

PARKING AUTHORITY MINUTES

JUNE 25, 2008

ATTENDANCE: John Federici, Vice Chairman
Victor Cavallo
Joe Santo

STAFF: Kathryn Hebert, Administrative Services Manager
Hal Alvord, Public Works Director
Dilene Byrd, Secretary
Brian Sweeney, Public Works Structural Engineer
Rob Cavello, Construction Administrator

OTHERS: Frank DelMonaco, LAZ Parking

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:40PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING
HELD ON WEDNESDAY, MAY 28, 2008.

** MR. SANTO MOVED TO APPROVE THE MINUTES

** MOTION PASSED UNANIMOUSLY

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING
AUTHORITY TO EXECUTE AN AGREEMENT WITH THE LOWEST
RESPONSIBLE BIDDER FOR PROJECT NO. PKG. 2008-2, SOUTH NORWALK
TRAIN STATION-EASTBOUND IMPROVEMENTS FOR A SUM NOT TO EXCEED
\$ 500,000 (BID OPENING JULY 2, 2008).

Ms. Hebert said that the bids are due back on July 2, 2008. Mr. Sweeney said that there was a pre-bid meeting held last Thursday and that approximately 6 general contractors attended. Mr. Cavello said one of the key factors is to try and get the work started while the railroad station's population is down in the summer months because the work will entail doing a lot of interior work and will require the detouring of pedestrian traffic within the station. He said that the railroad station will remain open throughout the entire process and that the contractor will be responsible for coordinating any changes of entrances and closures. He said that a range was provided to the contractor as a budget. Mr. Federici asked what that range was. Mr. Sweeney said \$300,000 to \$500,000. Ms. Hebert said there is approval for \$300,000 and there is also plenty of money in the Fee in Lieu account that can be used if needed. Mr. Cavello said the bid was set up into 2 phases one for the interior and one for the exterior but will be awarded as one contract. Mr. Santo suggesting having a special meeting once the bids are received. Mr. Federici suggested that an e-mail be sent with the bids and decide at that point if a special meeting would be required. Mr. Cavallo suggested including a sum not to exceed \$500,000 in the

motion. Mr. Federici asked what the time frame of the project will be. Mr. Sweeney said 120 days.

**** MR. SANTO MOVED TO APPROVE THE ITEM NOT TO EXCEED \$500,000**
**** MOTION PASSED UNANIMOUSLY**

2B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO. PKG. 2008-2

**** MR. CAVALLO MOVED TO APPROVE THE ITEM NOT TO EXCEED \$50,000**
**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO. PKG 2008-3, HAVILAND PARKING DECK REPAIRS, FOR A SUM NOT TO EXCEED \$ 1 MILLION DOLLARS. (BID OPENING JULY 9, 2008)

Ms. Hebert said that the bids are due back on July 9, 2008. Mr. Santo asked if it would be included in the contract that the repairs are not to be started until after the Sono Arts Festival. Ms. Hebert said "yes". Mr. Cavello said this is a weather sensitive project and if the target dates are not met prior to the cold weather the deck will need to be shut down in the spring. Mr. Santo asked if alternate parking has been established. Ms. Hebert said "yes" and that a press release had gone out and will also be delivering flyers throughout the entire area. She said there will be parking at the Maritime Garage and the Webster Lot. She said she will also be meeting with representatives of Tarrigon to try and negotiate leasing their lot. Mr. Federici asked if the Parking Authority or the City would be paying for that. Ms. Hebert said the Parking Authority would need to lease the lot for the duration of construction. Mr. Sweeney said that when the lowest bidder is selected he wants to meet with them to discuss their schedule of operations and see if there will be any opportunity and if it makes sense to provide some parking spaces in the lower level of the garage at some point during the construction. He said that there is a pre-bid walk through scheduled for July 2, 2008.

**** MR. CAVALLO MOVED TO APPROVE THE ITEM NOT TO EXCEED \$1 MILLION DOLLARS**
**** MOTION PASSED UNANIMOUSLY**

3B AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO PKG2008-3

**** MR. FEDERICI MOVED TO APPROVE THE ITEM NOT TO EXCEED \$100,000**
**** MOTION PASSED UNANIMOUSLY**

4. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AND AGREEMENT WITH ADPSC CONSTRUCTION SERVICES FOR THE FIT OUT THE VACANT SPACE INSIDE THE MARITIME GARAGE ADJACENT TO THE LOBBY AREA , FOR A SUM NOT TO EXCEED \$60,000

Mr. Cavello gave a brief presentation for the fit out work inside the Maritime Garage. He said a lot of trades are involved such as electrical, carpentry and ceiling work. He said he was pleased to see the bids come in at \$60,000 to \$65,000 and that he had estimated it to be approximately \$100,000. He said that both of the contractors are more than capable of performing the work and that ADPSC Construction who was the low bidder also completed all the property management and tenant fit out work for the Merritt 7 building. Mr. Federici asked if there is any movement in these numbers. Mr. Cavello said they have not negotiated that. Mr. Federici asked if there are any additional costs associated with the project. Mr. Cavello said the bid price does not include furnishings. Mr. Federici asked for a cost estimate for the furnishings. Mr. Cavello said the work stations will be approximately \$4,000 to \$5,000 each. He said that he has vendors that are very competitive and said that he has four vendors scheduled to set up office furniture next Tuesday to view and invited any member of the Authority to attend the meeting. Ms. Hebert said now that the Parking Authority has evolved this will be a better first impression for the public to see.

4B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE BIDDER

** MR. SANTO MOVED TO APPROVE THE ITEM NOT TO EXCEED \$6,000

** MOTION PASSED UNANIMOUSLY

5. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net cash is currently at \$700,000. She said that next years budget compared to this year's budget that stabilization will be seen because there were rate increases from last year to this year that were more than usual and that the demand has stabilized. She said in the fall, for FY 09/10 budget, she will be recommending the rates by increased by the CPI. This is necessary to keep up with rising fixed costs and services.

6. MONTHLY OPERATION REPORT

Mr. DelMonaco said that the demands at the Maritime Garage were up 40% compared to last year but year to date the demands are down 15% compared to the 3 year average. He said that Webster Lot is 10% below where it was last year and to date the demands are down 12% compared to the last 2 year average. He said that North Water is up 11% and that Haviland Deck is still doing well. He said that on street parking is up 32%. Mr. Federici asked if during the budget process the decrease in revenue was accounted for due to the closure of Haviland Deck for the repairs. Mr. DelMonaco said the budget was done very conservatively and that the revenue from Haviland Deck was taken out and did

not anticipate it going anywhere else even though it will. It is anticipated that people will find alternate parking at the Webster Lot, the Maritime Garage and the street.

Regarding the proposed meter card program, Mr. DelMonaco said that he had spoken with representatives from Parkeon while at the International Parking Institute conference with no success. However, another company has developed a user friendly meter that accepts credit cards and is powered by solar battery energy. They have agreed to do a pilot program to test the demand and usage of this new type of meter. He said that credit cards will be accepted at single space meters and this is a web based system which would give us the ability to monitor the on street parking throughout the entire City. He said that the trial will be conducted at the 31 spaces on North Main Street and are anticipating beginning late summer or early fall. He said if the trial goes well he may be discussing coming to the Board to request replacing all the meters in South Norwalk with this technology. Mr. Cavallo asked what the cost of the meters will be. Mr. DelMonaco said that has not yet been determined. Mr. Santo asked if the meters are currently being used anywhere else. Mr. DelMonaco said "yes" they are being used in California.

Mr. DelMonaco said the demands at the South Norwalk Railroad Station remain consistent and our data shows that due to the increase in gas prices the normal demand dip since school has gotten out has not been experienced. He said the security system at the South Norwalk Railroad Station has been completed and are now working on installing the security system at the Yankee Doodle Garage and the Maritime Garage as well as installing the additional cameras that the Board had approved last month.

Mr. DelMonaco said that the taxi situation had calmed down. Ms. Hebert said the operation is working very well and have now received authorization from the Traffic Authority for the 5 additional spaces on Monroe Street so they will be able to queue up there as well.

Mr. DelMonaco said that the demands at the Yankee Doodle Garage are up 4% of where they were last year and the work of installing the additional security cameras has begun and expects it to be completed by July 1, 2008. He said that the demands at the Isaac Street lot continue to decline and that year to date is down 12%. He said that permit sales system wide are up 10%. He said that parking enforcement efforts continue to be very consistent in producing the desired results. Mr. Federici asked if the booting system is still doing well. Mr. DelMonaco said "yes" and they are on a staggered schedule and that there is a sizeable liability of people who have 2 tickets or less but are only authorized to only go after people who have 3 or more unpaid tickets. Ms. Hebert said that she will be recommending lowering the boot tow eligibility number from 3 tickets to 2 tickets to capture that scofflaw market.

Mr. DelMonaco said that maintenance is going well and the garages that needed to be power washed or striped have received it.

Mr. DelMonaco said that Sonya White was the first recipient to receive the Customer Service incentive award.

Mr. DelMonaco said that he had met with representatives from Intel Energy and said that currently a lot of money is being spent on electric and not so much from the utility cost but from repairing the fixtures primarily at the Maritime Garage and he has been approached by a vendor with new lighting that is more energy efficient. He said that he has offered them the use of the lower level of the Maritime Garage to test out certain lights to see how they will work.

7. CAPITAL PROJECTS

No further discussion.

8. OTHER BUSINESS

Ms. Hebert said that the shuttle service will be rolled out in mid September and that this is a partnership between the Transit District and the Parking Authority and was provided through a CMEQ grant and the Department of Transportation. She said the grant covered the purchase of the shuttle as well as 4 months of free shuttle service. She said at the beginning of the program, the hours of operation will be during the peak hours of 6:00AM to 9:00AM and 5:00PM and 8:00PM and will run every 15 minutes for each of those 3 hour periods. She said in order to get people to use the shuttle and park at the Maritime Garage that she is recommending that a pricing incentive be offered of 50% discount to park at the Maritime Garage. She said in order to be able to offer that where it makes financial sense she is also recommending that the transient rate be increased from \$7.00 to \$8.00 and also creating some sort of "special commuter rate" at \$4.00 at the Maritime Garage which would also include the cost of the shuttle. She said the savings for people that commute daily and using this scenario is over \$1,000 annually. She said that the Transit District has 3 shuttle service phases that they are expecting to implement. Phase II will be tied to the 95/7 project and Phase III is expected to be implemented along West Avenue and in conjunction with the Waypointe project. Ms. Hebert said that a public hearing will need to be scheduled for next month to approve the special rates.

**** MR. SANTO MOVED TO APPROVE TO SCHEDULE A PUBLIC HEARING TO INCREASE THE TRANSIENT PARKING RATE FROM \$7.00 TO \$8.00 AND TO ALSO ESTABLISH THE RATE AT THE MARITIME GARAGE**

**** MOTION PASSED UNANIMOUSLY**

Ms. Hebert said that she has been speaking with the Redevelopment Agency and POKO regarding the Isaac Street lot and said that POKO would be purchasing the lot and that one of the things that she is requiring them to do is to establish an outreach program to make the adjacent stakeholders aware of what is going on as far as the construction project because the Parking Authority will continue to operate the lots during phase I and 2 of construction. She said that POKO has made a flyer that will be distributed to all the stakeholders regarding the temporary parking plan. Since the Parking Authority will continue to operate and manage the Isaacs Lot facilities after POKO takes possession of the property, Ms. Hebert said there also needs to be an agreement established between POKO and the Parking Authority to determine the lines of responsibility, liability and authorization.

Ms. Hebert said that she has spoken with the Communication Director of Seligson Properties and they will be giving a presentation regarding the Waypointe project sometime at the beginning of next year.

9. NEW BUSINESS

** MR. FEDERICI MOVED TO CANCEL THE AUGUST PARKING AUTHORITY MEETING

** MOTION PASSED UNANIMOUSLY

10. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

11. ADJOURNMENT

** MR. SANTO MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:55PM

