



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
July 25, 2018

ATTENDANCE: Mike Harden, Vice Chairman
Tom Vetter
Jud Aley

ABSENT: Richard Brescia, Chairman
Eric Rains

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

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

1. CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, JUNE 27, 2018.

On page 4, item A to change “Mr. Brescia said if the Parking Authority” to Mr. Brescia said the Parking Authority will try to”

On page 4, item A to add “no action taken” following the last paragraph.

On page 5, item E, paragraph two to add “ of added courtesy card days will be”

On page 5, Item E, paragraph three to change “used” to “use”

On page 5, Item E, paragraph four to add “revenue control equipment at the South Norwalk Railroad Station”

On page 6, Item H, paragraph two to add “app” to the last sentence.

On page 6, Item H, under the Yankee Doodle Garage to change “began” to “began”

**** MR. VETTER MOVED TO APPROVE THE MINUTES AS AMENDED.**

**** MR. ALEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. Chairman Report

Ms. Hebert said that Mr. Brescia had sent out an email to the Parking Authority members regarding adding the additional day to the courtesy card program. She said that staff will provide a report at the September meeting regarding the impact.

B. Norwalk Now

Ms. Hebert provided an update on Norwalk Now and said things are going very well and this month the “Bikes and Brunch” was held and it was successful and it started on June 24th and will run through September 2nd., and this Friday there will be a video shoot with the participants of Norwalk Now for a major Coastal CT publication. Insta Challenge event will be rolled out in August which will translate into all social media, and whoever posts the most pictures will receive a gift card basket. She said the

non-profit certification has been sent out to the state and that the process will take longer than they thought but should be receiving the certification sometime in the fall. She said that they have received funding from the City's Economic Development Department for fiscal year 2018 in the amount of \$42,900 to support the Norwalk Now program, and an additional \$18,000 for fiscal year 2019. Ms. Hebert provided an overview of the events that will take place in the fall. Mr. Harden asked for a status update on possibly using the Maritime Centers' boat for an event. Ms. Hebert said that will not work out because they are asking for a \$1,800 fee per boat ride.

C. Parking Capacity and Strategic Plan

Ms. Hebert said that staff has received the build out information from Stantec and they are now evaluating the data and incorporating into recommendations and will be reviewing options to begin public meetings for Walker to present a draft in the fall. Mr. Sheehan asked what the percentage is that has been completed so far. Ms. Hebert said they are still at existing conditions and are working on the operations because they were waiting on the build out information from Stantec. Mr. Sheehan asked what they anticipate the completion date to be at this point. Ms. Hebert said due to the delay in obtaining the information, next spring.

D. Parking- Walk Bridge and Mall Project

Ms. Hebert said that the Walk Bridge Team will be giving a presentation on September 26th and they are still working on their parking study to determine where they will park all of their workers, and parking staff has already given the information to the Walk Bridge team. Regarding the mall construction, the city may have to install temporary no parking signs on residential street to deter parking especially in the Spring when the individual trade contractors are working to complete the mall in the spring. She said the grass area adjacent to the maritime garage is being used as an equipment laydown area for the Ann Street Bridge project, and the state has an easement approved by the city from 2017 and the project is expected to be completed by the fall and Cimbro has committed to restore area.

Mr. Chimento said that he has scheduled a meeting on July 30th at 5:00PM in room 231 of City Hall for members of the Common Council and staff for Eversource and Connecticut DOT to give a presentation.

E. Liberty Square

Ms. Hebert said that staff is collaborating with the Walk Bridge Team and they are planning on performing the drainage improvements to Goldstein Place and tie in the city drainage related to the parking lot in September. She said that staff is working with them to have a Public Information meeting in September to update the drainage project, show the Parking Authority improvement project and discuss a parking management plan and get input. She said that staff is anticipating Parking Authority work to be done in October. Mr. Harden said that a big part of the drainage problem is on private property and asked if staff is working with them so all of the improvements are done. Ms. Hebert said "no" and that there are two separate projects that will happen, and one is that is related to the parking lot itself that will be tied in through the state which will happen in September, and there is another issue with private property which the improvements will need to be done as a capital budget request from the city.

F. Financial, Transient Activity and Operating Reports

Mr. Manousos reported on the year end financial report and said he is happy to report that they have ended the year on great financial footing and said that on the revenue side they have closed the year out almost 2% favorable to budget, and compared to last year was .37% less than last year's revenue. He said that the monthly and transient revenue is up and is offset by the meter and violations revenue that was down. He reported on the expense side and said that the expenses for this fiscal year were slightly over budget by 1.5% but compared to last year was down .34%. He said the fund balance ended up at approximately \$304,000 which was slightly over budget.

Mr. Manousos said compared to last year transient activity was up just over 3% and transited revenue was up over 4.5% compared to budget and over 4% compared to last year. He said the 79% of system revenue collected was through credit card transactions and the Pay by Cell activity was very strong compared to last year and the demands and activity was up 52% and revenue was up 32% compared to last year and ended the fiscal year with over 90,000 transactions using Pay by Cell.

Mr. Manousos reported on the enforcement and said that issuance compared to last year was down almost 21% which is approximately at 20% drop in revenue compared to last year and the issuance was down 5,600 tickets and revenue was down \$220,000.

Mr. Manousos reported on the courtesy card program and said that the year ended with over 7,300 courtesy tickets being issued, and have given out almost \$3,700 in metered time and the value of those tickets that were not issued was approximately \$169,000. Mr. Harden asked Mr. Manousos what he thinks of the courtesy card program. Mr. Manousos said that the current program has been successful by reducing the perception to the general public regarding parking enforcement as well as the value of the tickets that have been given back and not issued and the public response has reflected that. Mr. Harden asked Mr. Manousos if he thought they may use the program in other locations. Mr. Manousos said "yes" and that he has circulated the program to their other regions that have municipal operations. Mr. Sheehan asked Mr. Manousos from a public relations aspect if it is further enhanced by doing more. Mr. Manousos said that is on their action plan to look at further and to see what the impact will be if it is increased. Mr. Harden said he had spoken with someone in marketing and in their opinion we are getting our monies worth of the program back in positive social media that we will ever get and by increasing the program he does not feel there would be an equal increase. He said that the program does cost \$168,750 per year in potential lost revenue to do the program and the current program is working. Mr. Aley said he thinks there are other things that could be looked at such as the Ambassador program and he thinks the current program has maxed out.

G. Business Intelligent Dashboard, Ambassador Road Assistant Program, Customer Service System

Mr. Manousos presented the Business Intelligent Dashboard with Fred Vargas, Director the IT in the US and Canada LAZ and they reported on the status of the Norwalk project. Mr. Vargas said they are currently working with the Parking Authority software and equipment vendors to integrate into the Business Intelligent Dashboard system. Mr. Harden asked what the timeline is for completion. Ms. Hebert said they are dependent on getting access to the information from all of the vendors. Mr. Manousos suggested they present monthly updates to see the progress.

H. Concession Services Railroad Station

Ms. Hebert said that staff is currently working with a potential vendor.

I . Capital Project Report

Ms. Hebert presented Ms. Valadares's capital project report as follows:

Yankee Doodle Garage:

- Due to some flooding after the heavy rains the contractor is caulking the outside walls of the new conference room.

Maritime Garage:

- All waterproof membrane, caulking, and T joint work has been completed.
- Drainage improvements on the roof level will be finalized soon.

SNRR Garage:

- Due to the decline in commuters during the summer months, the contractor began working on July 1st.
- Caulking and concrete patch work is ongoing on the roof and the fifth floor.

Yankee Doodle Conference Room/Office Renovations

The framing is complete and the electricians are on site installing the conduits.

IN-HOUSE PROJECTS

Liberty Square Parking Lot

We are waiting on the DOT drainage plans.

Ms. Hebert provided an update on the Library parking lot said that the revenue control operation had begun on Monday, July 23rd, at the Library and Ambassadors were on site through today for a few days. She said that there were some issues that had come up during the first few days regarding ADA sidewalk/ramp; walk through from back lot to front; signage changes and signage communication Mr. Harden asked if there are meters on Mott Avenue. Mr. Chimento said "no". Ms. Hebert said that the area is enforced for two hour parking.

J. Other Business

There was no discussion.

K. Next Parking Authority Meeting: Wednesday, September 26, 2018, Walk Bridge Welcome Center, 20 Marshal Street, 5:30PM.

ADJOURNMENT

**** MR. VETTER MOVED TO ADJOURN.**

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

**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:50PM.