



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 23, 2016

ATTENDANCE: Julius Hayward
Mike Harden
Richard Brescia
Jud Aley

ABSENT: Olga Arteaga

STAFF: Bruce Chimento, DPW Director
Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Tim Sheehan, Redevelopment Agency

PUBLIC COMMENT

No one from the public attended.

BUSINESS PORTION

**1. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY
MEETING HELD ON THURSDAY, FEBRUARY 18, 2016**

**** MR. BRESCIA MOVED T O APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, FEBRUARY 24, 2016**

**** MR. HARDEN MOVED TO APPROVE THE MINUTES AS AMENDED**

**** MOTION PASSED UNANIMOUSLY**

**3. APPROVE THE NEW PARKING CONFIGURATION AT THE SOUTH NORWALK
RAILROAD STATION ON THE EASTBOUND SIDE TO ACCOMMODATE A TAXI QUEUE.**

Ms. Hebert said that the two taxi companies in Norwalk requested a taxi queue on the Eastbound parking lot of the South Norwalk Railroad Station in addition to the taxi queue on State Street which has 6 parking spaces. She said that recently they have been working much better with staff, managing the queue. There was a meeting held with Mayor Rilling and it was decided that there is an area that will accommodate three taxis on the Eastbound side that they can use, and that parking staff will be monitoring the taxi queue and taxi management area daily. She said that Mayor Rilling did tell them that if they do not follow the rules that they will be removed from the area.

**** MR. BRESCIA MOVED T O APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said there has been an increase in revenues and activity at the Maritime Garage, Webster Lot, North Water Lot, Yankee Doodle Garage, the South Norwalk Railroad Station and on street parking. She said that the expenses for snow were approximately \$95,000 and that the net revenue for February was approximately \$36,000. Mr. Hayward asked how much is left in the unused snow account. Ms. Hebert said approximately \$120,000. Mr. Brescia requested that a column showing the year to date actuals for previous year be included on the location monthly summary. Mr. Sheehan asked about the difference between actual and budgeted monthly revenues. Ms. Hebert said that the annual approved budget was straightlined for monthly presentation. Mr. Harden said that the seasonal differences balanced out at the end of each fiscal year.. Ms. Hebert said that starting with the new fiscal year, July 1st, the monthly budget will more align with actual seasonal changes and will more follow actual trends. Mr. Brescia said that if anyone sees anything on the reports that jumps out that he recommends it be highlighted so that it can be discussed amongst staff so they can come up with a perspective on what drove the change prior to the meeting. Mr. Brescia asked why there is almost a 50% increase in revenue violations from this February compared to last February. Mr. Manousos said partly due to compliance and a better collection rate. Ms. Hebert said it is also due to consistent parking enforcement as well as the installation of the sensors on Wall Street which creates less parking enforcement errors.

2. OPERATING REPORT

Mr. Manousos reported and said that the overall transient revenue and activity is up compared to last year. He reported on the pay by cell and said that the activity usage in February is up noticeably following the Norwalk Community College marketing and more recently facebook ad marketing effort. He said that the pay by plate implementation went very smooth, and the prepayment widget software is being tested and that he expects implementation at the end of April or beginning of May. He reported on the staff outreach and said that it shows a good response. Ms. Hebert said that staff outreach will also include the implementation of the new rate structure and will also promote economic development programs. Mr. Aley requested that establishments on South Main Street and Monroe Street be added to the list for outreach. Mr. Hayward said that the outreach program and reports have been very good and that he commends the effort by staff. Mr. Brescia asked about the monthly dismissed tickets and how many are granted per month. Mr. Manousos said that approximately 100 per month. Mr. Brescia asked what the percentages of the appeals are due to the error of the parking enforcement officer. Mr. Legasse said the errors were higher prior to the changeover to pay by plate. Mr. Brescia said that would like this number drilled down to show parking enforcement officer errors, dismissals by hearing officer, administrative dismissals and the reasons. Mr. Sheehan asked what percentage of tickets written does the 100 represent. Mr. Manousos said fewer than 5%. Mr. Hayward asked about the large number of blockages in the meters. Mr. Manousos said that staff is still working with the vendor to determine what the numbers mean, but that this has little or no impact on the ability of people paying. After further discussion it was decided to just report on the up time percentage. Ms. Hebert said that the office at the Yankee Doodle Garage is currently being updated. Mr. Harden asked if there is a deadline for completion. Ms. Hebert said that this will be completed by the end of May.

3. WALL AND SONO OUTREACH

Ms. Hebert said that staff will continue to do community outreach.

4. CAPACITY

Mr. Brescia distributed information about monthly permits, permit oversells and railroad station commuter comparisons and spoke about need for the Parking Authority to evaluate future capacity needs especially as it relates right now to the railroad stations and the Wall street area. He said that the Parking Authority should consider the potential for being a financial partner with the Redevelopment Agency and the City for land or building purchases related to future parking capacity needs. Ms. Hebert said that the Parking Authority has already begun to position itself by budgeting now for two years capital reserve funding.

5. OTHER BUSINESS

Mr. Brescia spoke about creating a short term priority list for the South Norwalk and Wall Street districts to collaborate with members of the business community. Ms. Hebert said that the Parking Authority budgeted \$100,000 to promote economic development. She said that staff will be getting ready to roll out the new rate structure for July 1, 2016 and will have to start communicating this to the public in June through press releases, social media, signage and staff outreach. She suggested that the project/program priorities should be communicated at the same time and could include the South Norwalk restaurant collaborative, additional on street parking, enhancements to the North Water alleyway from Webster to South Norwalk, highlighting underutilized parking assets such as the Maritime Garage and South Norwalk Railroad Station at night, East Norwalk Railroad Station parking options, enhancements to the Yankee Doodle Garage, on street parking in the Wall Street area; validation programs, advertising, park-shop-dine. Mr. Brescia reported on his priority to do list. There was discussion regarding short term and long term initiatives and Ms. Hebert requested that the member email her as soon as possible their thoughts about these initiatives so that she could prioritize them for discussion at the next meeting.

Ms. Hebert reported and said that she met with Susan Wallerstein, Chairperson of the Norwalk Arts Commission to develop a plan for the art installation at the Yankee Doodle Garage, and said that she will be meeting with Ms. Valadares to go over the facility structural repairs that are funded through the FY 2017 capital budget for the Yankee Doodle Garage, The South Norwalk Railroad Station and the Haviland Deck.

Mr. Chimento discussed an issue with the hours of operation on Monroe and Madison Streets and said that the enforcement hours are 12 hours from 6:00A.M. to 6:00P.M. to accommodate the commuters. He said that now they pay \$1 per hour to park in those spaces. He said there are a few residents who complained that they are forced to move their car at 6:00 A.M. instead of 8:00 A.M. There was a discussion and it was decided to leave the hours of operation the same since it makes sense for the commuters.

**** MR. BRESCIA MOVED TO SUSPEND THE RULES**

**** MOTION PASSED UNANIMOUSLY**

**** MR. HARDEN MOVED TO APPROVE REDUCING THE MONTHLY PARKING PERMIT RATE CHARGED TO THE MAIN LIBRARY TO \$25 PER MONTH STARTING APRIL 1, 2016.**

**** MOTION PASSED UNANIMOUSLY**

6. ACTION ON ANY ITEM DISCUSSED HEREIN.

No discussion.

7. ADJOURNMENT

**** MR. BRESCIA MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:30PM

**NEXT PARKING AUTHORITY MEETING: WEDNESDAY, APRIL 27, 2016 , MARITIME
GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER STREET, 5:30 P.M.**