



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
September 23, 2015

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

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

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Attorney Frank Zullo, Tierney, Zullo, Flaherty and Murphy, P.C.
Attorney, Albert Vasko, Zullo, Flaherty and Murphy, P.C.
Eric Rains, Eric Rains Landscaping Architecture
Klaus Knorr, SoNo Corporate Center

PUBLIC COMMENT

No one from the public attended.

PRESENTATION

Mr. Rains presented the proposed improvements to be made to the lot at 50 Washington Street and 38-40 North Main Street. He said that none of the proposed improvement will reduce the number of parking spaces that are available in the Webster Lot. Mr. Hayward asked if the trees and or shrubbery will block the corners. Mr. Rains said "no". Mr. Harden asked who will be responsible for the

maintenance of the trees and shrubbery. Ms. Hebert said that the property owner will be responsible and this will be addressed in the contract and that the landscaping part of this agreement will be covered in the Memo of Understanding through an encroachment permit and the building, dumpster area and stair improvements will be done through an 8-24 easement process. Mr. Manousos requested that there be included in the Memorandum of Understanding language that covers snow removal operations that during the snow season that snow placement is available so that no parking spaces are lost. Ms. Hebert said that the contract will also state that if for any reason the City or the Parking Authority needs the property back for development purposes that there is a 90 day out for future development. Mr. Rains said that the proposed plan has been reviewed by Public Works and the Fire Department and there was no problem with the plan.

**1. APPROVE THE MINUTES FROM THE PARKING
AUTHORITY MEETING HELD ON WEDNESDAY, JULY 22,
2015.**

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

**2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF
THE NORWALK PARKING AUTHORITY TO ENTER INTO A
MEMORANDUM OF UNDERSTANDING WITH CREFI SCC,
LLC., TO COORDINATE LANDSCAPING AND MINOR
BUILDING IMPROVMENTS TO THE PROPERTIES
LOCATED AT 50 WASHINGTON STREET AND 38-40
NORTH MAIN STREET AND ADJACENT AND IN THE
WEBSTER PARKING LOT AS DETAILED IN THE ATTACHED
LETTER.**

**3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN TO
ISSUE AN ENCROACHMENT PERMIT TO CREFI SCC, LCC.,
AND CAPITAL EQUITIES,LLC., FOR THE PURPOSES OF
LANDSCAPING AND IMPROVEMENTS ADJACENT AND IN
THE WEBSTER PARKING LOT**

**** MR. BRESCIA MOVED TO APPROVE ITEMS 2 AND 3
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that there is increased transient activity throughout the system except in the Wall Area and at the Haviland Deck. She said that at Haviland Deck this is due to Pasta Nostra closing and moving to a space on North Main Street and that in the Wall Area is due to the construction of the Burnell Blvd. Bridge, and these also impacted permit sales slightly. She said that expenses are typically trending higher during the summer months due to the numerous facility improvements, repairs and software and security upgrades. Mr. Brescia suggested that the budget comparison reflect actual monthly numbers for both revenue and expenses. Ms. Hebert said that the monthly financial report shows the annual budget straight lined per month, and that it does show the reconciled actual revenues and expenses for each month compared to the prior year. Ms. Hebert said that staff will adjust the monthly financial reporting as part of the fy 2017 operating presentation. Mr. Harden asked the status of the LED lighting project. Ms. Hebert said the project has been completed and has been paid for.

2. OPERATING REPORT

Mr. Manousos reported on the highlights on the activity and said that the parking revenue is better than the budget and that trends are similar to the past few years, and are more favorable on the revenue side. He said that parking revenue is 16.3% over budget for the month and 17.2% over budget year to date, and that permit sales are down due to business movement and the changes at the East Norwalk Railroad Station. He said that the permit revenue has been consistent and that the revenue from credit cards has also been consistent. Mr. Aley asked what percentage is from American Express. Mr. Manousos said that he will get that information. Mr. Manousos reported on the pay by plate upgrade project and said the industry and the public are embracing this technology. After further discussion it was decided to start the upgrade with the North Water Street lot. Mr. Hayward asked why the trends seem to increase in August and September each year. Mr. Manousos said that he would need to look into that. Mr. Harden suggested using the windows on the paystation shelters for Parking Authority advertisement.

Ms. Hebert reported on the program and project status and said that the pay by cell marketing collaboration with Norwalk Community College is going very well. She said that the students are fully engaged and creating all the materials and marketing collateral in their groups. She said that they have selected team members for the guerilla/field marketing part of the project will take place mid October. Ms. Hebert reported on the online prepayment and paystation collaboration with the Maritime Aquarium and said that the paystation is scheduled to be installed mid October , and that the widget will be available mid November. Ms. Hebert said that the parking staff continues to go out into the community and talk to business owners. She said that it has been well received focusing on customer service connection and the pay by cell option. She said that the pay by plate upgrade will have various benefits including compliance with chip and pin EMV technology deadline in 2016, integrated software systems for more efficient enforcement thereby reducing erroneous tickets, advertising business opportunities, customer parking flexibility and no dependence on weather related seasons and ADA compliance. She said that the goal to

upgrade is by the end of 2015. She said that the Art in Parking places exhibit at the Maritime Garage Gallery is on Tuesday, September 29, 2015, from 5:00PM to 7:00PM.

3. POKO TEMPORARY PARKING PLAN

Ms. Hebert reported and said that POKO is responsible for installing directional signs to Yankee Doodle Garage and the Wall Lot. Mr. Aley suggested that the signs specifically say Yankee Doodle Garage to better identify the facility. She said that POKO will be installing signs indicating that businesses are still open in the area.

4. CHESTNUT STREET DEVELOPMENT

Ms. Hebert reported and said that there was a cost/benefit analysis done that showed at this time the potential financial partnership with the Parking Authority is cost prohibitive and could result in a rate that is substantially higher than the market will bear. She said that a more extensive analysis needs to be done.

5. WALL STREET/SONO DISTRICT OUTREACH

Mr. Brescia reported and said that in the near future the Parking Authority will be scheduling a meeting with the SoNo group to talk about parking.

6. RATE ANALYSIS

Ms. Hebert said that the rate study is underway and that the goal is to have the draft available in advance of the annual operating budget process

7. OTHER BUSINESS

Mr. Hayward asked about the status of the Yankee Doodle Garage and suggested that an operational and façade change plan is needed. Mr. Legesse reported and said that the facility has been power washed and cleaned, and that staff hours have been increased to 10:00 p.m. Ms. Hebert said that staff has sent out a bid for security camera installation.

Mr. Manousos presented a photo of the newly created driveway at the Webster Lot which was required by court order by the Webster Condos. He said that the issue now is that the vehicle counts are skewed since people are exiting through the other driveway and are not being counted. He said that the false data is being transmitted to the Parker Wayfinding application

and that the area needs to be painted and signed to deter entrance to this area. He also said that he would look into additional counters and plastic delineators.

**8. NEXT PARKING AUTHORITY MEETING: WEDNESDAY,
OCTOBER 28, 2015, AT THE MARITIME GARAGE, PARKING
AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM. NO
MEETING IN AUGUST.**

**** MR. HARDEN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:05PM