PARKING AUTHORITY MINUTES

APRIL 25, 2007

ATTENDANCE: Stephen Bentkover, Vice Chairman
Joseph Santo
John Federici
Burt Shatz
Victor Cavallo

STAFF: Kathryn Hebert, DPW Administative Service Manager
Hal Alvord, DPW Director
Frank DelMonaco, LAZ Parking

OTHERS: Paylock, Inc.

Executive session began at 6:05 P.M.
Executive session ended at 6:50 P.M.

CALL TO ORDER
Vice Chairman Stephen Bentkover called the meeting to order at 6:50 P.M.

1. INTRODUCE NEW PARKING AUTHORITY MEMBER – JOSEPH SANTO
Vice Chairman Stephen Bentkover introduced new Parking Authority Member Joseph Santo.

2. ELECTION OF OFFICERS

Vice Chairman Stephen Bentkover said the by-laws state that the election of Officers is to be held in June or July. Vice Chairman Bentkover will serve as Acting Chairman until that time. Ms. Hebert asked if the election of Secretary should also wait. Vice Chairman Bentkover said that would be done at this meeting.
** VICE CHAIRMAN BENTKOVER MOVED TO APPROVE DILENE BYRD AS SECRETARY.

** MOTION PASSED UNANIMOUSLY

3. APPROVE THE BYLAWS

Vice Chairman Bentkover asked if anyone did not agree with the way the by-laws were set up. Mr. Federici said there were several things he did not agree with. He said that he had spoken to Peter NolIn, Corporation Counsel for the City of Norwalk, and asked him to review the draft in advance of the Parking Authority approving. Ms. Hebert said that she had e-mailed them to him and Diane Beltz Jacobson and the draft includes their comments. However, she will re send to the Corporation Counsel with the Parking Authority's comments and re draft. Mr. Federici said that he did not think the Mayor could remove any Commissioner when Counsel elects them. Vice Chairman Bentkover agreed. He also said that he did not think the fees should be established without the Authority's vote. Vice Chairman Bentkover agreed. Mr. Alvord said the rational behind that is that each fiscal years budget is based on a certain rate structure and if for some reason the Authority did not get through the approval process by the start of the fiscal year the new year would be started in the negative. Mr. Santo said that he did not think a meeting time should be set in the bylaws. He also said that 6:00 P.M. is too early for him. Vice Chairman Bentkover asked if 6:30 P.M. would be a better time. Mr. Santo said that it would be. Mr. Alvord said he would make the changes that were discussed and forward them to Peter Nolan and e-mail them to the Board before the next meeting.

4. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MARCH 28, 2007.

Mr. Federici said he did not attend last months meeting and his name needs to be removed.

Vice Chairman Bentkover said on item 1 to change spelling to "Authority"

Vice Chairman said on item 1 to change to "Chairman Mulvehill"

** VICE CHAIRMAN BENTKOVER MOVED TO APPROVE THE ITEM WITH CORRECTIONS.

** MOTION PASSED UNANIMOUSLY

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5. APPROVE THE USE OF THE NORTH WATER PARKING LOT FOR THE SPLASH FESTIVAL SCHEDULED ON SUNDAY, JUNE 3, 2007 FOR A FEE OF $660.00

Vice Chairman Bentkover asked what the revenue normally is for that period of time. Mr. Delmonaco said the $660.00 was based on the revenue for that period of time.

** CHAIRMAN SANTO MOVED TO APPROVE THE ITEM

** MOTION CARRIED UNANAMOUSLY

Ms. Hebert said there needs to be a motion to suspend the rules.

** VICE CHAIRMAN BENTKOVER MOVED TO SUSPEND THE RULES

** MOTION PASSED UNANAMOUSLY

Ms. Hebert said they would like to contract with Westview Architectural to perform a cost estimate for various improvements at the SNRR that haven't been done since it had opened in 1994. Vice Chairman Bentkover asked what the cost would be. Ms. Hebert said it would be $11,000. Vice Chairman Bentkover asked what the cost would be for the actual work. Ms. Hebert said that was unknown at this time but part of the agreement is to develop the specifications for this project. Vice Chairman Bentkover how much money was available in the budget to do this. Ms. Hebert said there is a net cash of over $ 400,000 at this time. Vice Chairman Bentkover asked why it states the reimbursable expenses are at 1.15 and not at actual cost. Mr. Alvord explained that there is a margin on his cost and this is a very common approach in the consultant business sector. Vice Chairman Bentkover asked if the reimbursable expenses were capped. Mr. Alvord explained that when the invoices come in they are reviewed by Ms. Hebert and should would then challenge anything she did not believe to be accurate.

** VICE CHAIRMAN MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

6. MONTHLY FINANCIAL REPORT

Ms. Hebert reported that some of the positive proceeds are starting to be used to do additional maintenance and improvements. She said that Mr. Delmonaco would explain in further detail in the operations report.

7. OPERATING BUDGET FY 07/08-UPDATE

Ms. Hebert reported that there is a net in the capital reserve account of $ 85,000 but once the Comptroller's Office calculated in the debt service the net is actually at $ 145,000. Mr. Federici asked if there was money allocated for police services at Webster Lot. Ms. Hebert said that was in next years budget for the amount of $ 40,000.

8. MONTHLY OPERATION REPORT

Mr. DelMonaco reported that the Maritime Garage continues to be a disappointment due to the decrease in the attendance at the Maritime Aquarium, to date approximately 14%. He said that Webster Lot had a slight decline in demand from last year at this time. However, revenues continue to do well. He said that the demand and revenue are staying very consistent at the North Water Street lot and Haviland Deck. He said that the on-street revenue continues to be on par with budget. He said that the SNRR is over 97% occupied during the week. He said that the demands at the Yankee Doodle Garage continue to be surprising. He said the numbers at the Issac Street Lot exceed what was anticipated from a budgetary standpoint. He said that permit sales are significantly higher that last year at this time. He said that in regards to maintenance the DiMilo Brothers Landscaping Company has been in the facilities performing landscaping and that the Maritime Garage was power washed. He said that the railroads are scheduled next to be power washed. He said that he had spoken to DeMilo Brothers Landscaping Company regarding landscaping at the railroad stations and he would be bring a proposal to the Authority. He said that the parking revenue equipment continues to operate well and that security continues to handle the day-to-day challenges. He also said that the customer service complaints are being kept at a minimum. Mr. Delmonaco introduced representatives from Paylock to come in an answer any questions regarding the Boot-Tow implementation.

** VICE CHAIRMAN BENTKOVER MOVED TO RE-INSTATE THE BOOT-TOW

** MOTION PASSED UNANIMOUSLY

9. CAPITAL PROJECTS

a. Sono Lighting Under the Bridge Project
Ms. Hebert reported that the project is underway.

b. Haviland Deck
Ms. Hebert reported that she is waiting for contract signatures to begin the project. Mr. Alvord said that he would check on the date.

c. Other

10. OTHER BUSINESS

a. LEASES

ST. THOMAS SCHOOL CHURCH-ENRR STATION
Ms. Hebert reported that the Law Department had sent out the contract for Signature with updated changes.

NEW ENGLAND FASHION AND DESIGN ASSOCIATION-SNRR STATION
Ms. Hebert reported that they are working on the fit out and permit process. She said they will begin their marketing efforts during the splash event.

MARITIME GARAGE SPACE- ALTERNATIVE USES
Ms. Hebert reported that Goccia Restaurant would be having a soft opening on Sunday. She also reported that she has been discussing the lease for the space inside the garage lobby and they have expressed an interest with some modifications.
Vice Chairman Bentkover said he thinks their should be a time frame given to them and have a back-up plan.

b. PROPOSED CAPITAL IMPROVEMENTS PROJECTS- FISCAL YEAR 2007-08
Ms. Hebert reported that the funds will be available July first for the SNRR station and for the Yankee Doodle Garage improvements.

c. HOMELAND SECURITY GRANT- SECURITY CAMERA UPGRADE/SNRR STATION
Ms. Hebert reported that the funds are available for the security cameras at the SNRR station but at this time in unsure when the funds would be released. Vice Chairman Bentkover asked about the cameras at the Yankee Doodle Garage. Mr. Delmonoco said that they would be taken those down. Vice Chairman Bentkover asked how much it would be to replace them. Ms. Hebert said should would put it in the capital budget for next year.

OTHER
No discussion.

ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

12. ADJOURNMENT

** VICE CHAIRMAN BENTKOVER MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY

Respectfully Submitted,
Dilene Byrd