PARKING AUTHORITY REGULAR MEETING
APRIL 24, 2019

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

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking
Vanessa Valadares, DPW Senior Civil Engineer
Judy Archer, 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 6:08PM.

PUBLIC COMMENT

No one from the public attended.

NEW BUSINESS

1. **APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MARCH 27, 2019.**

**** MR. VETTER MOVED TO APPROVE THE MINUTES.**
**** MR. RAINS SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSY.**

2. **APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING HELD ON MONDAY, APRIL 8, 2018**

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

3. **APPROVE THE ANGLED PARKING AND MULTI SPACE METER DESIGN AND INSTALLATION.**

Ms. Hebert and Ms. Valadares presented the design plan for the angled parking and multi space meters and said that Mr. Yeosock and Ms. Valadares will be working to engineer the design, and it will be brought to the Parking Authority at the May meeting for approval. Mr. Tsiranides asked what the reasoning is behind the back in angled parking. Mr. Brescia said it is found to be safer than even parallel parking and it will also create more parking spaces for the businesses. Mr. Vetter said that it also slows the traffic down. Mr. Brescia said after the installation of the parking spaces and the meters there will also be an educational component. Ms. Hebert said that the Traffic Authority had approved the plan last week.

** **MR. VETTER MOVED TO APPROVE THE DRAFT ANGLED PARKING PLAN AND MULTI-METER DESIGN AND INSTALLATION WITH THE UNDERSTANDING THAT THE FINAL APPROVAL WILL BE VOTED ON NEXT MONTH.**
**** MR. RAINS SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

4. **AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO ISSUE ORDERS ON CONTRACT, BASED ON THE PARKING FACILITY ASSESSMENT REPORT OF 2018, TO FRANK CAPASSO & SONS, INC., FOR AN AMOUNT NOT TO EXCEED $350,000.**

ACCOUNT NO. 09 19/20 4095 5777 C0303

Ms. Valadares said that over a year ago the bid was put together and they had combined years for the maintenance repairs for all of the garages based on the Desman report and the bid was awarded to Frank Capasso & Sons, Inc. She said they are currently finishing the work on the contract for Haviland Deck and there was a savings of $70,000 from the original contract and was able to extend the work. She said based on the Desmond report for 2019/20 there are still a few more items left to do and rather than putting out another bid she would like to add a change order to their contract. She said that they have done a very good job and they will be honoring their current pricing.

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

INFORMATION AND DISCUSSION

A. CHAIRMAN REPORT

Mr. Brescia reported and said that he and Ms. Hebert met with the Common Council last night to present the budget for next fiscal year, and the comments from several members of the Common Council were very laudatory for the things the Parking Authority has done. He said that he and Ms. Hebert were very appreciative of the comments recognizing the things that the Parking Authority has done and enumerating them. The members of the Common Council were particularly happy about the impact from the courtesy card program in helping to reduce the amount of parking tickets, and that they were also appreciative of the help the Parking Authority had provided at both the Golden Hill area and The Webster Lot regarding the issues with parking for the mall workers, and they also thought the Ambassador program was great.

Mr. Brescia said that he, Ms. Hebert and Ms. Casey had met and discussed the Walker Report and provided some input. He asked that the members of the Parking Authority to provide their input on the report so that it can be sent to Walker. Ms. Casey said that one of the things they had identified in the parking study is that the executive summary could be enhanced so that folks are not dependant on going through the pages in the report.

Mr. Brescia said that he had requested that Ms. Azrelyant draft a policy for anyone who wishes to rent the new customer service conference room space at the Yankee Doodle Garage and it will follow the same procedures as the city does when they are vetting out different locations. His concern is that he does not want to be in conflict with the Library which also rents out space and he has received confirmation that there would be no conflict with them. He said that Ms. Hebert will e-mail the draft policy to the members of the Parking Authority for their review. Mr. Harden said he does not want the Parking Authority making a profit and suggested that the funds received for renting out the space be given to the Library. Ms. Hebert said there would be no profit and the funds will be used to clean the space. Mr. Tsiranides asked if there is any insurance responsibility. Ms. Hebert said “yes” and that anytime space is rented from the city it is required to provide a certificate of insurance. Mr. Aley suggested that there be no fee charged initially and the Parking Authority pick up the cost of the cleaning for non-profit organization and only charge the fee to the for profit organizations.

B. STRATEGIC PLAN

Mr. Brescia discussed the strategic plan and said he is interested in looking at the strengths and there will be additional meetings scheduled to discuss the Strategic Plan because it is very important. He suggested as the final touches are being put on the plan that it fits into the new matrix of the new reorganization.

C. CAPITAL PROJECTS

Ms. Valadares reported and said that Frank Capasso & Sons, Inc. are back working at Haviland Deck as of Monday, and that the soil is being removed from the planters due to the water problems they have caused. She said that the paving of the lots will take place after July 1st and because they are using the city’s paving contract the paving of the lots will be done on their schedule but she has not yet received the scheudule.

Ms. Valadares said that she has received two out of the three permits for the installation of the sensors and the agreement is at the Legal Department to be signed.

D. WEBSTER PARKING LOT DRAINAGE PROJECT- GREEN INFRASTUCTURE GRANT

Ms. Hebert said that part of the capital budget that was approved by the Common Council included paving and some drainage work for Webster Lot. She said that there is a Green Infrastructure Grant that is available through Fish and Wildlife that would help to solve some of the problems with flooding in Webster Lot. She said that Mr. Yeosock will be applying for the grant and it is a grant up to $200,000 and is a 50% grant. Mr. Rains said the changes to the maintenance need to be considered when making these decisions and the Parking Authority should be made aware of what those costs will be. Ms. Casey said that Mr. Carr was brought into the meeting and he also mentioned the possible increase in maintenance and the costs associated with it.

E. WALL STREET DISTICT PROJECT

This was discussed under item #3 of the agenda.

F. MALL WORKING PARKING

Ms. Hebert said that everyone worked very well together to implement the changes that were approved for Golden Hill and Webster Lot and it has made a major improvement. She said it was a very good collaborative effort on everyone's part. There was discussion ensued on how to prevent this in the future and Mr. Rains suggested that in the future the process from Zoning approval and building permit issuance could easily involve a parking requirement plan and that it should be approved by the Parking Authority.

G. EAST NORWALK RAILROAD STATION PROJECT-UPDATE COMMUTER PARKING

Ms. Hebert said that Spinnaker has come up with a parking plan for both during and after construction which was part of their zoning approval process. She said that they will begin on building B and requested that commuters are moved sooner than what was originally planned to the temporary right of entry location which will become permitted parking, and it will just be for the time period of construction for building B. They are also aware that if it gets to be a capacity issue they will make space available and their workers will be parking in other locations as well as the construction lay down area. Ms. Valadares said at the end of the year that some parking spaces may have to be given up for the Walk Bridge Project. Ms. Hebert said that they are aware of that and it was part of the approval and asked that Ms. Valadares keep her up to date on the schedule.

H. FINANCIAL, TRANSIENT ACTIVITY, COURTESEY CARD AND OPERATING REPORTS

Mr. Manousos reported and said that there has been a spike in revenue at the Maritime Garage and Webster Lot due to increased activity from the Walk Bridge project, the Maritime Aquarium and the mall parking. He said the expenses were also higher for the month due to the expenses for snow removal and some city expenses that were allocated. He said that year to date the revenue is favorable over 2% compared to last year, and the expenses are down over 10% compared to budget. He reported on the transient activity and said compared to last year is up over 3% at all the locations with the exception of Haviland, Wall Street, Yankee Doodle Garage and on street parking, and credit card revenue accounts for over 80% of the revenue collected system wide.

Mr. Manousos reported on the Pay by Cell activity and said that the transactions are significantly higher than last year and are up almost 63%, and the revenue is up 54% which equates to $151,000, and 12% of all transactions system wide are through Pay by Cell transactions and the average transaction is $4.00.

Mr. Manousos reported on enforcement and said that ticket issuance is down from last year over 9% and revenue is down almost 16%.

Mr. Manousos reported on the courtesy card program and said that 736 courtesy tickets were issued for the month, and they have given out $368 in metered time, and the value of the tickets that were not issued was $16,650. He said year to date through April 21, 2019 over 5900 courtesy cards have been issued, and they have given out almost $3,000 in metered time and the value of the tickets is almost $367,000.

I. BUSINESS INTELLIGENT DASHBOARD, AMBASSADOR ROAD ASSISTANT PROGRAM, CUSTOMER SERVICE SYSTEM, SENSOR PROJECT

Mr. Manousos reported on the Ambassador program and noted that a majority of assistance that was provided was assistance with pay stations, how to make payments on the Pay be Cell app and general information questions. He said there were 52 interactions for the month and that most of them were from Webster Lot.

J. EXECUTIVE SESSION- PERSONNEL ISSUES

** **MR. ALEY MOVED TO ENTER INTO EXECTIVE SESSION.**
**** MR. HARDEN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**
Executive session began at 7:30PM.
Executive session ended at 8:35PM.

** **MR. RAINS MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**
**** MR. ALEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. RAINS MOVED TO AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO AMEND THE AGREEMENT WITH LAYBEL CONSULTING, LLC. TO EXTEND THE TIME PROVISION THROUGH JUNE 30, 2020.**
**** MR. ALEY SECONDED THE MOTION.**

**** THE MOTION PASSED THREE (3) IN FAVOR AND ONE (1) OPPOSED-(MR. HARDEN)**

K. OTHER BUSINESS

There was no other business discussed.

L. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, MAY 22, 2019 AT 6:00PM AT THE YANKEE DOODLE GARAGE, NORWALK CT.

ADJOURNMENT

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

The meeting adjourned at 8:37PM.

Respectfully submitted,
Dilene Byrd