



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 29, 2017

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Jud Aley
Tom Vetter
Eric Rains

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

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Tim Sheehan, Director, Redevelopment Agency
John Igneri, Common Council Member, Majority Leader
George Tsiranides, Common Council Member

1. CALL TO ORDER

Mr. Brescia called the meeting to order at 6:00PM.

PUBLIC COMMENT

No one from the public commented.

COLLABORATIVE SPEAKER- COMMON COUNCIL MEMBER REPRESENTATIVES

Mr. Igneri stated his concerns regarding the lack of parking capacity and stated that South Norwalk tends to be an unfriendly place for parking, but that he thinks that the lighting that has been installed at the Yankee Doodle Garage has made it more welcoming. Mr. Brescia said that one of the things that the Parking Authority has been doing in the SONO area is investigating to see where the employee's for the bushiness's are parking and if they are parking in spaces that could be better used by retail and restaurant customers. Ms. Hebert said in an effort to get employee's off the street there is also a \$25 monthly permit available at the Maritime Garage for employee's and that they have seen an increase over the past six months. He also stated that the Parking Authority was just as concerned about the number of parking tickets as they are, but unfortunately most of the tickets that are given are earned so the NPA has implemented programs to try and mitigate the impact of parking tickets. One program that was implemented on July 1st was the courtesy card program which has been working well and has reduced parking ticket issuance year to date by 17%. The other program that was also implemented on July 1st was an increase in the meter time grace period from 5 minutes to 10 minutes. Mr. Tsiranides stated that the parking enforcement staff needs to be friendlier.

Mr. Igneri discussed the very visible presence of Parking Authority vehicles and the perception that they are there only to enforce and that their image is not good. Mr. Harden said that the presence of the vehicles and staff in the parking facilities or on street provide a critical security role for the districts. He also explained the ongoing and excellent training that parking staff receives. Mr. Brescia invited Mr. Igneri and Mr. Tsiranides or any member of the Common Council to attend the training session that LAZ offers.

Mr. Brescia said that the Parking Authority is in the beginning stages of the budget and asked Mr. Igneri if there is anything that they would like to see included. Mr. Igneri said more parking capacity. Mr. Vetter suggested looking at other city properties that can help to alleviate the parking capacity situation with a shuttle service.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, OCTOBER 25, 2017.

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

**** MR. RAINS SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE CIANBRO MIDDLESEX CORPORATION FOR THE INSTALLATION OF A TIME-LAPSED CAMERA ON THE MARITIME GARAGE FOR A PERIOD OF 3 YEARS IN RELATION TO THE WALK BRIDGE PROJECT AND FEE OF \$100/MONTH.

Ms. Valadares presented and said that as part of the Walk Bridge program Cianbro-Middlesex Corporation is required to put up four time-lapse cameras, and they are requesting to place a camera on the west side of the Maritime Garage that would catch images for the construction around the Ann Street Bridge. She said they would

also like to tie the power into a power source at the garage and reimburse the Parking Authority and at the end of the project which will be approximately three years, and they will repair any holes left from the mounting hardware. She said if approved the City of Norwalk or the Parking Authority will not be responsible for any costs associated with the installation, maintenance or removal of the camera unit. Mr. Rains said that there are residential buildings on both sides of the tracks and stated his concerns regarding the camera impeding on residential privacy. Ms. Valadares said that she will check with the vendor to ensure that they cameras will not. Mr. Sheehan suggested requesting the footage of the bridge construction in real time.

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

**** MR. HARDEN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE PURCHASE

Ms. Hebert stated that the Parking Authority was approved \$300,000 to purchase a revenue control system for South Norwalk Railroad Station only. She said that we were able to negotiate the purchase of the Maritime Garage replacement for a total of \$400,000 for both systems and that there is a balance in the capital budget to cover the expense. Ms. Valadares and Mr. Legesse presented the proposal and said that they will begin the installation at the South Norwalk Railroad Station and it should take approximately three weeks to complete the installation at each facility after the equipment is received.

ACCOUNT NO. 09 17 4095 C0303

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

**** MR. HARDEN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Rains left at 6:40PM.

INFORMATION AND DISCUSSION

A. Chairman Report

No discussion.

B. Norwalk Now

Mr. Harden and Ms. Hebert provided an update and said that Norwalk Now is doing very well and is in the eleventh week and ahead of anticipated number of participants, and that there are 18 confirmed and five pending. Ms. Hebert said that there have been ongoing social media, advertising and radio spots and that the participants confirmed that when Norwalk Now posts and presents any type of media, their business google analytic activity increases. She said that Norwalk Now is organizing the first major event, music city limits for January, and that in December there will be a gift card exchange in lieu of an event. She said that the Parking Authority will also participate with a \$2 holiday discount for Pay by Cell users. She also said there will be a breakfast event held in December for the major stakeholders to update them about the organization.

C. Parking Capacity and Strategic Plan

Ms. Hebert said that Walker Consultants are on target with their schedule and have interviewed approximately 40 people. She said that they are completing the individual input, data collection and parking counts and that they expected to continue individual phone interviews in January and update the steering committee and Parking Authority in January/February.

Mr. Harden left at 7:00PM

D. Parking Wayfinding Challenges Walk Bridge and Mall Project

There was no discussion.

E. South Norwalk Railroad Station Weekend Activity

Mr. Aley reviewed parking vacancy/occupancy comparing weekdays and weekends and recommended that the Parking Authority pilot a very reduced rate on Sundays and possibly on Saturdays for six months. There was further discussion and Mr. Manousos and Mr. Legesse will report on how the surrounding communities charge at the railroad stations on the weekends.

F. Financial, Transient Activity and Operating Reports

Mr. Manousos presented and said that the revenues are consistent compared to budget for the month of October, but slightly lower compared to last fiscal year. He said that parking violation revenue is down substantially compared to last year as a result of the courtesy card program and the shorter hours of operation on street.

Mr. Manousos reported on the customer service app and said that they are in the process of simplifying the app based on the feedback that was received by the board last month. Mr. Legesse said the changes should be finalized within the next 30 days.

Mr. Manousos reported on the operations and said that there are some new signage initiatives in Webster Lot and are working on winter preparations.

G. On Street Customer Courtesy Program

Mr. Manousos said that the program is working well and that half of the volume of courtesy cards was given in November compared to October due to the Veterans Day and Thanksgiving holidays. Mr. Brescia said that he would like to see random activity on higher active days. Ms. Hebert said that a lot of the courtesy cards are being given to employees who continue to park on the street.

H. Capital Project Report

Ms. Valadares reported on the status of the capital projects and said that Desman has submitted their proposal within our budget, and that the proposal has been signed and they will do a walkthrough during the week of November 20th to reevaluate the garages. She said that at Webster Lot the granite curbing along the loading zone area has been installed, and that they are now working on the proposed grass area at 38-40 North Main Street. She said at the Yankee Doodle Garage that they will begin to develop bid documents for the new conference room and that it will be advertised in the winter. She discussed the bid results for the LED fixtures upgrade at the South Norwalk Railroad Station and said that the low bidder had submitted a support bracket but that the fixture is too small to install and a follow up letter was sent to them requesting them to resubmit a sample fixture that meets our requirements and that she is still waiting for their response.

Ms. Valadares reported on the in-house projects and said that Amano has included all Parking Authority requests into their proposal which includes the magnetic strip ticketing to a bar code reader and the bid prices are currently under review.

I. Operating and Capital Budget fiscal year 2019

Ms. Hebert reported on the overall staff recommendations for both operating and capital, and she will email draft recommendations for consideration before the December meeting. She said that Ms. Valadares is working with Desman to put together the capital budget request for the facilities, and that she will add in a request for paystations at Liberty Square and additional meters for the streets surrounding the Washington Village development. Mr. Sheehan suggested this since this area is very close to the South Norwalk Railroad Station and commuters will occupy most of the on street parking spaces.

Ms. Hebert said there is a vacant office space at the South Norwalk Railroad Station that Metro-North used to occupy and will refresh the space to serve as a satellite customer service office on the westbound side of the South Norwalk Railroad Station. She said it will require additional staffing during peak hours. She discussed the fleet replacement plan. She also said that the City has settled on union contracts so there is an increase in salaries and benefits for city allocated expenses and that there is a slight reduction in debt service payments of \$282.

She said on the revenue side staff is not recommending any changes to the transient rate but are looking at an increase in some of the monthly permit rates at some of the facilities specifically as it relates to the increase in demands and activity. She also said there is a decrease in parking violation revenue compared to actual collections from last fiscal year of about \$140,000. She said that there is an increase in transient parking and meter revenue based on activity.

Ms. Hebert said that there is approved rate during the day of .50/ hour at the Main Street lot but that it was never implemented and that staff is recommending that it be implemented. She said after 6:00PM it turns into a \$1.00 flat rate but there have been a lot of complaints because when people get to the facility and want to pay the flat rate they can't because it is free until 6:00PM.

Mr. Brescia asked the board members to look at the current rate structure and come up with some ideas and discuss what the impact will be. He said that he thinks that the signage all needs to be redone and that they are very confusing. Mr. Brescia mentioned that the NPA should evaluate a potential on street residential parking permit program. Ms. Hebert said that a residential parking permit program would have to have strict criteria and be managed very tightly.

J. Other Business

Ms. Hebert said that staff has received some requests for reserved spaces on the westbound side of the East Norwalk Railroad Station for people who get there early and staff is recommending implementing reserve type parking but at a higher rate and will be including in the staff recommended operating budget for fy 2019.

Mr. Manousos explained the value and benefit of purchasing and installing a business intelligent dashboard. He will put together a proposal before the next meeting, and plan on scheduling a demo for the Parking Authority in January.

Mr. Chimento suggested that the Parking Authority implement paid parking in Liberty Square through paystations, pay by cell and discounted monthly permits, and request funds for paystations at Liberty Square. He said that it is expected that since the lot is free the walk bridge workers will use all the available parking in the lot all day.

**K. Next Parking Authority Meeting: Wednesday, December 20, 2017, Maritime Garage,
Parking Authority Offices, 11 North Water Street, 5:30PM.**

ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN.
** MR. VETTER SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:20PM