CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
January 25, 2017
6:00 p.m.

ATTENDANCE:	Richard Brescia, Chairman Mike Harden, Vice Chairman Jud Aley
ABSENT:	Olga Arteaga
SPECIAL GUEST:	Mayor Harry Rilling
STAFF:	Kathryn Hebert, Administrative Services Manager Vanessa Valadares, DPW Senior Engineer Dilene Byrd, Secretary
OTHERS:	Stathis Manousos, LAZ Parking Rocky Legesse, LAZ Parking Tim Sheehan, Executive Director, Redevelopment Agency

The Meeting was called to order at 6:00 p.m.

PUBLIC COMMENT

No one from the public attended.

COLLABORATIVE SPEAKER- MAYOR RILLING

Mr. Brescia started the meeting by asking Mayor Rilling how he thinks the Parking Authority can work better with him and other parts of city government. Mayor Rilling said that he appreciates how the members of the Parking Authority give up their time to work on very important issues for the City of Norwalk, and that there have been a lot of issues relative to parking. He said that he has assigned Laoise King, Chief of Staff, to establish a parking steering committee not to take away what the Parking Authority does, but help to look for future opportunities with parking that will be needed citywide. He emphasized the importance of communicating with the public and the Common Council, and discussed a memo with the Council to communicate the Parking Authority budget and any rate changes as well as any projects.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON NOVEMBER 20, 2016

**** MR. HARDEN MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON DECEMBER 21, 2016

**** MR. ALEY MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

3. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING HELD ON JANUARY 11, 2017.

**** MR. HARDEN MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

4. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH NEW ENGLAND FASHION& DESIGN ASSOCIATION FOR THE TENANT SPACE ON THE EASTBOUND SIDE OF THE SOUTH NORWALK RAILROAD STATION FOR AN ANNUAL LEASE OF $13,920 STARTING ON FEBRUARY 1, 2017 FOR THE FIRST FIVE YEAR TERM EXTENSION INCLUDING 3% ANNUAL LEASE INCREASES.

Ms. Hebert said that the New England Fashion Design has been leasing the space inside the South Norwalk Railroad Station on the eastbound side since 2007, and it includes the space formerly occupied as the Police Substation. She said that they provide an invaluable presence at the South Norwalk Railroad Station, and it is a benefit to the City of Norwalk. She said that they did a great job fitting out the space into usable space for the school, and that they provide fashion design classes and most of her students come by train or are dropped off. She said that this approval is the first of the five year extensions from the amendment to the contract in 2010, and said that the lease rate has gone up 3% each year, and they are requesting one parking space.

**** MR. ALEY MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

5. AUTHORIZE THE PURCHASE AND INSTALLATION OF THE YANKEE DOODLE FAÇADE LIGHTING SYSTEM FROM TRAXON TECHNOLOGIES FOR A SUM NOT TO EXCEED $170,000.

Ms. Hebert said that the Parking Authority had approved the design of the lighting system and staff has now received two quotes for the purchase and installation. Ms. Valadares said that there are two options and staff is recommending option A because this option allows all the vertical strips to be both color and white, and option B can only provide the vertical strip in color. She said that they will be installed in the spring, and the programmer will set up the pre-set programming options. Mr. Aley asked if this will be on all four sides of the garage. Ms. Valadares said "no" and that it will be on the River Street side and the reason that was chosen was because it's the only side that does not have trees that will hide the lighting, and will also be the most visual side. Ms. Hebert explained the rational for doing this and said it is not only to provide aesthetics for the district, but also provides wayfinding and a sense of security. Mr. Sheehan asked what the life span is of the lighting system. Ms. Valadares said approximately 15 years. Mr. Sheehan asked if there is a guarantee of expected time from the manufacturer. Ms. Valadares said two years. Mr. Sheehan asked if there are any zoning related issues with the lighting. Ms. Valadares said not that she is aware of. Mr. Aley asked where the funding for this is coming from. Ms. Hebert said that it will be funded through the capital budget.

**** MR. ALEY MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

6. AUTHORIZE A SPECIAL APPROPRIATION REQUEST IN THE AMOUNT OF $200,000 TO BE FUNDED FROM THE FEE-IN-LIEU–OF PARKING FUND (03 0000 2604) FOR THE PURPOSE OF CONDUCTING A STUDY OF THE CITY OF NORWALK'S CURRENT AND FUTURE PARKING CAPACITY NEEDS

Mr. Brescia said these are the funds that will be used by the steering committee that Mayor Rilling created and spoke about to fund a consultant to perform the study, and have identified the funds are available in the fee in lieu account. Ms. Hebert provided an overview of the fee in lieu program and said it meets the requirements of the State Statute. She said that the use of the funds can only be used for capacity or development of capacity, and this study is the development of capacity. Ms. Hebert explained the process and said that this request is just the first step, and it is approximately a three month legislative approval process to use this funding, but at the same time that this is going through the process, the steering committee with be working with the purchasing department to develop an RFP to hire a consultant for the study, but will not be releasing it until the funds are available. Mr. Aley asked how long the study would take. Ms. Hebert said approximately six months.

**** MR. HARDEN MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

7. SCHEDULE A PUBLIC HEARING FOR THE 2018 FISCAL YEAR OPERATING BUDGET ON WEDNESDAY, FEBRUARY 22, 2017 AT 6 P.M

**** MR. ALEY MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

8. APPROVE THE OPERATING AND CAPITAL BUDGETS FY 2018

A second draft was presented and it included the recommendations by the Parking Authority at the budget workshop. She said that the original recommended budget decreased by $65,000 or 1% from first draft, and included decreased revenues for parking violations for the $5 discount for those people who pay on site within 24 hours of parking violation issuance. She said that the total request is $6,440,601, and is $260,723 (4.22%) higher than last year's approved budget. She said that there are no rate changes.

**** MR. HARDEN MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

INFORMATION AND DISCUSSION

1. CHAIRMAN REPORT

Mr. Brescia said they are working on multiple projects now and that one of them is to try to accelerate some business activity restaurants for the restaurants starting in the SONO area and eventually the Wall Street area.

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2. SONO PARKING

Ms. Hebert said that the group sent in an event strategy marketing proposal which is being evaluated. She said that the concept is to engage the district to participate and sponsor event as well as ensure sustainability.

3. HEAD OF HARBOR NORTH

Ms. Hebert reported on the public information meeting that was held on January 18, 2017, and said it was a very good meeting, and all of the questions were excellent. She said it was the first of many public information hearings that will take place at different approval points during the process.

4. PARKING PROGRAMS

Mr. Sheehan said he should have the design by the next meeting relative to the 50 Washington Street plaza and the walkway.

5. ACTIVITY REPORT

Mr. Manousos reported on the highlights and said they are seeing seasonal trends at all the locations, and that parking revenue is up 7.5% over budget for the month, and is up 9.3% year to date due to the increased rates, and activity from additional operating hours. He reported on the expense side and said that the total expenses are still favorable to budget and are 3.7% under budget year to date. This is mostly due to the light snow season to date.

6. FINANCIAL REPORT

This was reported under the activity report.

7. OPERATING REPORT

Mr. Manousos said that the pay by cell continues to be strong. Ms. Hebert said they would like to improve upon responses to the public from customer service. Mr. Manousos discussed the customer service system and said that it will track customer service calls, emails, create work orders, provide detailed reporting and is interactive with the public. He said that they are hoping to have something in place to present to the Parking Authority by next month. Mr. Brescia asked if this is budgeted for next fiscal year. Mr. Manousos said "yes". Ms. Hebert said that if there are any savings in the current fiscal year those funds could be encumbered into the following fiscal year.

8. CAPITAL PROJECT REPORT

Ms. Valadares reported and said that the elevator work at the Yankee Doodle Garage should begin on Monday and it should take approximately five weeks to complete. She said in the spring they will begin to clean the façade in advance of the lighting installation. She said that phase three was just approved for the camera installation at Haviland Deck and that the upgrade to the lighting is in progress and the out dated electrical bollards have been replaced.

Ms. Valadares said there may be a change in the request to the capital budget to include the paving of the Mechanic Street lot, and that DPW will be paving the street, and that it will only go forward if approved in the capital budget.

9. OTHER BUSINESS

Mr. Manousos presented various valet parking scenarios and thought the optimal times to do this would be Thursday through Saturday nights, where the most demand is. He discussed the shortfall in operations and said assuming the valet fees charged to the public are approximately $10.00 there would be a net cost of approximately $147,000 because the operation is very labor intensive, and it would include an automated valet system. There was discussion ensued and Mr. Manousos will be sending out a report on the cost of a two nights and three nights scenario for two months to the Parking Authority.

10. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:30PM

NEXT PARKING AUTHORITY MEETING: WEDNESDAY, FEBRUARY 22, 2017, MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER STREET, 6:00 P.M.