

PARKING AUTHORITY MINUTES

February 11, 2004

ATTENDANCE: Urban Mulvehill, Chairman; Luis Garcia, Stephen Bentkover

Burt Shatz, Todd Jellerette

STAFF: Martin Overton, Assistant Director public Works; Kathryn Hebert, Administrative Services Officer; Ed Schmidt, Assistant to the Mayor

OTHER: Robert J. Cavello, Westview Group, LLC; Andrew Glickson; Candace Schafer; Ken Klaiber; Klewin Group; Robert Lux; Klewin Group; Frank Delmonaco, LAZ Parking

1. Call to Order

Chairman Mulvehill called the meeting to order at 6:40p.m.

2. Public Hearing to amend the fee schedule for the South Norwalk Railroad Station that eliminates the annual parking permit and changes the monthly parking permit rate from \$63.60 per month to \$65.00 per month.

Chairman Mulvehill opened the public hearing at 6:40pm.

Mr. Delmonaco said that while the DOT rates the SNRR with high marks, there is still a need for additional capacity. He said that there are many service enhancements that could be done. He added that making the east side and west side as one facility allowing more capacity. Mr. Delmonaco said that additional capital investments were needed to remove the DOS based system and bring the system up to date and purchase new equipment. He said the new monthly rate would bring the SNRR in line with Stamford and New Haven rail lines.

Mr. Delmonaco said that once the operation is in place the annual payment would be introduced but at a monthly rate. He added that the payment could be made by direct debit or credit cards. Mr. Jellerette asked if the options would be phased in. Mr. Delmonaco responded that when a permit expires and the new equipment is installed the permit holder would be notified.

Todd Mitchell, a commuter, was present tonight to ask about the rise in rates. Mr. Mitchell asked if the additional charges were for computer equipment and additional services. Mr. Mulvehill said that there would be additional services. Mr. Delmonaco said that a commuter would be able to park on either side, which was not allowed at this time. Mr. Mitchell asked if there were any savings by paying on a monthly basis. Mr. Delmonaco responded no. Mr. Mulvehill asked if the changes would facilitate the speed of exiting the garage. Mr. Delmonaco said that paying in advance would make the exit

much faster and when parking on the east side the exit to Monroe Street would be much quicker.

Mr. Manotorelli, commuter, said that he has had a permit for five years. He said that he believes that the early permit holders should not be penalized for the initiative taken when the SNRR garage was first built. Mr. Mulvehill asked if he thought there would be an annual freeze on the permit price. Mr. Manotorelli responded no but the message was unclear at that time.

Raymond Cassidy, commuter, said that the rate for the garage was \$180 when it was first built. He said that now the rate would rise to \$780 per year. He added that no one uses the garage 365 days a year.

Mr. Cassidy said that the garage was very messy and dirty with sand and snow and garbage. He also said that the garage was infested with pigeons. He said that the elevator does not work most of the time. Mr. Cassidy said if the rate has to go up then the services should improve. He added that the rate would go up 20%. Mr. Cassidy said that he would rather pay once a year instead of monthly because of the time involved each month to make that payment. Mr. Cassidy said that he felt that with the tax assessment and now raising rates that the city was piling it on to the citizens.

Mr. Mulvehill asked Mr. Delmonaco how the monthly fee would be implemented. Mr. Delmonaco said that he would have to identify information from the present database before he would have the answer. He said that he understands the concerns of the commuter not wanting to stop to pay for a monthly permit.

Mr. Cassidy said that the city has no pride of ownership for the facility. He said that his permit does not work at least four to seven times a year. Mr. Mulvehill said that the Parking Authority became the boards' jurisdiction one year ago and LAZ has been the new operator for only two months. Mr. Mulvehill said that tonight's input was very important for the Authority to learn more about what has happened in the past and to move forward from this point. Mr. Jellerette said that he wanted everyone to be sure that the Authority would take ownership and any issue would be taken seriously.

Mr. Bentkover asked Mr. Delmonaco what the timeline was for installation of the new equipment. Mr. Delmonaco responded on or about May 1st. He said that notification has to go out to existing permit holders and to upload the information into the new equipment. Mr. Delmonaco said that 60 days after the equipment was installed the transition should take place.

Mr. Cassidy said that if the rates go up 20% then the city should deliver a garage that was 20% better than it was now.

Mr. Delmonaco said that a sweeper was recently purchased and that the garage was swept every Sunday. He added that the garage floors needed to be power washed.

Roger Woodar, commuter, said that to pay at the gate was very frustrating and time consuming making the exit more frustrating than ever. Mr. Delmonaco said that because of the MTA trains being cancelled it causes more traffic at peak times. He said that there are more people on each train because of the cancellations. Mr. Woodar asked why payment could not be made at the office like before. Mr. Delmonaco said that this system was inherited and that it was very cumbersome.

Derek Phillips, commuter, said he was here tonight to say that he pays a monthly rate and it was a calamity sometimes to collect the parking fee. He also said that an attendant was not present after 6:00pm to collect fees. Mr. Delmonaco said that an attendant was on duty from 8am to 12 midnight. Mr. Cassidy said that an attendant should be on duty before 8am. He said that most of the commuters arrive at the station before 6:30pm.

Mr. Schmidt said that the ordinance expanded the jurisdiction of the Authority to both train stations two weeks ago. He said that LAZ was asked to hire a temporary employee to man the eastbound side until the equipment could be installed and to help eliminate all exiting at one time. Mr. Schmidt said that a plan to have two pay stations and to expedite a plan to exit on the westbound side was temporary.

Mr. Schmidt said that this was a great public hearing and the commuters had great ideas. He said that LAZ Parking would supply staff before 8am. Mr. Schmidt said that the names, addresses, emails and addresses of the Public Hearing participants were given to Kathryn Hebert and he suggested that in about 6 months LAZ would send out a survey to hear back from each person as to their thoughts about any improvements done by LAZ.

Mr. Mulvehill closed the public hearing at 7:37pm.

Mr. Shatz left the meeting at 7:37pm.

3. Accept the minutes from the Parking Authority meeting held on Wednesday, December 17, 2003 (no quorum) and the minutes from the Special Parking Authority held on Tuesday, January 6, 2004.

**** MR. BENTKOVER MOVED TO ACCEPT THE MINUTES OF DECEMBER 17, 2003 AND January 6, 2004 AS SUBMITTED.**

**** MOTIONS PASSED WITH TWO ABSTENTIONS (MR. JELLERETTE AND MR. GARCIA)**

4. South Norwalk Railroad Station

a. Consider approval of the proposed amended fee schedule for the South Norwalk Railroad Station that eliminates the annual parking permit and changes the monthly parking permit rate from \$63.60 per month to \$65.00 per month.

b. Status Report on operational changes Report by Frank Delmonaco.

Mr. Bentkover said that if the annual permits are grandfathered the loss would be about \$26,000 to the city. Ms. Hebert said that the 1996 annual permit was an incentive to get people to park at the station. Mr. Mulvehill said that raising the rate from \$650 to \$780 was a big jump.

Mr. Bentkover said to charge the commuters the old rate of \$650 if they renew by April 1. Mr. Schmidt said that since the equipment would be installed by May 1st, and all of the improvements have been done, the change in rates should take place June 1.

Mr. Garcia said that he was concerned with the later opening with the new rates. Mr. Bentkover asked if the new rates were included in the budget for 04-05. Mr. Schmidt said that the budget was from July through June of 05. He said the fiscal impact of losing a few months would not make a major difference. Mr. Bentkover asked if the change takes place June 1 could the commuters pay annually or semi-annually.

**** MR. BENTKOVER MOVED TO ACCEPT THE PARKING RATE INCREASE AT THE SNRR AS OF JUNE 1, 2004.**

**** MOTION PASSED UNANIMOUSLY.**

Mr. Bentkover said that this would give most people a grace period of one year to pay \$650 instead of \$780. He added that inflation would catch up anyway.

5. Maritime Garage

a. Approve Code Compliant Modifications to the specifications for the fit out for the Parking Bureau field operation center at the Maritime Garage.

Ms. Hebert said that the evaluation was done and no code problems were found. She said that the next step was architectural and design and the upset limit was \$2500 but the invoice was at approximately \$1500.

b. Authorize the Chairman of the Parking Authority to execute an Amendment to the Agreement with the Westview Group to provide architectural services and a construction estimate in connection with the fit out for the Parking Bureau field operation center, for a sum not to exceed \$8,000.

Account No. 21 40 83 5777

**** MR. BENTKOVER MOVED TO APPROVE THE CODE COMPLIANT MODIFICATIONS FOR THE MARITIME GARAGE.**

**** MOTION PASSED UNANIMOUSLY.**

**** MR. BENTKOVER MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH THE WESTVIEW**

GROUP TO PROVIDE ARCHITECTUREAL SERVICES AND A CONSTRUCTION ESTIMATE IN CONNECTION WITH THE FIT OUT FOR THE PARKING BUREAU FIELD OPERATION CENTER FOR A SUM NOT TO EXCEED \$8,000. ACCT NO. 21 40 83 5777.

**** MOTION PASSED UNANIMOUSLY.**

c. Status report on project completion – report by Rob Cavello, Project Manager.

Mr. Overton introduced Ken Klaiber, Project Engineer and Supervisor and Robert Lux of the Klewin Group and said that they have worked on the garage project with the Westview Group.

Mr. Cavello said that Mr. Klaiber was instrumental in keeping the project on schedule. Mr. Cavello said that 75% of the punch list was complete. He said that there should be a walk through tomorrow. Mr. Cavello said that he expected the certificate of occupancy inspection to be scheduled this week. He said that in-service training took place today. He added that the Fire department visited today as well. Mr. Cavello said that the landscaping would be done when weather permits. He said that a booklet would be distributed.

Mr. Garcia asked if LAZ was comfortable with the take over of the garage. Mr. Delmonaco said that LAZ was comfortable but learning more every day.

Mr. Overton said that the project was almost closed out but coming in on budget. He said that Klewin managed to keep buffers so not to have potential claims. He said that the last thing to purchase was the Maritime ticketing electronic equipment. Mr. Overton said that there was \$58,000 to purchase, installs and train personnel. Mr. Overton thanked the Klewin group for the exceptional work and it has been very successful.

Mr. Bentkover asked what was the timeframe for the commercial and condominiums to be available. Ms. Schafer said that the condos should be done by March 24th. She said that there was a potential buyer for the restaurant space and that the retail was more difficult to rent. Mr. Bentkover said that he was concerned with the maintenance and upkeep of the building. Ms. Schafer said that her office would not let it look less than perfect.

d. Authorize the Chairman of the Parking Authority to execute an Amendment to the Agreement with the Westview Group to provide additional Project Management services in connection with the completion of the Maritime Garage Project, for a sum not to exceed \$7,500. Acct no. 21 40 83 5777.

**** MR. BENTKOVER MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH THE WESTVIEW GROUP TO PROVIDE ADDITIONAL PROJECT MANAGEMENT SERVICES**

IN CONNECTION WITH THE COMPLETION OF THE MARITIME GARAGE PROJECT FOR A SUM NOT TO EXCEED \$7,500. ACCT NO 21 40 83 5777.

**** MOTION PASSED UNANIMOUSLY.**

e. Approve the Parking Program for the Maritime Aquarium staff and volunteers – report by Ed Schmidt.

Mr. Schmidt said that this item was previously scheduled for January 28 but cancelled because of the snow. He said that the protocol has been implemented by LAZ out of necessity. He added that the cards have been issued. Mr. Schmidt said that the fee was calculated using the Spinnaker amount of \$83.00 and would be charged as a credit from the Maritime against the debt to the city.

Mr. Schmidt said that the employees could use the garage when working at the Aquarium. Mr. Bentkover said that if the money was not paid it impacts the budget. Mr. Schmidt said that LAZ would supply the number for actual usage.

Mr. Garcia asked if the employees could use the garage during non-working hours. Mr. Schmidt said that the employees would be responsible for their cars and payment when not working. Mr. Delmonaco said that he would have more information at the next meeting.

f. Discussion – Declaration of Condominium and Shared Expenses for the SoNo Maritime Condominium – Report by Simon Sumberg and Andy Glickson.

Ms. Hebert distributed a summary of shared condo charges and a summary of the draft Declaration of Condo documents. Mr. Glickson described the physical layout and said that they are largely independent of each other. He said that they are operationally independent also. Mr. Glickson described the declaration of the condo units and what the process was for the condo's to have a declaration signed by the City to the Authority. Mr. Glickson described the garage unit, which is the entire parking facility. He said that the driveways connecting the Garage with Marshall Street and North Water Street are Garage Common Elements.

Mr. Glickson described the limited common elements, shared building components and insurance and restoration to the Authority. He said that the summary tonight also includes the description of the Executive Board, parking and fees. Mr. Glickson said that attached to the summary was Exhibit 6, the Garage Common Charges for information to the Authority. He said that the charges are split 80% for the garage and 20% for the private units.

Mr. Glickson said that each unit owner had to have their own liability insurance and name the Association as additional insured to cover occurrences within their own units.

Mr. Schmidt asked about the painting costs for signage. Ms. Schafer responded that her office was paying to have 'reserved' painted in the spaces. Mr. Garcia asked how could the spaces be enforced. He said that there should be clear signage. Mr. Schmidt said that there should be a warning system in place. Mr. Bentkover said each unit owner should have credentials to get in.

Mr. Mulvehill said that the merchants could validate the parking passes. Mr. Schmidt said that was part of LAZ's proposal. Mr. Mulvehill asked if the Corporation Counsel was working on this document also. Mr. Glickson said yes but he was still getting insurance quotes also.

Ms. Schafer said that she needed a sense of the Authority tonight to respond to the potential buyers. Mr. Mulvehill said that the Authority has no objections if the law department is okay with the draft. Mr. Glickson said that signatures are needed by the Authority. Mr. Schmidt suggested getting signatures from both.

6. Discussion – Amendment to the Ordinance giving the Parking Authority responsibility for the South, East and Merritt 7 Railroad Stations – Report by Ed Schmidt.

Mr. Schmidt said that the Ordinance Amendment passed but the city has to decide whether or not to accept the lease of the property. He added that LAZ was doing a survey.

7. Authorize the Chairman of the Parking Authority, to execute an Assignment of the Lease Agreement No. 7.02-01 (01) between the City of Norwalk and the State Department of Transportation for the purpose of having the Parking Authority assume the responsibility for the operation and maintenance of the East Norwalk Railroad Station parking lots.

Ms. Hebert said that the lease expired a few years ago and the audit was complete in 2003. She said that the State owns the land for the east and west bound side and has an agreement with St. Thomas School for parking. Ms. Hebert said that once the lease was signed, LAZ would do a survey of usage of the lots.

**** MR. BENTKOVER MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE AN ASSIGNMENT OF THE LEASE AGREEMENT NO. 7.02-01 (01) BETWEEN THE CITY OF NORWALK AND THE STATE DOT FOR THE PURPOSE OF HAVING THE PARKING AUTHORITY ASSUME THE RESPONSIBILITY FOR THE OPERATION AND MAINTENANCE OF THE EAST NORWALK RAILROAD STATION PARKING LOTS.**

**** MOTION PASSED UNANIMOUSLY.**

8. Discussion – ACS Transition Status Report – Report by Paul Schmiedel

There was no report tonight and will be moved to the next meeting.

9. Discussion on the status of current Parking Authority Budget (FY2003-04) and the adjustments to the Proforma Operating budget for Fiscal Year 2004-05.

Mr. Mulvehill said that this item would be tabled until the next meeting.

10. Approval of the 2004 meeting schedule.

Ms. Hebert said that this was approved and the next meeting should be at 6:30 instead of 7:30 because of the public hearing on the budget.

11. Action on any item discussed herein.

All actions have been previously addressed.

12. Next Parking Authority Meeting:

Wednesday, February 25, 2004 at 6:30pm in the DPW Conference room

Items:

- a. Fit out Maritime Garage
- b. Parking System Security Report
- c. Parking Audit Report
- d. Parking Enforcement Report
- e. Handicapped spaces
- f. Wayfinding signs
- g. Collection of unpaid parking fines
- h. Meter rates
- i. Webster, Haviland and North Water Parking Facilities

Chairman Mulvehill adjourned the meeting at 9:30pm.

Respectfully Submitted,

Jean lane

Telesco Secretarial Services

