

## **PARKING AUTHORITY MINUTES**

**WEDNESDAY, JUNE 23, 2004**

ATTENDANCE: Urban Mulvehill, Chair; Troy Jellerette; Anowar Shahjahan; Burt Shatz

STAFF: Kathryn Hebert, Administrative Services Manager

OTHERS: Candace Schafer; Edmund Schmidt, Assistant to the Mayor; Brian Sweeney, Structural Engineer; Cornelius Thompson, LAZ Parking

### **CALL TO ORDER**

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

APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 26, 2004

The following corrections were made to the minutes of May 26, 2004:

Page 1: Correct Mr. Shahjahan from Others to Attendance

Page 3: first paragraph – 11th line should read: Mr. Schmidt asked that the June written transaction plan agenda include discussion of the transaction plan that will be available for distribution. Chairman Mulvehill suggested that the members should give their input on the draft procedures to contest tickets to LAZ soon....

Page 4: Under General Parking Validation Protocol...Mr. Schmidt said that the City needed to honor the legal agreements it made previously with the SoNo Condominium Association to protect the 17 parking spaces for use by the condo association and a separate agreement for validating parking at the Maritime Garage and to lifting certain restrictions for free parking at Webster Street.

Page 5: Mr. Schmidt explained Crown Theater's proposal to permit fee based parking on certain days and certain times in exchange for reduced validated parking at the Maritime Garage. All is to be more fully set forth in a draft agreement to be prepared.

Page 6: The improved facility will be of wood frame construction over a complete crawl space. Mr. Sweeney said that bid package should be ready in about three weeks time.

**\*\* MR. JELLERETTE MOVED TO ACCEPT THE MINUTES AS CORRECTED**

**\*\* MOTION PASSED UNANIMOUSLY**

**AUTHORIZE LAZ PARKING, ON BEHALF OF THE PARKING AUTHORITY, TO PURCHASE 6 MULTI SPACE PARKING METERS FOR A SUM NOT TO EXCEED \$77,500 FROM THE SELECTED VENDOR AND 90 ON STREET ELECTRONIC METERS FROM THE SELECTED VENDOR FOR A SUM NOT TO EXCEED (BID OPENING 6/30/04, 2:00 P.M.)**

ACCOUNT NO. 2140 9K 5727 (ON STREET METERS) \$27,000  
2140 9C 5727 (HAVILAND PARKING FACILITY) \$17,500  
2140 9D 5727 (NORTH WATER PKG LOT) \$17,500  
(3) 2140 9E 5727 (YANKEE DOODLE GARAGE) \$52,500

Mr. Thompson said that the bids are due back on June 30th. Mr. Schmidt explained that the Authority could authorize the purchase for the budgets amount, or they would have to wait for the next meeting to move forward.

**\*\* MR. MULVEHILL MOVED THE ITEM**  
**\*\* MOTION PASSED UNANIMOUSLY**

SONO AREA

(A) WEBSTER PARKING LOT

AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, TO EXECUTE A VALIDATION AND PARKING ENFORCEMENT AGREEMENT WITH 64-84 NORTH MAIN STREET CONDO ASSOCIATION FOR THE 17 CONDO ASSOCIATION OWNED PARKING SPACES IN THE WEBSTER LOT.

Ms. Hebert said that she has met with the condo association a number of time and they have come to an agreement. Ms. Hebert noted that in everyone's packet a draft term of agreement. She asked the Authority if they would forward the draft to the Legal department. She added that she would coordinate marketing efforts with the condo association and provide maintenance and signage to discourage the use of the parking spaces for others besides their customers.

Mr. Shahjahan asked if Ms. Hebert could provide a parking history for the condo association. She replied that the condo association did not have this information in any documented format or spreadsheet. The new revenue control equipment coupled with the validation system will be able to track who is going to which business establishment and for how long they are staying. Mr. Shahjahan asked what would happen if the condo association wishes to back out of the agreement. Ms. Hebert said that they would have to go back to self-policing the area and provide their own maintenance.

Mr. Mulvehill suggested signage that stated that parking was limited to patrons of those stores. It seems that validation should only be for those cars parked in the 17 spaces. Mr. Thompson said that once the validation system is in place, they could keep track if there are 17 outstanding cars during a ½ hour period.

Ms. Hebert said that the staff would like to do this for few months and return with data to the Authority to determine if the system is in fact working. A lengthy discussion took place about revenue controls.

**\*\* MR. MULVEHILL MOVED THE CONCEPT SUBJECT TO CORPORATE COUNSEL DRAFT AGREEMENT. THE AUTHORITY WILL REVISIT THIS MATTER IN (3) THREE MONTHS WITH THE STIPULATION THAT THE AGREEMENT CAN BE TERMINATED BY EITHER PARTY IN (30) THIRTY DAYS**

**\*\* MOTION PASSED UNANIMOUSLY**

**(B) UPDATE – IMPROVEMENT PROJECT**

Mr. Sweeney presented plans to revise and reconfigure the island. He wants to dress up the island by including hearty plants such as hostas. There are two existing lamps on the island, which he may be able to replace with historic lamps.

**(C) DISCUSSION – SONO BUSINESS ASSOCIATION – EMPLOYEE PARKING PROPOSAL AND LAZ RECOMMENDATION**

The Authority discussed a proposal submitted by the SoNo Business Association. After discussion it was the sense of the meeting that a public hearing be held about the rate changes. Mr. Mulvehill said that the SoNo merchants would not start using the Maritime garage until after 3:00 p.m., and that is when the garage starts to empty from Maritime Aquarium visitors. He added that if the merchants want to use the parking garage earlier, then they would need to be charged the same rate as The Maritime Aquarium.

**MARITIME GARAGE**

**(A) UPDATE – PARKING BUREAU FIT PROJECT**

Mr. Sweeney reported that the contractors are mobilized. All of the materials are on site.

**(B) UPDATE – PARKING BUREAU MOVE FROM CITY HALL TO MARITIME GARAGE**

Ms. Hebert said that she expects the move to take place some time in July.

**(C) AUTHORIZE THE PARKING AUTHORITY TO APPOINT HAL ALVORD, DIRECTOR OF PUBLIC WORKS AS THE GARAGE UNIT DIRECTOR AND CHAIRMAN OF THE SONO MARITIME CONDO ASSOCIATION AND AUTHORIZE HIS DESIGNEE, KATHRYN HEBERT, ADMINISTRATIVE SERVICES MANAGER, TO ATTEND MEETINGS IN HIS ABSENCE**

**\*\* MR. MULEVHILL MOVED THE ITEM**

**\*\* MOTION PASSED UNANIMOUSLY**

**(D) AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN**

MULVEHILL, TO EXECUTE AN AGREEMENT WITH PLAZA REALTY AND MANAGEMENT CORPORATION, TO PROVIDE PROFESSIONAL MANAGEMENT SERVICES IN CONNECTION WITH THE SONO MARITIME CONDO ASSOCIATION SHARED OPERATION, FOR A SUM NOT TO EXCEED AN ANNUAL FEE OF \$9,000 (\$643 GARAGE UNIT EXPENSE TO BE PAID FOR BY THE PARKING AUTHORITY AND \$8,357 DEVELOPER UNIT EXPENSE TO BE PAID FOR BY THE DEVELOPER)

ACCOUNT NO. 214090 5258

There is a contract on the restaurant that will serve breakfast, lunch and dinner. Seven condo units have been sold.

\*\* MR. MULVEHILL MOVED THE ITEM

\*\* MOTION PASSED UNANIMOUSLY

#### HAVILAND PARKING FACILITY

#### (A) DISCUSSION – COMMERCIAL AND RESIDENTIAL PARKING PROPOSAL PUBLIC HEARING JULY 28, 2004

Mr. Mulvehill explained that the residents have been parking for free, due to a lack of enforcement. The proposal is to charge \$240.00 for 6 months for residential use and \$300.00 for 6 months for commercial use. These rate proposals will go to a public hearing on July 28, 2004.

#### SONO RAILROAD

(A) AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO SOUND CONSTRUCTION FOR PROJECT NO. RD 2003-, PROPOSED CONCRETE SIDEWALK AND CURBS AT VARIOUS LOCATIONS, TO CONSTRUCT ISLANDS AND CURBING ON THE EASTBOUND SIDE OF THE SOUTH NORWALK RAILROAD STATION IN CONNECTION WITH THE PARKING LOT IMPROVEMENTS, FOR SUM NOT TO EXCEED \$6,000.

ACCOUNT NO. 2140-9B 5757

Mr. Sweeney explained that they would construct two small islands on the eastbound side. The construction will cost about \$6,000 and the work will be undertaken by the Department of Public Works.

\*\* MR. MULVEHILL MOVED TO APPROVE THE ITEM

\*\* MOTION PASSED UNANIMOUSLY

#### (B) GENERAL CLEAN UP AND TRASH REMOVAL

Mr. Mulvehill presented photos of the trash at the South Norwalk railroad station. Mr. Thompson explained that the former contractor was responsible for the trash removal, but he has had the LAZ staff cleaning the area. When he tried to move a canister, he was told that they could not do that without notifying the Police. He said that they would power wash tomorrow. Mr. Thompson added that he just purchased \$3,000 of cleaning equipment. Effective July 1, 2004, LAZ will be fully responsible for the maintenance.

## WALL STREET AREA

### (A) UPDATE STATUS OF FACILITY OPERATION

Mr. Thompson reported that the railroad station has been swept and the windows washed. They are starting there and then moving to the Haviland Deck to clean that. The Yankee Doodle garage will also be power washed. Eventually, all locations will be power washed.

Mr. Mulvehill said that the front glass on the New York side at the South Norwalk railroad station needs to be cleaned. Mr. Thompson said that job would have to go out to bid. Ms. Hebert said that when they are ready to go out to bid, that they will have to check first with Metro North since this is within 25' of the railroad tracks.

### OTHER

### DISCUSSION – PARKING BUREAU TRANSITION PLAN

Ms. Hebert reported on the memo that Mr. Del Monaco submitted to the Authority outlining the plan.

### DISCUSSION – WAYFINDING SIGNS WALL STREET AREA

Ms. Hebert reported on the map submitted by Mr. DelMonaco. The signage staff person from the Public Works Department reviewed the plan and confirmed that the proposed signage is on existing poles.

### DISCUSSION – SONO ARTS CELEBRATION PARKING PROPOSAL AND RECOMMENDATION FROM LAZ PARKING

The proposal was included in the package. The SoNo Arts Celebration board requested a subsidy for parking. Mr. Del Monaco in his written response recommended no subsidy.

Mr. Mulvehill asked if it would make any sense to make arrangements for them to use the old surface lot (parcel 3) by The Maritime Aquarium. Mr. Schmidt wais that lot was not available for general parking purposes.

### DISCUSSION – UPDATE ACS DATA TRANSFER

**\*\* MR. MULVEHILL MOVED TO INCREASE THE PARKING AUTHORITY OPERATING BUDGET BY \$16,644 AND TO COVER THE PROPOSED EXPENSES THROUGH INCREASED ESTIMATED PARKING VIOLATION REVENUES**

Mr. Schmidt said that the original cost increase was around \$50,000, but it has been reduced to \$16,644, which is still over budget. Ms. Hebert distributed a revised cost projection memo from ACS.

**\*\* MOTION PASSED UNANIMOUSLY**

**ACTION ON ANY ITEM DISCUSSED HEREIN**

Mr. Sweeney briefly updated the Authority on the status of the East Norwalk train station.

There was no further business and the meeting was unanimously adjourned at 10:00 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Service

