CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
February 22, 2017
6:00 p.m.

ATTENDANCE:	Richard Brescia, Chairman Mike Harden, Vice Chairman Jud Aley
STAFF:	Kathryn Hebert, Administrative Services Manager Dilene Byrd, Secretary
OTHERS:	Stathis Manousos, LAZ Parking Rocky Legesse, LAZ Parking Tim Sheehan, Executive Director, Redevelopment Agency

PUBLIC HEARING- FY 2018 OPERATING BUDGET

Mr. Brescia opened the public hearing at 6:00PM.
Mr. Brescia closed the public hearing at 6:10PM.
No one from the public attended.

PUBLIC COMMENT

No one from the public attended.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON JANUARY 25, 2017.

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

**** MOTION PASSED UNANIMOUSLY**

2. APPROVE THE FY 2018 OPERATING BUDGET

Ms. Hebert said that she already sent the proposed operating budget to the Finance Department and that she has met with the Budget Director. She said that the proposed FY 2018 Parking Authority operating budget will go to the Board of Estimate and Taxation on March 13, 2017, and will then go to the Finance Committee and then to the Common Council for final approval.

**** MR. ALEY MOVED TO APPROVE THE FY 2018 OPERATING BUDGET**

**** MOTION PASSED UNANIMOUSLY**

INFORMATION AND DISCUSSION

1. CHAIRMAN REPORT

Mr. Brescia said that he and Ms. Hebert went to the Ordinance Committee meeting because when the Parking Authority ordinance was established in 2002, it stated that the Parking Authority will put the budget together for the fiscal year and report to the Finance Committee in early October regarding the following year, which would only allow two weeks to put together the following years budget. He provided an overview of the meeting and said that the Ordinance Committee made one change, adding a sentence, to the Parking Authority ordinance stating that the "Parking fee increases not included in the approved budget shall be submitted by the Executive Director of the Parking Authority to the Board of Estimate and Taxation and to the Common Council for the consideration and approval."

Mr. Brescia said that he requested that Mr. Harden and Mr. Aley do a study that would identify short term parking alternatives, and that have submitted a preliminary report. Mr. Harden said they focused on Washington Street and Wall Street and he presented their findings and suggestions about parking alternatives. Mr. Brescia said that these suggestions will be evaluated as part of the parking capacity study, and suggested as the part of the next step to concentrate on private lots for public partnerships. He also said that some guidelines will need to be established and are something the Parking Authority will recommend for consideration.

Mr. Brescia asked the Parking Authority board members to review the Head of the Harbor North comments that were made by the Parking Authority and submit any changes to Ms. Hebert as soon as possible. Mr. Aley suggested that if the Head of the Harbor North does take over the Main Street lot and install the diagonal parking that they fund the changes.

Ms. Hebert said that a survey will be sent out via e-mail to the Wall Street district and to the SONO district to find out where the business communities are parking, and that staff will also have cards to hand out to the business community informing them where they can also go online and fill out the survey. She said that a car count at Main, Wall and Yankee Doodle Garage, will also be done for one week at 1:00PM and at 1:00AM to determine daytime and overnight capacity. She discussed that the fee in lieu account funding will be used to pay for the citywide parking capacity study. The goal is to look at the whole city comprehensively regarding the immediate need for parking capacity, and the future needs. It is estimated that the study will cost about $200,000. She said that money in the fee in lieu of parking account is governed by State Statue. She said that the process to allocate the funds is similar to the capital budget process, and have already received approval from the Board of Estimate and Taxation and the Planning Commission. She said that the Parking Steering Committee is made up of staff members and other community leaders and are in process of putting the RFP together. She said that the RFP should be sent out mid to late March.

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2. PARKING PROGRAMS

Mr. Sheehan said that there is a meeting scheduled for March 8, 2017, 6:00PM at Local Restaurant to review the design concept and proposal for the plan for the 50 Washington Street Park including the alleyway.

3. ACTIVITY REPORT

This was reported under item #5 of the agenda.

4. FINANCIAL REPORT

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This was reported under item #5 of the agenda.

5**. OPERATING REPORT**

Mr. Manousos reported and said that the revenue and expenses for the month and year to date are favorable to budget, and that with the exception with the Maritime Garage since the rate decreased. He reported on the revenues and said that they are up and that is partly due to the rate increases, but mostly due to activity increases. He said systemwide that despite the decrease in fees the demands are up 22.5% year to date, and that is being seen at all locations with the exception of the commuter locations, and that the permit activity is stable. Ms. Hebert said that the changes at the South Norwalk Railroad Station are due to the opening of the Stamford Transportation Center, and the comparative numbers will even out next year. Mr. Manousos reported on the Pay by Cell and said the activity is still strong, and reported on the increase in activity since the program started and said that the activity in 2012 showed 2,200 sessions compared to the same time period in 2017 shows 48,000 sessions. Mr. Brescia reported on the transient activity and said that there were 21,268 more transactions in the SONO area since the rate increase was in effect. Mr. Manousos reported on enforcement and said there was an increase due to the expanded enforcement hours of operation, but that is starting to come down and will stabilize once compliance begins to increase.

Mr. Sheehan asked what the operational requirement is for snow clearance around the meters. Mr. Legesse said when the snow is piled around the meters their maintenance department creates a path to the meters. Mr. Sheehan said that as the Parking Authority they should ensure that there is a safe passage to the meter. There was discussion regarding liability issues and Mr. Manousos said that they are taking as reasonable of an effort as they can, and are not receiving a lot of complaints or appeals. Ms. Hebert said that there are existing citywide Ordinances that would have to be considered.

Mr. Manousos spoke about the customer service system to be implemented this spring, and said that the system operates in the cloud, and provides access for the public to enter their comments, complaints, suggestions and produce work orders and communicate back to the public and report efficiently on these communications. He said that they are finalizing the contracts with the new vendor.

6. CAPITAL PROJECT REPORT

Ms. Hebert reported that new and updated cameras were installed at the upper level of Haviland Deck and evaluating adding more lighting fixtures. She said at the Yankee Doodle Garage the doors and staircase have been upgraded new electrical door locks have been installed, and the new elevator will be installed and operational in March, the outside lighting façade is scheduled to be complete in May and expecting an unveiling end of May/beginning of June.

7. OTHER BUSINESS

Mr. Brescia said that he had requested that Mr. Manousos perform a realistic study on what the valet service would cost. Mr. Manousos presented the study and said there would be a couple of valet zones and either sides on Washington Street, and there would be a greeter stationed at each of the zones, and series of runners to retrieve the vehicles from the Maritime Garage. He said that for the speed of retrieval times the cashier's office in the lobby will be used for storing the keys, and someone would be stationed there, and that an automated valet system would text for their vehicle and can return the vehicle that they wanted. He said not knowing the volume they estimated 80 cars per night on Friday and Saturday nights and discussed staffing hours of operation 5:00PM-2:00AM, and as the hours change they would change staffing. He discussed the start up costs, and the annual budget that will be needed based on a $10.00 valet fee, and the lost meter revenue. He said this operation would be a community service and not result in a profit center. Mr. Sheehan asked how many spaces are on Washington Street. Mr. Manousos said 27. Mr. Sheehan asked how many would be taken out to be used for the valet service. Mr. Manousos said 14. Mr. Sheehan asked what the typical turnover time is. Mr. Manousos said approximately 2 1/2 hours. There was discussion ensued regarding doing a pilot over the summer.

8. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:30PM

NEXT PARKING AUTHORITY MEETING: WEDNESDAY, MARCH 22, 2017, MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER STREET, 6:00 P.M.