task.

Mr. Perrotto said they looked at several companies and these officers were the highest rated in Connecticut; they have a great polity and procedures, so they partnered with Secure Task and he felt the railroad would now be a safer place.

Mr. Korf said that Secure Task was the largest security company he has worked with and his main function is to bring his extensive experience to abide by the security standards and they intend to provide secure measures to make the customers feel comfortable. He further explained the type of system that would be implemented, with a wand feature that is hit and then records who was there, he also pointed out a record would be kept of water running etc.

Mr. Shatz asked the number of personnel there would be. Mr. Del Monaco said it was outlined to be much more mobile.

Mr. Shatz asked the means of transportation the security force would use. Mr. Del Monaco said they would use vehicles, but he didn't have the number of personnel off hand, but he would check on it.

Mr. Bentkover asked where else the company has performed security. Mr. Korf said they provided security at Hewlett Associates, Diageo, Grand Capitol and the City of Stamford; he noted they also do the Oyster Festival.

Mr. Schmidt stated there would be significant savings in the cost for providing security, also there would now be security in places where none was before and the total cost is significantly less.

Mr. Bentkover asked the house they would be open at the Yankee Doodle lot. Mr. Del Monaco said they extended the hours on Friday and Saturday and it would now be opened on Sunday.

Mr. Bentkover asked if security would be available if people became locked out. Mr. Del Monaco said yes, again, there would be extended hours to make sure everyone was out.

Discussion – Year end financial report

Ms. Hebert stated the report was not ready yet, but they projected there would be \$150k-250k positive balance at year end, so they would accrue into the fiscal year.

Discussion – Update wayfinding signs

Mr. Del Monaco pointed out the signs on display and he said they incorporated all that requested into the sign with the logo; he showed the two different sign options, noting that the larger sign was double the cost, so he leaned toward the smaller one. It was asked if the sign could be seen well off of I-95. Mr. Del Monaco said could be visibly seen.

Mr. Shatz asked the number of facilities that would have the sign. Mr. Del Monaco said each facility would have it, and the sign would denote the name of the parking lot on it. Mr. Bentkover commented that he liked the sign. Mr. Jellerette agreed. All agreed the smaller size was acceptable.

Discussion – Update SoNo Arts Celebration parking proposal

Ms. Hebert updated that this matter was already authorized.

Mr. Del Monaco said they would have final meeting tomorrow and he noted that staff would be the only ones to do the collections.

Mr. Shatz asked for people not familiar with what's happening, how would they advertise and direct them. Mr. Del Monaco said they would put up signs and as someone gets closer to the location of the event, there would be directions.

Mr. Bentkover asked about people being able to make a left turn onto S. Main Street. Mr. Del Monaco said they would now make a left onto Ann Street only, thus traffic would be controlled better and the police would also help out.

Action on any item discussed herein
see above

Next Parking Authority meeting:
Wednesday, August 25, 2004
7:30 p.m., Public Works Conference Room

ADJOURNMENT

**** MR. BENTKOVER MADE A MOTION TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 8:00 p.m.

Respectfully submitted by,

Diane Graham
Telesco Secretarial Services

