



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 27, 2018

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Tom Vetter
Eric Rains
Jud Aley (via phone)

STAFF: Kathryn Hebert, Director Norwalk Parking Authority
Bruce Chimento, DPW Director
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Tim Sheehan, Executive Director, Redevelopment Agency
Steve Kleppin, Director, Planning and Zoning
George Tsiranides, Common Council

1. CALL TO ORDER

Mr. Brescia called the meeting to order at 6:05PM.

PUBLIC COMMENT

There was no public comment.

GUEST

Mr. Kleppin provided an update on the POCD plan and said the city is in the process of updating the plan and that the first round of community outreach has been completed, and the consultants are now in the drafting stage and they are hoping to have it ready by the middle of August for him to review. He said there is an oversight committee that is assisting the Planning Commission with the plan and once he has reviewed the draft it will be sent to them as well as the Common Council, and if things go well he is hoping to have it to them by the end of the calendar year to be adopted. Mr. Kleppin said that they are also working with the Redevelopment Agency on redevelopment plans and the timing of that will dovetail into POCD and they are trying to be sure that the goals and priorities for the two plans match up. He said that he will be sending the build out data for the Parking Study Ms. Hebert and that the final edits are now in the process of being completed and once he has those he will forward them to her and she can send them to Walker so they can move onto the next phase of the study.

Mr. Kleppin said that they will also be doing an East Avenue TOD study and that he has RFP's back from consultants and he expects the study to kick off in September, and that the process will take approximately nine months to complete. He also provided an update on the 230 East Avenue project and that they have closed on the site and in speaking with them he thinks their intention is to begin the fit out on the existing building this year, and will hold off on the larger building until a later date. Mr. Vetter asked about the projects that are stalled such as the ones on Wall Street. Mr. Kleppin said that the POKO project is in litigation and it has a lot of issues related to why it is at the stage that it is at and the Duleep building is being worked on. Mr. Sheehan said that they had also come to the Redevelopments Agency for design review last week. Ms. Hebert asked Mr. Kleppin if there is anything he needs from the Parking Authority. Mr. Kleppin said not at this time.

NEW BUSINESS

1. ELECTION OF OFFICERS

**** MR. VETTER MOVED TO APPROVE THE CURRENT SLATE OF OFFICERS AND SECRETARY.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON MONDAY, MAY 23 2018.

On page 4, item d, to change "he" to "the"

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN TO EXECUTE AN EXTENSION TO THE AGREEMENT WITH LAZ PARKING, LLC THROUGH JUNE 30, 2021 WITH AN OPTION TO RENEW AN ADDITIONAL 2 YEARS THROUGH JUNE 30, 2023. THE TERMS OF THE AGREEMENT WILL INCLUDE THE TRANSITION FROM THE NPA AGREED UPON OPERATING AND MANAGEMENT RECOMMENDATIONS FROM THE CITYWIDE PARKING CAPACITY AND STRATEGIC PLAN AND REVIEW OF THE ANNUAL PERFORMANCE MEASUREMENT METRICS.

Ms. Hebert said that the contract with LAZ Parking, LLC. terminates on June 30, 2018, and staff is recommending extending the contract for three years to help transition any recommendations from the Walker Study with an option of an additional two years.

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

**** MR. VETTER MOVED SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Aley left the meeting at 6:20PM.

INFORMATION AND DISCUSSION

A. Chairman Report

Mr. Brescia said that the Parking Authority has received a grant for \$25,000 from the Redevelopment Agency for one year with the option to renew and the grant is to support the economic development plans for Norwalk Now. He said that he and Ms. Hebert had met with Mr. Sheehan and that there is a balance for FYE 2018 in the Economic Development Department Account that makes sense to use for Norwalk Now. He suggested to request this funding from the city, and that he has met with Mayor Rilling and he and Mr. Barron agreed that it this was an appropriate use for the money so there is an additional \$42,000. He said that all of the money including the \$5,000 that was received from Spinnaker will help to reduce the monthly fees for the membership and also allows from Ms. Kavanagh to put together a compressive marketing plan and he and Ms. Hebert will be meeting with her tomorrow to discuss.

Mr. Harden arrived at 6:25PM.

Mr. Brescia said that the concept of the farmers market in SONO is a good one and he would like to revisit the idea at the end of the summer and establish a plan with enough time to put together something that will work for the SONO community next summer. Mr. Sheehan said that there were some issues with it and one was an issue with procurement process and the realization of what was being priced out in terms of the consultants costs associated with it and it wasn't a realistic number to implement the programming, and there needs to be more realization as to what the numbers need to be. He said within the Redevelopment Agency commission there couldn't have been a broader support for

it. Mr. Brescia said if the Parking Authority will play a role in helping to support it along with the Redevelopment if needed.

Mr. Brescia asked the Parking Authority members their thoughts on sending the letter that he sends to the Common Council on a monthly basis to the press. Mr. Rains said that it's a good idea and the more communication the better, but that the context would need to be embellished in ways so that someone who doesn't know anything about it can understand. Mr. Brescia said that Ms. Hebert would also send a cover letter with an explanation. Mr. Chimento suggested converting the letter into a press release and adding more explanation.

B. Norwalk Now

Ms. Hebert provided an update on Norwalk Now and said things are going very well and the non-profit certification has been sent out to the state and should be receiving the certification sometime in July and that Norwalk Now will be a full non-profit entity. She said that the businesses will be given parking pay by cell promos that they can give out to their customers at their discretion as part of the benefit to being a Norwalk Now member. She said that the next event will be Bikes and Bruch this summer, and the Maritime Aquarium has offered the use of their boat for nighttime cruises and they will begin in August. Mr. Rains asked how the success of Norwalk Now is measured and if there are milestones. Mr. Brescia said the obvious measure is the memberships. Ms. Hebert said in addition to the membership and sponsorship goals there are data analytics that are tracked.

C. Parking Capacity and Strategic Plan

Ms. Hebert said she is waiting on the build out information from Planning and Zoning. She said that part of the study will include curb management and the Parking Authority will need to spend some time on how to manage curb sides so the business communities are sustainable with all of the competing right of way uses including parking, on demand transportation, bike share, parklets, etc. She said that this will eventually include discussions with other city officials and other boards and authorities.

D. Parking- Walk Bridge and Mall Project

Ms. Hebert said that the 60% design has been delivered and that DPW is now reviewing them. Ms. Valadares said that Ann Street will be closed until August and they will be doing a noise and vibration test late summer. Ms. Hebert said there was an issue with employees from the mall project parking on Gardner Street and they have now posted no parking signs, and have hired an intern to do a full on street parking regulation inventory and the data will be layered on the GIS and will create management reports that the Parking Authority as well as the Traffic Authority can use. She said that the data will also be sent to Walker so they can include it in the study.

Ms. Hebert said that the Parking Authority has taken Liberty Square as part of the Parking Authority inventory and had approved plans to do some infrastructure improvements, but that in the back of lot the state owns the property as part of the Walk Bridge project and there is a drainage problem they are having which will push our project out until October. She said there is also another drainage problem that on city property which we would like to do at the same time as the Walk Bridge is doing their drainage project.

Ms. Valadares provided an overview of the improvement project and that when the lot is completed there will be 60 parking spaces and 3 handicapped spaces. Ms. Hebert said that a public information session will be held in September to get input for the parking management plan. She said during the construction and for potential overflow parking, she has arranged to have 20 parking spaces at Veterans Park through the Parks and Recreation Department.

E. Financial, Transient Activity and Operating Reports

Mr. Manousos reported on the financials and said that the revenue year to date is slightly favorable to budget which is due to monthly and transient revenue that has been up, and the expenses year to date are favorable to budget. He said the transient revenue year to date is up 3% compared to last year. The at the location level that activity and revenue are following seasonal trends except at the Maritime Garage which is due to the activity at the Maritime Aquarium. He said that 79% of system revenue is from credit card payments which are up from last month, and the pay by cell activity is still strong and that compared to last year activity and demands are up almost 50% and revenue is up 29%. He said that citations are down 21% compared to last year and revenue collections are down 20%.

Mr. Manousos reported on the customer courtesy program and said 534 courtesy tickets were issued in the month of May, and the value of tickets that were not issued for the month was \$12,400 and year to date is \$161,000. Mr. Brescia said the courtesy card program has been a success and suggested doubling the days that the courtesy cards are issued. Mr. Sheehan asked if there is a statutory limit on parking violation fees. Ms. Hebert said not that she is aware of. Mr. Sheehan suggested increasing the parking violation fee to level out the revenue that will be lost by issuing additional courtesy cards because at some point the budget will be impacted. Mr. Rains asked how long the program will go on for. Ms. Hebert said the budgetary impact will need to be looked at but on flip side what we have seen is because of the courtesy card program we have given out less courtesy cards this month due to higher compliance which is what we are trying to achieve. There was further discussion ensued and it was decided that staff would look into the repeat offenders and look into the assumptions at what the budgetary impact will be.

Mr. Sheehan left at 7:20PM

Mr. Brescia said that there are 51 more transient users per day at Webster Lot on a Monday through Friday basis and 134 more users on the weekends and he is concerned with the issue of permits particularly with the Walk Bridge project and we will need to be careful when issuing permits. Ms. Hebert said that a wait list was recently established and that there used to be capacity but that is no longer the case. Mr. Tsiranides asked if some of the increase is due to the construction workers. Mr. Manousos said “yes”.

Mr. Legesse said they are almost done with the installation of the equipment at the South Norwalk Railroad Station and the Maritime Garage. He said they are just waiting for the credit card reader for the exit lane at the Library and it should be completed the first week in July.

Mr. Legesse reported on the Street Line sensors and said that they have chosen the locations and they will be sending their proposal on Friday.

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

Mr. Manousos reported on the business intelligent dashboard and said that their IT department is still working with their vendors on real time data transfer protocol.

Mr. Manousos said that the Ambassador Road Assistance Program will begin in August and the uniforms are being finalized.

Mr. Manousos said that they are ready to launch the Customer Service App and he demonstrated the App and said it will allow customers report any issues. Ms. Hebert said it also has the ability to allow people to make suggestions. Mr. Manousos said there will be reports that he will share with the Parking Authority. Staff will send out email blasts and post on social media about the customer service app and how to use.

G. Concession Services Railroad Station

Mr. Manousos said that they have not been able to find anyone to run the concession services and because it's not a big money maker for a vendor to run and suggested it be done in house. Mr. Brescia suggested that he present a proposal with the costs.

Mr. Manousos said there is another possibility to lease out the space previously occupied by MTA on the westbound side of the South Norwalk Railroad Station providing access to New York City performance and Broadway tickets.

H. Capital Project Report

Ms. Valadares's presented the capital project and said:

Yankee Doodle Garage:

- All work for phase 1 has been completed.

Maritime Garage:

- Waterproof membrane has been applied to the second floor and parts of the roof.
- Perimeter and joint caulking has been applied and completed on the roof level.
- Drainage improvements on the roof level is scheduled to begin the week on June 25th.

Yankee Doodle Garage

The Deluca Construction Company has begun work and is on schedule. All demolition work has been completed and they have begun framing.

Norwalk Library

The parking lot gates have been installed and operation will start in July.

Webster Lot

Planting plan has been completed.

IN-HOUSE PROJECTS

Revenue Control

Amano completed all installation at the three locations and is currently working on punch list items.

Liberty Square Parking Lot

We are waiting on the DOT drainage plans.

I. Curb Management

This was discussed under Item C of the agenda.

K. Next Parking Authority Meeting: Wednesday, July 25, 2018, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.

ADJOURNMENT

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

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

**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:50PM.