PARKING AUTHORITY
REGULAR MEETING
JULY 24, 2019

ATTENDANCE: Richard Brescia, Chairman (Via phone)
Michael Harden, Vice Chairman
Jud Aley
Eric Rains

ABSENT: Tom Vetter

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking
Vanessa Valadares, DPW Senior Civil Engineer
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Rita Azrelyant, Consultant
George Tsiranides, Common Council
Richard Wechter, Westford Real Estate Management

CALL TO ORDER

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

NEW BUSINESS

1. **APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING HELD ON THURSDAY, JUNE 26, 2019.**

**** MR. RAINS MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
**** MR. HARDEN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. **AUTHORIZE WASHINGTON ROW PRESEVATION SOCIETY II, INC. TO IMPROVE THE DUMPSTER ENCLOSURE AREA TO THE EXISITNG FOOTPRINT, AS WELL AS REPLACING ALL THE FENCING STRUCTURE WLL A NEW ONE, BEAUTIFICATION AND OTHER MINOR IMPROVEMENTS.**

Ms. Valadares presented a map of the area and said that there is currently an enclosure at Haviland Lot that was installed in the 1980's and is where the dumpsters are located. The condominium representatives contacted her wanting to do some improvements and want to install a compactor but in order to fit the compactor in the space they will need to area larger. The improvements to the area will not affect anything related to parking and there will be no cost to the Parking Authority. She said that she is recommending the item to be approved and that it will make the area look much better and the compactor will help to manage the garbage. Mr. Wechter said the area that they will need to take is approximately 6' and it will clean up the area and approve the look and it will be good for both the residents and the city. Ms. Rains asked if the agreement if revoke able. Ms. Valadares said "yes" and the city is not giving them the land just allowing them to make the improvements. Mr. Brescia asked if any parking spaces will need to be taken. Ms. Valadares said "no". Mr. Rains requested the Parking Authority be provided an update on the improvements in the next few months.

**** MR. BRESCIA MOVED TO APPROVE THE ITEM.**
**** MR. RAINS SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

3. **PRESENTATION OF STREET HOURS OF OPERATION- DISCUSSION AND ACTION**

Ms. Hebert said at last month's meeting the Parking Authority had requested that staff look in the morning hours of operation with the idea that it will incentivize economic development in the morning along all of the streets in Norwalk. She said there were several conversations that took place with Mr. Harden, Mr. Aley and Mr. Tsiranides regarding the impacts of changing the hours of operations. She said that staff had put together a presentation with the data to help the Parking Authority with their decision. Mr. Manousos and Ms. Hebert presented and said that most surrounding communities start their hours of operation between 7:00AM and 8:00AM. Mr. Manousos said that it is been his experience that the hours of operation generally begin at 8:00AM. Mr. Aley said that there are many communities around the country that start after 9:00AM. Ms. Hebert discussed the opportunity cost of no turnover, unintended consequences and said that people would be allowed to add time to their Park Mobile and stay longer, and there would also be a reduction in permit sales and a reduction in turnover so the same revenue will not be captured if there is a change in the hours of operations. Mr. Manousos said there will also be an effect on violation revenue as well as the cost of marketing for the change. Mr. Aley said he thinks the expenses seem high so he will be backing off pursuing the change. Mr. Manousos said he does not think that is a good reason to back off plan and that cost should not be consideration if it is a good plan. Mr. Brescia said already made changed considerably more when parking enforcement hours were changed.

Mr. Manousos asked what the ultimate goal is because there may be other solutions available. Mr. Rains said it would be worth discussing if there are programs that would cost less and will provide the benefit equal to or better than changing the hours of operation in the morning. Mr. Aley said he would like to see more economic diversity in the two downtown corridors and all of the surrounding town have less vacancies. Mr. Harden said a validation program would be a way of having the merchants and business owners have the ability to validate all of part of parking for their customers. He asked if anyone would be interested in helping to pursue the validation program and ask the merchants and how business owners would perceive it working. Mr. Manousos said that staff would work with Mr. Aley on researching a validation program and bring a recommendation back to the Parking Authority. Mr. Rains said that he would also work with staff on putting together a program.

Mr. Rains left the meeting at 6:50PM.

<u>INFORMATION AND DISCUSSION</u>

A. CHAIRMAN REPORT

Mr. Brescia stated that he had given our revisions to the Strategic Plan to both Ms. Casey and Ms. Hebert and they have been in discussions with Walker for the past months trying to get this completed. He said the issue is he wants an executive summary of the report with a precise description of the main points so that anyone who reads the executive summary will be able to find what they are looking for in the report. He said he had hoped the Parking Authority can compare our thoughts on the Strategic Plan with Walkers findings and based on what he is read for the most part they are in concert. However, because the Walker report and the Strategic Plan will be shared with the public he didn’t want the Parking Authority to be open to criticism if our goals and the Walker findings had some discrepancy. He said he is hopeful that Ms. Casey and Ms. Hebert are successful in getting Walker to move more rapidly

Parking Authority staff has updated a lot of the suggestions that were provided for the Strategic Plan and will have that update the Parking Authority members in August.

Mr. Brescia left the meeting at 7:00PM.

B. CAPITAL PROJECT REPORT

Ms. Valadares reported and said that Capasso is still working at the Maritime Garage on the healer sealer and it should be completed in the next three weeks. She said that part of the rails and the ceiling are in the process of being painted at Haviland Deck and she requested they bring in additional staff.

Ms. Valadares reported on the work that is expected for the upcoming month and said that the concreate repairs and waterproof membrane work will be done at the Maritime Garage stair tower, as well as the drainage repairs at the Yankee Doodle Garage.

Ms. Valadares said that the bid for the guard rails at the Yankee Doodle Garage will go out next week. Mr. Harden asked for a status update on the outside lights at the Yankee Doodle Garage. Ms. Valadares said there is an issue with the manufacturer and a decision will need to be made in the near future on how to improve the lights.

Ms. Valadares said that the handicapped ramp work is complete at the Yankee Doodle Garage and the schedule is pending for the entrance at Burnell Blvd.

Ms. Valadares said last year the DOT had done a drainage project at Liberty Square and there was a conflict and they are now working on. She said that she had approve the drawings but will slightly affect the entrance to Liberty Square as well as a couple of parking spaces and the islands. She said that she currently does not have a date that the work will begin but once the date is confirmed she will report back. She said a tide valve gate will also be installed on the manhole.

C. WALL STREET PROJECT

Ms. Valadares said that the milling of the Wall Street area will not be done before August 19th but all of the signage and the pay stations have been ordered and the handicapped ramps are completed on Wall Street and River Street. Once the paving has been completed the sensors will be installed.

D. ECOMOMIC DEVELOPMENT

Ms. Casey said they have hired Sabrina Church as the Business and Tourism Director who will begin on August 5, 2019. She said that she had previously worked for the Redevelopment Agency and she has great technical experience and she is excited to have her on board. She said they are in the process of rolling out an economic development package and she will play a big role in that process. She thanked Mr. Rains for participating on the interview panel.

E. FINANCIAL REPORT

Mr. Manousos reported and said the performance for the month was strong both on the expense and revenue side. The revenue is 9.6% over budget for the months and are up over 2% year to date. The expenses are 29% over budget for the month and 1.2% over budget year to date. He said that a new accountant had started this month and there is also a new reporting structure.

There are still strong demands for transient activity and is up over 3.0 % compared to last year. Over 81% of the revenue is collected through credit cards, and the Pay by Cell transactions are still going strong and the average transaction is $4.24 which is up 1.5% from last month, and year to date the transactions are up 58% which equates to 46,000 transactions. The revenue is up 50% compared to last year.

F. OPERATIONS REPORT

Mr. Manousos reported and said that revenues and expenditures are up compared to last year. He said that transient activity is up 3.5% compared to last year and 75% of the revenues were received through credit cards, and the Pay by Cell activity is still up and the average transaction is $4.09 and the overall transactions are up over 55% compared to last year, and the revenue represents 8.4% of the overall system revenue. He said that the ticket issuance is down almost 6% and revenue is down 12.5%.

Mr. Manousos reported on the customer curtesy program and said 838 courtesy cards were issued for the month, 7,692 have been issued year to date, $419 of metered revenue was given out for the month and over $3,570 year to date. The value of the tickets that were no issued was over $18,375 for the month and $172,000 for the year. The tickets that were issued after the courtesy time expired was 103 tickets for the month and 707 for the year.

Mr. Manousos reported on the Ambassador program and said there was at least 190 interactions with customers and almost 70% where app and paystation related questions and most were at Webster Lot. Mr. Harden suggested that staff look at the signage and that it may need to be reevaluated.

G. OTHER BUSINESS

Mr. Aley said that he had received an e-mail from Ms. Maguire regarding the parking of vans in the Yankee Doodle Garage and due to safety concerns she requested that they be moved to the upper level. Ms. Valadares said that the vans belong to a limousine company and they don't allow them to park on the first two floors but they pay for a monthly permit and are entitled to park over the second floor. She said there are security cameras throughout the garage. Mr. Harden requested that Mr. Aley forward the email to the members of the Parking Authority and to staff and they will formulate a response.

ADJOURNMENT

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

The meeting adjourned at 7:35PM.

Respectfully submitted,
Dilene Byrd