PARKING AUTHORITY MINUTES

April 23, 2003

ATTENDANCE: Urban Mulvehill, Chairman; Troy Jellerette; Burton Shatz
Mayor Alex Knopp (7:50 p.m.)
Ed Schmidt, Assistant to the Mayor

STAFF: Martin Overton, DPW
Jack Miller, Finance Director
Robert Cavello, Westview Group

CALL TO ORDER

The Chairman called the meeting to order at 7:40 p.m.

APPROVAL OF THE MINUTES FROM MARCH 26, 2003

The following corrections were made to the minutes:

Page 3, Third Paragraph, Second Sentence: The salary expenditures shown were for parking operations (six)(6) employees).

Page 8, 2nd Paragraph: Last sentence: Mr. Mulvehill concurred that this was a good idea because there was a lot of trash and shabbiness in the garage.

Page 10, Last paragraph: Mr. Mulvehill asked if any savings in the budget would redound back to the City and Mr. Cavello replied that they would and it would come back to the City at 100%, but the project manager's fee would not change; it would stay the same.

**** MR. MULVEHILL MOVED APPROVAL OF THE MINUTES OF MARCH 26, 2003 AS AMENDED.**
**** MOTION PASSED UNANIMOUSLY.**

DISCUSSION - OPERATING BUDGET

FORECAST CURRENT FY 2002-2003

Mr. Miller distributed the Parking Authority Budget FY 2002-2003 to the Members. He noted the breakdown of revenue and expenditures on the report and that the South Norwalk Railroad Station and East Norwalk Railroad Station revenues were separated by operations. It was asked if the monies could be co-mingled and Mr. Miller responded that the Ordinance needed to be rewritten because as it stood now he could not co-mingle the monies from the operations of the railroad stations. Mr. Schmidt stated that a request had been send to the State, however there was a history of accounting problems for the revenue.

Mr. Jellerette questioned, for clarification, that if the East Norwalk parking fees were going up, who was generating that. Mr. Schmidt replied that the Common Council is looking into the parking fee increase, and will make the decision, however it was in a holding pattern. Mr. Overton stated that the Public Works Committee had discussed the increase, however it was on hold.

Mayor Knopp arrived at 7:50 p.m.

The Connecticut Limosine contract was discussed and Mayor Knopp stated he would get the contract to Mr. Overton.

Mr. Miller continued his summary of the budget and noted the year-end projected deficit for snow removal of $(10,000). He summarized by stating the year end projected deficit for revenues less expenditures for all parking lots was $(62,205). Mr. Mulvehill stated that the deficit was down and acknowledged the good work.

Mr. Miller then called attention to the report on debt for old issues outstanding. Mayor Knopp questioned the amount of $235,000 for Webster St. Parking and Mr. Miller responded that he believed this was for paving.

DEBT SERVICE SCHEDULES

Mr. Miller next reviewed the Debt Service Schedule. Mayor Knopp questioned if the deficit included debt servicing and Mr. Miller responded it did. Mayor Knopp noted that in 2005 the debt from the Maritime Garage will be picked up. Mr. Miller pointed out that the total debt for old outstanding issues was $619,570. Mayor Knopp asked that in 2012 if all of the debt would be paid off for the South Norwalk Railroad Station and Mr. Miller responded that it would.

Mr. Schmidt pointed out that now that the budget had been put to bed it was a good opportunity to look at the formatting of the budget for the Parking Authority on the revenue and expense side. Mr. Jellerette asked if the year- end projected deficit of $(62,250) would come out of the Common Council's city budget and Mr. Miller responded that it would.

DISCUSSION - OPERATION OF PARKING FACILITIES

Mr. Schmidt distributed an RFP, Project #2006, for the management and operation of public parking facilities and the enforcement and collection services for public on-street and off-street parking. He stated the issuance of this RFP is to test the market and that the City is looking for something more than just managing the system, but improving and enhancing the current system.

Mr. Schmidt then reviewed the RFP in detail. Mayor Knopp suggested revising item #10 to provide a total overall fee. Mr. Overton suggested that on page 5 to add that a five year capital improvement plan should be developed for existing facilities. Mr. Schmidt noted that the RFP is for the solicitation of suggestions from the respondents. He stated he wanted to make the RFP as comprehensive as possible and see what's out there.

**** MR. MULVEHILL MOVED APPROVAL OF ISSUING THE RFP, PROJECT # 2006, AS SUBSTANTIALLY DISCUSSED AT THIS EVENING'S MEETING, TOGETHER WITH THE REVISIONS DEEMED APPROPRIATE.**
**** MOTION PASSED UNANIMOUSLY.**

Mayor Knopp stated that he would like to inform the Members of an item not on the agenda. He asked that they consider having someone from the Parking Authority serve on the new Facility Commission. He continued that reforms for construction management were announced today and that there will now be a single city-wide Building Committee for all capital projects in the City and that a separate project manager will be hired for each project reporting to the new Facilities Commission. He stated that a city-wide Building Committee will run the show with the firm. He noted that he would like to get engineers and architects to serve on this Commission. He summarized by stating that this system had real promise and he was excited about it and he was not asking for any action on it tonight, but was just letting the Authority know about it.

DISCUSSION - GREATER WALL ST. AREA - PUBLIC PARKING

Mr. Overton reported that nothing had taken place since the last meeting and he therefore did not have anything to report.

WEBSTER SUPERBLOCK AREA DEVELOPMENT - RFQ FOR CONSULTANT

Mr. Overton distributed a Request for Qualification Statement, Project #2011, for recommendations for the future development and reuse of the designated study area known as the Webster Street Block.

Mr. Overton stated the thrust of the study is to how to best provide the future parking needs for this area. He noted three functions of the study: urban planning, urban design and implementation and stated that the objective of the RFQ was to marry all the activities and functions together. He continued that this was approved in the capital budget, however the amount of $80,000 did not include design or construction. Mayor Knopp suggested that someone from the Parking Authority be a member of Webster Block Design Committee. It was suggested that Mr. Shatz be on the Committee and that Mr. Jellerette will serve as an alternate.

Mr. Mulvehill questioned whether this proposal was an RFQ or an RFP because the reading of it invited both. Mr. Overton took note of it and replied that it was a combined request for qualification and proposals.

DISCUSSION - MARITIME GARAGE CONSTRUCTION PROJECT

Mr. Overton distributed the project monthly report. He stated that the project was on schedule and noted that the pre-cast erection date was moved back one week to May 5th but will not effect the final completion of the whole project. Mr. Mulvehill asked what the reason was for the delay and Mr. Cavello replied it was due to the poor weather conditions.

Mr. Cavello then distributed photographs to the Members of the work site taken today. Mr. Cavello next reviewed the list of items requiring action as of April 18, 2003. He reported that he did open bids on 4/8 and had a Scope Review meeting on 4/17 for glass and that a revenue control scope review was scheduled for 4/28. Mr. Cavello continued that design development documents on the residential side were complete and ready for construction within three weeks. He stated that tomorrow he was expecting from Klewin a cost proposal on graffiti control coatings. Mr. Cavello reported that the gas line is in the process of being relocated because it is too close to the surface and should be pushed out to the street. He concluded by stating all work was proceeding well.

Mr. Overton summarized by stating that by the next meeting 99% of all contracts will be bought out and he will then know the balance. He noted, however that change orders could change the cost of the project. Mr. Cavello added that the project was well within budget and confident that some of the money should be able to be returned.

FOR INFORMATIONAL PURPOSES

Final Approval
- Capital Budget

Maritime Garage Site Visit
Friday, May 30, 2003
8:00 a.m.
Meet at Site

ACTION ON ANY ITEMS DISCUSSED HEREIN

There was no discussion on this item.

NEXT PARKING AUTHORITY MEETING

Wednesday, May 28, 2003
Public Works Conference Room
7:30 p.m.

ADJOURNMENT

**** MR. MULVEHILL MOVED APPROVAL TO ADJOURN.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Donna DeVito
Telesco Secretarial Services