



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
December 16, 2015

ATTENDANCE: Julius Hayward, Chairman
Mike Harden
Richard Brescia
Olga Arteaga

ABSENT: Jud Aley

STAFF: Bruce Chimento, DPW Director
Kathryn Hebert, Administrative Services Manager
Vanessa Valadares, Asst. Civil Engineer
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Tim Sheehan, Redevelopment Agency

PUBLIC COMMENT

No one from the public attended.

**1. APPROVE THE MINUTES FROM THE PARKING
AUTHORITY MEETING HELD ON WEDNESDAY,
NOVEMBER 18, 2015.**

**** MR. BRESCIA MOVED TO APPROVE THE MINUTES AS AMENDED**

**** MOTION PASSED UNANIMOUSLY**

**2. APPROVE THE FREE HOLIDAY PARKING PROGRAM AT THE
YANKEE DOODLE GARAGE THROUGH DECEMBER 24, 2015.**

**** MR. BRESCIA MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

3. ADVANCE MEMO TO THE TRAFFIC AUTHORITY REGARDING ELIZABETH STREET

Ms. Hebert said that Elizabeth Street has been a parking capacity issue for quite some time and it is now a bigger issue. She said that the South Norwalk Railroad Station is at or near capacity so commuters are parking wherever they can find a space. She said that Elizabeth Street is currently unmetered with no time limits, and staff is requesting to change the unmetered unregulated parking spaces to metered regulated parking spaces, and the Department of Public Works traffic engineering division has evaluated and agreed with the change. She said instead of investing in equipment that staff is recommending using the pay by cell method of payment. Mr. Sheehan asked if this is for public or commuter parking. Ms. Hebert said both but will most likely be primarily used by commuters. Mr. Sheehan said that his concern is that commuter parkers will be parking on street and that those spaces should be available to short term parkers. Mr. Chimento said that the parking spaces can be limited to 2 to 4 hour parking. Mr. Sheehan said that on-street parking is meant for short-term parking and is not meant to be used for all day parking. Mr. Sheehan suggested the Day Street parking lots be used as a temporary solution until the law suit pending with the Housing Authority regarding Washington Village is settled. Ms. Hebert asked when the lawsuit will be settled. Mr. Sheehan did not know. She said that she will research the possibility of advancing this as a longer term solution.

****MR. BRESCIA MOVED TO TABLE TO ITEM**

**** MOTION PASSED**

****ONE ABSTENTION- MS. ARTEAGA**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that the year to date fund balance is \$308,397, and that revenues are trending seasonally and are lower in the fall and winter, but transient revenues and activity overall are trending higher compared to last fiscal year. She reported and the expenses for November and said that they include repairs at the Maritime Garage, the South Norwalk Railroad Station and Haviland Deck. Mr. Hayward asked how things are going with the concession business at the South Norwalk Railroad Station. Ms. Hebert said things are going well with the concessioner and that she has not received any complaints.

2. OPERATING REPORT

Mr. Manousos reported and said that systemwide revenue is up 4.6% year to date, and the demands for transient activity is up 3.4% and is following seasonal trends. Mr. Manousos reported on the North Water Lot and said that both revenue and transient activity are up compared to last year, but are down compared to last month which is similar to last year's trends. He said that 68% of the revenues collected were through credit cards. He said that after looking at data from the sensors 91% of the payments are right below 3 hour stays, and that 80% of payments through the paystations are also right below 3 hour stays, so there is a disconnect when looking at the actual number of transactions at the paystation versus the

actual number of cars that park in spaces. He said that there is a disparity so staff will be ensuring that enforcement is more consistent. Mr. Harden asked how many parking spaces are given to the Bridge Operator. Mr. Manousos said 2 spaces. Mr. Sheehan said based on the year to year comparisons it appears that the Spinnaker Garage has basically had no negative impact on the North Water Lot and asked if the same is true for the Maritime Garage. Ms. Hebert said “yes” and the Maritime Garage is getting the overflow from the Ironworks Garage. Mr. Manousos reported on the equipment operability and said the reason for the increased number of blockages from the previous months which have little or no impact to the parking public, and the reported blockages are mostly when coins are temporarily hung up in the meter cavity. Mr. Brescia said that there is an impression that the equipment is always broken. Ms. Hebert said that the industry is moving towards less investment in equipment in favor of mobile applications and that within 3-5 years the impact will be more prominent.

Ms. Hebert said that the last class was held with the students from Norwalk Community College and it was a very successful program. She said that during the guerilla marketing there was a spike in the number of downloads and the transactions for pay by cell.

Ms. Hebert reported that the pay by plate upgrades and said that they are ready for installation starting January 14th, 2016, and that the signs have been ordered, and a press release will be sent out. She said that the prepayment online widget collaboration with the Maritime Aquarium should be implemented in January 2016, and that the pay on foot station inside the lobby area at the Maritime Aquarium is working very well.

3.CAPITAL BUDGET FY 2017

Ms. Hebert said that the capital budget was submitted to the Finance Director on December 4, 2015, and that the Parking Authority requests will be presented at the same time as Public Works. She said that a staff meeting is scheduled on January 4, 2016.

4. OPERATING BUDGETS FY 2017

Ms. Hebert distributed the proposed 2017 operating budget and said that the operating budget shows an expense increase of 4.76% which includes expense drivers related to previous Parking Authority discussions. She said that the expense budget includes expenses for parking programs, and additional staffing and office improvements at the Yankee Doodle Garage to provide customer service in the Wall Area, specifically given all the construction and activity as a way to assist the public with questions and mobility. She said that the revenue highlights include rate study recommendations without on street changes in the Wall Area, or changes to transient parking at the Wall and Main parking lots. She said that the members of the Parking Authority and staff will discuss details in January. Mr. Brescia asked if the recommendations from Desman Associates are included. Ms. Hebert said “yes” based on the trends and activity. Mr. Brescia requested that everyone send their comments and questions to Ms. Hebert prior to the budget workshop.

5. RATE STUDY

This item was discussed under item 4 of the agenda.

6. WALL STREET/SONO DISTRICT OUTREACH

Ms. Hebert said that staff continues successfully with the monthly outreach program.

7. CAPACITY

Ms. Hebert said that capacity is an issue and will need to be discussed now and in the near future. She said there will need to be a discussion about the necessity to provide more parking to commuters who are parking on street in residential neighborhoods, as well as in downtown areas that should be short term parking for customers. Ms. Hebert also recommended contracting with a consultant to evaluate current capacity, and recommend future capacity options. She said that this will be a parking authority initiative with input from the Redevelopment Agency and other organizations.

8. OTHER BUSINESS

Ms. Hebert said that there was a meeting with the Transit District and they are looking for a break room for their bus drivers and ticket office to provide better customer service to their customers. She said that they have capital money to make improvements and are viewing the Yankee Doodle Garage as a potential site and collaboration with the Parking Authority. She said that this would coordinate with any office improvements made by the Parking Authority.

Ms. Arteaga asked the status of the Duleep building. Mr. Sheehan said that it is his understanding that there is an interior structural plan but that his office has not seen anything on the exterior improvement plans. He said the Mr. Ireland has ordered them to board up and secure the location, he has met with the new contractor and is confident that they are ready to begin working. Mr. Chimento said that he had also met with the new contractor and concurred with Mr. Ireland that they will begin working soon.

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

**9. NEXT PARKING AUTHORITY MEETING: WEDNESDAY,
JANUARY 27, 2016 , AT THE MARITIME GARAGE, PARKING
AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM. NO
MEETING IN AUGUST .**

**** MR. BRESCIA MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:35PM