

PARKING AUTHORITY MINUTES

MARCH 28, 2007

ATTENDANCE: Urban Mulvehill, Chairman
Stephen Bentkover, Vice Chair
John Federici
Burt Shatz
Victor Cavallo

STAFF: Kathryn Hebert, DPW Administrative Service Manager
Frank DelMonaco, LAZ Parking

OTHERS:

CALL TO ORDER

Chairman Mulvehill called the meeting to order at 7:30 PM

1. APPROVE THE MINUTES FOR PARKING AUTHORITY MEETING HELD ON FEBRUARY 28, 2007

Chairman Mulvehill said on page 3 change "press release" changed to "public notice".
Mr. Shatz said on page 3 change "liters" changed to "leaders"
Mr. Shatz said on page 3 change "capital" to "capital"

** MR. MOVED TO APPROVE THE ITEM WITH CORRECTION
** MOTION CARRIED
** ONE ABSTENTION- MR. BENTKOVER

2. MONTHLY FINANCIAL REPORT

Ms. Hebert said the net is over \$270,000 but that does not include all payments for snowstorms. She said the original approved budget anticipated a net of \$15,000 but she expects the projected year end (FY 06/07) to be higher primarily because of the light snow season and the approval of various rate increases as well as increased demand in most of the parking facilities. She said because there will be a net cash moving forward, she has spoken with Fred Gilden, the city's Comptroller to come up with a financial policy to put a percentage into some sort of a reserve account for unexpected expenses and to build it up for capital needs. She said she received \$200,000 for a payment for the fee in lieu in the Wall Street area, which is in a separate account but is still part of the Parking Authority's financial statement. Ms. Hebert said she would like to see that used

either for the Webster Lot Phase III (consolidation of the trash receptacles) improvement project or additional repairs to the Yankee Doodle Garage since these requests will not be approved in next year's capital budget.

3. MONTHLY OPERATION REPORT

Mr. Delmonaco reported that the daily attendance is down in the Maritime Garage due to the decrease in participation at the Maritime Aquarium. Chairman Mulvehill suggested a shuttling service from the Maritime Garage for the Oyster Festival. Ms. Hebert said she would look into that and would appreciate any information from the Seaport Association (which the Chairman is a Board Member). Mr. Delmonaco said that Webster Lot continues to do well and is up 8% from last year. He said the demand at the Haviland Deck is up and on street parking revenue collections for both meter and parking violations has made a remarkable turn around due to the increased efforts of parking enforcement. He said the railroad stations transient demands are down due to the increase in sales long term parking permits. He said that the Wall Street lots continue to do well and that the Yankee Doodle Garage continues to show impressive numbers. Chairman Mulvehill suggested in the near future the Authority might want to consider increasing the rate to .50 cents an hour in the Yankee Doodle Garage. Ms. Hebert said that in the next budgetary process she would review the entire Parking Authority's fee structure and make recommendations. Mr. Bentkover said he thought the garage is coming back nicely at this point and the fee should be left alone. Mr. Delmonaco cautioned that if there was an increase in the off street parking lots that there would probably be an impact on the on street parking which is free in the Wall Area. Mr. Delmonaco reported that permit sales were up from last year and that the spring clean-up/maintenance for all facilities would begin next week.

4. CAPITAL PROJECTS

a. YANKEE DOODLE GARAGE IMPROVEMENT PROJECT

Ms. Hebert said that it is substantially complete. The only thing that is left to do is to install the remaining door hardware.

b. SONO LIGHTING UNDER THE BRIDGE PROJECT

Ms. Hebert said that the materials have been ordered and that the lighting under the bridge should be completed by late spring. She said that the conduit work has been started and that the lighting fixtures along North Water Street would be installed during the summer.

c. HAVILAND DECK

Ms. Hebert said she received a scope of services from Desman and that the work would be less than the \$30,000, which was approved by the Authority last month. She said she expected to receive a report in May/June, which will be presented to the Authority as to whether to repair or rebuild the deck.

d. OTHER

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5. OTHER BUSINESS

a. LEASES

ST. THOMAS SCHOOL CHURCH-ENRR STATION

Ms. Hebert said she had heard back from Father Crofut and he said they have a new attorney. There were some minor changes to the agreement and it has been redrafted. She said she expects a signature shortly.

NEW ENGLAND FASHION AND DESIGN ASSOCIATION-SNRR STATION

Ms. Hebert said they have begun the fit out work. She said within the next couple of weeks they would be going through the permit process and hopefully be complete and have grand opening in the summer.

ALGA MARINA/GOCCIA RESTAURANT-MARITIME GARAGE

Ms. Hebert said that 80% of the business was sold and that during the day it would be marketed more for kids. She said they are not ready to sign the lease for the space in the garage until after the restaurant opens. Mr. Delmonaco said if the restaurant didn't lease the space there would be alternative uses for the Parking Authority.

b. PROPOSED CAPITAL IMPROVEMENTS PROJECTS- FISCAL YEAR 2007-08

Ms. Hebert said the Common Council will approve in the middle of April.

c. CITY HALL PARKING

Ms. Hebert said that in the spring striping, signage, and paving would begin. She said that there would be an additional six handicapped spaces added. Chairman Mulvehill said that the new signage should state the parking rules are in effect only during normal business hours. Ms. Hebert said that parking tickets in the evening are only issued for unsafe parking such as parking in the fire lanes.

d. BOW TIE CINEMAS

Ms. Hebert said she had met with the Chief Operations Officer, Joe Masher, and they would be leasing the space on North Main Street to Bulldog Media upstairs and to a restaurant downstairs. She said she had gone through her list of concerns regarding the Parking Authority. They have an aggressive marketing program where they intend to

partner with area restaurants and offer discounts. She said that early May, 2007, they would have their marketing plan and website up and running.

e. CMAQ GRANT- SHUTTLE

Ms. Hebert said she was working with Lou Schulman, Ex. Director of the Transit District to apply for funds to purchase a bus to implement a shuttle service from the Maritime Garage to the South Norwalk Railroad Station. The application has been sent and she anticipates funds to be distributed in the fall, a shuttle bus to be purchased thereafter and the shuttle service to be operational by the Spring 2008. Ms. Hebert said the shuttle service would also benefit the residents of the Maritime Yards and Garage and the 95/7 (Reed Putnam) Project.

f. OTHER

Ms. Hebert said the new ADA doors at the Maritime Garage would be installed next week.

6. ACTION ON ANY ITEM DISCUSSED HEREIN

Ms. Hebert said this was the last meeting chaired by Urban Mulvehill after five years.

Mr. Bentkover presented a resolution to Urban Mulvehill.

Ms. Hebert presented a certificate of recognition signed by the Mayor along with a gavel.

Mr. Mulvehill wanted to thank the Authority, Mr. Alvord, and Ms. Hebert and said it was his pleasure to work with them.

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7. ADJOURNMENT

The meeting adjourned at 8:20 P.M.

Respectfully Submitted,
Dilene Byrd