



CITY OF NORWALK  
PARKING AUTHORITY  
REGULAR MEETING  
February 28, 2018

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

STAFF: Kathryn Hebert, Administrative Services Manager  
Vanessa Valadares, Senior Civil Engineer  
Judy Archer, Secretary

OTHERS: Stathis Manousos, LAZ Parking  
Tim Sheehan, Redevelopment Agency  
George Tsiranides, Common Council

**1. CALL TO ORDER**

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

**PUBLIC COMMENT**

No one from the public commented.

**PUBLIC HEARING- FY 2019 OPERATING BUDGET AND RATE ADJUSTMENTS**

- \*\* MR. RAINS MOVED TO OPEN THE PUBLIC HEARING.**
- \*\* MR. ALEY SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The public hearing opened at 6:00PM  
The public hearing closed at 6:05PM  
No one from the public attended.

**NEW BUSINESS**

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, JANUARY 24, 2018.**

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

**2. APPROVE THE FY 2019 OPERATING BUDGET AND RATE ADJUSTMENTS.**

- \*\* MR. RAINS MOVED TO APPROVE THE FY 2019 OPERATING BUDGET AND RATE ADJUSTMENTS.**
- \*\* MR. VETTER SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO EXECUTE AN 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) EXTENSION OF FIVE (5) YEARS OF EACH EXTENSION TERM. PAYMENTS TO BE \$19,850 (RETROACTIVE) FOR FY 2017; \$20,340.29 FOR FY'S 2018-2021; \$20,842.68 FOR FY'S 2022-2026; \$21,357.48 FOR FY'S 2027-2031.**

Ms Hebert said that the City of Norwalk had an agreement with SNEW at the South Norwalk Railroad Station and it was a 20 year contract which ended at the end of 2015, and have been negotiating since then. She said that they finally came to an agreement for a five year contract with two five year extensions. Mr. Rains asked if the expenses are shared. Ms. Hebert said "yes" and they pay a fee to offset the common areas. She said that a lot of the terms stayed the same but that it was structured differently and they will pay an annual fee for the condo charges related to the common areas rather than SNEW giving a credit on the electric bill. Actual electric was difficult to monitor. She said that they will continue to have the 10 reserved spaces inside the garage and unreserved spaces for first come first serve for their visitors and the NPA will install signage on the spaces on State Street that say "15 minutes for SNEW customers only" and it will be heavily enforced during their peak days.

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

**4A. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH FRAN CAPASSO & SONS, INC. FOR PROJECT NO. PKG2018-2 MISCELLANEOUS REPAIRS AT THE NORWALK PARKING AUTHORITY GARAGES PHASE I, IN THE AMOUNT NOT TO EXCEED \$402,996.00 AND FOR PHASE II IN THE AMOUNT NOT TO EXCEED \$436,063.00 (FUNDS FOR PHASE II AVAILABLE JULY 1, 2018). BID OPENING 2/23/18. ACCOUNT NO. 09 17/18 4095 5777 C0303**

Ms. Valadares said that staff is requesting to award the contract to the lowest bidder for the repairs at the four garages based on the report from Desman Associates, and that the project will be done in two phases. She said that nine bids were received and that the low bidder was Frank Capasso & Sons Inc. and that they have done work for the NPA for many years. Ms. Hebert said that a facility assessment is done every five years. The capital budget reflects the recommendation made by the facility assessment for infrastructure improvements which is important to ensure that the facilities are safe, well maintained and clean and to extend the longevity of the facilities. Mr. Tsiranides asked if the price of the contract will be honored for the full two years. Ms. Valadares said “yes”.

**4B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS WITH FRANK CAPASSO & SONS, INC. FOR PROJECT NO. PKG2018-2 MISCELLANEOUS REPAIRS AT THE NORWALK PARKING AUTHORITY PARKING GARAGES PHASE I, IN THE AMOUNT NOT TO EXCEED \$41,000.00 AND FOR PHASE II IN THE AMOUNT NO TO EXCEED \$44,000 (FUNDS FOR PHASE II AVAILABLE JULY 1, 2018). BID OPENING 2/23/18. ACCOUNT NO. 09 17/18 4095 5777 C0303**

- \*\* MR. HARDEN MOVED TO APPROVE THE ITEMS 4A AND 4B.**
- \*\* MR. ALEY SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**INFORMATION AND DISCUSSION**

**A. Chairman Report**

Mr. Brescia introduced Mr. Tsiranides and said that he has volunteered to be the liaison between the Common Council and the Parking Authority but not as a member of the NPA. Mr. Brescia suggested that Mr. Tsiranides discuss items and bring up suggestions prior to the meeting and comment at the end of the meetings on his observations and any suggestions that he may have. Mr. Rains asked Mr. Tsiranides when he is reporting back to the Common Council if it will be a formal part of each Common Council meeting. Mr. Tsiranides said “no” only if it something that affects them directly, as well as the budget process or concerns that were based from citizen requests. Ms. Hebert said it is more of an informal communication which is very important.

Mr. Brescia discussed the final agreement with SNEW. He reported on the discussions with the CTDOT for commuter spaces at the East Norwalk Railroad Station and that staff will be putting

together a plan that he thinks will be acceptable to both parties, and there will be a public meeting held tonight. He also said that he and Ms. Hebert have met with Mr. Oz and they are completing punch list items at the Webster Parking Lot.

Mr. Brescia discussed the results of the Walker report and the response from some of the commuters and said that some of the people that they had interviewed regarding walk ability asked if we ever thought of doing streetscapes to help make it a friendlier trip from one side of town to the other. He discussed the possibility of pursuing that and said that if it helps promote both the safety image and walkability there would be more people parking in the garages rather than on the street.

**B. Norwalk Now**

Ms. Hebert provided an update on Norwalk Now and said that things are going very well and that there are over 26 participants, and that the City Limits Music Festival was very successful. She said that the next event is a scavenger hunt on April 28, 2018, partnering with LAZ who may provide vans for scavenger hunt participants to shuttle between participating businesses in the districts, and that at a sponsorship package and a budget will be sent out to potential sponsors.

**C. Parking Capacity and Strategic Plan**

Ms. Hebert provided an update and said that the Parking Capacity study is on schedule. She said that she will be interviewing additional people after March 5<sup>th</sup> for those who were not available in November, and will also be putting together data and information together and formulating a recommendation. She said that they are on target with the scope of work. Mr. Brescia asked Mr. Tsirandes to share with members of the Common Council if they have not had a chance to speak with Walker to do so, and that the Parking Authority would like to hear from the members of the Common Council as well as the citizens of Norwalk. He asked that they contact Ms. Hebert and she will schedule it. Mr. Sheehan requested that an internal review be done related to the full city buildout before that information is shared with the Walker consultants.

**D. East Norwalk Railroad Station TOD Project**

Ms. Hebert said that the agreement with CTDOT has been signed and beginning April 1, 2018, there will be 117 commuter parking spaces on the eastbound side of the East Norwalk Railroad Station, and that the spaces will be available until the State begins the East Avenue Bridge project and lowering of the road. She said that notices will be sent out to those that are on the wait list that the spaces are available for daily parking only. Mr. Harden asked how the parking spaces will be marked. Ms. Hebert said that signage will be installed. She also said that the Parking Authority will be responsible for maintenance, signage and will operate through a pay by cell payment method for daily parking, and will monitor activity and then possibly open up to permit parking.

**E. Parking Wayfinding Challenges Walk Bridge and Mall Project**

Mr. Rains reported on the DOT contract employee parking kick off and stakeholder meeting and that the Walk bridge team will need to provide employee schedules, and seek out offsite parking and possibly shuttle in to site. He also said the issue with North Water Lot closure during crane installation was discussed and that takedown several times during the project including revenue loss and displaced parkers. Ms. Hebert said that ongoing communication is key. Mr. Brescia said that the Parking Authority has included funds in the next operating budget for things that they are not typically responsible for but may have to be involved from a timing perspective, and it is our responsibility to collaborate to protect the local citizens and the businesses.

## **F. Financial, Transient Activity and Operating Reports**

Mr. Manousos reported on the financials and said they are on budget year to date for revenue year but compared to last year it is down 3% which is mainly due to the violation revenue, and issuance was down by almost 25% as a result of the courtesy card program and discount for paying tickets at the office within 24 hours. He reported on the expense side and said that it is favorable to date and is down 8% year to date.

Mr. Manousos said that 78% of revenue is from credit cards the revenue from credit cards is and that systemside activity and revenue seem to continue to follow seasonal trends. He said that that the Pay by cell continues to exceed download and usage expectations, and that demands are up 39% and revenue is up 19%.

Mr. Manousos reported on the courtesy card program and said that the courtesy cards issued are up and year to date, and that 4600 cards were issued and the metered time (20 free minutes) given in revenue is just over \$2,300 year to date, and that tickets issued after the courtesy warnings is 68 per month over the last two months, and 342 year to date and the value of the fines what were not issued year to date is a value of over \$107,000. Mr. Tsiranides asked how it is working out for those who pay their ticket within the 24 hours. Mr. Manousos said “good” and that contributes to the lost revenue.

Mr. Manousos said that transient activity is up systemwide except specifically at the South Norwalk Railroad Station, and that permit sales show an increase. Mr. Harden said that they are having an issue at the Stamford Railroad Station and asked if a spike in Norwalk is expected. Mr. Manousos said “yes” if they shut down more of the station but not to the extent of when it was closed for construction. Ms. Hebert said there will be additional capacity at the East Norwalk Railroad Station on the State property.

## **G. Business Intelligent Dashboard, Ambassador Road Assistant Program, Customer Service System**

Mr. Manousos provided an update on the business intelligence tool and said that he still working with the vendors to integrate the data into the database tool and are looking to implement it in the spring.

Mr. Manousos presented the Road Side Ambassador Program and said it will be for curbside assistance within the Parking Authority facilities, and would provide a visible presence and the goal is to help improve the parking experience. He said the Ambassadors will not be parking enforcement officers and would not be giving citations and will be an Ambassador type of role. He said that the suggested hours of operation will be Thursday through Saturdays from 4:00PM-2:00AM but is subject to change if the Parking Authority would like to use different times. He discussed the equipment that will be needed and the capital expenditure would be just over \$15,000 and the operating costs would be \$57,000 annually. There was discussion ensued and Mr. Brescia asked that the members of the Parking Authority recommend any changes that they would like to see and discuss them at the March meeting.

## **H. Capital Project Report**

Ms. Valadares reported on specific projects for the spring and summer and said that the Yankee Doodle Garage conference and office bid opening scheduled for March 9, 2018, and the revenue control equipment has been ordered for the Maritime Garage and the South Norwalk Railroad Stations but with a 12 week lead time. She provided an update on the Walk Bride project.

**I. Farmers Market**

Mr. Aley discussed having a Farmers Market in South Norwalk and his reasoning is to bring people into South Norwalk on Sunday. He said that he spoke with Maggie who manages the Rowayton Farmers Market and she suggested having it in the Webster Lot and she provided a proposal that Mr. Aley distributed. He said that her proposed consulting fee is \$6,000 which is based on an average of 10 hours per week for eight weeks at \$75 per hour. He said that he thinks it's a great idea and that it would bring a lot of people into the area. Mr. Aley did speak to CTown which is adamantly opposed to the farmers market inside the Webster Parking Lot Mr. Sheehan suggested that the plaza adjacent to the movie theater and the burger bar would be good location rather than in the parking lot. There was further discussion ensued and Mr. Sheehan said that he will schedule a meeting with Ms. Hebert and Mr. Aley to discuss specifics of rolling this out and reviewing his suggested location at the plaza between bow ties theater and burger bar.

**H. Other Business**

No discussion.

**I. Next Parking Authority Meeting: Wednesday, March 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.