



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
May 25, 2016
5:30 p.m.

ATTENDANCE: Julius Hayward, Chairman
Mike Harden, Vice Chairman
Jud Aley
Olga Arteaga

ABSENT: Richard Brescia

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

OTHERS: Rocky Legesse, LAZ Parking
Tim Sheehan, Redevelopment Agency

The Meeting was called to order at 5:35 p.m.

1. PUBLIC COMMENT

No one from the public attended.

BUSINESS PORTION

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, APRIL 27, 2016**

**** MR. HARDEN MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that revenues are higher overall due to increased transient activity and monthly permit purchases at the Maritime Garage. Mr. Harden asked why the expenses are higher than the revenues this month. Ms. Hebert said that the expenses are higher due to the encumbrances for projects that will be paid out of the new fiscal year. Mr. Harden asked if this was planned. Ms. Hebert said “yes” and that this process is done each year citywide when there are projects that overlap fiscal years, the balance of the funds are carried over into the next fiscal year.

2. OPERATING REPORT

Mr. Legesse reported and said that revenue is up slightly systemwide. He said that permits at the Maritime Garage, and the Yankee Doodle Garage are up slightly, and that the monthly permits are down at the East Norwalk Railroad Station due to the loss of the St. Thomas lot, but in spite of that there was only a \$5,000 difference from last year to this year in revenue, but there were no expenses for maintenance. He said that the revenue from transient is up slightly. Ms. Hebert said that the data shows paradigm shift by a substantial number of parkers downloading and using the pay by cell app compared to using the meters and paystations and that next month staff will present data from meters, paystations and pay by cell by location to show trend. Mr. Sheehan asked if the revenue for violations is down due to higher compliance using the pay by cell app. Ms. Hebert said “no” and that there are an increase in the number people paying the original ticket versus waiting and paying the penalty. She said that staff will monitor trends. Mr. Legesse said that the online prepayment widget has been tested and functioning. Ms. Arteaga asked when the widget will be in effect. Ms. Hebert said that staff will be coordinating with Maritime Aquarium and expecting the pilot program will begin in June, and that a joint press release will be issued. Mr. Legesse said that customer service training was held last week and the he wanted to thank Mr. Harden for attending, and that it was very helpful for the employees in educating the employees that that Board is behind them. Mr. Harden spoke about the training program and the interaction with staff, and suggested that the Parking Enforcement Officers share stories with staff to compile and present to the Parking Authority. Ms. Hebert said that this would also help with seeing any patterns that are happening in the field. She also said that his presence all day and interaction resonated with the parking staff and had a positive impact, and that this was a very important first step to changing behavior and engaging the parking staff, and

understanding that their actions have an impact on the rest of the organization and community, and that they represent the City and Parking Authority.

3. CAPITAL BUDGET PROJECTS

Ms. Valadares reported on the new capital projects and said that she is in the process of obtaining quotes for new elevators at the Yankee Doodle Garage, as well as for upgrading the fire safety alarms, and sealing joints at the South Norwalk Railroad Station. Ms. Hebert reported on the status of the Yankee Doodle Garage lighting installation on the façade and said that the team has met twice, and that the lighting designer presented four options. She said that the team selected a combination of two options, and the designer will create a more detailed aerial recommendation and a cost estimate for presentation to the Parking Authority.

4. WALL STREET RAILROAD TUNNEL

Ms. Valadares reported and said that the contractor who will be working for the State on this project does not want to pay for any parking related to using the spaces at the Mechanic Street Lot for equipment or construction staging. She said that they will explore using the grassy area owned by the City adjacent to the Wall Street Parking Lot, but that they were told that they would have to go through the city process to get an easement to use the property. She said that the work should begin at the beginning of June.

5. WALL AND SONO OUTREACH

Monthly staff outreach presented in the agenda packet.

6. CAPACITY

Ms. Hebert reported and said that the 30 minute parking on the eastbound side of the South Norwalk Railroad Station will be reduced from eight to four spaces to increase parking capacity to commuters, while keeping a few short term parking spaces available for the pizza restaurant. She said that at the Webster Parking Lot the 15 minute free parking spaces will be changed to 30 minutes free from 8:00AM -6:00PM and then changing half to paid parking after 6:00 PM. Ms. Hebert discussed using Chestnut Street parking from Monroe to Henry as commuter paid parking area for now until the development is completed. She said that there is no capacity on or

around the railroad station campus, and that there is a three year wait list and nowhere for people to park who take the train. She said that she had spoken to Mr. Chimento, Mr. Yeosock and Mr. Berndlemaier about moving the Chestnut Street paving and sidewalk project up the list to get that completed sooner than later not only to accommodate parkers, but to also tie together the South Norwalk Railroad Station to the streets, providing a better walking experience and linking into SoNo. Mr. Sheehan said that the Chestnut Street sidewalk and paving project is not a parking issue but a DPW issue. Ms. Hebert said that she agrees but that it makes sense to work together, and complete the project at the same time. Mr. Sheehan said that he is not in favor of using any street parking for commuters. Ms. Hebert said that she agrees but until the Chestnut Street Development project is complete, the Parking Authority needs to consider what to do, and how to assist commuters, while at the same time explore long term capacity solutions.

Mr. Sheehan asked what the status is for installing the meters on Wall Street. Ms. Hebert said that staff would be developing a location plan to install the multi space pay by plate meters, but that right now it is not feasible to purchase and install since there is so much disruption in the district due to multi projects happening at the same time. Mr. Sheehan said that he understands the issue on waiting to have them installed, but recommended that there be a plan in place so that it is ready to be executed when the time is right. He also said that this is capital budget expenditure and asked if it was included in next fiscal year's capital budget request. Ms. Hebert said that the funds will be available in July 1, 2016. Mr. Sheehan asked how long the process for installation will take from start to finish. Ms. Hebert said that the lead time to purchase is approximately three months, and will take approximately one month for installation.

7. PARKING PROGRAMS

Ms. Hebert provided an update on the status of some of the immediate and short term projects and said that the office and meeting area upgrades for the Yankee Doodle Garage are currently being designed.

8. OTHER BUSINESS

Mr. Sheehan said that the city has been working on the Master Plan of Conservation and Development and that the Parking Authority should be thinking about long term capacity for open lots and on street parking. Ms. Hebert said the Parking Authority has discussed exploring long term capacity solutions, and requested that Mr. Sheehan send over the Master Plan draft so that the Parking Authority has input.

Ms. Hebert said that the email blasts will be sent to the permit holders at the beginning of June to alert them to the new rates.

9. ACTION ON ANY ITEM DISCUSSED HEREIN.

No discussion.

10. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:40PM

**NEXT PARKING AUTHORITY MEETING: WEDNESDAY, JUNE 22, 2016,
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER
STREET, 5:30 P.M.**