

PARKING AUTHORITY MINUTES

JULY 27, 2005

ATTENDANCE: Troy Jellerette, Stephen Bentkover, Burt Shatz

STAFF: Kathryn Hebert, Administrative Services Manager; Hal Alvord, Director Public Works

OTHERS: Frank Del Monaco, LAZ Parking, Tom Hamilton, Director of Finance, Rex Lundy, AMCI

CALL TO ORDER

Mr. Jellerette called the meeting to order at 7:40 p.m.

APPROVAL/AUTHORIZATIONS

Approve the Minutes from the Parking Authority meeting held on Wednesday, June 22, 2005

**** MR. BENTKOVER MADE A MOTION TO ACCEPT THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

*This item was taken up under Suspension of the Rules

Approve the use of the SoNo Wharf Parking Lot (North Water Parking Lot) for the Automotive Marketing Consultants, Inc. from Friday, July 29, 2005 starting at 7:00 p.m. through Sunday, July 31, 2005 ending at midnight for the Mercedes Benz M Class Road Rally event for an amount payable to the Parking Authority of \$750

Mr. Rex Lundy spoke about an event to be held in Norwalk for the Mercedes Benz . He explained it would involve a specialty event for the M-Class Road Rally and although there is road rally component to it, he said it was more of a marketing event. They will pitch a tent and have a generator, lighting and an audio visual system there, as well as the cars. They have a staff of (19) and the event will be by invitation only. They will have twenty-two (22) cars with ten (10) of them on display, with seven (7) cars on the street at any given time during the event. The event will operate like a valet service, in that when someone picks up a vehicle, they will approach a small canopy and indicate which car they would like to test drive; from there they will fill out a survey.

Mr. Jellerette asked the hours of the event. Mr. Lundy said it would be from 8:00 a.m. to 6:00 p.m. on Saturday and Sunday with set up taking place on Friday.

Mr. Jellerette asked if they expected any walk up activity. Mr. Lundy said yes, he expected people would just walk in and take a look.

Mr. Bentkover asked what the vehicles would sell for. Mr. Lundy said they would range from the high \$30k to low \$40k.

Mr. Bentkover asked what the parking revenues were from 8:00 a.m. to 6:00 p.m. Mr. Del Monaco replied that the lot turned over 2 to 3 times amounting to approximately \$500 to \$600.

Mr. Bentkover questioned the rate offered for the event of \$750. He asked what Mercedes Benz would receive for putting on the event. Mr. Lundy said he wasn't at liberty to answer that.

Mr. Bentkover clarified that his point was, that they were offering less than the market rate to run the event. Mr. Alvord explained that originally the event was scheduled to be held in the Maritime Parking Lot, noting that they should have thought of holding it at SoNo Wharf, but the event was based on how the Maritime Aquarium scheduled it.

Mr. Lundy made the point that they paid a \$25k sponsorship fee to the Maritime Aquarium to encourage them to use the parking lot. They will also pay a per head parking fee for people attending the event.

Mr. Del Monaco noted allowing the event was a good will gesture by the City of Norwalk.

Mr. Bentkover commented that his concern was that they were promoting private enterprise on city property.

**** MR. SHATZ MADE A MOTION TO SUSPEND THE RULES TO ADD THE ITEM TO THE AGENDA FOR A VOTE**

**** MOTION PASSED UNANIMOUSLY**

**** MR. SHATZ MADE A MOTION TO APPROVE THE USE OF THE SONO WHARF PARKING LOT (NORTH WATER PARKING LOT) FOR THE AUTOMOTIVE MARKETING CONSULTANTS, INC. FROM FRIDAY, JULY 29, 2005 STARTING AT 7:00 P.M. THROUGH SUNDAY, JULY 31, 2005 ENDING AT MIDNIGHT FOR THE MERCEDES BENZ M CLASS ROAD RALLY EVENT FOR AN AMOUNT PAYABLE TO THE PARKING AUTHORITY OF \$750**

**** MOTION PASSED WITH TWO VOTES IN FAVOR AND ONE ABSTENTION (MR. BENTKOVER)**

*It was noted that the two items below would be discussed and voted on together.

Authorize the Director of Public Works to issue Orders on Contract to New England Paving for Project No. 4R 200-3, Proposed Bituminous Concrete Permanent Pavement Repair, for a sum not to exceed \$8,100 in connection with parking lot curbing repairs at the SoNo Railroad Station Eastbound Side

Account No. 2140 9B 5727

Authorize the Director of Public Works to issue Orders on Contract to Safety Markings for Project NO. RD 2005-1, Proposed Pavement Markings and Legends at Various Locations, for a sum not to exceed \$800.00 in connection with parking stall and crosswalk striping at the SoNo Railroad Station Eastbound Side.

Account No. 2140 9B 5727

Ms. Hebert stated that when the police were at the substation, they parked their personal vehicles across the street in the little parking lot; but they are not there anymore, so there are now thirty (30) spaces available. She explained the change order involved repairing the curbs and paving.

Mr. Jellerette commented that both of the companies contracted to do the work have done work for the city in the past.

Mr. Alvord said that both firms have done quality work in the city for years and he felt comfortable with the change order.

**** MR. BENTKOVER MADE A MOTION TO APROVE AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO NEW ENGLAND PAVING FOR PROJECT NO. 4R 200-3, PROPOSED BITUMINOUS CONCRETE PERMANENT PAVEMENT REPAIR, FOR A SUM NOT TO EXCEED \$8,100 IN CONNECTION WITH PARKING LOT CURBING REPAIRS AT THE SONO RAILROAD STATION EASTBOUND SIDE**

Account No. 2140 9B 5727

and to:

AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO SAFETY MARKINGS FOR PROJECT NO. RD 2005-1, PROPOSED PAVEMENT MARKINGS AND LEGENDS AT VARIOUS LOCATIONS, FOR A SUM NOT TO EXCEED \$800.00 IN CONNECTION WITH PARKING STALL AND CROSSWALK STRIPING AT THE SONO RAILROAD STATION EASTBOUND SIDE.

Account No. 2140 9B 5727

**** MOTION PASSED UNANIMOUSLY**

Authorize final payment to Deering Construction for the installation of the pay and display equipment at the Yankee Doodle Garage for a sum not to exceed \$13,175

Account No. 21409E 5727

Ms. Hebert said this request involved the final payment to Deering Construction for the installation of a pay and display. They already striped the lot and installed the signage. Mr. Del Monaco noted it would be installed by Monday.

Mr. Jellerette asked the reason for the change. Mr. Del Monaco said because there wasn't an appropriate place to put the pay on foot booth. He noted they will need two machines.

Mr. Bentkover asked when the work would start on the Yankee Doodle Garage. Mr. Alvord said it would start in late fall. Mr. Bentkover questioned whether or not they would be able to do quality work at that time of year, considering the nature of the project. Mr. Alvord said if they were unable to get quality work done, the work would be delayed until spring.

Mr. Alvord further explained the work was budgeted last year for \$150k with the agreement that they would do the limited work first. He said that \$450k would be needed to complete all the work. Mr. Bentkover stressed that they weren't told the total project would be close to \$500k initially.

**** MR. JELLERETTE MADE A MOTION TO APPROVE AUTHORIZE FINAL PAYMENT TO DEERING CONSTRUCTION FOR THE INSTALLATION OF THE PAY AND DISPLAY EQUIPMENT AT THE YANKEE DOODLE GARAGE FOR A SUM NOT TO EXCEED \$13,175**

Account No. 21409E 5727

Mr. Shatz asked where the pay-on-foot would go. Mr. Del Monaco explained the person parking will enter the garage, read the signage so they can remember their space #. They will then enter the space # and insert a fee based on the estimated time they think they will be in the garage.

**** MOTION PASSED UNANIMOUSLY**

Schedule a Public Hearing on the Proposed Rate Changes at the Maritime Garage

Ms. Hebert updated that the Mayor asked her to schedule a public hearing. Four optional dates were reviewed to hold the hearing on: August 10, 11, 16 or 17. It was determined that the public hearing would be tentatively scheduled for August 16 pending confirmation via e-mail.

Mr. DelMonaco explained that they were asked to look at data to see how they were doing. It was discovered that the rate structure discourages people to visit other sites in Norwalk, so the adjustment allows for a stay in the garage for a longer duration.

**** MR. BENTKOVER MADE A MOTION TO APPROVE THE SCHEDULING OF A PUBLIC HEARING ON THE PROPOSED RATE CHANGES AT THE MARITIME GARAGE**

**** MOTION PASSED UNANIMOUSLY**

Authorize the Chairman of the Parking Authority, to execute an Agreement with Nxegen, Inc., to replace the lighting at the South Norwalk Railroad Station with Energy Efficient Lighting at no capital cost to the Parking Authority. This project will yield an estimated annual electric use cost savings of \$23,653 to be used to pay for the capital cost (\$130,122 principal) of the installation for a 6-year term

Mr. Alvord stated that Norwalk has a track record Nxegen implementing energy saving initiatives in the city for city buildings and machines. He noted they have done a lot of lighting retrofit with them. He further explained there is no positive cash flow in process, so they will see a reduced negative cash flow, i.e., the Parking Authority bills will go down. For the SoNo Garage, they had a public safety concern, so Nxegen will select an area of the garage and install new fixtures and do light level measurements to improve the lighting in the stairways etc.

Mr. Shatz asked by what factor they expected to see savings. Ms. Hebert said at 22%. Mr. Alvord said it will cost \$130k for the fixtures and financing with no cash outlay from the Parking Authority. Again, there will be an immediate reduction in the electrical bills to the Parking Authority and they will realize savings in the first year of the program.

Mr. Shatz asked if the fixtures would be antiquated before the end of six years. Mr. Alvord said no, the fixtures had a lifetime span.

Mr. Shatz asked if the fixtures were compatible to the type that the utility company tries to see to the public for energy savings. Mr. Alvord said they were going to lower wattage, but higher effervescence. The fixtures are metal halo-light fixtures. Mr. DelMonaco added that the fixtures would be set lower.

**** MR. BENTKVOER MADE A MOTION TO APPROVE AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, TO EXECUTE AN AGREEMENT WITH NXEGEN, INC., TO REPLACE THE LIGHTING AT THE SOUTH NORWALK RAILROAD STATION WITH ENERGY EFFICIENT LIGHTING AT NO CAPITAL COST TO THE PARKING AUTHORITY. THIS PROJECT WILL YIELD AN ESTIMATED ANNUAL ELECTRIC USE COST SAVINGS OF \$23,653 TO BE USED TO PAY FOR THE CAPITAL COST (\$130,122 PRINCIPAL) OF THE INSTALLATION FOR A 6-YEAR TERM**

**** MOTION PASSED UNANIMOUSLY**

DISCUSSION

LAZ PARKING REPORT – Mr. DelMonaco updated

Webster Street Lot – he said this lot still enjoys a level of demand, but they failed to encourage people to go to the Maritime Parking Lot, resulting in it being difficult trying to manage the demand.

Mr. Shatz said that most of the complaints were due to efficiency of moving traffic. Mr. DelMonaco said they don't control the roads.

Mr. Shatz stated that there seemed to be a large number of breakdowns to the equipment. Mr. Alvord said there had only been one breakdown reported many times.

Mr. Bentkover spoke about lighting in the lot, in that he thought it could be brighter to possibly attract more people. Mr. Alvord said brighter lighting wasn't the problem. The problem is that people tend to want to park close to the door for convenience.

Mr. Jellerette stated that the article in The Hour regarding Webster Lot should be viewed objectively. He expressed that if queuing was the issue, he asked about putting in a pay and display to better the situation. Mr. DelMonaco said the only way that would work is by enforcement and they can't tell people they have to use it.

Mr. Jellerette asked what the average queuing was on Friday and Saturday night. Mr. DelMonaco said approximately fifteen (15) cars, but when a customer comes to the booth, some fumble for their ticket etc., and this causes delays.

Mr. Jellerette asked the average time for a person to go through the booth. Mr. DelMonaco said probably less than 20 seconds.

Mr. Jellerette said so even with the enhancements, a car wait time won't be reduced. Mr. DelMonaco said no, but it will amount to a (7) car queue instead of (15) cars. Mr. Alvord added that overall, they would see a bigger improvement when the booth goes in and it should improve traffic as well.

Mr. Bentkover asked if they could offer a special deal at the Maritime Parking Lot as an incentive to people that might consider parking there more often. Open discussion followed on this topic.

Mr. Jellerette asked if they saw any increase in the Maritime Parking Lot on a Friday night. Mr. DelMonaco said yes.

Mr. Jellerette asked about the parking policy after 9:00 p.m. Mr. DelMonaco said if you enter the lot before 9:00 p.m. you pay the hourly rate. After 9:00 p.m. you pay a flat rate. However, he mentioned that there were accusations that the rate was not being calculated

properly, but this was thoroughly checked out and disproved. But if there is ever a time that it is proven, the person will be refunded.

Mr. Jellerette said then they could tell people that when they get their ticket, they should check it to make sure the time is right. Mr. DelMonaco said that was correct.

Havilland Deck – they are converting to pay by space because they had complaints of the size of the lot, so they will change it for convenience.

STAFF REPORT – Mr. Hamilton updated

Fiscal Year End Financial Report (2004-05)

Status – Capital Projects

Mr. Jellerette asked how the pay off for parcel-3 worked for the Maritime Garage. Mr. Hamilton said they sold it for \$7.250million, but he proceeds of \$4 million came in. There was also a recommendation to set aside \$1.3 million for debt service reserve for the Parking Authority. He added that overall, they were satisfied with the financial results of the Parking Authority moving in the right direction. He recalled that in the 5-year period between 1998 and 2002, the city lost an average of \$350k per year without debt, so for this fiscal year they have seen a \$200k surplus, which is a big improvement over two years ago.

He stated they also looked at the total revenues for the year 2004 vs. 2005 and it's up about 20% from last year. So this sends a strong message that the operation was moving in the right direction. Also, for work initiatives implemented this year, they have an operation that is still evolving and there is still a lot of work to do. But again, they were confident the Parking Authority was moving in the right direction.

Mr. Alvord spoke about the timeline for construction on the Webster Lot. He updated that Deering was working on phase I. All work at MLK Blvd. and will be completed by the end of this week. He said with the new curb cut installed, they've already seen an improvement. He went on to say that Deering Construction will start at Washington Street Lot on August 8 and he was told the installation would take one week, but realistically it will probably be two weeks to complete. But they will have to close the Washington Street side for a short period of time, but they will manually operate the exit. For phase II they are knocking out the curbs and islands and installing new ones. And re-striping will start in September. He noted the job instead of putting the job out to bid, which will take another month, and for efficiency, we will be getting 3 quotes. He further expressed that Deering Construction has been doing excellent work so far. They will start the curb work after Labor Day with that work being done during the day and they will do the striping at night. He noted that phase II didn't include the compactor pads, noting this will be done during phase III.

Website – no discussion. Information provided in the packets.

Next Parking Authority meeting

To be determined and confirmed.

ADJOURNED

** MR. BENTKOVER LIGHT MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Diane Graham

Telesco Secretarial Services

