PARKING AUTHORITY
REGULAR MEETING
MAY 22, 2019

ATTENDANCE: Richard Brescia, Chairman
Michael Harden, Vice Chairman
Eric Rains
Tom Vetter

ABSENT: Eric Rains
Jud Aley

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
George Tsiranides, Common Council Member
Rita Azrelyant, Consultant

CALL TO ORDER

Mr. Brescia called the meeting to order at 6:10PM.

NEW BUSINESS

1. **APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, APRIL 24, 2019.**

On page 3, at the end of paragraph 3, to add Mr. Tsiranides said while that is a good idea it would be counter to the decision not to be in conflict with the library.

**** MR. HARDEN MOVED TO APPROVE THE MINUTES AS AMENDED.**
**** MR. VETTER SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. **AUTHORIZE LAZ PARKING, LLC. ON BEHALF OF THE NORWALK PARKING AUTHORITY TO PURCHASE AND INSTALL MULTI SPACE METERS IN THE WALL STREET AREA AS PER THE PLAN AND DESIGN FOR A SUM NOT TO EXCEED $190,000.**

**** MR. HARDEN MOVED TO APPROVE THE ITEM.**
**** MR. VETTER SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

3. **AUTHORIZE LAZ PARKING, LLC. ON BEHALF OF THE NORWALK PARKING AUTHORITY FOR THE INSTALLATION OF STRIPING, CURBING, HANDICAPPED RAMP AND SIGNAGE IN CONNECTION WITH THE WALL STREET NEW PARKING AREA PROJECT FOR A SUM NOT TO EXCEED $35,000.**

ACCOUNT NO. OPERATING BUDGET

**** MR. HARDEN MOVED TO APPROVE THE ITEM.**
**** MR. VETTER SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

4. **AUTHORIZE THE FACILITY RENTAL AGREEMENT FOR THE YANKEE DOODLE GARAGE CONFERENCE ROOM.**

**** MR. VETTER MOVED TO APPROVE THE FACILTY RENTAL AGREEMENT.**
**** MR. HARDEN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. CHAIRMAN REPORT

Mr. Brescia reported and said that he has had discussions with both Mr. Harden and Mr. Vetter since the last meeting regarding executive sessions. Mr. Vetter distributed the State Statute for executive sessions. Mr. Brescia said that Mr. Harden mentioned in their discussions that when he had announced that he was going to be a candidate for Chairman when the election takes place that he had stated that he does not to expect any management changes in how he operates and Mr. Harden thought he may be bringing a corporate philosophy to the Parking Authority, and clarified if elected he will continue to bring ideas and concepts to the Parking Authority that he thinks are valuable.

B. STRATEGIC PLAN

Mr. Brescia said there was a good meeting held last week and that the next step is to formalize how to move forward, and they will need to understand what the priorities are from Ms. Casey for Economic and Community Development. Ms. Casey said the focus of last week's meeting regarding the strategic plan was based on the matrix and responses and opportunities that may have been missing from the list. Ms. Casey said from the Economic and Community Development standpoint she thinks Norwalk has the right ingredients and is close to the right recipe, and her role is to help align all of the things that could be going on in the city, and help to identify problems and find greater solutions to some of those problems and to be able to understand where the gaps are and fill them. She said the thing that she has noticed about Norwalk is there are a lot of strong neighborhoods and there is more to be done to solidify those neighborhoods and part of that work is to see what the streetscape looks like, and how to support the businesses' that are there and help additional businesses get established. She said she would like to focus on the neighborhoods and the mobility and connectivity of those neighborhoods, and work inside city hall to improve the process and create a business plan for small business's so they understand what they need to be successful. She said she is excited about what Norwalk Now has established by the Parking Authority but she is also excited for it to pivot and have a bigger scope of a scale and to understand how to bring people into the neighborhoods and stay.

C. CAPITAL PROJECT REPORT

Ms. Valadares reported and said that the work in continuing and will be increased at Haviland Deck based on the change order that was approved last month and are now finalizing the contract. She said that additional parking spaces will be needed to complete the work and will need to move the commuters to the Maritime Garage. She said that the Main Street lot will be the first to be paved and she is hoping it will be done at the same time as Wall Street. She said that the legal department is working on the agreement with Eversource regarding the installation of the sensors on their poles, and that the agreements with SNEW and Frontier have been approved.

D. WALL STREET PROJECT

Ms. Valadares presented and provided an overview of the project and said that 22 multi space meters will be installed and will be paid for through the capital budget in the amount of $190,000 which includes the contingency. She said the striping, signage, permits and the installation of bollards if necessary will be paid for through the operating budget in the amount of $35,000. Mr. Harden suggested for safety that bollards are installed where the back in angled parking will be located. She said that River, Commerce and Hoyt Street are on the list to be paved this year and there are no improvements that are needed to be done prior to paving and staff has requested that the paving contractor make these streets a priority. She said once the streets are paved the line striping company will install the striping and the parking will be implemented. She provided a timeline for the implementation and said at the latest will be completed by the fall. Mr. Brescia said that there will need to be communication with the Wall Street community. Ms. Casey said it would be nice if the neighborhood could know what they can expect for road closures. Ms. Valadares said that letters will be given prior to paving stating there will be no parking.

E. WEBSTER PARKING LOT DRAINAGE PROJECT

Ms. Hebert said that Mr. Yeosock has applied for the grant. Ms. Valadares said that the project will not resolve all of the flooding problems in the area but it will be an improvement.

F. FINANCIAL REPORT

Mr. Manousos reported and said the performance for the month was strong both on the expense and revenue side. The revenue is favorable to budget both for the month and year to date, and the expenses are down 6% favorable to budget and are up 3% year to date. There are still strong demands for transient activity and is up over 2.5 % compared to last year. Over 80% of the revenue is collected through credit cards and the Pay by Cell transactions are up over 60% which equates to an increase of over 42,000 transactions year to date, and the revenue is up over 52% which is over $160,000 and the average transaction is $4.24.

G. OPERATIONS REPORT

Mr. Manousos reported and said that ticket issuance is down almost 10% compared to last year and revenue is down almost 14%. He reported on the customer courtesy program and said 651 courtesy cards were issued for the month and over 6,100 have been issued year to date, over $325 has been given in metered time for the month, and over $2, 700 year to date. The value of the tickets that were not issued for the month was $15,000 and $137,000 year to date. He reported on the Ambassador program and said that the activity was down this month. Mr. Harden suggested the roadside assistance vehicle also help with bicycles. Mr. Manousos said they will fit the vehicle to include the equipment that would be needed and he will add it to the monthly report.

Ms. Hebert said that there is a bike share program and are now looking at the locations and once they are determined the bike share will be implemented and should be done within the next few months.

Ms. Hebert said that TMP is in charge of new sidewalk installations and are working with the Pedestrian Committee and the Bike Walk Committee to establish a plan and one of the first things they will be looking at is new sidewalks as they relate to schools

H. OTHER BUSINESS

There was no other business discussed this evening.

ADJOURNMENT

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

The meeting adjourned at 7:30PM.

Respectfully submitted,
Dilene Byrd