

PARKING AUTHORITY MINUTES

**CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
APRIL 23, 2008**

ATTENDANCE: John Federici, Vice Chairman
Victor Cavallo
Burt Shatz

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

OTHERS: Frank DelMonaco, LAZ Parking
Linda Guliuzza, Corporation Counsel

EXECUTIVE SESSION

Executive session began at 6:40PM

Executive session ended at 6:55PM

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:55PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING
HELD ON WEDNESDAY, MARCH 26, 2008**

Mr. Shatz said on Page 2, Item 4, to Line 8, to change "will never" to "may not".

Mr. Shatz said on Page 2, Item 4, Line 9, to change "they may want to consider
downscaling the garages in size" to "a level below grade may be considered"

**2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING
AUTHORITY TO EXECUTE AN AGREEMENT WITH WESTVIEW GROUP, LLC.,
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR DESIGN AND
CONSTRUCTION ADMINISTRATION IN CONNECTION WITH THE PARKING
AUTHORITY'S IMPROVEMENT PROJECTS, FOR A SUM NOT TO EXCEED
\$40,000**

ACCOUNT NO. 21 40 9J 5258

Ms. Hebert said that there are currently five major projects going on and there are no in-house resources to perform the construction administration. She said that Mr. Sweeney is the sole structural engineer for the entire city and there are currently major projects going on in Public Works and someone will be needed to move the Parking Authority projects along and to coordinate them. Mr. Sweeney said that Mr. Cavello would be responsible

for assembling bid packages and performing the construction administration. He said that Mr. Cavello has done a lot of this in the past with private entities with garages and is familiar with repair procedures and he is also local. Ms. Hebert said that Mr. Sweeney would be supervising Mr. Cavello and that the funding is available through the operating budget. Mr. Shatz said with the hourly rate being what it is for services beyond the scope of the contract that great care should be taken to try and minimize that figure.

**** MR. CAVALLO MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT AMONG THE NORWALK REDEVELOPMENT AGENCY, WRF SONO CORPORATION AND B AND E THEATERS, LLC. TO EXTEND THE PERIOD FOR AN ADDITIONAL (5) YEARS RETROACTIVE TO NOVEMBER 1, 2007

Vice Chairman Federici said this item will be removed from the agenda and postponed to a later date. Ms. Hebert said she had received an e-mail from Diane Jacobson of the Law Department which stated that they are still negotiating the amendment.

4. MONTHLY FINANCIAL REPORT

Ms. Hebert said that funds are being spent on spring cleanup and maintenance. She said that the capital reserve fund is substantial and that the goal is to keep that money there so that future capital improvement projects don't need to be bonded.

5. MONTHLY OPERATION REPORT

Mr. DelMonaco said that in March the demands at the Maritime Garage were up 12%. He said that a fashion show is being planned to take place on the roof at the Maritime Garage. He said that the demands continue to be approximately 33,000 parkers per month at the Webster Lot. He said that the North Water Lot continues to be 11% ahead of where it was a year ago. He said that the demands at Haviland Deck continue to escalate and are 21% ahead of where it was last year. He said that the on street revenue is 56% higher than it was last year. He said that the hours of operation signs have been changed on North Water Street. Mr. Alvord said that he had met with Richard Linnartz and plan to clean up the signage in that area and have one sign per post. Mr. DelMonaco said that the demands at the railroad stations continue to be on par of what they have been over the last two years average. He said the security system at the South Norwalk Railroad Station is 99% complete and will be having training for staff next week on how to use it. He said once that is complete they will move on to the Yankee Doodle Garage and the Maritime Garage and tie it all together. He said that plans are currently being put together for the shuttle. Mr. Shatz asked what the hours of operation will be for the shuttle. Mr. Alvord said the hours of operation have not yet been established but one of the key things about the shuttle is that it is completely flexible at this point and will want to handle the peak periods in the morning and the afternoon to try and accommodate the South Norwalk Railroad Station and said that anytime in between is completely flexible and Mr. Shulman is willing to work together. Mr. Shatz asked if there was a date for implementation. Ms. Hebert said by October at the latest. Mr. DelMonaco said that the seating for the New Haven side of the South Norwalk Railroad Station has been delivered

but will delay installing them until after the renovations are completed on the eastbound side. Ms. Hebert said that the bike racks have been installed at the South Norwalk Railroad Station. Mr. DelMonaco said he has given the approval to install the bike racks at the East Norwalk Railroad Station. He said that the demands at the Yankee Doodle Garage are 6% ahead of where they were last year and that the demands at the Isaac Street Lot are down 15%. He said that permit sales are up 14% of where they were last year. He said this is the first year anniversary of the implementation of the boot program and said there will be an article in the Advocate Newspaper this weekend stating the success of the program. He said over the first year of the program that 203 cars have been booted which has generated \$97,000 in additional revenue. Mr. DelMonaco said there is still over \$500,000 in uncollected fees from people who are not boot eligible and said that he has authorized ACS to more aggressively pursue this receivable. He said that they are doing everything that can legally be done to collect the outstanding debt.

6. CAPITAL PROJECTS

Ms. Hebert said that the repairs for Haviland Deck will go out to bid in the next couple of months. Mr. Sweeney said that he has received all the documents from Desman Associates.

Mr. Sweeney said that he had a meeting with representatives from Merritt Contractors regarding the Yankee Doodle Garage along with the subcontractor that had performed the emergency repairs on Haviland Deck. He said that they can start quickly and all that they now need to do is provide him with a cost per square foot that will need to be reviewed by the engineering staff at the Department of Public Works and once that is accepted they can start the repairs. He said that the thought is to start at the top level and work down and said there are a substantial amount of repairs that need to be done on the second floor but there is not enough funds to take on those repairs at this time. Mr. Shatz asked what he estimated cost would be for all the necessary repairs to be done at the Yankee Doodle Garage. Ms. Hebert said that Desmond Associates estimated the repairs at \$1.7 million dollars. Mr. Shatz asked how much money there currently is to perform the repairs. Ms. Hebert said there is currently \$135,000 for this year and on July 1, 2008, another \$200,000

Mr. Sweeney said that he has received the drawings for the improvements on the eastbound side of the South Norwalk Railroad Station and a bid package now needs to be put together.

Ms. Hebert said she is still working with Mr. Cavello on the customer service center at the Maritime Garage.

Mr. Sweeney said that he is anticipating that within the next month that Kelley and Blaksley will be back to repair the roof leaks at the Maritime Garage. Mr. Shatz asked if the leaks were caused by faulty design or faulty fabrication. Mr. Sweeney said that it was more of an installation issue than a design flaw.

7. SOUTH NORWALK RAILROAD STATION- TRANSPORTATION ISSUES

Ms. Hebert said she had met with the consultants for the intermodal transportation center and they are currently gathering information and putting their report together. Mr. Alvord said that he is on the advisory committee for the intermodal transportation center and it is his expectation that they will come back with a good report along with good recommendations. He said that it is their expectation that they will have the study report completed by the end of this calendar year.

Ms. Hebert distributed a map of the new taxi queue area at the South Norwalk Railroad Station which will be implemented on May 12, 2008. Mr. DelMonaco said that a starter will be hired to enforce the area. Mr. Federici asked if there would be any presence from the police department. Mr. Alvord said that he had discussed that with the Mayor and if the Mayor has not already had the discussion he plans to with Harry Rilling that he wants heightened police department presence for the first month or two of the implementation.

8. OTHER BUSINESS

Ms. Hebert said that the management and audit report RFP is due back on April 24, 2008. She said she will need one of the members of the Parking Authority for the selection committee. Mr. Alvord said that the timing of this RFP is way behind where the Mayor and the Finance Director had hoped it would be at this point and time and will not get through the process of putting out a new RFP for a Parking Management Operation contract starting on January 1, 2009, so Mr. Hamilton suggested a 1 year extension on the current contract and Mr. Alvord said that he agrees with that. He said that he will have the discussion with the Mayor and hopefully bring the amendment to the contract for approval at the next Parking Authority meeting.

9. NEW BUSINESS

Mr. Federici read a proclamation to Mr. Bentkover. Mr. Bentkover thanked everyone on the Board and said that he enjoyed working with everyone for the past five years.

10. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

11. ADJOURNMENT

**** MR. CAVALLO MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:00PM