PARKING AUTHORITY MINUTES

JANUARY 24, 2007

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

STAFF: Kathryn Hebert, DPW Administrative Service Manager; Frank DelMonaco, LAZ Parking; Hal Alvord, Public Works Director

OTHERS: Andreas Gavrielidis, Owner Harbor Lights Restaurant; Robert Koch, The Hour

CALL TO ORDER

Chairman Mulvehill called the meeting to order at 7:30 p.m.

1. PUBLIC HEARING ON THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2007-08 IN THE AMOUNT OF $ 4, 025,061.

Chairman Mulvehill opened the public hearing on the proposed operating budget. No one from the public attended. Chairman Mulvehill closed the public hearing at 7:35 P.M.

2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, DECEMBER 20, 2006.

** MR. BENTKOVER MOVED TO APPROVE THE MINUTES.

** MOTION PASSED UNANIMOUSLY.

3. AUTHORIZE THE CHAIRMAN, URBAN MULVEHILL, OR VICE CHAIRMAN, STEPHEN BENTKOVER, OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH DESMAN ASSOCIATES TO PERFORM ENGINEERING EVALUATION AND STRUCTURAL ASSESSMENT OF THE HAVILAND STREET PARKING DECK, FOR A SUM NOT TO EXCEED $30,000.

Mr. Bentkover stated some concern as to why Desman Associates seem to keep getting the bids. Mr. Alvord explained that a Request for Qualifications (RFQ) was sent out and ten firms responded. Reviews were done by Mr. Sweeney,City of Norwalk Structural

Engineer. Mr. Linnartz, City of Norwalk Principal Engineer and Ms. Hebert, Administrative Services Manager. Their review determined that Desman Associates are the most qualified for this project. Mr. Cavallo stated that just because this firm is used often is no reason the pick another firm. Mr. Cavallo asked if the Haviland Deck needs to be torn down where would the parking overflow go. Mr. Alvord explained that the overflow would go to the Maritime Garage or the Webster Lot.

** MR. BENTKOVER MOVED TO APPROVE THE ITEM.

** MOTION WAS PASSED UNANIMOUSLY.

4. AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY, STEPHEN BENTKOVER, TO AMEND THE AGREMENT WITH CROWN THEATERS APPROVED AT THE PARKING AUTHORITY SPECIAL MEETING DATED NOVEMBER 07, 2006 TO CHANGE THE TERM OF THE AGREEMENT FROM TWO YEARS TO ONE YEAR AND TO CHANGE THE CORPORATE NAME FROM CROWN THEATERS TO BOW TIE PARTNERS.

Ms. Hebert said the Mr. Charles Moss, Partner Bow Ties Entertainment spoke to Peter Nolin, Corporation Counsel requesting to change the agreement from two years to one year. Mr. Shatz asked if they have been cooperative. Mr. Alvord and Ms. Hebert said that they had been. Chairman Mulvehill said he did not mind accommodating this request. Mr. Bentkover said he thinks this should be approved as a one-year agreement with a one-year option and a sixty-day notification.

** MR. BENTKOVER MOVED TO APPROVE THE ITEM.

** MOTION WAS PASSED UNANIMOUSLY.

5. APPROVE THE OPERATING BUDGET FOR FISCAL YEAR 2007-08.

Mr. Bentkover asked about page 5, the 13% increase in expenses in 2007-08 but what he was really concerned about was the 17% increase in gross wages and wanted to know if additional staff were being hired. Mr. Delmonoco and Ms. Hebert explained that initially there was a reduction in staff last fiscal year to help reduce the budget shortfall. The current budget request will bring the staffing level back up to where it is supposed to be to provide the intended level of service. Mr. Bentkover asked about the 67% reduction for health insurance. Ms. Hebert explained that the Finance Department had restructured the calculation of health insurance benefits and that the Parking Authority's allocation is less.

Mr. Bentkover asked about the Yankee Doodle Garage revenue at $757.00 per month which is less than the Issaac Street lot and that the North Water Street lot brings in ten times the revenue. Ms. Hebert explained the numbers were from last year. Mr. Bentkover said for the record he questioned putting $500,000. in capital expentidures in something that produces one-tenth the revenue than the North Water Street Lot. He also questioned the free on street parking in that area. Chairman Mulvehill said not to forget about the long term parking. Ms. Hebert said the monthly permits were $42,000 which is higher compared to last fiscal year.

Mr. Bentkover asked about the South Norwalk on street parking meter revenue. The $23,985. negative variance from the 2007-07 budget. Mr. Delmonoco stated it was because of the change in operating hours.

** MR. BENTKOVER MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY.

6. MONTHLY FINANCIAL REPORT (OPERATING AND CAPITAL)

Ms. Hebert said the net cash for the first six months was over $187,000. Chairman Mulvehill asked when the lights under the bridge would be done. Mr. Alvord explained that he had just received the plans. Mr. Cavallo asked when the lights would be installed. Mr. Alvord explained that the contract allows for 180 day completion, however, he expects that the under the bridge lights will be complete within the next couple of months and the lights on N. Water Street by the end of the spring since the poles have to be separately ordered and it takes up to 6-8 weeks to receive.

7. MONTHLY OPERATION REPORT

Mr. Shatz asked about the status of the Maritime Garage for President's Day week. Mr. Alvord said that Mr. Delmonaco and Ms. Hebert came up with some proposals on how to be supportive for the week to help with the traffic flow by providing traffic control at the garage. He said there was supposed to be a meeting scheduled for this week but have not heard from anyone. Mr. Alvord said that he has been trying for the past 2 ½ months to confirm a time to meet and as of now has not heard from anyone.

Chairman Mulvehill asked about the service of interruption being at 96% at the Maritime Garage and questioned why the number was so high when the equipment is not outside. Mr. Delmonaco said even though it's a garage it's still out in the open and still has the effects of the weather.

Mr. Bentkover asked about the refund policy at the pay stations. Mr. Delmonoco said that if there is enough change in the pay stations the money would be refunded but if not, a refund receipt would be given and the refund would be received by mail in a check.

8.CAPITAL PROJECTS- STATUS

a. Yankee Doodle Garage Improvement Project

Mr. Alvord said this is going to the capital budget meeting next Wednesday for approval. Chairman Mulvehill asked if there is going to be a taxi area installed. Mr. Alvord explained that this could be done but not as a capital project. It is small enough to be included as part of an already open contract.

** MR. BENTKOVER MOVED TO APPROVE THE ITEM.

** MOTION PASSED UNANIMOUSLY.

b. Sono Lighting Under the Bridge Project
The contract allow 180 days from the time it was signed to complete the project. It is expected that the lights under the bridge will be installed by the Spring and the lighting on N. Water Street by the end of the spring.

c. OTHER

No Discussion.

9. OTHER BUSINESS

a. Leases
· St. Thomas Church School-ENRR Station
Ms. Hebert said the church has not yet signed the lease.

· Virgin Atlantic Airways-Maritime Garage
Ms. Hebert said she expects Virgin Atlantic to sign the lease by the end of January.

· New England Fashion and Design Association- SNRR Station.
Ms. Hebert said the lease was signed on January 24, 2007.

· Alga Marina- Maritime Garage.
Ms. Hebert said the restaurant has not signed the lease yet.

b. Proposed Capital Improvement Projects- Fiscal Year 2007-08.
Ms. Hebert reported that staff will be meeting with the Planning Commission on January 31, 2007 to present the 2007-08 capital budget request.

c. Request for Long Term Lease/ Zoning Requirements.

Mr. Gavrielidis and his attorney attended to present their proposal for a twenty-five year parking lease to obtain a zoning permit for his proposed restaurant on Washington Street. Chairman Mulvehill said that he cannot recommend leasing public parking for the purposes of obtaining a zoning permit. He recommended that Mr. Gavrielidis look into the fee in lieu program, which has been in place since 2000 for the SoNo Area. He explained that you pay a fee to the city and it is kept in a fund to construct additional parking as well as to pay for capital improvements in the area. Chairman Mulvehill said that fee in lieu of parking option is better than a long term lease with the Parking Authority. A long term lease with the Parking Authority for zoning purposes would require reserved parking in the Webster Parking Lot. Mr. Mulvehill will not recommend this option. Mr. Bentkover stated it is a matter of consistency. The Parking Authority has not approved these requests in the past. Councilman Kydes asked about the arrangement the city has with Virgin Atlantic. Ms. Hebert explained that the lease agreement with Virgin Atlantic is for additional parking. It is not to satisfy a zoning requirement. Virgin Atlantic already had a zoning permit when they requested a parking lease at the Maritime Garage. Mr. Bentkover asked if any other business's lease spaces. Mr. Alvord said there was not. The Parking Authority recommended that they go back to the Zoning Commission and present their proposal for a waiver/variance.

d. Other
No Discussion.

OTHER

10. Action on any item discussed herein.
There was no additional discussion at this time.

11. Next Parking Authority meeting:
Wednesday, February 28, 2007 at 7:30 p.m., Public Works Conference Room

ADJOURNMENT

**MR. BENTKOVER MOVED TO ADJOURN
** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,
Dilene Byrd