



CITY OF NORWALK  
PARKING AUTHORITY  
REGULAR MEETING  
June 22, 2016  
5:30 p.m.

ATTENDANCE: Mike Harden, Vice Chairman  
Richard Brescia  
Jud Aley

ABSENT: Julius Hayward  
Olga Arteaga

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

OTHERS: Stathis Mancuso, LAZ Parking  
Rocky Legesse, LAZ Parking

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

**1. PUBLIC COMMENT**

No one from the public attended.

**\*\* MR. BRESCIA MOVED TO SUSPEND THE RULES**

**\*\* MOTION PASSED UNANIMOUSLY**

**\*\* MR. BRESCIA MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS  
PERSONNEL MATTERS.**

**\*\* MOTION PASSED UNANIMOUSLY**

Executive session began at 5:35PM

Executive session ended at 5:40PM

No action was taken

## **BUSINESS PORTION**

### **1. ELECTION OF OFFICERS- CHAIRMAN, VICE CHAIRMAN, SECRETARY**

**\*\* MR. ALEY MOVED TO NOMINATE MR. BRESCIA FOR CHAIRMAN, MR. HARDEN FOR VICE CHAIRMAN AND DILENE BYRD FOR SECRETARY**

**\*\* MOTION PASSED UNANIMOUSLY**

### **2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 25, 2016**

**\*\* MR. BRESCIA MOVED TO APPROVE THE MINUTES**

**\*\* MOTION PASSED UNANIMOUSLY**

## **GENERAL INFORMATION**

### **1. FINANCIAL REPORT**

Ms. Hebert reported and said that she estimates to end the fiscal year at \$200,000 after including reserve for encumbrances and accruals for existing projects, and expenses into the new fiscal year, 2017, and expected expenses through June 2016. She said that the financials show higher revenues at the Maritime Garage compared to last fiscal year for both transient and monthly permits. She said that staff will begin showing new fiscal year financials at the September meeting. Ms. Hebert said the activity at the Maritime Garage is directly related to the aquarium, and is considered an event type of garage, and that revenues follow annual aquarium trends, which shows increases starting in the spring through the summer and decreases starting in the fall. She said that permit activity at the Yankee Doodle Garage is higher due to more permits being purchased by Mc Mahon Ford, and explained that the dealership purchases monthly permits to store new vehicles on the upper levels of the Yankee Doodle Garage. She said that this gives the Parking Authority flexibility when activity in the area increases and there is a greater need for more parking capacity to not sell these permits to the dealership. She said that the meter revenue is up and this

is directly related to the additional meters installed on Merwin, Orchard and Washington Streets. She said that there is a slight decrease at the South Norwalk Railroad Station related to the fact that the Stamford Garage reopened and those transient parkers are parking in Stamford, and that the expenses at the Yankee Doodle Garage are higher due to the office improvement project, and the expenses are also higher at the Main and Wall lots due to the purchase and installation of new paystations.

## **2. OPERATING REPORT**

Mr. Legesse reported and said that the activity follows the financials trends showing increased revenue and transient activity as well as increased permit activity systemwide. Ms. Hebert and Mr. Legesse presented a preliminary report showing the previous month discussion about the shift to mobile payments versus on street payments. Ms. Hebert said that the transient report shows a decrease related to transient payments made at the paystations at the Webster and Haviland lots however, there are substantial increases in payments made through the mobile app. She said that next month a full report of on and off street parking will be included in the operations report. Ms. Hebert said that the new rates will take effect July 1, 2016, and that a press release will be going out the middle of next week.

## **3. CAPITAL BUDGET PROJECTS**

Ms. Valadares reported on the capital projects and presented a power point regarding the status of the approved 2017 capital budget and said that the elevator installation at the Yankee Doodle Garage is expected to be complete by November 2016. Mr. Harden asked if the frames inside the elevator can be used for advertising. Ms. Valadares said “yes”. Mr. Harden asked who will be overseeing the project. Ms. Valadares said that she will. She said that the South Norwalk Railroad Station caulking project is expected to be complete by September, 2016. Ms. Hebert gave an update on the Yankee Doodle Garage lighting façade project and said that the design has been narrowed down which will be an installation on one outside wall that will include a mesh type of material and white lights; this will be visible day and night. She said that the concept and story is related to natural and imposed movement by the wind, cars, buses, people, water/river, etc. She is expecting the designer to give a presentation in the fall to the Parking Authority.

## **4. WALL STREET RAILROAD TUNNEL**

Ms Valadares provided an update and said that the project and said that some of the work will be done during the day but a majority will be done in the evenings, and that they will be starting mid to late July on River Street, and that they will be blocking off the ten parking spaces on River Street. She said that

they are working with the Parking Authority's vendor, Streetline to ensure that the on street sensors are removed and replaced correctly. She said that the project is expected to take 70 days, and will be completed by November 2017; and that there will be detours and seven days of the 70 day project where Wall Street will be completely shut down. She said that access to the tracks adjacent to the Mechanic Street lot will be through an easement on the grassy area not through the parking lot, and that a request for the city easement will go to the Public Works Committee and then Common Council in July. She said that any future requirement for parking spaces and payment in the Mechanic Lot will be included in the easement language. She said that a letter from Department of Transportation will be going out to the public in July, and that there will be updates on the project on the website. Mr. Harden asked if staff is prepared for the possible influx of phone calls. Mr. Chimento said that all calls will go through the City of Norwalk's Customer Service Center.

## **5. WALL AND SONO OUTREACH**

Mr. Legesse presented the monthly staff outreach and said that the businesses are happy regarding the change in Webster Lot. Mr. Harden asked why the 15 minutes spaces are being converted. Mr. Legesse said because they spaces are not used at night and sit idle. Mr. Aley asked how many of employees of the businesses are using the discounted parking at the Maritime Garage. Mr. Legesse said that there are quite a few and that many did not know about it prior to the outreach. Mr. Aley asked what the fee is. Mr. Legesse said \$25 per month.

## **6. CAPACITY**

Mr. Brescia said that the Parking Authority needs to be in a collaborative state of mind in planning for the future and suggested bringing someone in from different disciplines to talk about what is going on now, and what their needs will be in the future with regards to the impact on parking. He said for example have Mr. Sheehan discuss the projects that the Redevelopment Agency are involved in now, and explain the need for the particular building projects that may have or will dramatically impacted the parking capacity or will impact the parking capacity, so that the Parking Authority can get a understanding and decide what the long range plans will need to be going forward. He also suggested that we could invite members of the Common Council and leaders in the SoNo and Wall Street Districts. And he asked the Parking Authority members to identify those individuals and subjects that they would like to collaborate with.

## **7. PARKING PROGRAMS**

No discussion.

## **8. OTHER BUSINESS**

Mr. Aley discussed his idea to have a farmers market on Sundays at the Webster Parking Lot. There was discussion ensued and the board agreed that it is necessary to collect additional operational and financial information for everyone to consider.

## **9. OTHER BUSINESS**

Mr. Harden requested to have a Parking Enforcement Officer and Customer Service Representative come to the Parking Authority meetings to discuss their experiences at the beginning of the meeting so that the Parking Authority can hear firsthand what is going on in the field. Mr. Harden requested for the updated staff training report. Mr. Legesse said that he will have the report for next month's meeting.

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

Mr. Chimento said that there was a request from the pizza restaurant next to the switch tower museum at the corner of North Main and Washington Street to convert a metered parking space to either a loading zone, or a 15 minute space so that their delivery staff can go in and out of the pizza restaurant. There was discussion that ensued regarding setting a citywide precedent; enforcement operations related to a loading zone or a 15 minute parking spot; the current high demand for on street short term parking. Ms. Hebert suggested that Mr. Legesse and Ms. White visit the new owner as part of the monthly outreach program to see if there can be something worked out other than converting a metered space.

Ms. Hebert updated the Parking Authority regarding the additional parking spaces for the East Norwalk Railroad station commuters. She said that she spoke to Department of Transportation Rail Operations and that she had requested temporary usage of the demolition site for commuter parking until the East Avenue bridge project began as well as additional permanent parking at the old factory outlet parking lot. She said that they said that since there are so many other state projects in the East Norwalk area their project engineers are writing down their needs related to storing equipment during these projects before they will allow any temporary or permanent parking. She said that the lease with the state and the owners of the building located at the old factory outlet parking ends at the end of 2016; therefore there is an opportunity for them to change the lease arrangement. The DOT Office of Rails is on board with the city regarding the need for more commuter capacity.

**10. ADJOURNMENT**

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

**\*\* MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:45PM

**NEXT PARKING AUTHORITY MEETING: WEDNESDAY, JULY 27, 2016,  
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER  
STREET, 5:30 P.M.**