PARKING AUTHORITY MINUTES

July 22, 2003

ATTENDANCE: Steven Bentkover, Acting Chair; Troy Jellerette, Burt Shatz

STAFF: Ed Schmidt, Assistant to the Mayor; Alanna Kabel; Mayor's Office, Kathryn Hebert, DPW

OTHERS: Mayor Alex Knopp, Seth Daley, NetTech Solutions; Greg Gorab, NetTech Solutions, Tim Sheehan, Redevelopment Agency; Robert Cavello, Westview Group, LLC

CALL TO ORDER

Mr. Bentkover called the meeting to order at 6:06 p.m.

APPROVAL OF MINUTES

2. June 25, 2003

Mr. Bentkover commented that the minutes were shoddy at best, the language was poor and there were a lot of concepts that were missed.
Mr. Jellerette felt that overall; the minutes captured what was discussed.

Corrections
Page 5; 2nd paragraph, 3rd line down - where it reads, Mr. Shatz said that 25% seems a bit high **should read Mr. Shatz said that .25% seems a bit high**
Page 5; 7th line down - where it reads, Mr. Shatz said that this was a lump sum. should read Mr. Shatz asked if this was a lump sum.
Page 7; last full paragraph from the bottom, 1st sentence - where it reads, Mr. Cavello said yes, stating that it costs about $12 a foot. **should read Mr. Cavello said yes, it reduced costs about $12 a foot.**
Page 7; 3rd line down - where it reads Cavello said that it was because of tripping. **Should read Cavello said that it would reduce tripping.**
**** MR. JELLERETTE MOVED TO ACCEPT THE MINUTES OF JUNE 25, 2003 AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE PARKING AUTHORITY TO APPROVE IN CONCEPT THE 2003 GREATER WALL STREET AREA PLAN AS DEVELOPED BY THE CECIL GROUP AS IT RELATES TO PUBLIC PARKING

**** MR. SHATZ MOVED TO AUTHORIZE THE PARKING AUTHORITY TO APPROVE IN CONCEPT THE 2003 GREATER WALL STREET AREA PLAN AS DEVELOPED BY THE CECIL GROUP AS IT RELATES TO PUBLIC PARKING**

Mr. Sheehan stated they were being asked to approve in concept only as presented by the Cecil Group. He continued and explained what they charged the Cecil Group to do was to come back with a plan that could be implemented to put into action now; so what they did was look at public resources and broke the plan area down into five clusters as outlined:
Cluster #1 -by the library (name of library not identified), at the parking area in back. Mr. Sheehan stated the thought was to work with the property owners to get a realignment of the space and bring organization to the area and eventually decking the area.
§ Mr. Shatz asked the number anticipated. Mr. Sheehan refereed to the memo under Section 1 and said the number would go up to (425) public spaces with the deck.
§ Mr. Bentkover asked what the layout was now. Mr. Schmidt clarified per the overhead map and he noted that Peoples' Ban was in proximity where there was no parking for the general public, he also noted that a CPA firm was near.
Mr. Sheehan noted the new spaces would offer an incentive to the retailers who remain.

Cluster #2 - Yankee Doodle Garage
Mr. Sheehan explained there needs to be capital improvements, but they first need to determine where the resources are coming from, also, the garage would accommodate overflow parking for the library. Mr. Bentkover expressed that he didn't feel anyone going to the library thinks to park at Yankee Doodle. Mr. Sheehan agreed this may be true, but he said they were just looking to expand the capacity for parking anyway. Mr. Schmidt added they would expand from 200 to 400 spaces and he noted the plan also calls for a pedestrian walkway and a parking where he indicated that would allow people to walk more directly to the garage, people may also have access to a 2-way entrance that would be more accessible.

Cluster 2A - Isaac Street lot
Mr. Sheehan said they need to confront the issue of leveraging up for the private sector development, so they are considering keeping what they have at grade, to provide public spaces at subsurface.
§ Mr. Shatz asked the cost of the subsurface work. Mr. Sheehan responded that it would be expensive, but he felt since the city was getting the land for free, this would result in a trade-off, so to speak, in terms of the overall costs. Mr. Schmitd further clarified that if the cost was $35-50k and the cost of constructing the space was $15-25k, this results in a positive cash flow and its economically viable, but for the 200 spaces already there would have to be quality spaces.
Mr. Sheehan said from what he has seen in the plan, is that whatever goes in back for the residential development is something that would activate the entire area and most important is preserving the public spaces they already have of the 200 because they need them to support the retail development.

§ Mr. Shatz asked if the spaces could be on grade. Mr. Sheehan said yes. Mr. Schmidt pointed out where the land drops down, but he noted, the architect could address this.
§ Mr. Bentkover asked the timeline. Mr. Schmidt said the work could be phased.
§ Mr. Bentkover said he heard complaints from retailers of limited parking especially during the Christmas holiday, so they need to consider not impacting businesses already going on.
Mr. Sheehan said they also need to keep in mind that 400 new retailers would be coming in, so the temporary inconvenience, in terms of the outcome outweighs this.

Cluster 3A - High Street Lot
Mr. Sheehan said the parking here would be deck and the space would remain.

§ Mr. Bentkover asked about Mechanic Street. Mr. Sheehan said it didn't have the critical mass. Mr. Schmidt pointed out there is a river walk proposed by Avalon Development, so there was a question how to get back and if they decked it, it would not pick up many more spaces.

Cluster 4 - the current Goodwill location
Mr. Sheehan said the plan is to put additional residential units with on-site parking, but not necessarily public spaces.

Mr. Sheehan clarified the order of priority would be:
· Isaac Street
· Cluster 3A & 3B

Mr. Shatz asked about the library as a priority. Mr. Sheehan said they might try to negotiate an agreement.

Mr. Sheehan said the short-term need is to reorganize spaces to maximize the spaces they can get.

Mr. Bentkover asked if Mr. Sheehan was looking for approval of the plan as presented tonight. Mr. Sheehan replied yes, to approve the concept for Cluster 2A, 3A and #B.

Mr. Shatz acknowledged he would be in support of what was presented tonight.

Mr. Sheehan noted all the other committees the plan has been before.

**** MOTION PASSED UNANIMOUSLY**

4. DISCUSSION - PARKING BUREAU AUDIT

Greg Gorab and Seth Daley introduced themselves as representatives from NetTech Solutions.

Mayor Knopp approached this topic by stating that he was shocked to learn there were thousands of parking tickets being voided; so he requested NetTech to conduct an audit for 7,000 tickets that were dismissed during the years of 2001, 2002 and 23003 to-date. Mayor Knopp said this audit concluded that 25% of tickets were voided due to officer mistakes, NetTech dismissed 30% for a valid permit and 45% were dismissed on other grounds.

Mayor Knopp further reviewed and read into the record, his July 22, 2003 release statement outlining his criticism of dismissed parking tickets and the past operation of parking enforcement. He added that new procedures would establish better guidelines as follows:
1. Establish a Level One and Level Two Review that authorize NetTech to recommend voiding or dismissing a ticket for specific reasons but the final decision must be approved by the Department of Public Works. These are administrative reviews determined by staff utilizing objective criteria without the requirement of a hearing.
2. Level Three Review requires a hearing for more subjective criteria such as pleas for compassion or tickets that do not have any supporting documentation.
3. REPORTS: NetTech will now submit weekly and quarterly reports about voiding and dismissing tickets so that Parking Authority can take a closer look at this subject area. It is anticipated that his close scrutiny will result in Parking Authority adopting additional procedures that would reduce the number of voided and dismissed tickets.

Mayor Knopp continued and referred to the summary attachment of numbers by year and the reasons given and the impact by the city. He said it was clear that a vast majority occurred in the years 2000 and 2001, but there was no clear reason why they occurred. He said NetTech conducted the audit and he felt it was accurate, but he noted, the department could conduct further if they thought it was necessary, but again, he didn't feel this was necessary. Also, he said NetTech has implemented a new coding system for the enforcement officers.

Mr. Bentkover said he had a discussion of the RFP and one subject of renewing parking permits came up and he thought it seemed to be the bulk of the problem. Mr. Gorab agreed.

Mr. Bentkover asked if the enforcement officers carried hand-held machines to check the status of tickets. Mr. Daley replied that they have them.

Mr. Bentkover said the parking permits should also be renewed electronically and that he felt doing so would eliminate a big part of the problem. Mr. Daley said the type of lots varies and to do this requires a lot, but once its verified there are no tickets, they can offer the renewal process on-line; the process consists of getting an individual pin #(confidentially) and at this point, all the information is processed and a permit is then mailed out.

Mr. Bentkover asked about the possibility of automatic renewal to give people a 15-30 day grace period and to allow them the option of saying they don't want the permit; he noted they could always reimburse people if they found they didn't want it. Mr. Daley responded that they wouldn't have actually paid yet, so first they need to follow the procedure that would be in place. Mr. Gorab noted they don't renew permits when there are outstanding tickets.

Mr. Daley noted if a car had been ticketed, the enforcement officer might not realize that another ticket may have already been issued, so this may then result in him/her taking it back.

Mr. Bentkover stated that the Chairman was incensed that people were getting tickets when they shouldn't be and not getting them when they should. Mr. Gorab clarified they don't void any tickets without following the procedure in place.

Mr. Bentkover asked if the procedure that would be implemented would improve and decrease voided tickets. Mr. Gorab replied that he didn't necessarily believe that it would. Ms. Hebert interjected to say that she felt the number of voids would go down, especially in sync with the different structure that would be in place, she felt it would make it more difficult for voided tickets.

Mr. Daley referred to the voided list and shared that regarding the percentage of voids to the total number of issued tickets, Norwalk's percentage was under as compared to many other customers in other cities. Mr. Jellerette asked the percentage of this. Mr. Gorab replied it was probably 2.+% of total tickets.

Mr. Daley said that 83.95% was a straight ticket; i.e., every piece of paper had a documented reason, they're separated out by plates.

Ms. Hebert explained that other agencies and constables such as the police and fire department and the recreation and parks department in addition to the 5 parking enforcement officers issue some tickets. She further said there would be weekly reports she expects to receive to assure a current updated status on tickets.

Mr. Daley warned they might see a dramatic increase in appeals hearings for a period of time, due to the new procedures. Ms. Hebert agreed this might be the case for the next two to three months, in that hearings would be massive, but she felt once the public realizes the new procedure is in effect, she expects the surge would die down.

Mr. Bentkover mentioned the amount of voided tickets due to defective meters.

Ms. Hebert said a notice would be sent to every permit holder to let him or her know of the new procedures.

Mr. Gorab commented the system was customized for Norwalk.

5. DISCUSSION - MARITIME GARAGE CONSTRUCTION PROJECT

Mr. Cavello distributed the Maritime Garage Project Milestones for Construction, dated July 21, 2003.
He reviewed the work progress updates as outlined on the page 4 as follows:
· Installed panels on 7/14 and topped off the garage
· The crane was dismantled the following day, and the large crane was no longer on site and all the physical changes are going on constantly
· The steel frame structure would commence on Monday, beginning with Marshall Street; the goal is to complete it by the contract date
· The water mains are being installed underground
· The window wall systems are being delivered by the first week in September

Mr. Bentkover asked when they would do the street scaping in front. Mr. Cavello said in September or October and they were looking to plant by the end of October or November, he noted they were 50% done and they would be pushed to get the other tow components done.

· They had the engineer develop documents as they come along and the electrical numbers are coming on the contingency for a lot of items, such as, security and the blue light systems, so all costs are being developed. He noted this was no surprise because the costs were expected.
· The duct bank extension was completed and the final cost was in to Klewin and he would have an update at the next meeting
· Bid packages have been awarded for all major trades.
· The buoy is still ongoing, because its not needed yet
· The developer is hiring different contractors to perform the interior fit-out and he has given the contractor a letter of intent, a schedule would be provided to determine access to the building to coordinate the work as required

Mr. Shatz asked if all the apartments would be the same size. Mr. Cavello said they would measure 800 to 1,000 sq. ft.; of one or two bedrooms; he noted they would be condominiums.

· The Maritime Aquarium space received sign off for the parking (he has the documents in place) and in is in the process of receiving the budget; he further noted they need to reconcile the hard costs and if there is further negotiation required, this would be addressed with the Mayor, but he expected all to evolve by the next meeting

Mr. Bentkover asked what the original contingency was. Mr. Cavello said $450-500K; it was increased due to buy-outs on the bids. Ms. Hebert noted however, they are in good shape on this.

Mr. Bentkover referred to item #7 regarding the ticket booth and asked if it would be as state-of-the-art as the Maritime Aquarium. Mr. Cavello said it would be a freestanding kiosk.

· They have a third party electrician reviewing with the other parties involved.
· The draft of the contract was approved last month
· Graffiti control was taken off, they accepted the cost and it's a done deal
· Gas relocation, they were waiting for the excavator's costs that exceeded by $32k, but the funds would come out of the contingency
· They are reviewing the signage and he will talk to the vendor to stencil in a crab or turtle to incorporate into the signage instead of die cut

Mr. Bentkover asked that before the signage was approved, he would like to see representative samples. Mr. Cavell said he would provide them.
Mr. Shatz asked if they could also see them in color. Mr. Cavello said this wouldn't be a problem.
Mr. Bentkover stated they need to be very clear with signage issues.

· Fiber optics provided to RCC with drawings and documents and they did a site walk through; he called him yesterday, but he still isn't sure how he stands on the review, but whatever would be done, it would be surface mounted
Ms. Hebert noted she would follow-up on this.

Mr. Cavello said they were also buying security cameras and the base system, but again, they were waiting for the final plan from RCC.

· They would require Planning & Zoning approval for the signage per the requirements.
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Mr. Bentkover reiterated he would still like to see an advance copy of the signage.

Mr. Cavello said for the retail components, its not known who they are yet, so they need to bookmark the signage.

· The flag has gone for the last segment of installation for the garage, but they may come back for the residential portion on Marshall Street.

Mr. Jellerette commented that the project was looking very nice.

6. <u>AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF NORWALK TO CONTINUE THE PARKING AUTHORITY SERVICE AGREEMENT ON MONTH TO MONTH BASIS UNDER THE SAME TERMS AND CONDITIONS AS THE CURRENTLY APPROVED CONTRACT FOR A SUM NOT TO EXCEED THE ANNUAL APPROVED BUDGET</u>

Ms. Hebert recalled they authorized approval last year, so they were looking for authorization once again.

**** MR. JELLERETTE MOVED TO AUTHORIZE THE CHAIRMAN OF THE**

PARKING AUTHORITY, URBAN MULVEHILL, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF NORWALK TO CONTINUE THE PARKING AUTHORITY SERVICE AGREEMENT ON MONTH TO MONTH BASIS UNDER THE SAME TERMS AND CONDITIONS AS THE CURRENTLY APPROVED CONTRACT FOR A SUM NOT TO EXCEED THE ANNUAL APPROVED BUDGET
It was noted this item had an approved budget of $2,501,734.
**** MOTION PASSED UNANIMOUSLY**

7. DISCUSSION - OPERATION PARKING FACILITIES

· **Proposals Operation and Management Parking Facilities**

Ms. Hebert said this matter was regarding the meeting held yesterday; they got in four proposals, but two were partnered, all the proposals came in, but none answered the same questions, a list of consistent questions will be developed by staff for the vendors to respond, the date is set for interviews on August 4, 2003; it would be a four hour meeting with Chairman Mulvehill present.

Mr. Bentkover commented it seemed to be an interesting "inter-related" system, but he expected all the questions would be answered. Ms. Hebert said there was extensive research done to put together all the questions to compare apples to apples etc.

Mr. Bentkover added they should ask **every** vendor for the management fee they would charge and to list the personnel and services point-by-point and then indicate what changed over and above. Ms. Hebert commented she liked this suggestion and she said she would pass it on to the Gerald.

· **Terms of agreement CT Limousine lease**

Ms. Hebert said she worked with Mr. Mulvehill and Diane Jacobson, Assistant Corporation Counsel to finalize the terms of the agreement and she signed off on the draft today and sent it down to Diane to send to the CT. Limousine for their signature and then Mr. Mulvehill will sign on behalf of the Parking Authority.

Mr. Jellerette asked if they would be directed where to park in the new building or otherwise. Ms. Hebert said this would be designated in the surface lot on the eastbound side. Mr. Shatz asked the cost of a daily permit. Ms. Hebert said $6.50 per day.

8. ACTION ON ANY ITEM DISCUSSED HEREIN.

As indicated above.

9. NEXT PARKING AUTHORITY MEETING
WEDNESDAY, AUGUST 27, 2003
7:30 p.m., Public Works Conference Room

As there was no further business to be discussed, the meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Diane Graham
Telesco Secretarial Services