



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
April 30, 2018

ATTENDANCE: Richard Brescia, Chairman
Tom Vetter
Jud Aley (Via phone)

ABSENT: Mike Harden, Vice Chairman
Eric Rains

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

OTHERS: Stathis Manousos, LAZ Parking
Kim Gibson, LAZ Parking
George Tsiranides, Common Council

1. CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, MARCH 28, 2018.**

**** MR. VETTER MOVED TO APPROVE THE MINUTES.**
**** MR. ALEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

**2. APPROVE THE RE-APPROPRIATION OF CAPITAL FUNDS FROM THE FOLLOWING
CAPITAL BUDGET ACCOUNTS**

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
<u>0912 4095 C0498 (GENERATOR)</u>	<u>0919 4095 C0465 (REV CONTROL)</u>	<u>\$1,050</u>

Ms. Hebert said that last month the re-appropriation of funds was approved in two of the capital accounts and that there was one account that was pending when she received the city's financial report. It will move \$1,050 from the generator account where we had purchased the generators for the Maritime Garage and the South Norwalk Railroad Station in fiscal year 2012 to the revenue control account.

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

**3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF NORWALK
PARKING AUTHORITY TO EXECUTE A LICENSE AGREEMENT WITH THE
NORWALK TRANSIT DISTRICT TO GIVE PERMISSION TO THE BUS DRIVERS
THE USE OF THE OUTSIDE BATHROOMS AT THE YANKEE DOODLE GARAGE
WHICH ARE LOCATED ACROSS FROM THE TRANSIT DISTRICT BUS HUB ON
BURNELL BLVD FOR A TERM OF 3 YEARS WITH 2 ONE YEAR TERM
EXTENSIONS AND A MONTHLY LICENSE FEE OF \$400**

Ms. Hebert said that the Parking Authority had a contract with the Transit District from 2009 to give them permission to use the outside bathrooms at the Yankee Doodle Garage, and she recommended increasing the rate from \$300 to \$400 per month for a term of three years with two one year term extensions.

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

4. APPROVE THE CHANG TO THE ON STREET PARKING IN SOUTH NORWALK HOURLY RESTRICTIONS FROM 2 HOURS TO 3 HOURS BETWEEN 6PM. AND 9PM.

Mr. Brescia said that this item came up as a result of an outreach session that they had from one of the restaurateurs' who stated that many of his clients were getting tickets because they assumed they had a three hour parking window between the hours on 6:00PM and 9:00PM. He said that it will not be a rate change and will only be a time restriction change.

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

**** MR. ALEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. Customer Service and PEO Report

Mr. Manousos introduced Ms. Gibson and said that she enforces the Wall Street and East Norwalk area. Ms. Gibson said that there is a two hour parking limit in the Wall Street area so people just move their cars into a different location once the two hour time limit expires to avoid getting a ticket. She suggested re- installing the street sensors and installing meters. Mr. Manousos said that the contract with Streetline has been extended, approved by the Parking Authority, which includes a total of 250 sensors.

Mr. Manousos asked Ms. Gibson what issues she sees in the East Norwalk area. Ms. Gibson said that the permit parkers try to park in the temporary lot that is designated for transient parkers.

Mr. Aley left the meeting at 6:15PM.

B. Chairman Report

There was no report given.

C. FY 2019 Operating and Capital Budgets

Ms. Hebert said that the capital budget was approved by the Common Council in April and the Parking Authority operating budget was approved last week. She also said that Mr. Rain's re-appointment was approved unanimously and Mr. Tsiranides had some very nice things to say about him.

D. Norwalk Now

Ms. Hebert provided an update on Norwalk Now and said that there was successful event held on Saturday, and they had a scavenger hunt and that there were over 110 participants with almost 30 teams and that the next event they will be having is called "Bikes and Brunch". She said that the Corporation Counsels office is working on finalizing the non-profit status and it should be completed within the

next few weeks. She said that she has been meeting with the Redevelopment Agency and others regarding sponsorship possibilities.

E. Circulator

Ms. Hebert said that the circulator had worked very well during the Norwalk Now City Hunt event and even though there was a lot of signage installed and press releases were issued participation dropped to zero after the event. Mr. Brescia asked if the general public had participated in the circular after the event. Ms. Hebert said “no”.

F. Parking Capacity and Strategic Plan

Ms. Hebert said that she has received draft build out information from RPA, who is doing the Redevelopment Agency Neighborhood Study, and she had shared it with Walker, and that Stantec is meeting with Mr. Kleppin this week to go over the build out for the POCD. She said that Walker is also completing the balance of the interviews. Mr. Brescia asked when representative for Walker would be giving an update to the Parking Authority. Ms. Hebert said that she expects a milestone presentation to Parking Authority in the summer/fall.

G. East Norwalk Railroad Station TOD Project

Ms. Hebert said that the Spinnaker zoning changes were approved and they expect to take ownership in the summer and she expects that the project will start by the end of 2018/beginning 2019. She said that the DOT spaces on the eastbound side are being used as daily commuter parking and that it may be opened up to permit holders because there is capacity. She said that staff will be coordinating with DOT and Spinnaker regarding the parking management plan and that has been shared with the Zoning Commission. She said that the license agreement with the current owner of the factory outlet building will need to be changed to be able to use the 105 parking spaces behind the building and it will be structured as a parking space swap with the Pooch Hotel which is a current tenant with no financial transaction.

H. Parking Wayfinding Challenges Walk Bridge and Mall Project

Ms. Hebert said she will be working with Walk Bridge business mitigation and employee parking teams and that she attended a business mitigation meeting a few weeks ago and they thought that they could use public parking for all their construction workers which is not going to happen. Mr. Brescia asked Mr. Tsiranides what he hears from the business community in SONO regarding the Walk Bridge project. Mr. Tsiranides said there is a lot of concern and the more information that is given to them the better and they are concerned on where the construction workers will be parking.

I. Financial, Transient Activity and Operating Reports

Mr. Manousos reported on the March 2018 financials and said that the revenues are above budget related to transient activity increases which has been offset by meter and violations revenue that has been down. Mr. Brescia asked about the fiscal year year end expense projections. Mr. Manousos said the expenses are on target and will see increased expenses for spring maintenance and clean up as well as snow removal costs and by May they will know where the funds will be allocated. He said that 78%

of system revenue is through credit card payments, and the demands are up 45% for Pay by Cell year to date which is approximately 19,000 transactions, and that the revenue year to date compared to last year is up 23% which is approximately \$52,000. He said citation issuance is down 22% compared to last year which is 4,500 tickets and revenue is down 19% compared to last year and is approximately \$164,000. He said for the month of March 736 courtesy cards were issued and the value of metered time that was given out is \$368 and the value of the citations that were not issued is over \$16,600 and year to date is approximately \$137,000. Mr. Tsiranides said that there has been a lot of positive feedback from the courtesy card program.

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

Mr. Manousos provided an update on the business intelligence tool and said they continue integrating systems and he is hoping to have an update for next month. He said the ambassador program scheduled to be rolled out in summer and are expecting to have the full launch on August 1st. He said that he has not yet seen the layout for the vehicle wrap but once he receives it he will circulate to the board members. He said that the Customer service training program is scheduled for Thursday, May 17th and that is will be done in two sessions. Ms. Hebert requested that Mr. Manousos send her the information so that she can circulate it to the board members. Mr. Tsiranides requested that the information also be sent to him and that he would like to attend the training.

Mr. Manousos said that he will circulate the revised installation plan for the revenue control system and that the first one will installed at the Maritime Garage and it will be installed on May 7th and once that is complete it will be installed at the South Norwalk Railroad Station and then at the Library. He said that the new system will allow pre-paid validations, on-line reservations and will have a lot more functionality. Ms. Hebert asked if it can be upgraded to a scan type of permit system. Ms. Valadares said according to the vendor that the service in the northeast was not accurate due to the weather conditions.

K. Capital Project Report

Ms. Valadares reported on the capital projects as follows:

Yankee Doodle Garage

The contractor has repaired the leaks in the new office but they will continue to monitor. The contract will be executed this week and that there will be a pre-construction meeting to plan to begin the work in the first week of June and it should be completed by the end of the year.

Haviland Deck

The repairs have been rescheduled until September as requested by the board at last month's meeting.

Norwalk Library

The parking lot is 90% complete and the gates will be installed by the middle of June.

Webster Lot

The work is complete and the landscaping was scheduled to be completed this week but due to the weather the nursery does not have the plants, but they will be seeding for the grass this week and will complete the planting once the nursery has them available.

Liberty Square

The survey has been completed and she will begin the design and will be meeting with Planning & Zoning to request two additional parking spaces to maximize the space.

Walk Bridge

Ann Street will be closed beginning June 8th and will be closed for approximately two months and all the detour will go through Marshall Street. Directional signs will be installed at the Maritime Garage.

L. Farmers Market

Ms. Hebert said that the Redevelopment Agency has decided to send out an RFP before deciding on a final farmer's market group.

M. Ambassador/Enforcement uniforms

Mr. Brescia stated his concerns regarding the Ambassador uniform and asked if the enforcement staff will be put in an uncomfortable situation. There was discussion ensued and Mr. Manousos said that they are two different types of services and it was decided that staff will present options.

N. Other Business

There was no discussion.

**O. Next Parking Authority Meeting: Wednesday, May 23, 2018, Maritime Garage,
Parking Authority Offices, 11 North Water Street, 6:00PM.****ADJOURNMENT**

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

**** MR. BRESCIA SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:05PM.