

PARKING AUTHORITY MINUTES

Wednesday, April 27, 2005

Attendance: Urban Mulvehill, Chairman; Troy Jellerette; Burton Shatz

Staff: Ed Schmidt, Assistant to Mayor; Kathryn Hebert, Administrative Manager, Public Works; Hal Alvord, Director Public Works

Other: Frank Del Monaco, LAZ Parking; Cornelius Thompson, LAZ Parking; Tim Sheehan, Executive Director Redevelopment Agency

CALL TO ORDER

Chairman Mulvehill called the meeting to order at 7:35 p.m.

APPROVALS/AUTHORIZATIONS

Approve the Minutes from the Parking Authority meeting held on Monday, March 14, 2005.

Mr. Shatz had corrections to the minutes. On page 4, in the third and fourth paragraphs, it should be Mr. Shatz, not Mr. Burton. In paragraph 4, Mr. Mulvehill's name was spelled incorrectly.

**** CHAIRMAN MULVEHILL MOVED TO APPROVE MINUTES OF MARCH 14, 2005 AS AMENDED.**

**** MOTION PASSED UNANIMOUSLY.**

Approve the Minutes from the Parking Authority meeting held on Wednesday, March 23, 2005.

**** CHAIRMAN MULVEHILL MOVED TO APPROVE MINUTES OF MARCH 23, 2005 AS SUBMITTED.**

**** MOTION PASSED UNANIMOUSLY.**

**** CHAIRMAN MULVEHILL MADE A MOTION TO SUSPEND RULES TO MOVE TO ITEM 7 ON THE AGENDA.**

**** MOTION PASSED UNANIMOUSLY.**

DISCUSSION

Redevelopment Agency

Mr. Tim Sheehan, Executive Director of the Redevelopment Agency, presented his overview of where the City and the Redevelopment Agency are considering parking structures to support redevelopment activity. He stated that he couldn't give definitive answers for ownership structure, answers to sizing of structures, or the overall costs. The timeframe looks like it would be a 5-7 year window.

For the Wall Street area, the developer has proposed 160 units, with some on Smith Street and the majority of them on the High Street lot. The strip mall site would be acquired and a garage structure would be provided on another site to accommodate 245 cars. The only commitment that has been made so far in the initial RFP to the developers is that the 91 spaces that already exist would remain public. It would be a mixed use development. There would be options to buy or rent.

For the Isaac Street area, in the RFP's that have been sent out to the developers, the same number of spaces on the site have to remain. It would be a mixed use development that focuses on residential, with 350 units, and retail and entertainment uses. They would reactivate the Roxie theatre. 201 spaces would be preserved for public use; the rest would remain private.

The West Avenue project is still in the preliminary stage. The project area goes up to Chapel, down to Butler, and back to Academy Street. There are 3 parts to the plan. Plan B is the most significant change in terms of development. There is 535,000 square feet of retail development proposed and 150 units of residential development proposed. The residential parking isn't a concern because that parking is covered on its own. The retail parking is more of a concern because it has to have a facility built to accommodate the retail demand. The original plan called for 1,700 parking spaces to accommodate the retail demand, and it was to be built along Academy Street. The project has now been recommended to be scaled down to one large retail user. Mr. Sheehan stated that he didn't know who would be responsible for the financing of the garage. The Agency made it clear to the developer that if the City came to the plate, then guarantees would have to be required to cover any risks associated with the development of the garage. The parking facility would have to comply with zoning, and the Agency recommended that it be in line with the Wall Street zoning, CBD (B), which is only six stories.

Mr. Sheehan then reported on the Master Plan that provides for 160 units with a structured facility. There was concern about a lack of parking in South Norwalk. Geotech work is being done on the site now.

Authorize LAZ Parking, on behalf of the Parking Authority, to purchase and install a cashier booth on the Washington Street entrance/exit lane in connection with the Webster Parking Lot Improvement Project Phase I, for a sum not to exceed \$35,000.
Account No. 21 40 9A 5727 (FY 04/05)

Ms. Hebert reported that Common Council had approved special appropriations for the Webster Street Parking Lot Improvement Project in April. Ms. Hebert and Mr. Alvord had met with major property owners and stakeholders individually. They also held a

public information meeting hosted by Crown Theatre. The project is being done in two phases. The booths can be installed on the Washington Street side. In phase one, the spitter ticket arm on the MLK Dr. entrance will be moved back. The Department's goal is to have phase one and two complete by the Fall 2005. In phase two, some of the regular parking will be changed to angular parking. Mr. Del Monaco stated that by incorporating one-way traffic flows, it would encourage people to use Washington Street as much as possible. Phase two will be done in stages, at night and during off-peak times, and it should be completed by fall. Handicapped parking will be at or over compliance. Currently there are 11 handicapped spaces, and 12 or 13 handicapped spaces are proposed. The location of those spaces is yet to be determined, and that will be part of phase two. Mr. Del Monaco stated that there would be an enforcement program in place, by checking license plates, to ensure that permit holders are not parking in spaces close to commercial/retail buildings. Mr. Schmidt reported that several meetings have been held with property owners in order to correct any problems. The business owners appear to be satisfied. The dumpsters have posed a problem in the past, and there is a plan in place to consolidate the dumpsters in trash enclosure areas. Chairman Mulvehill stated that the handicapped parking rate needs to be put in place for parking spaces closer to where the people need to go. Crown Theatre is aware of the challenges and knows about the abuses. Mr. Jellerette asked about the panhandling issue and the people congregating behind the Crown Theatre. Mr. Del Monaco reported that the area behind the theatre is private property. Since the method of operation has changed in the parking lot regarding hours and having a cashier in the booth, there have been minimal problems reported. Mr. Alvord reported that the curbs will be concrete, and brick inlay will be put in the area that will be closed off. Mr. Shatz suggested that all parking garages throughout Norwalk should be uniform in appearance.

**** CHAIRMAN MULVEHILL MOVED TO AUTHORIZE LAZ PARKING, ON BEHALF OF THE PARKING AUTHORITY, TO PURCHASE AND INSTALL A CASHIER BOOTH ON THE WASHINGTON STREET ENTRANCE/EXIT LANE IN CONNECTION WITH THE WEBSTER PARKING LOT IMPROVEMENT PROJECT, IN ACCORDANCE WITH THE PLAN PRESENTED TONIGHT, FOR A SUM NOT TO EXCEED \$35,000.**

**** MOTION PASSED UNANIMOUSLY.**

Authorize the Director of Public Works to issue Orders on Contract to Deering Construction for Project No. 4R2003-3, for curbing and paving in connection with the Webster Parking Lot Improvement Project Phase I, for a sum not to exceed \$75,000. Account No. 21 40 9A 5727 (FY 04/05)

**** CHAIRMAN MULVEHILL MOVED TO AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO DEERING CONSTRUCTION FOR PROJECT NO. 4R2003-3, FOR CURING AND PAVING IN CONNECTION WITH THE WEBSTER PARKING LOT IMPROVEMENT PROJECT PHASE I, IN ACCORDANCE WITH THE PLAN PRESENTED TONIGHT, FOR A SUM NOT TO EXCEED \$75,000.**

Account No. 21 40 9A 5727 (FY 04/05)

**** MOTION PASSED UNANIMOUSLY.**

Authorize LAZ Parking, on behalf of the Parking Authority, to purchase and install a wireless connection system, for a sum not to exceed \$30,000.

Account No. 21 40 9A 5727 (FY 05/06)

Mr. Del Monaco reported that this equipment will allow them to communicate with the Webster Street lot in the same way they communicate with the Maritime garage and the South Norwalk train station. When the original plan was approved for the Webster Street lot, the software package was purposely not purchased. The facility management system was included in the Maritime Center garage and could manage a number of facilities. In an effort to transfer the data from Webster Street to the Maritime Center, the most cost effective way to do this was in a wireless fashion. In addition to getting the data back from Webster Street, we will be able to expand on this wireless system to communicate with all the pay and displays throughout the city, and also be notified of any malfunctioning equipment. LAZ Parking will then be able to analyze the data to recommend pricing, hours, and staffing. The antennae will be housed at the Webster Street lot in the Maritime garage and can be built on to at a future date.

**** CHAIRMAN MULVEHILL MOVED TO AUTHORIZE LAZ PARKING, ON BEHALF OF THE PARKING AUTHORITY, TO PURCHASE AND INSTALL A WIRELESS CONNECTION SYSTEM TO SERVICE WEBSTER STREET AND TIE-IN TO THE INFRASTRUCTURE AT THE MARITIME GARAGE, FOR A SUM NOT TO EXCEED \$30,000.**

Account No. 21 40 9A 5727 (FY 05/06)

**** MOTION PASSED UNANIMOUSLY.**

Authorize the Chairman of the Parking Authority, Urban Mulvehill, to execute a Mapping Disclosure Agreement with J. J. MacKay Canada Limited to provide smart card technology through Parkeon, Inc., for parking revenue control equipment.

**** CHAIRMAN MULVEHILL MOVED TO EXECUTE A MAPPING DISCLOSURE AGREEMENT WITH J.J. MACKAY CANADA LIMITED TO PROVIDE SMART CARD TECHNOLOGY THROUGH PARKEON, INC., FOR PARKING REVENUE CONTROL EQUIPMENT.**

**** MOTION PASSED UNANIMOUSLY.**

Authorize the Chairman of the Parking Authority, Urban Mulvehill, to execute a Non-Disclosure Agreement with J.J. MacKay Canada Limited for use of the smart card technology for parking revenue control equipment.

**** CHAIRMAN MULVEHILL MOVED TO EXECUTE A NON-DISCLOSURE AGREEMENT WITH J.J. MACKAY CANADA LIMITED FOR USE OF THE SMART CARD TECHNOLOGY FOR PARKING REVENUE CONTROL EQUIPMENT.**

**** MOTION PASSED UNANIMOUSLY.**

LAZ PARKING REPORT

SoNo Area

Mr. Del Monaco reported that there is a continual increase in night demand at the Maritime Center garage, on an average of 75-80%. The graph he provided shows 4 months before the change from Webster, and 4 months after the change. This is a result of the effort to try to disburse the evening parking demands. LAZ Parking serviced the parking demands at the Aquarium for the Red Apple fundraiser that was held recently, and everything went well. All the necessary approvals have been given for the Webster Street lot. A suggestion was made to have lights installed on the Metro North train trestle.

Railroad Stations

The South Norwalk Railroad station is fully automated. The Board of the Parking Authority should be proud. The second addition of the RFP for vendors for the South Norwalk and East Norwalk are due on Tuesday, May 3. The original vendor was 10 minutes late in submitting his bid. The City wants the same vendor for both stations.

The East Norwalk Railroad Station is on target for a mid-May completion date. The wainscoting will be done tomorrow. Signs will be put up this week. The contract for the vendor will take about a month to complete, which wouldn't be a problem if the original vendor remains there. It could be a problem for a new vendor coming in. A handwashing sink has been required by the Health Department. Mr. Shatz asked if the contingency fund was included in the initial bid for work. Mr. Alvord replied that the original bid amount was \$189,000 with an added contingency. The available funds for the change orders are \$9,000 and are still within the contingency.

Wall Street Area

The drilling work has started and meter poles are being put in. The project is on target for mid-May completion. The work began today at the Yankee Doodle garage at both entrances for the pay and display machines.

On Street Meters

Website

Mr. Thompson of LAZ Parking reported on the website update. www.NorwalkParking.com is the website address. The first page should be the introduction of the Norwalk Parking Authority. The biographies of the Authority Members will be provided on that page. It is not linked to the City website yet but will be in the next two or three weeks. The parking facilities page shows how to run the system. People will be able to control their own account. Mr. Schmidt suggested that the parking facilities be listed in size order, not in alphabetical order. The website is expandable and

will have the rates for each garage/parking area posted on the website. Information on work being done to a particular garage/parking area will be posted on the website. There will be a list of personnel to contact for complaints or comments, etc. There is a current waiting list of 100 people. Permits will be cancelled after 15 days of non-payment. The rates are for a full year, with no exceptions for vacation, etc.

Commercial Validation Program

Mr. Del Monaco provided a list of all the entities that are currently participating, either through their condominium association or the commercial validation program. Chairman Mulvehill suggested to put signs at the machines. The machines at the Haviland lot and the North Water Street lot are now working okay. The South Main Street lot has a temporary staff set up starting May 2, 2005.

E-Park Pilot Program

Mr. Del Monaco provided some information that stated there are 30 spaces at the police station that will LAZ Parking will take over once the move to the new police station takes place, around June 1. E-Park stands for Electronic Parking, and it allows LAZ Parking to offer various options to consumers, either in the form of a hang tag or daily or monthly parking. The consumer can manage their own account. The consumer would go on the internet and load time on to his/her account. Other facilities would be added if the pilot program went well. The introduction is on target for June 1. Mr. Del Monaco stated that he will be able to report back in July after the program is implemented. The first 30 people will be taken off the waiting list.

Miscellaneous

Ms. Hebert asked Mr. Del Monaco to report on the permit situation. Mr. Del Monaco said that people have been calling and are aware of the regulations being enforced. He will have a total number of permits issued available at the next meeting. He expects a dramatic increase in permit sales. Meters are not in force on Sundays. Mr. Shatz inquired about the length of free parking at the various lots. Mr. Del Monaco replied that it's 45 minutes at the Webster Street lot, 20 minutes at the Maritime Garage, and no free parking at Haviland.

Mr. Del Monaco said that they are in the process of swearing in new employees, and he hopes to have 12-15 people hired by the next meeting.

Mr. Del Monaco reported that the maintenance at the Yankee Doodle garage is being done on a routine basis. There are complaints about loitering. In addition to the pay and display machines being installed, there will be a person stationed at the booth. The sand will be removed by way of a two-ton canister. Mr. Alvord suggests that LAZ Parking use the City's sweepings pile at the yard in order to save money.

EQUIPMENT MAINTENANCE

Mr. Del Monaco was very pleased to report that everything has been working very well.

STAFF REPORT

Capital Budget – FY 05/06

Ms. Hebert reported that Common Council had approved the capital budget. In the Parking Authority's original request of \$770,000, \$325,000 had been approved. There is money to do an evaluation on the Haviland Deck structure. Construction bids will go out this fall on the Yankee Doodle garage. There is funding for additional revenue for equipment, and there is funding for the South Norwalk railroad station eastbound side parking improvements. \$200,000 special appropriation was approved by the Common Council this fiscal year for the Webster Parking Lot.

Citywide Spring Cleanup – Saturday, April 30, 2005

Mr. Del Monaco reported that this is scheduled for Saturday, April 30, and it will include street and parking lot cleaning.

OTHER

Action on any item discussed herein.

Next Parking Authority Meeting on Wednesday, May 25, 2005 at 7:30 p.m. in the Public Works Conference Room

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Carolyn Marr
Telesco Secretarial Services