



**PARKING AUTHORITY REGULAR MEETING
MARCH 27, 2019**

ATTENDANCE: Richard Brescia, Chairman
Tom Vetter
Eric Rains

ABSENT: Michael Harden
Jud Aley

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking
Vanessa Valadares, DPW Senior Civil Engineer
Dilene Byrd, Secretary

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

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment this evening.

NEW BUSINESS

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

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

Ms. Hebert said on the public comment portion of the meeting where Ms. Cece had made the comment that the budget was not posted was a very good point, and she would like to post the budget on the website. She said she will also contact Ms. Cece. Mr. Vetter also suggested that the entire agenda package be posted on the website going forward.

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY, TO EXECUTE A STANDARD FORM WIRELESS POLE ATTACHMENT AGREEMENT WITH THE CONNECTICUT LIGHT AND POWER COMPANY DBA EVERSOURCE ENERGY PERTAINING TO THE INSTALLATION OF PARKING SENSOR REPEATERS ON THEIR POLES

Ms. Valadares said that the agreement will be going to the Corporations Councils office for final review and staff is requesting that the Chairman of the Parking Authority be authorized to sign the agreement. Mr. Rains asked if the agreement is based on the quantity of sensors that are being installed. Ms. Valadares said the agreement is to install the repeaters for the sensors on their poles. Mr. Rains asked if the sensor program is extended and will require more repeaters if another agreement be required. Ms. Valadares said "yes" Mr. Rains asked if there is a way to avoid that. Ms. Valadares said "no" because a request needs to be made for each specific pole, and they want to know when something will be attached to their property because they own the pole. She said there has been no charge for this in the past but if there is a fee she will report back to the Parking Authority before the agreement is signed.

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

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY, TO EXECUTE A POLE ATTACHMENT AGREEMENT WITH THE SOUTHERN NEW ENGLAND TELEPHONE COMPANY, DBA FRONTIER COMMUNICATIONS OF CONNECTICUT PERTAINING TO THE INSTALLATION OF PARKING SENSOR REPEATERS ON THEIR POLES/

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

INFORMATION AND DISCUSSION

A. CHAIRMAN REPORT

Mr. Brescia introduced and welcomed Ms. Casey and said that she is heading a new department that the parking authority is part of and that she has replaced Mr. Sheehan as the Mayor's appointee, but that the Parking Authority will still be inviting Mr. Sheehan back to go over the Redevelopment items.

Ms. Casey said that she had joined the City of Norwalk on January 7th as part of the reorganization that was approved by the Common Council in September. This position is a new position that was created in the reorganization and is the Chief of Community and Economic Development and she has responsibility for Planning & Zoning, Code Enforcement, Business Development and Tourism and Transportation Mobility and Parking. She said as part of the work they will be introducing the new neighborhood improvement team as of July 1st and that parking will align very well with the team in the sense that half of the team will be focused on ordinance enforcement, and the other half on beautification and improving neighborhoods. She said that within the next year she will be working internally with the different departments to best aligning permitting and licensing and helping the departments to get up and running in that specific area will be huge for Norwalk because it will follow the lifecycle of the permit or license, and help us to understand where the bottlenecks, but in addition to that it will help us to understand what is trending in Norwalk. She said she will be working closely with Ms. Hebert and the team to understand all of the initiatives that are underway.

Mr. Brescia said the operating budget for 2020 reflects the Parking Authority's mission to enhance economic development and quality of life.

Mr. Brescia said that he and Ms. Hebert had been invited by Mr. Kleppin several weeks ago to participate in a round table to establish guidelines for the Wall Street area and to share what they thought the requirements for parking should be. Brescia said at that time it was the micro units being discussed and he and Kathy had asked Walker what the parking requirements should be. and they had said .08 and that is what Planning & Zoning is working with now, but that was put on the table as part of the discussion, but was not the final answer because the Parking Authority had not yet had a discussion on this issue which is why he had brought it up at last month's meeting and got gotten some interesting responses from the members of the Parking Authority that will be shared with Mr. Kleppin. Mr. Rains said there is a question of proximity and that would give the developer the flexibility to not build parking and if the proposed project is in the right proximity of a facility then the developer could not have an obligation not to build parking but if they are remote there should at least be a discussion about why they think they should not think they should build parking. Mr. Tsiranides said they had just had some input from the Pearl which was built with whatever the required parking spaces were told it would be more than adequate and it is not. Mr. Brescia said he is looking ahead for the Wall Street area and he thinks it will be revitalized and be a dynamic area, and that the Parking Authority has already included opportunities for business's in the budget. He said there needs to be some responsibility for public parking for the developers and it is important that the diverse opinions of the Parking Authority are shared with Mr. Kleppin. Mr. Rains asked if in the five years if the density will be there to attract people not to have a car be okay. Mr. Brescia said he feels there needs to be some sort of a requirement even it's on site.

Mr. Brescia said another information meeting needs to be scheduled for Wall Street to get more input from the community. Ms. Hebert said that Mrs. Maguire had put an email out the community for their input on a meeting to be held on April 16th and she is requesting earlier in the afternoon so that they can get input from the restaurants.

Mr. Brescia requested feedback from the Parking Authority and staff for opportunities on for the strategic plan. He asked that each give two items and the following suggestions were made:

- Wall Street
- Fund Balance
- Political Pressure
- Tie in Traffic
- Partnership
- Technology Improvements
- Customer Service
- Yankee Doodle Garage
- Angled Parking
- Economic Development
- Political Favor
- Outreach
- Leverage
- Regional/Statewide Funding
- Multiple Modes of Transportation

Mr. Brescia said that he will distribute the list of suggestions and that this is just the beginning of the dialogue and he would like to schedule a meeting in April to discuss the strategic plan. It was decided that the meeting would be scheduled for April 9th at 5:30PM at the Yankee Doodle Garage and that Ms. Hebert will send out a meeting invite.

B. CAPITAL PROJECT REPORT

Ms. Valadares reported and said that Capasso will resume the miscellaneous repairs at all of the Parking Authority garages beginning in April and they will begin at Haviland Deck. She said there is approximately \$70,000 of work still remaining from last year. She said that all the lots that they are planning to pave as of July 1st have been included in the pavement management program and had come in under budget, and that Webster Lot will be done in three phases but it will not be paved this year because drainage work needs to be done, and they also don't want to close the lot while the mall is being constructed and cause additional parking issues. She said once the paving dates are finalized she will report back to the Parking Authority. Mr. Brescia said at the last Wall Street informational meeting that one of the suggestions that had come up was to changes Burnell Blvd. to a two way street to make access to the garage easier. Ms. Hebert said that would have to be part of the Traffic Management Plan. Mr. Brescia requested that it be included.

Ms. Valadares reported on the in-house projects and said that they are planning to install the Street Line sensors in the spring, but that some locations may need to be postponed until the fall due the scheduled paving.

C. WALL STREET DISTRICT PROJECT

Ms. Hebert said the second public information meeting for Wall Street will be scheduled and Ms. Valadares, Mr. Yeosock and Ms. Azrelyant are working on the engineering plan and the locations of the multi-space meters. She said she would like to present the plan to the Traffic Authority and the Parking Authority in April for approval. Mr. Brescia asked that the plan be sent to the Parking Authority in advance of the meeting if possible.

D. MALL WORKER PARKING

Ms. Hebert said there was an item on the Traffic Authority agenda last week for the Golden Hill Area. She said it will be a combination of doing enforcement in the Golden Hill area in Webster Lot has been increasing on a daily basis and has had a negative impact on business community and will be fully enforcing both those locations in the next couple of weeks. Ms. Azrelyant provided an overview of the approval of Traffic Authority meeting and said that both locations will be enforced at the same time, and staff has been working with Brookfield Properties to come to a consensus for the parking problem and they will be adding additional shuttle buses to Norden's. She said that the Traffic Authority has approved a two hour parking only in the Golden Hill area 24/7. The signs will be specific to say two hour parking only in the Golden Hill area, and that LAZ and the Police Department is also stepping up enforcement in the area. Mr. Brescia asked when the signs will be installed. Ms. Azrelyant said they will begin installing them on April 1st and they will all be installed by April 8th and a test of the LPR will be done on April 1st. The other plan in place is to scan the license plates that are already in the system based on previous information which is already being done for the beach parking, and are planning to make accommodations for individuals who are not on the list. Mr. Rains asked if there is something that can be done if someone receives three tickets within two weeks beyond towing. Ms. Hebert said the Parking Authority is required per State Statute to give notice. Ms. Valadares suggested valet service for the customers at Webster Lot during the mall construction to help the businesses.

E. FINANCIAL, TRANSIENT ACTIVITY, COURTESY CARD AND OPERATING REPORTS

Mr. Manousos reported and said the revenue is up 1.1% over budget year to date and is up almost 6.0% compared to last year, and the total expenses are down 10% compared to budget and is up 4% compared to last year. He said that the transient activity compared to last year is up 2.6% and that 81% of total revenue collected systemwide is through credit cards. The Pay by Cell activity compared to last year is up 63%, and revenue is up 15% and the average transaction in February was \$4.10. He said the Pay by Cell transactions represents over 14% of total transactions in the system. Mr. Brescia said the growth has been terrific but that 86% of people still do not use the app the Pay by Cell which is all the more reason to improve the wayfinding and instructions. Mr. Manousos said they will have another education campaign done and will have an Ambassador crew go out in the spring.

Mr. Manousos reported and said the enforcement and said that issuance is down year 9.1% to date compared to last year and that revenue is down over 14.6%. He reported on the customer courtesy program and said that 702 courtesy cards were issued for the month and the total meter revenue that was given out to the customers was \$151, and the value of the tickets that were not issued was almost \$16,425. Mr. Brescia said year to date 4864 courtesy cards have been given out and only 432 of those people received a parking ticket which is down to 9%.

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

Mr. Manousos provided an overview on the Ambassador and Road Side assistance program and said over the last month there have been 38 interactions with the public, and the biggest issue they had assisted with was the app payment and the next highest was general information questions and most of questions were coming from Webster Lot. He said there will be a presentation at the April meeting for the business intelligent dashboard.

Mr. Tsiranides asked if the new system will be ready at the beach, Taylor Farm and Cranbury Park. Mr. Manousos said “yes” and that all of the zones have been set and the IT Department has a list of all the permit holders and all of the equipment has been installed. Ms. Hebert said that all the signage has been installed.

G. EXECUTIVE SESSION- PERSONNEL ISSUES

**** MR. RAINS MOVED TO ENTER INTO EXECUTIVE SESSION**

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 7:44PM

Executive session ended at 8:06PM.

There was no action taken.

H. OTHER BUSINESS

**I. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, APRIL 24, 2019 AT 6:00PM
AT 11 YANKEE DOODLE GARAGE, NORWALK CT.**

ADJOURNMENT

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

**** MR. RAINS SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:07PM.

Respectfully submitted,
Dilene Byrd