



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
October 25, 2017

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Jud Aley (6:15PM)
Tom Vetter
Eric Rains

STAFF: Bruce Chimento, DPW Director
Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

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

1. CALL TO ORDER

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

PUBLIC COMMENT

No one from the public commented.

NEW BUSINESS

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
TUESDAY, SEPTEMBER 27, 2017.**

**** MR. VETTER MOVED TO APPROVE THE MINUTES.**
**** MR. HARDEN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE LAZ PARKING, LLC TO EXECUTE AN AGREEMENT WITH DESMAN ASSOCIATES ON BEHALF OF THE PARKING AUTHORITY TO PERFORM THE REQUIRED FACILITY ASSESSMENT (EVERY 5 YEARS) FOR A SUM NOT TO EXCEED \$40,000

Ms. Hebert said that every five years a parking facility assessment is performed to assess the capital infrastructure improvements and to recommend a maintenance schedule for all of the facilities. She said that the last one that was done was in 2013 and the next one would have been in 2018 however, staff is recommending changes to the scope of services. Ms. Valadares discussed the changes and said that are recommending amending the agreement with Desman Associates to evaluate the facilities and provide a refreshed list for the next five years. She said that she also asked them to include installing the waterproof membrane at the Yankee Doodle Garage. The scope will include crafting a general maintenance bid for an on call contractor.

ACCOUNT NO. 09 17 4095 C0303

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

1. PEO/CUSTOMER SERVICE UPDATE

Mr. Tesfazgi spoke on the feedback he has received regarding the courtesy card program and said that it has been very positive by both the customers and the businesses, and based on the feedback he suggested that the Parking Authority website be printed on the front of the card and that it also be printed in Spanish.

2. CHAIRMAN REPORT

Mr. Brescia spoke about the customer courtesy program and said that the Parking Authority has given out 439 courtesy cards in September, and is on track to double the amount of courtesy cards to be given out. He said that 22 out of the 439 people that received the courtesy cards received parking tickets that stayed beyond the 20 minute period of time, and that the number of parking tickets that have been issued has cut back dramatically which is what the Parking Authority was trying to do.

Mr. Brescia asked if there is any information from the Parking Authority members regarding where employees of the business community are parking that he had requested last month. Mr. Aley said that he visited 32 locations, and that he spoke to 25 people and only one person said that they parked on the street, and that a lot of the people have permits. He suggested that Mr. Legesse visit the Subway on North Main Street as well as the Lewis Torres Tailor because the workers there are currently paying per day in the Webster Lot and were not aware that they could purchase permits.

3. NORWALK NOW

Ms. Hebert updated the status of the program and said that there are currently 16 members with 8 pending. She said that the media kickoff may be at end of November, and in December there will be an event where the participating businesses will participate in a holiday gift card giveaway. She said that the City Limits music event will be held at the end of January, and that the advertising posters will go up at the end of October. Mr. Harden updated the Parking Authority on his meeting with Ms. Kavanaugh and said he is pursuing other business introductions and that overall, current participants are pleased with the level of marketing and communication. He said that if anyone had any businesses in the area to add to the list to let him know their contact information and he will determine the best way to approach them.

4. PARKING CAPACITY AND STRATEGIC PLAN

Ms. Hebert updated the status and said that Walker interviewed face to face and telephone almost 40 people and planning another 25 individual and that they are in the data and information gathering phase. She said that the first week of November will be going to talk to random businesses to gather information as well do their own parking counts, etc. Ms. Hebert explained the change in scope related to Walker's interviews and that the scope would more heavy on parking specifically and stakeholder input while keeping within the contract budget. Mr. Aley requested the walkability item be revisited in Walker's scope because out of the 32 locations that he had visited the major complaint was that people do not like walking from the Maritime Garage to Washington Street at night, and that the walkable connection to the Yankee Doodle Garage to the Wall Street area is not good either.

Ms. Hebert provided an update on the citywide Norwalk Tomorrow marketing and communication and said that the website is to be complete in the next week and will go live after review. She discussed the survey that was given out at the DPW open house and said that 221 surveys were complete. She said that the Norwalk Tomorrow citywide community visioning workshop is scheduled on November 18, 2017, at Brien McMahon High School between 9 a.m. and 12:30 p.m.

5. FINANCIAL, ACTIVITY AND OPERATIONS REPORT

Mr. Manousos reported and said that on the revenue side they are on budget that typical seasonal changes impact to revenue. He said that the expenses are over budget for the month but are under budget year to date. He discussed the decrease in transient parking activity and revenue at the South Norwalk Railroad Station, looking into the Uber/Lyft effect, and the railroad station expansions in Westport and Stamford which impacts demand. He said that they had looked at the pay by cell transactions for people that stay four days or longer and there is a 35% reduction in pay by cell transactions from last year to this year. Mr. Manousos said that Mr. Legesse has also followed up with the State of Connecticut Rail Division to see if ridership has been down but that it has not.

Mr. Manousos reported on enforcement and said that 8% of the total tickets issued were through the customer courtesy cards and between January and September equates to \$40,000 in ticket value. He said that 83% of tickets that are issued are from expired meters and time limit violations, and 74% are issued during the week as opposed to the weekends, and 43% of tickets issued are issued during the daytime between 6:00AM and 5:00PM. Mr. Harden asked about the adjudication statics and asked what the reasoning is for the 214 tickets that were dismissed. Mr. Manousos said the 214 represents two separate numbers some that were dismissed from the hearing and the other are from administrative appeals.

Mr. Manousos provided an update on the customer service app and said that it is now available on the app store and that staff training will be held tomorrow. Mr. Manousos said that there are still a few details to be worked out before it goes live and they are anticipating a soft release by the end of 2017.

6. ON STREET CUSTOMER COURTESY PROGRAM

Mr. Manousos said through mid-October there have been over 1,600 courtesy cards given out which has decreased parking violations about 25% compared to last fiscal year however, ticket activity is higher due to higher transient activity in the downtown districts.

7. CAPITAL PROJECT REPORT

Ms. Valadares reported and said that most of the feedback she revived for the lighting at the Yankee Doodle Garage was positive. She said that the contractor has completed the repaving and the restriping of the parking lot at the Mechanic Street Lot. She said that it has been modified to meet the required dimensions for each parking space and that there are now 81 existing spaces including handicapped spaces. She said that the bids have been received for the LED fixture upgrades at the South Norwalk Railroad Station, and that sample fixtures were also received but that the sample from the low bidder is too small to install and that she has contacted the bidder and has given them two weeks to provide a sample that meets the specifications, and if she does not receive it their proposal will be dismissed and the award will be given to the second lowest bidder and she will provide an update at next month's meeting. She said that she has received the prices back on the revenue control system and is analyzing what will be installed. She discussed the installation of the lawn that will be installed at 50 Washington Street on Friday and anticipating completion next week depending on the weather.

8. OPERATING AND CAPITAL BUDGET FISCAL YEAR 2019

Ms. Hebert discussed the process and said that the goal is to have staff budgets recommendation to be handed out by the November meeting for the Parking Authority to review and comment for December and January. Mr. Brescia asked the Parking Authority members to think about capital budget planning for the budget request for discussion at the November meeting.

9. OTHER BUSINESS

There was no other business discussed.

Next Parking Authority Meeting: Wednesday, November 29, 2017, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.

ADJOURNMENT

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

The meeting adjourned at 8:05PM