

## **PARKING AUTHORITY MINUTES**

### **NORWALK PARKING AUTHORITY MAY 26, 2004**

**ATTENDANCE:** Troy Jellerette, Vice Chairman; Stephen Bentkover; Urban Mulvehill, Chairman (arrived at 7:37 p.m.); Burt Shatz (arrived at 7:37 p.m.)

**STAFF:** Kathryn Hebert, Administrative Services Manager; Edmund Schmidt, Assistant to the Mayor; Brian Sweeney, Structural Engineer

**OTHERS:** Frank Del Monaco and Cornelius Thompson, LAZ Parking; Chad Collins and Kathleen May of ACS; Anowar Shahjahan

#### **CALL TO ORDER**

Vice Chairman Jellerette called the meeting to order at 7:35 p.m. Ms. Hebert welcomed Mr. Shahjahan as the Authority's newest member. Since Mr. Shahjahan had not yet been sworn in, Mr. Schmidt did the honors. Ms. Hebert said that she would notify Ms. Roman, City Clerk, of this.

#### **APPROVE MINUTES OF THE APRIL 28, 2004 MEETING**

The following correction was made:

On page 1 in Attendance and throughout the balance of the minutes, correct the spelling of "Schatz" to "Shatz"

**\*\* MR. BENTKOVER MOVED TO APPROVE THE MINUTES OF APRIL 28, 2004 AS AMENDED.**

**\*\* MOTION PASSED WITH ONE ABSTENTION (SHAHJAHAN).**

#### **PROCUREMENT OF REVENUE CONTROL EQUIPMENT**

Mr. Del Monaco said that the purchase of revenue control equipment was approved and included in the Operating Budget. This was necessitated by the change in method of operation at the Webster Street parking lot. He said that the units were similar if not identical to those used in other parking lots in the State. Mr. Del Monaco said that the proposal from ITS, with a total cost of \$95,000, included all the equipment that would allow LAZ to achieve the goals and budgetary allotment. He referred to the letter sent to Mr. Foley, the City's purchasing agent, confirming that ITS is the only authorized dealer in Connecticut for the products that LAZ will purchase for this project. Mr. Schmidt said that the system is a "pay and display" type whereby a receipt is received upon entering the lot and placed on the automobile's dash to be easily seen. He said that the equipment

at the Maritime Garage is the same used at the SONO train station and the same that will be used in other large facilities in the City. At the Authority's June or July meeting the best proposal will be chosen. Mr. Schmidt explained the definition of sole source procurement, and why it is allowed and doesn't conflict with the City's procurement bidding guidelines. Mr. Del Monaco reiterated that the units are efficient in all other facilities that LAZ uses them in; there is very little down time. He said that responses received from commuters have been overwhelmingly positive. Mr. Bentkover asked if LAZ would keep some or any of the spare parts in inventory, so that repairs could be made quickly. Mr. Del Monaco said that at the conclusion of the warranty period, LAZ would recommend that certain parts (those that are vulnerable) be kept on hand. Also at the end of the warranty period a basic service agreement will be entered into. In response to Mr. Shahjahan, Mr. Del Monaco said that the units in the train station lot have been installed for less than one month; LAZ negotiated the price successfully. \$240,000 was spent for the units at the train station.

**\*\* MR. BENTKOVER MOVED TO APPROVE THE PROCUREMENT OF REVENUE AND ACCESS CONTROL EQUIPMENT FOR THE WEBSTER STREET LOT AT A COST NOT TO EXCEED \$90,000.**

**\*\* MOTION PASSED UNANIMOUSLY.**

#### **DISCUSSION – ACS STATUS REPORT**

##### **Data Transfer / Status Transition / Status of Outstanding Transition Issues**

Mr. Collins said that ACS and LAZ partner on enforcement issues, parking tickets, collections, etc. He said that the transition from Net Tech to ACS is in progress and on schedule for completion by July. Data from a large file was recently transferred to ACS' system, and all fields were legibly and accurately received. LAZ employees will run the system once it is operational. Mr. Collins said that thus far, everything transferred from Net Tech has been received successfully. He said that Net Tech has been very cooperative. Chairman Mulvehill asked if hard copies of tickets were kept. Ms. Hebert said that they are currently kept at City Hall but will eventually be moved to LAZ' office at the Maritime garage. She said that outbound correspondence is available electronically, but that will also be available in LAZ' office. Chairman Mulvehill asked how incoming correspondence was accessed. Mr. Collins said that this would be determined on a case-by-case basis, and response time was dependent on the volume and type of appeal. He said that Mr. Del Monaco would address this operational issue. The members discussed further the issue of form letters and bulk mail rates. Payment could be made in person, via a charge card or eventually online. Ticket stock would reflect the address of the Maritime garage, and violation notices would include directions on payment. Mr. Schmidt said that some City Hall personnel would be relocated to the Maritime garage; this would be resolved as the July 4th date approaches. Mr. Shahjahan said that the procedure should be clarified and clearly communicated. Chairman Mulvehill agreed that this was necessary to minimize confusion. Mr. Schmidt asked that the June agenda include discussion of the transition plan listing all multi-media information that will be available for distribution. He said that the new facility at the Maritime garage would not

be ready when the transition to ACS is complete; details would still need to be resolved. Chairman Mulvehill suggested that the members should give their input to LAZ soon so that it could be incorporated in the transition plan. Mr. Collins said that ACS and LAZ are working on the document

#### Parking Enforcement Route Structure

Mr. Schmidt said that the drawings were for discussion but the Authority was not yet at a point where it needed to approve the proposed routes and how they would be managed. He said that ACS provided a great deal of data that the Authority members should take the proper amount of time with to digest. Chairman Mulvehill said that Corporation Counsel should be asked whether it was necessary that the Authority publish how parking rules would be enforced. Mr. Collins said that in December and again in January, an enforcement officer walked the existing routes. The members discussed the proposed route structure in greater detail. Mr. Del Monaco said that John Perotta would supervise and oversee enforcement. Mr. Schmidt said that maps showing a better scale than what the drawings provided were needed so that a higher level of detail was available before a decision could be made to adopt the proposed route structures. He asked that ACS provide this information at the June meeting. Mr. Collins said that the information might not be complete for the June meeting because the information gathered from the December and January walk was probably no longer relevant; the walk would need to be redone. ACS would revisit the routes and make further suggestions.

Mr. Shahjahan asked if the hand-held units that would be used would support radio frequencies, especially since there was limited manpower available. He said that as new technology in this field becomes available ACS should research it and determine whether it would be beneficial. Chairman Mulvehill agreed that ACS should keep an eye on the latest technology. Mr. Jellerette asked that as LAZ and ACS work toward finalization of the route structure that the walk through by an enforcement officer is done after 6:00 p.m. when the train moves in at the East Norwalk station. Mr. Del Monaco reminded everyone that LAZ was only retained to manage some of Norwalk's parking lots, and was not responsible for other parking situations within the City.

#### Status of all Outstanding Transition Items

This item was included in the discussion above.

#### GENERAL PARKING VALIDATION PROTOCOL FOR MARITIME GARAGE AND WEBSTER PARKING LOT

Mr. Del Monaco explained the proposed parking validation program; Mr. Schmidt said that the program would work similarly to the EZ-Pass system. Mr. Bentkover said that he felt this was a wonderful idea and hoped that most of the merchants would want to participate. Mr. Schmidt said that the City needed to honor the legal agreements it made previously with the SoNo Condominium Association and Crown Theater to protect the 17 parking spaces for use by the theater and the condo association. The value of the spaces

has already been identified. The agreement would allow the City to use the spaces as long as it agreed to maintain the facility. Mr. Schmidt said that this was very beneficial to the City and recommended that the Authority approve the general validation program. Mr. Del Monaco said that LAZ would develop a marketing plan in an attempt to get all the business owners to participate in the program, and possibly assist them in creating ways to subsidize parking. There would be sufficient signage available. Mr. Shahjahan said that the program sounded complicated. Mr. Schmidt said when the City hired LAZ for many reasons, their program of validated parking was one of them. He said that there has been a great deal of public interest in the program, which would continue to evolve based on input. In response to Mr. Shahjahan, Mr. Del Monaco said that similar validation programs are being used successfully in Hartford and in other large cities in the State of Florida. He said that the program could be designed individually or globally, depending on participant interest; feedback from merchants would be heavily relied on.

**\*\* MR. BENTKOVED MOVED TO APPROVE THE GENERAL PARKING VALIDATION PROTOCOL ESTABLISHED BY LAZ FOR MARITIME GARAGE AND WEBSTER STREET PARKING LOT WITH INTERESTED PARTIES.**

**\*\* MOTION PASSED UNANIMOUSLY.**

#### **PARKING VALIDATION AGREEMENT WITH WILLIAM R. FINGER**

Ms. Hebert said that Mr. Finger owns the building occupied by the Crown Theater. Mr. Schmidt said that the Norwalk Redevelopment Agency entered into an LDA many years ago with Mr. Finger when the Crown Theater was built. The City made a promise to provide free parking spaces after 6:00 p.m. on that lot. Through the years the theater has contributed to parking lot improvements. Mr. Schmidt explained Crown Theater's proposal to continue in a similar manner and is promoting the validated parking program. Mr. Del Monaco said that the lot would be equipped with swing frame signs to advise the public. Mr. Jellerette asked if there was a shuttle available for the handicapped between the Webster Street lot and Maritime Garage. Mr. Schmidt said that this has not yet been discussed with LAZ; both lots would be ADA compliant and no one would be financially disadvantaged due to an ADA condition.

**\*\* CHAIRMAN MULVEHILL MOVED TO APPROVE THE MODIFICATION TO THE LAND DISPOSITION AGREEMENT WITH WILLIAM R. FINGER COMPANY FOR THE CROWN THEATER COMPLEX BY IMPLEMENTING A VALIDATED PARKING PROGRAM AT THE WEBSTER STREET PARKING LOT AND MARITIME GARAGE AT THE TIMES AND DAYS SPECIFIED IN THE PROPOSAL FROM LAZ, PURSUANT TO THE LDA WITH FULL ADA COMPLIANCE.**

**\*\* MOTION PASSED UNANIMOUSLY.**

#### **USE OF NORTH WATER STREET PARKING LOT FOR SPECIAL EVENTS**

**10th Annual Norwalk Harbor Splash! Event – Sunday, June 6, 2004**

Ms. Hebert referred to the letter received by Mr. Alvord from the Coastal Fairfield County Convention Bureau to use the North Water Street parking lot to hold their annual "Splash" event on Sunday, June 6, 2004. The DPW gave their approval.

**\*\* CHAIRMAN MULVEHILL MOVED TO AUTHORIZE THE USE OF THE NORTH WATER STREET PARKING LOT FOR THE ANNUAL SPLASH EVENT.**

**\*\* MOTION PASSED UNANIMOUSLY.**

Annual Farmer's Market – July to October 2004, Wednesdays, 11 a.m. to 6:00 p.m.

Ms. Hebert said that a similar request was received to use the lot for the annual Farmer's Market. Mr. Bentkover asked if the lot would be fully utilized. Mr. Schmidt said it was unlikely.

**\*\* CHAIRMAN MULVEHILL MOVED TO AUTHORIZE THE USE OF THE NORTH WATER STREET PARKING LOT FOR THE ANNUAL FARMER'S MARKET, AS DISCUSSED, CONSISTENT WITH PAST USAGE.**

**\*\* MOTION PASSED UNANIMOUSLY.**

#### MARITIME GARAGE

##### Status Fit Out of Parking Bureau

Mr. Sweeney said that the \$61,000 contract with Merritt Contractors for the fit out area has been signed and the building permit obtained; construction has mobilized. He said that he is overseeing the project, which is expected to be complete in mid-July. Merritt Contractors has done work for the City in the past, and Mr. Sweeney said that they are very reputable.

##### Status of Garage Project

Mr. Sweeney said that the project is almost complete. Final invoices have not yet been received, and a few minor issues remain.

#### Approve LAZ Maintenance Schedule

Mr. Cornelius verbally reviewed the daily maintenance schedule that LAZ employees strictly adhere to. A schedule that is geared toward warm weather tasks would soon be used. The contractor previously providing the service would be terminated and LAZ would assume responsibility on July 1, 2004. Mr. Schmidt said that once adopted, the schedule would become part of the protocol for the Parking Authority. Personnel would be supervised; a hire would be made to fill the supervisory function. Mr. Cornelius said that two weeks before LAZ takes over the responsibility, extra work crews would be brought in to clean the facility to a spotless condition. Graffiti would be chemically removed; if this were not possible, the area would be painted over. Mr. Schmidt

suggested that further discussion of the maintenance schedules provided by LAZ be held off to give the Authority members additional time to review them.

## WEBSTER STREET PARKING LOT

### Status Road Improvement Project

Mr. Sweeney said that the lease agreement with Bedin Realty would be finalized as soon as it is signed by the owner, and he was hopeful that it would be able to be presented at the Authority's June meeting. The City's in-house engineering staff would prepare design work for the new driveway. Once complete, the proposed \$66,054 project would follow proper procedures through bidding channels.

### Status Revenue Control Equipment Installation

Discussion of this item took place earlier in the meeting.

### Approve LAZ Maintenance Schedule

Chairman Mulvehill said that there would be no specific discussion of this item.

### SoNo Court Condo Association Agreement

Mr. Schmidt said that the 17 privately owned parking spaces discussed previously would appear as though they are part of the municipal lot. The association currently provides their own security and the proposal would allow LAZ to provide the same level of security coverage from 3:00 p.m. to 9:00 p.m. Thursday through Sunday. He said that the cost of providing the attendant services (\$8,400) would be justified because the City would gain additional revenue from the usage of these spaces.

**\*\* CHAIRMAN MULVEHILL MOVED TO APPROVE IN CONCEPT THE PROPOSED PARKING AGREEMENT WITH THE SONO COURT CONDOMINIUM ASSOCIATION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

## EAST NORWALK RAILROAD STATION

### Building Improvement Project

Mr. Sweeney displayed the architectural drawings that had been prepared by Robert Cavello of the Westview Group and said that they were 80% complete. He said that the improvement project would make the structure about six inches larger than it is now, but would follow the same footprint. The current structure is pre-fab with no foundation, only pilings. The improved facility will be of wood frame construction over a complete basement. Mr. Sweeney said that a bid package should be ready in about three months.

Metro North currently leases the station to the City, and this situation is mutually beneficial because the City earns revenue from parking. As such, Mr. Sweeney said that a decision was made not to ask Metro North for any contribution, even though their customers would be the ones benefiting by the improvement. The facility would be open during the morning peak rush period. Chairman Mulvehill said that the plan should move forward as it was badly needed; the current building was non-functional.

Mr. Sweeney said that the 500 sq.ft. project would cost approximately \$125,000 and be equipped with a concession stand and two bathrooms, and would not have a ticket booth. The DPW would complete the drawings and put together the bid package; hopefully results would be ready for the Authority's July meeting. The project will require approval of the NFCC.

**\*\* CHAIRMAN MULVEHILL MOVED TO APPROVE THE RFP FOR THE PROPOSED CONSTRUCTION PLAN.**

Mr. Shahjahan suggested to Mr. Schmidt that someone be sought to landscape the area once the project is finished; Mr. Schmidt agreed.

**\*\* MOTION PASSED UNANIMOUSLY.**

#### **SOUTH NORWALK RAILROAD STATION**

##### **Status Eastbound Side Reconfiguration/Installation of Revenue Control Equipment**

Mr. Del Monaco said that LAZ is on schedule with installing the equipment. Power has been brought up to the westbound side. He said that all equipment is on site but the project is complex and cannot be rushed. He said that the garage side would be completed before the eastbound side.

##### **Status of Ongoing Cleaning Efforts**

Mr. Del Monaco said that as requested by Chairman Mulvehill, clean up crews are moving along to make the property look more aesthetically pleasing.

##### **Approve LAZ Maintenance Schedule**

This item would be discussed at a future date.

#### **YANKEE DOODLE GARAGE**

##### **Status Building Improvement Project**

Mr. Sweeney said that there were a few items identified requiring attention, and a design package would be prepared and put out to bid. The cost of the project is estimated at

\$150,000 and the bid package would be prepared containing the items of most critical importance, i.e., the roof and concrete repairs. Mr. Sweeney spoke specifically of the eastern stairwell at the lower level that was damaged due to roof leakage which had been going on for many years.

#### Status Revenue Control Equipment Installation

This item was previously discussed.

#### LAZ Implementation Schedule

This item was previously discussed.

#### DISCUSSION – LAZ IMPLEMENTATION SCHEDULE

##### All Other Revenue Control Equipment / General Maintenance Plan / Communication

Chairman Mulvehill said that each of these individual topics had already been discussed previously.

##### Staffing

Ms. Hebert said that this information would be available at next month's meeting.

#### DISCUSSION WAYFINDING SIGNS

##### Approve Proposed Sign Designs

Mr. Schmidt said that the signs would be visible as one exits I-95 and approaches West Avenue. From his own viewpoint, and from a marketing perspective, Mr. Bentkover said that all signage displayed, regardless of its placement or size, should mention "Norwalk Parking Authority." Chairman Mulvehill agreed. Mr. Del Monaco said that he agreed in concept, but wondered if that might make the signs too busy. The members discussed the proposed signs at length and reached agreement that the Authority's brand name should be clearly visible. They also agreed that the arrow should be placed level with the bottom portion of the letter "P" pointing to the left and right, respectively..

##### Review and Approve Sign Location Map / Sign Budget

Mr. Schmidt said that these topics would be carried over to next month's meeting.

#### DISCUSSION – ADVERTISING FRANCHISE RFP FOR PARKING GARAGES

Chairman Mulvehill said that item would be carried to next month's agenda.

#### ACTION ON ANY ITEM DISCUSSED HEREIN

There were no items that still required action.

#### NEXT MEETING

Chairman Mulvehill said that the next meeting would be held at 7:30 p.m. on Wednesday, June 23rd, in the DPW Conference Room.

**\*\* MR. BENTKOVER MOVED TO ADJOURN.**

**\*\* MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Carol A. Wiggins for  
Telesco Secretarial Services

