



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 18, 2015

ATTENDANCE: Julius Hayward, Chairman
Richard Brescia
Jud Aley
Olga Arteaga

ABSENT: Mike Harden

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

OTHERS: Rocky Legesse, LAZ Parking

PUBLIC COMMENT

No one from the public attended.

**1. APPROVE THE MINUTES FROM THE PARKING
AUTHORITY MEETING HELD ON WEDNESDAY, OCTOBER
28, 2015.**

**** MR. BRESCIA MOVED TO APPROVE THE MINUTES
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that the capital reserve to date is \$287,654 which is \$65,228 lower at this time last year. She said that the reason is due to the final payment for the repair expenses at the Maritime Garage in September as well as expenses for repairs at the South Norwalk Railroad Station for HVAC, windows, sidewalk and curbs. Mr. Aley asked if the revenue at the Maritime Garage typically increases in the summer months. Ms. Hebert said “yes” and that the revenues are in line with seasonal trends, but are trending higher due to increased transient activity systemwide, as well as increased activity at the South Norwalk Railroad Station and Webster Parking Lots. She said that the revenues show decreases at Haviland and North Water lots due to ongoing construction on Washington Street as well as the vacancy from Pasta Nostra, and that the revenues and expenses at the East Norwalk Railroad Station are lower due to the closing of the St. Thomas School Lot. Mr. Brescia asked what the target is for the bottom line on the revenues. Ms. Hebert said approximately \$141,000. Mr. Brescia asked why the Maritime Garage is in the red. Ms. Hebert said that it is partly due to the debt service and also is due to expenses related to structural repairs that were completed this summer. Mr. Aley asked if the expenses for the garages are typically higher than the expenses on the surface lots. Ms. Hebert said “yes” because the structural integrity has to be maintained, utilities need to be paid as well as other facility related expenses that do occur at an open parking lot.

2. OPERATING REPORT

Mr. Legesse reported and said that the Systemwide transient activity is up 8.7% compared to October 2014, and that the permits show some decrease due to closing of the St. Thomas School Lot at the East Norwalk Railroad Station, the construction on Washington Street and the vacancy from Pasta Nostra on Washington Street. He said that the Pay by cell activity has increased, however with lower transaction times. Ms. Hebert said that staff outreach is going well that staff outreach included the five hotels in Norwalk to include the pay by cell flyers to their customers when visiting South Norwalk. Mr. Brescia requested that Mr. Legesse collect contact information for each business visited. Mr. Hayward asked for a status update of the ongoing projects. Ms. Hebert said that the pay on foot station inside the Maritime Aquarium has been installed, and that the prepayment widget is expected in January, once the revenue control equipment scanners are received and the software is intergraded with the Maritime Aquarium website software. Ms. Hebert said that the lighting upgrade to LEDs is complete in the South Norwalk area except at the South Norwalk Railroad Station, and that the grant application was sent in the Eversource on November 1, 2015, to upgrade the Yankee Doodle Garage to LED.

Mr. Chimento spoke about the citywide street lights and building LED upgrade and negotiations with Eversource and other utility companies in order to capture substantial savings.

3.CAPITAL BUDGET FY 2017

Ms. Hebert presented the proposed capital budget plan and said that the proposal is in line with the five year plan that has been presented for the past three years. She said that the Parking Authority did not request funding for the past three years with funding requests starting in fiscal year 2017, and that the request for fiscal year 2017 includes \$756,000 for facility structural repairs for Yankee Doodle Garage, South Norwalk Railroad Station and Haviland Deck. She said that the request includes funding of \$150,000 to paint one mural at the Yankee Doodle Garage on the outside wall for fiscal 2017 and one for fiscal year 2018, and also includes a request to fund necessary ADA compliance repairs and upgrades totally \$194,000 for stairwell railing replacements and new/upgraded elevators. There might be a possibility that the request for the ADA repairs for the elevators at the YDG will be funded through a citywide federal ADA grant which will be discussed with the Finance Director. She said that also included is a request of \$250,000 to install 13 multi space pay by plate meters in the Wall Street District. She discussed the balance of the audited capital reserve is \$498,000 which includes the operating budget approved \$135,000 capital reserve line item. This may be used to offset some of the 2017 capital request, or the Parking Authority can decide to use some of these funds for a specific capital related project. The Parking Authority would have to approve a transfer from the capital reserve fund to the operating budget and get approval from the Finance Director to transfer those funds.

**** MR. BRESCIA MOVED TO SUSPEND THE RULES**

**** MOTION PASSED UNANIMOUSLY**

**** MR. BRESCIA MOVED TO APPROVE THE CAPITAL BUDGET PROPOSAL FOR FISCAL YEAR 2017**

**** MOTION PASSED UNANIMOUSLY**

4. OPERATING BUDGETS FY 2017

Ms. Hebert presented the accomplishments, new initiatives and budget highlights for 2017. She said that staff is still reviewing the numbers which will be given to the Parking Authority in December for discussion in January and a public hearing will be held in February. She said that the budget highlights include, creating and funding a downtown improvement program, funding

additional staffing needs and upgrades, continue to fund the capital reserve account, increase snow expenses, vehicle replacement and continue to fund technology upgrades and advances.

5. PAY BY PLATE UPGRADE IMPLEMENTATION

Ms. Hebert said that the implementation will begin January 15, 2016, at the South Norwalk Railroad Station and that it will take approximately two weeks per facility to complete. She said that it is expected that the project will be complete by early spring of 2016.

6. WALL STREET/SONO DISTRICT OUTREACH

Mr. Brescia discussed the need to discuss and develop a Parking Authority policy to respond to commercial parking lease requests and balance the needs of the general public, and that the Parking Authority needs to evaluate parking capacity needs and develop a short and long term plan. Ms. Hebert said that she will schedule a follow up meeting with the district groups in early 2016.

7. RATE ANALYSIS

Ms. Hebert reported and said that staff received the first draft and she will be sending out the document in advance of the Desman presentation.

8. OTHER BUSINESS

Mr. Chimento updated the Parking Authority regarding the Walk Railroad Bridge repairs in South Norwalk. Ms. Hebert said that there may be a demand hit to the Maritime Garage in 2018 if the aquarium closes or suspends the IMAX Theater during some of the construction, but that the Maritime Garage will be accommodating over 100 parkers from the Spinnaker Lot who will be displaced during construction since the state will be using this lot as an equipment staging area. Mr. Hayward recommended that staff evaluate the need to purchase and install a generator at the Yankee Doodle Garage similar to the installations at the South Norwalk Railroad Station and the Maritime Garage.

9. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, DECEMBER 16, 2015, AT THE MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 5 PM.

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:35PM