



CITY OF NORWALK  
PARKING AUTHORITY  
REGULAR MEETING  
July 27, 2016  
5:30 p.m.

ATTENDANCE: Richard Brescia, Chairman  
Jud Aley

ABSENT: Mike Harden  
Julius Hayward  
Olga Arteaga

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

OTHERS: Stathis Manousos, LAZ Parking  
Rocky Legesse, LAZ Parking  
Tim Sheehan, Executive Director, Redevelopment Agency  
Kim Morton, Executive Director, Transit District

The Meeting was called to order at 5:30 p.m.

**1. PUBLIC COMMENT**

No one from the public attended.

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD  
ON WEDNESDAY, JUNE 22, 2016**

**\*\* TABLED DUE TO A LACK OF A QUORUM**

## **GENERAL INFORMATION**

### **1. COLLABORATIVE SPEAKER- TIM SHEEHAN, EXECUTIVE DIRECTOR REDEVELOPMENT AGENCY**

**\*\* TABLED UNTIL THE SEPTEMBER MEETING**

### **2. PEO/CUSTOMER SERVICE COMMUNICATION- MIKE HARDEN**

**\*\* TABLED UNTIL THE SEPTEMBER MEETING**

#### **1. FINANCIAL REPORT**

Ms. Hebert reported and said that the fiscal year end capital reserve of \$310,420 is higher than initially reported in May, and that in May the projection was estimated at \$200,000. She said that most of the increases are for transient revenue collections, and that the fiscal year end number includes \$135,000 capital reserve that the Parking Authority originally budgeted for fiscal year 2015. She said that the yearend revenues are higher compared to fiscal year 2015 actuals except for the Haviland Deck which ended the year with a decrease of \$19,409 compared to fiscal year 2015. She said the reason for the decrease is largely related to Pasta Nostra moving out from Washington Street, the Pearl Construction, paving on Washington Street and construction in and around Water Street. She said that the net fiscal year end revenues (minus expenses) show shortfalls for the Maritime Garage, Yankee Doodle Garage, Wall Lot and Main Lot.

Mr. Brescia asked about the higher expenses in the amount of \$270,662 for fiscal year end 2016 compared to fiscal year 2015. Ms. Hebert said that the difference includes all the encumbrances and accruals from fiscal year 2015 into fiscal year 2016, and other expenses for the office upgrade at the Yankee Doodle Garage, the purchase and installation of three paystations for the Wall and Main parking lots, the upgrade and purchase of security camera/systems, LED lighting and alarms, and the Maritime Garage infrastructure repairs that were done in July 2015.

#### **2. OPERATING REPORT**

Mr. Manousos reported and said that the actual revenues from fiscal year 2015 to fiscal year 2016 are up almost 6% and is driven by the transient revenue which includes the meter revenue. He said that the transient activity is up 3 ¼% from fiscal 2015 to fiscal 2016 and ties into the pay by cell transactions. Mr. Brescia asked what the number of transactions is that have increased. Mr. Manousos said that the

transactions are up by 10,000 and that the revenue is up \$46,000. Mr. Brescia asked what percentage of total activity the 10,000 represents. Mr. Manousos said approximately 1%. Mr. Sheehan asked if more people are using pay by cell then why the violations are not lower. Mr. Manousos said that while pay by cell is higher on overall transaction percentage it is a small percentage. Mr. Brescia asked about the spike in violation revenue between February and March 2016 compared to previous years. Ms. Hebert said that has mostly to do with the implementation of the pay by plate system and that the license plate recognition, permit and payment systems are more integrating allowing for more efficient enforcement operations where the license plate is the unique identifier in all these systems. Mr. Sheehan also mentioned that in the previous two years had major snow seasons where the Parking Authority does not enforce during those heavy snow periods compared to 2016 where we did not have a heavy snow season.

Mr. Legesse said that the new prepayment parking reservation system/collaboration with the Maritime Aquarium is working well, and since being implemented at the beginning of July, 60 people have taken advantage of it through the aquarium's online system.

Mr. Brescia requested that Mr. Manousos create a report comparing July through December 2015 and 2016 activity given the rate increases in SoNo area only starting in July. Mr. Manousos said that Mr. Hayward and Ms. Arteaga will be analyzing the data within the six month period and will be looking at individual locations. Mr. Brescia said that the assumptions will need to be noted regarding activity in the district such as construction, business closures or opening, etc. in the report.

## **5. CAPITAL BUDGET PROJECTS**

Ms. Valadares reported on the capital improvements at the South Norwalk Railroad Station and said that they will be complete by the end of August. She said that the improvements include maintenance on the exterior walls and patching on the roof. She said that the elevator replacement at the Yankee Doodle Garage will be completed by November as well as the other misc repairs, and that the customer service office will be complete by September 1, 2016, and that there were some delays related to code, HVAC and ADA requirements. She said that the design for the conference room on the other side is underway. Mr. Sheehan asked what the overall asset evaluation is for everything that the Parking Authority manages. Ms. Hebert said that the Finance Department handles the asset valuation for all city assets and circulates this information annually to all the departments to review if any assets including equipment have been added or surplus. Mr. Sheehan said that it should show if something has expanded its useful life and if additional resources should be deployed or if alternatives should be looked at. Ms. Hebert said that every five years a facility asset evaluation is completed for all the parking structures and based on that evaluation, the annual NPA capital budget request is developed for all the facilities under the NPA inventory.

Ms. Hebert updated the Parking Authority on the public art illuminated façade design and said the first concept will be shown on August 2, 2016, at 8:30 P.M at the YDG to engage the community and get their feedback. She said that the first concept is a mesh metal curtains uplifted with white lighting that creates an appealing environment that balances the aesthetics of the district while maintaining security and

integrity of the infrastructure, and that the idea is that this design will capture movement from the water, wind, people, and cars in a shimmering way.

## **6. OPTIONS FOR CAPACITY ISSUES/ “CIRCULAR”**

Mr. Brescia spoke about looking at not only parking now but at the future parking capacity and alternatives to parking such as a circulator. He said that next month Mr. Sheehan will be presenting an update on what construction projects are currently going on, and the projects that will be taking place down the road. He said that the Parking Authority needs to think about what will be happening down the road as well as solutions to the current parking issues, and that one of the issues will be to evaluate and explore a SONO circular to deal with issue of a parking shortage in that area. Ms. Morton said that The Transit District has put together an RFP that will include the circulator.

## **7. PARKING PROGRAMS**

- a. North Water to Washington Street under the railroad bridge

Mr. Sheehan said that there was a conversation with the aquarium to add additional lighting to make the passageway more inviting.

- b. North Main Street to Webster alleyway

Mr. Brescia requested that Mr. Aley and Mr. Sheehan work together to implement these two projects as soon as possible and that a report on status be provided at the September meeting.

## **8. POLICY DEVELOPMENT**

- a. Reserved/ public parking (on and off street)
- b. Valet

**\*\* TABLED UNTIL THE SEPTEMBER MEETING**

## **9. RESTAURANT COLLABORATIVES**

Mr. Brescia gave an overview of the meeting that he and Ms. Hebert had with Ms. Goodchild, owner of Estia Restaurant to discuss this collaborative between the restaurant tours and the Parking Authority. Ms. Goodchild agreed to help spearhead organizing the restaurant group.

#### **10. TRANSIT DISTRICT BUSES ON BURNELL BLVD BRIDGE**

Ms. Morton presented and explained why the buses should be able to park on the Burnell Blvd Bridge, and said that the system is designed to operate as a pulse system, and that the goal is connectivity. Mr. Brescia asked about the number of people on the buses and the number people transferring from the pulse point. Ms. Morton said that she did not have that information available but that she will send it to Ms. Hebert. Mr. Brescia asked where the buses parked during the Burnell Blvd bridge project while the bridge was closed. Ms. Morton said that she will get that information to Ms. Hebert as well. Ms. Morton said that only three buses are on the bridge during peak times, and are there no later than 3:00 P.M. daily. She said that during the busiest times the three buses including the large articulating bus take up at least ten parking spaces on the bridge. She also said that the federal funding for the pulse point included buses parking on the bridge during transition times. After further discussion it was decided that Ms. Morton will send Ms. Hebert the information for the Parking Authority to consider.

#### **11. OTHER BUSINESS**

No discussion.

#### **12. ACTION ON ANY ITEM DISCUSSED HEREIN.**

No discussion.

#### **13. ADJOURNMENT**

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

**\*\* MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:45PM

**NEXT PARKING AUTHORITY MEETING: WEDNESDAY, SEPTEMBER 28, 2016,  
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER  
STREET, 5:30 P.M.**

Respectfully submitted,

Dilene Byrd

