



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
April 26, 2017

ATTENDANCE: Richard Brescia
Mike Harden
Jud Aley

ABSENT: Tom Vetter

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

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Sonya White, LAZ Parking
Samson Tesfazgi, LAZ Parking
Joann Ferrara
Mary Belville

1. CALL TO ORDER

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

PUBLIC COMMENT

Ms. Belville stated her concerns regarding the increase in the meter fees and hours of enforcement and said that she thinks that it is unfair.

Ms. Ferrara stated that she lives on South Main Street and that the residents that don't have parking for their facilities should receive one free guest pass for Haviland Deck for those residents who purchase a permit at the Haviland Deck.. She said that the other issue is that people do not park correctly in the parking spaces at Haviland Deck and suggested that those people be ticketed \$100-\$200 for not parking correctly in designated parking spaces. She also suggested that there be handicapped parking spaces on the street and that Norwalk is not handicapped friendly. Ms. Valadares said that a request can be made to the Traffic Authority regarding on street handicapped parking.

Mr. Brescia said the reason for the meter increase was to try and create a turnover of parking and that they have traced the activity over nine months and there have been 22,000 more transactions in a 9 month period of more people coming into SONO after the rate increase. Ms. Ferrara asked what the percentage of the increase was compared last year. Mr. Brescia said they were not looking at that because the priority was whether or not there was a decrease in activity since the rate increase was implemented and there was not.

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MARCH 22, 2017.

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

2. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING HELD ON WEDNESDAY, APRIL 12, 2017.

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

3. APPROVE OF THE RECOMMENDED AMENDMENT TO PARAGRAPH 5.1.1 OF THE DECLARATION OF CONDOMINIUM FOR SONO MARITIME CONDOMINIUM RELATED TO PERMITTED USES OF RESIDENTIAL UNITS IN ORDER TO PERMIT "LIGHT OFFICE" USE AND AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO SIGN ALL DOCUMENTS NEEDED IN ORDER TO EFFECTUATE THIS AMENDMENT TO THE DECLARATION.

Ms. Hebert introduced Mr. Gene Park, and said that he is the Chairman of the residential units of the SONO Maritime Condominium Association, and that he has a small business that he would like to expand, but that the condo docs that the city had approved does not allow for light office space. She said that the Parking Authority holds 80% of the vote and Mr. Park, owning two units, holds 1.82% of the vote and to change the condo docs he will need 81% and he is requesting that the sentence in the condo docs be changed from "home office" to "light office". Ms. Hebert said that she did run it by the Corporations Counsels office and they did not have any problems with the change. Mr. Harden asked about the parking. Mr. Park said there are eight parking spaces reserved for the residential units on each floor and on his floor there are only three being utilized, including the one for himself and he is also allowed up to two spaces per unit. He also stated that he has been in the Maritime Garage condo and parking space for four years and that the garage is incredibly managed and is very organized and that it has been great.

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

4A. APPROVE A TECHNICAL CHANGE TO THE PARKING AUTHORITY APPROVAL ON JANUARY 25, 2017 BY REPEALING THE ORIGINAL APPROVAL; AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH NEW ENGLAND FASHION+DESIGN

ASSOCIATION FOR THE TENANT SPACE ON THE EASTBOUND SIDE OF THE SOUTH NORWALK RAILROAD STATION FOR AN ANNUAL LEASE OF \$13,920 STARTING ON FEBRUARY 1, 2017 FOR THE FIRST FIVE YEAR TERM EXTENSION INCLUDING 3% ANNUAL LEASE INCREASES.

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

**** MR. HARDEN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

4B. APPROVED THE ITEM WITH CORRECTED NAME: AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH DECO WORLD FASHION INSTITUTE OF NEW ENGLAND, LLC, D.B.A. NEW ENGLAND FASHION DESIGN ASSOCIATION FOR THE TENANT SPACE ON THE EASTBOUND SIDE OF THE SOUTH NORWALK RAILROAD STATION FOR AN ANNUAL LEASE OF \$13,920 STARTING ON FEBRUARY 1, 2017 FOR THE FIRST FIVE YEAR TERM EXTENSION INCLUDING 3% ANNUAL LEASE INCREASES.

Ms. Hebert said that the Parking Authority had approved that agreement with the Fashion Design Association in January 2017, and the Law Department had received a notice that their business name had changed so the original approval will need to be rescinded and then re-approved with the correct name of the business.

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

**** MR. HARDEN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. APPROVE THE ADJUSTMENTS TO THE FY 2018 OPERATING BUDGET AS RECOMMENDED BY THE CITY OF NORWALK'S FINANCE DIRECTOR.

Ms. Hebert said that the Parking Authority had approved the adjustments to the fy 2018 budget that were recommended by the Finance Director via email. She said that the changes included adding a line item to the budget called 'capital outlay' and removing the net 'fund balance', and that this change reflects a consistent budget presentation for the enterprise funds. This item is to formally approve the budget change.

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

**** MR. HARDEN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY**

6A. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH MERRITT CONSTRUCTION LLC., FOR PROJECT NO. DPW 2017-1, SONO TRAIN STATION CUPOLA REPAIR AND RESTORATION, FOR A SUM NOT TO \$84,567.

ACCOUNT: CAPITAL BUDGET

Ms. Valadares said as part of the capital project that some repair work to the cupola on the east side of the South Norwalk Railroad Station was included to repair leaking problems. She said that due to the proximity of the tracks it was decided to go out to bid for the work, and have received three bids and that

she is very confident with the low bidder, and that they have done work in the past for the Parking Authority in the past.

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

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

**** THE MOTION PASSED UNANIMOUSLY**

6B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO MERRITT CONSTRUCTION LLC., FOR PROJECT NO. DPW 2017-1, SONO TRAIN STATION CUPOLA REPAIR AND RESTORATION FOR A SUM NOT TO EXCEED \$8,457.

ACCOUNT: CAPITAL BUDGET

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

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

**** THE MOTION PASSED UNANIMOUSLY**

INFORMATION AND DISCUSSION

1. PEO/ Customer Service Update

Mr. Legesse introduced Mr. Tesfazgi and said that he works evenings in South Norwalk. Mr. Tesfazgi said the he has been with LAZ since 2010, and working in Norwalk since 2014, and that he enjoys the interaction with the customers. He reported on the questions that he is most asked and said that they are regarding information on the Park Mobile app, the hours of operation and how to use the credit card meters. Mr. Brescia asked what the most common question is regarding the meters. Mr. Tesfazgi said information on how to use the credit cards. He also gave examples of how he has helped customers and that when he is asked to take a ticket back that he refers them to customer service.

2. Chairman Report

Mr. Brescia reported and provided an update on the budget approval process and said that he and Ms. Hebert had met with the Finance Committee and will go before the Board of Estimate and Taxation on May 1, 2017.

Mr. Brescia reported of the agreement with SNEW and that it is close to being finalized.

Mr. Brescia provided an update on the status of the Head of the Harbor North lproject and said that the memo that was agreed upon by the Parking Authority stating the concerns for the public was sent out, and that developers had contacted Ms. Hebert to request that the letter be sent to them in Microsoft Word format so that they can edit it and add their comments, and that she had sent it to them and to date she still have not heard back from them.

Mr. Brescia asked the status of 50 Washington Street. Ms. Valadares said as a result of the meetings that have taken place the easement has to be written again and the legal departments have to agree on the language.

3. Marking Plan

Ms. Hebert reported and said that she is finalizing the agreement with MaxExPR, establishing the working group, consultant working on the initial branding and that she is hoping to have the draft agreement out by next week. She said that the Parking Authority is committed to \$101,000 for this year which will cover the branding, the management fee and some incidentals and that the agreement includes incentive payments related to participation and sponsorship to ensure cash flow and minimal delays, and that Mr. Harden will be helping to get the program of the ground and that the goal is to have a kickoff event in June.

4. Capacity Study

Ms. Hebert reported and said that six proposals were received and that the selection process will be two tiered. The first phase will be to short list the proposal submissions and the second phase is to interview those finally selected. She said that the working group includes staff representatives from parking, redevelopment, economic development, planning, finance and the mayor's office, and will score the six proposals on a standard set of criteria, and the remaining three to four will be interviewed for final selection.

5. Financial, Activity and Operating Reports

Mr. Manousos said that revenue is up 11% for the month and year to date is up 8% which is due to increased activity and increased rates. He said that all the facility revenues have been up with the exception of the Maritime Garage which is due to the rate decrease. He reported on the expenses and said that they are under budget year to date, but for the month are up 26% due to paving at the overflow lot at the East Norwalk Railroad Station, and for the payroll because there was a three pay period month in March but that it was budgeted for in April. Mr. Harden asked what the final number for expenses was for snow removal. Mr. Manousos said \$ 175,000.

Mr. Manousos reported on the activity and said systemwide it is up over 24% year to date and that on street activity is up 32% year to date. He said that pay by cell continues to grow. He reported on the Click See Fix app and said that it is being tested before release and said that he would like a few people to be part of the test group. Mr. Legesse provided a demo of the test app. Ms. Hebert, Mr. Harden and Mr. Aley agreed to assist with input.

6. Capital Project Report

Ms. Valadares provided an update with a power point photo presentation on the status and completion of the many capital projects that the Parking Authority has funded. Ms. Valadares presented and said that there are still two major projects for this year that have not started and one is the lighting facade at the Yankee Doodle Garage, and that the fixtures have been ordered and that the electrician will be starting on the prep work once the power washing has been completed. She said the other project is the cupola repair at the South Norwalk Railroad Station that was approved tonight.

Haviland Deck

Ms. Valadares said that most of the items that were done focused on security and lighting and that the lighting fixtures were updated with LED lights, and that the third phase will be starting in approximately a week. She said that they received a rebate of \$2,400 from SNEW which brought the cost done approximately 30%. She also said that 14 security cameras have been added.

Yankee Doodle Garage

Ms. Valadares said that a door was installed at the front entrance and is ADA compliant. She reported on the status on the power washing and the installation of the elevator and that it passed the state inspection.

South Norwalk Railroad Station

Ms. Valadares said that most of the work was maintenance work to the concrete and the drainage was also changed. She said that the alarm system on the east side was redone, and that they had received funds from a Human Relations federal grant to extend the railing on the staircase to be ADA compliant.

7. East Avenue Temporary Commuter Parking Lot

Ms. Valadares reported and said that the temporary lot should be completed by next week and that the sidewalk has been completed on Fort Point Street and East Avenue. She said that since this is a temporary lot, millings were used to pave and that the lighting comes from street lighting. Mr. Legesse said that he will send out letters to 26 people on the waitlist this week. Mr. Harden said that he has received complaints at Haviland Deck regarding the number of permit sales exceeding the number of spaces and said while we do oversell, we need to closely monitor this so that we balance monthly permits holders with transient parking needs. Mr. Harden asked if signage will be installed for Pay by Cell. Mr. Legesse said “yes” with different location numbers. Mr. Brescia asked if the permit holders will be identified by license plate numbers. Mr. Legesse said “yes”. Mr. Aley asked how long the Parking Authority will have the lot. Ms. Valadares said it is unknown but her guess at least three years but it can be as long as five years.

Mr. Brescia suggested promoting and communicating the temporary commuter lot. Ms. Hebert suggested a press release as well as sending out to departments, boards and commissions and posting on social media and website.

Ms. Valadares said that at the June meeting she will present a breakdown of the costs on each of the projects.

8. Other Business

Mr. Brescia said that one of his concerns is getting a handle on the number of violations and if there are ways to reduce that number, and suggested extending the five minute grace period at the meters to 15 minutes for a three month period but not advertise it, and have staff monitor the

parking violation activity during the three months and compare it to the prior period. There was discussion ensued and it was decided to extend it to 10 minutes.

**** MR. ALEY MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**

**** MR. HARDEN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. HARDEN MOVED TO APPROVE EXTENDING THE GRACE PERIOD FOR THE ON-STREET METERS FROM 5 MINUTES TO 10 MINUTES FOR A PERIOD OF THREE MONTHS.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Harden asked about researching the ability of a residential parking permit program. Ms. Hebert said this topic is included in the parking capacity/strategic plan study, and the consultants will evaluate and make recommendations. Mr. Harden said that he also wants to make sure that the 24 hour payment option is moving forward and is being promoted. Ms. Hebert said that it is included in the budget.

Mr. Aley said he would like to promote the Maritime Garage as an option to the South Norwalk Railroad Station commuters and suggested a movable sign in both lobbies. There was further discussion ensued and Mr. Manousos cautioned that activity at the Maritime Garage increases substantially during the summer months due to the activity at the Maritime Aquarium, and the activity at the South Norwalk Railroad Station decreases due to vacations and suggested that this may be better as a fall initiative.

Mr. Manousos updated the Parking Authority about the on street and parking lot sensor program and said that they are at the end of their life and that they are reviewing other updated technological options including cameras and multiple space sensors.

9. Next Parking Authority Meeting: Tuesday, May 16, 2017, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.

ADJOURNMENT

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

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:35PM

