



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
January 24, 2018

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Jud Aley
Tom Vetter

ABSENT: Eric Rains

STAFF: Bruce Chimento, DPW Director
Kathryn Hebert, Administrative Services Manager
Vanessa Valadares, Senior Civil Engineer
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Michael Connor, Walker Consultants
Brian Bartholomew, Walker Consultants

1. CALL TO ORDER

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

PUBLIC COMMENT

No one from the public commented.

PRESENTATION- WALKER CONSULTANTS- UPDATE THE PARKING CAPACITY AND STRATEGIC PLAN

Mr. Connor presented and said that the supply and demand piece of the plan is approximately 80% completed and that they have gathered a lot of information. He discussed the results of the station platform survey and open house survey and said they showed that poor conditions of the facilities was not an issue, but enforcement seems to be in both South Norwalk and Norwalk center, but they find that particularly in South Norwalk that the acceptable walking distance is very small. He said that the data that they have collected is raw but it is building the foundation for existing conditions upon which they will model future conditions. He discussed the current parking inventory for both public and private in both Norwalk center and South Norwalk and found that in the Norwalk center the public parking assets are not as large as they are in other areas, and in South Norwalk the Parking Authority is dominant including on-street parking and they will be looking at policies to ensure that privately owned and operated facilities do contribute to the public good. He said in terms of the overall inventory of the Norwalk Parking Authority facilities it is at 3752. He discussed the current parking occupancy and found that the South Norwalk Railroad Station lot is at 100% capacity during peak hours on the weekdays. Mr. Bartholomew said that the Parking Authority has the technology and the capability to find out how accurate this is and suggested starting that process now. He concluded by stating the all of the data will go towards formulating a policy to ultimately have the private sector participate or partner with the public sector with regards to shared parking and parking efficiency. Mr. Brescia said that private lots in both the South Norwalk and Norwalk Center may be available for a collaborative effort and that those prospects will be identified and they will be given direction on where those prospects may be. Mr. Brescia requested that the members of the Parking Authority look at the plan and come up with other thoughts and that Ms. Hebert will pass them along to Walker Consultants and that this is a collaborative effort.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, DECEMBER 20, 2017.

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

2. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING HELD ON THURSDAY, JANUARY 11, 2018.

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

3a. APPROVE OF THE ELECTRICAL SERVICES AGREEMENT WITH THE SECOND TAXING DISTRICT OF THE CITY OF NORWALK (SECOND TAXING DISTRICT) CONCERNING THE ALLOCATION OF PARKING RELATED TO THE SOUTH NORWALK RAILROAD STATION CONDOMINIUM AND THE PAYMENT BY THE SECOND TAXING DISTRICT OF FEES IN LIEU OF COMMON CHARGES. THE TERM OF THE AGREEMENT SHALL BE 2017 (RETROACTIVE) THROUGH 2021 WITH TWO (2) POSSIBLE EXTENSIONS OF FIVE (5) YEARS FOR EACH EXTENSION TERM.

3b. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY, TO EXECUTE THE ELECTRICAL SERVICES AGREEMENT WITH THE SECOND TAXING DISTRICT PERTAINING TO PARKING ALLOCATION AND PAYMENTS IN LIEU OF COMMON CHARGES.

**** MR. VETTER MOVED TO TABLE ITEMS 3A AND 3B.**

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

**** THE MOTION PASSED UNANIMOUSLY**

4. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO EXECUTE A TEMPORARY RIGHT OF ENTRY (TROE) LICENSE AGREEMENT WITH THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION FOR THE TEMPORARY USE OF 117 PARKING SPACES ADJACENT TO AND AROUND TRACK 4 ON THE EASTBOUND SIDE OF THE EAST NORWALK RAILROAD STATION FOR RAILROAD COMMUTER PARKING.

Ms. Hebert Kathryn presented and said that this will be a temporary right of entry similar to the temporary right of entry that the Parking Authority entered into with the state for the Fort Point parking lot. Mr. Aley asked who has been using the space. Ms. Hebert said that no one has been using it and that it has been vacant. Ms. Hebert said that this will help to alleviate commuter parking on the street and provide parking capacity during the redevelopment of the building and the TOD. Mr. Harden asked how long the agreement will be for. Ms. Hebert said one year because the state will need area for equipment storage for the East Avenue bridge project that is estimated to start in 2020.

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

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

**** THE MOTION PASSED UNANIMOUSLY**

5. SCHEDULE A PUBLIC HEARING ON THE FY 2019 OPERATING BUDGET AND RATE CHANGES TO BE HELD ON WEDNESDAY, FEBRUARY 28, 2018 AT 6:00 P.M.

**** MR. VETTER MOVED TO SCHEDULE A PUBLIC HEARING.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. Chairman Report

Mr. Brescia said that the operating budget is a good budget that shows efficiency and analysis.

B. Norwalk Now

Ms. Hebert provided an update and said that Norwalk Now is doing very well and that the City Limits music festival will be taking place this week. She said that the marketing from this event activated potential participants and that there are nine pending participants. She said that Norwalk Now has grown faster than expected and will need additional resources. Mr. Brescia said that Mr. Adams of GGP has requested a special proposal to be done for the Non-Profits in Norwalk, and have put together something that will allow GGP to consider sponsoring the Non-Profits to make them a part of Norwalk Now for the entertainment venues that tie into restaurants and retail.

C. Parking Capacity and Strategic Plan

There was no discussion.

D. Parking Wayfinding Challenges Walk Bridge and Mall Project

Ms. Hebert reported and said that there is an employee parking kickoff meeting on February 8th to discuss where employees will need to park during the walk bridge project.

E. Financial, Transient Activity and Operating Reports

Mr. Manousos reported and said that revenues are favorable to budget and compared to last year are up in every category with the exception of parking violations which is down due to the successful courtesy card program. He said that the expenses are favorable to budget for the month and year to date, and system wide that transient activity demands are level.

Mr. Manousos said that 78% of revenues collected are from credit cards and that permit sales are consistent. He said that the Pay by cell activity is up 36% over last fiscal year and represents 18% of revenues.

Mr. Manousos reported on the customer courtesy card program said that the program numbers have significantly increased from November, and that 769 courtesy cards were issued at about 385 minutes of metered time was given out, and that the value of those fines was over \$17,000, and year to date from July was over \$81,000.

F. Capital Project Report

Ms. Valadares reported on the status of the capital projects and said that most of the capital funds for fiscal year 2018/19 will be spent on the maintenance repairs in all of the garage that were based on the Desman Engineering report, and that the bid packages will go out on Sunday.

She said that the bid proposal for the new conference room at the Yankee Doodle Garage will be advertised by the end of the month. She said that the project is 90% complete at 50 Washington Street and that she will be sending them the punch list items, and they will also be increasing the funds in the escrow account for the spring landscaping. She said that there have been no changes regarding the status of the purchase of the revenue control system at the Maritime and South Norwalk Railroad Station since last month. She provided an update on the Walk Bridge Project and said that the camera is being installed today, and the screen will be installed on Monday, and that once the work begins on Ann Street detour signs will be installed. She said that a cost estimate was done for fy 2019 capital budget for the Liberty Square parking lot and staff will be making the request of approximately \$85,000 for the infrastructure improvements, and the \$75,000 for the revenue control units in 2018/19 capital budget request.

G. Operating and Capital Budget fiscal year 2019

Ms. Hebert said that the changes to the operating budget include funding for the addition of Liberty Square and the lot at the Main Library. She said that the budget represents 3.75% increase over current fiscal year, and that the capital budget includes funding for the facilities including infrastructure repairs and revenue control at Liberty Square.

H. Other Business

Mr. Manousos presented the proposed Ambassador roadside assistance program which will include a Parking Authority vehicle that will be branded as a hospitality vehicle and a Segway three wheeler. He said that the potential days and hours include Thursday through Saturday 4:00PM. – 2:00AM. and that the services will include assistance with flat tire, changing tire, gas refill, jumpstart and basic customer service assistance. Mr. Harden asked if they will be issuing tickets. Mr. Manousos said “no” and it would be strictly for customer service.

Mr. Manousos presented the business intelligent dashboard which combines all parking data daily into one dashboard.

Mr. Manousos provided an update on the customer service system and app and said it is 90% complete.

I. Next Parking Authority Meeting: Wednesday, February 28, 2018, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.

ADJOURNMENT

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

The meeting adjourned at 7:30PM