



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
MARCH 23, 2011

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek
Eileen Brown
Chris Bakes

STAFF: Kathryn Hebert, Administrative Services Manager
Jackie Cuber, Laz Parking

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
FEBRUARY 23, 2011.**

Ms. Brown said that she was not at the meeting and her name should be removed from the attendance.

****MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTION**

**** MOTION PASSED UNANIMOUSLY**

**2A. AUTHOIRZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO
EXECUTE AN AGREEMENT WITH THE G.L. CAPASSO, INC. FOR PROJECT NO. PKG 2011-1, REPAIR AND
PREVENTION MAINTENANCE OF THE SOUTH NORWALK RAILROAD STATION GARAGE, FOR A SUM NOT
TO EXCEED \$284,929.36**

**2B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE G.L.
CAPASSO, INC., FOR PROJECT NO. PKG. 2011-1, REPAIR AND PREVENTION MAINTENANCE OF THE
SOUTH NORWALK RAILROAD STATION GARAGE, FOR A SUM NOT TO EXCEED \$28,950.**

ACCOUNT NO. 09 11 4095 5777 C0358

Ms. Hebert said that 11 bids were received and that G.L. Capasso was the lowest responsible bidder. She said that the work will include concrete repairs, drainage repairs, and water proofing the membrane. She said that the work will be done in coordination with Laz Parking to ensure there is as much traffic flow as possible for the commuters, and that the work will begin in the summer when the demands are lower than they are now. Mr. Hayward asked where G.L. Capasso is based out of. Ms. Hebert said they are based out of New Haven. Mr. Hayward asked if they have ever done work for the City of Norwalk. Ms. Hebert said "no" but staff has done their due diligence in checking their references and they come highly recommended, and have put in 15% of their bid through the Travelers Insurance Company.

**** MR. BAKES MOVED TO APPROVE THE ITEMS 2A AND 2B**

**** MOTION PASSED UNANIMOUSLY**

3A. TECHNICAL CORRECTION APPROVED BY THE PARKING AUTHORITY ON 12/22/11:

AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE NORWALK REDEVELOPMENT AGENCY WHEREBY THE NORWALK REDEVELOPMENT AGENCY WILL HAVE ITS CONSULTANT PERFORM A PARKING ANALYSIS STUDY FOR WHICH THE PARKING AUTHORITY WILL COMPENSATE THE NORWALK REDEVELOPMENT AGENCY \$50,000 OUT OF THE NORWALK PARKING AUTHORITY'S CAPITAL BUDGET.

ACCOUNT NO. 09 11 4095 5777 C0485

3B. CHANGE TO:

AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE NORWALK REDEVELOPMENT AGENCY TO PERFORM A PARKING ANALYSIS STUDY FOR WHICH THE NORWALK PARKING AUTHORITY WILL COMPENSATE THE NORWALK REDEVELOPMENT AGENCY \$50,000 OUT OF THE NORWALK PARKING AUTHORITY'S CAPITAL BUDGET.

ACCOUNT NO. 0911 4095 5777 C0485

Ms. Hebert said that the Parking Authority was approved for \$50,000 for the parking study and that the Redevelopment Agency has the resources to do the study. She said the study will be done by Fitzgerald and Halliday who are already contracted to do the connectivity study and this will be amendment to the agreement. She said that this is a memorandum of understanding that the Redevelopment Agency will perform the study and the Parking Authority will pay the \$50,000 for the study. She said that the base scope of work is to have them evaluate public and private parking inventory and see how it can be shared, and also how to strategically locate parking to encourage pedestrian flow and other transportation alternatives.

**** MS. BROWN MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert discussed the monthly financial report and said to date that over \$408,000 has been spent in snow removal costs and that the year end projection through February is a shortfall of \$33,000. She said this does not include the rate increases that have been implemented and will have a better bottom line number in June 2011. Mr. Federici requested that the financials reflect a line item on the revenue side showing that no revenue is generated for

Liberty Square. Ms. Hebert said that the City has been approved to receive money from FEMA for the January 11, 2011 storm and the Parking Authority will receive some of those funds.

Ms. Hebert presented the recommended working capital requirements as suggested by GFOA . She said that they are recommending that enterprise funds should have this in their working capital equivalent to 45 days of the approved annual operating budget and for the Parking Authority will be approximately \$600,000. She said to date there is a negative net for operating expense income of \$657,000, and that she will be meeting with Mr. Hamilton and recommending a strategy, and that the Parking Authority will need to establish a policy to work toward the 45 day goal.

2. MONTHLY OPERATING REPORT

Ms. Hebert said that the demands are up 10% facility wide, and that the demands were up at the Maritime Garage which was attributed to school vacations being cut during Presidents week and people staying closer to home.

Ms. Hebert said that more the 75 monthly parkers for Webster Lot have been moved to the Maritime Garage due to having to move parkers to Webster Lot because of the demand at the South Norwalk Railroad Station. She said that the transients at Webster Lot continue to be over 20%.

Ms. Hebert said that the demands at Haviland Deck are up and the demands at the North Water lot are comparable. She said that the year to date demands at the South Norwalk Railroad Station are down slightly compared to last year but are up overall for the year because of the impact of snow and the Danbury line. She said that if the South Norwalk Railroad Station is full that permit holders will be honored at Webster Lot Monday through Friday 7:00AM to 9:00PM.

Ms. Hebert said that the demands at the East Norwalk Railroad Station remain consistent with no waiting list. She said that the demands at the Yankee Doodle Garage continue to decline and that permit sales are within budgetary expectations. Mr. Hayward asked if the Norwalk Hospital will be using the Yankee Doodle Garage for parking while their parking garage is being reconstructed. Ms. Hebert said "no" and that they have made other arrangements.

Ms. Hebert said that the new sweeper is in and will be operational once the snow has melted.

3. OLD BUSINESS

Ms. Hebert said that she has received approval from the FTA for almost \$100,000 for the public art program at the South Norwalk Railroad Station. She said this will be a permanent installation which will aesthetically fit into all of the improvements that have been made at the South Norwalk Railroad Station. She said that a request for proposal will be put together and will go out on April 14, 2011, and are due back at the end of June and that Ms. Brown has agreed to represent the Parking Authority on the selection committee.

4. NEW BUSINESS

Mr. Federici suggested that the April Parking Authority meeting be cancelled since it will be a very light meeting. Ms. Hebert said that staff will forward the updated financials and the operations report to the members of the Parking Authority.

**** MS. BROWN MOVED TO CANCEL THE APRIL PARKING AUTHORITY MEETING
** MOTION PASSED UNANIMOUSLY**

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

5. NEXT PARKING AUTHORITY MEETING: MAY 25, 2011, MARITIME GARAGE, PARKING AUTHORITY
OFFICES, 11 N. WATER STREET, 6PM.

7. ADJOURNMENT

**** MR. HAYWARD MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:18PM