



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 28, 2018

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

STAFF: Kathryn Hebert, Director NPA/Administrative Services Manager
Vanessa Valadares, Senior Civil Engineer
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Tim Sheehan, Redevelopment Agency
Rich Dunn, Co-owner 99 Bottles

1. CALL TO ORDER

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

PUBLIC COMMENT

Mr. Dunn stated that he is very excited that the Parking Authority will be taking control over the Liberty Square Parking Lot and that he is hoping there are some improvements made and that something is done about the parking. Mr. Brescia said that a parking plan will be put together in which they are now in the process of doing. Mr. Rains asked Mr. Dunn what his ideal picture of the Parking Authority's involvement. Mr. Dunn said the signage needs to be cleaned up, the hours of operation enforced and that any improvements will be welcomed.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, FEBRUARY 28, 2018.

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

2. APPROVE THE REAPPROPRIATION OF CAPITAL FUNDS FROM THE FOLLOWING CAPITAL BUDGET ACCOUNTS

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	
<u>0913 4095 C0475</u>	<u>(WEBSTER)</u>	<u>0919 4095 C0303</u>	<u>(FACILITY) 206,582</u>
<u>0911 4095 C0485 (PARKING STUDY)</u>		<u>0919 4095 C0465 (REV CONTROL)</u>	<u>\$4,379</u>

Ms. Hebert said that there were funds left over in two of the capital accounts and she had requested to reduce the 2019 NPA capital budget request by those amounts, and transfer those amounts from the Webster Lot and Parking Study capital accounts into the facility and revenue control capital accounts but in order to do that the Parking Authority will need to approve the appropriation into those accounts. Mr. Rains asked if there is any risk of affecting the pending budget approval. Ms. Hebert said “no” and that it is already included.

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

3A. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF NORWALK PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH DELUCA CONSTRUCTION COMPANY FOR PROJECT NO. PKG2018-1 – YANKEE DOODLE GARAGE CONFERENCE ROOM/OFFICE RENOVATIONS PHASE I, IN THE AMOUNT NOT TO EXCEED 161,806 AND FOR PHASE II IN THE AMOUNT NOT TO EXCEED \$ 228,180, FOR A TOTAL OF \$389,986.

Ms. Valadares presented the plans and said that it is to construct an office and a conference room at the Yankee Doodle Garage and that the space will be used to create an enhanced and improved presence in the Wall Street area. She said that the bids had gone out and that the project will be done in three phases and that phase I will consist of all the electrical and mechanical work, phase II will be the finishing of the rooms and phase III will be concrete work on the exterior work. Mr. Sheehan asked what the square footage is on the space. Ms. Valadares said it is approximately 2700 square feet. Mr. Aley asked who will use the space. Ms. Hebert said staff as well as the Parking Authority and that there may be an opportunity for community meetings. Aley asked what the heat source is. Ms. Valadares said it is electric. She also said that the project will begin in June and will take approximately four months to complete.

3B. AUTHORIZE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO ISSUE ORDERS WITH DELUCA CONSTRUCTION COMPANY FOR PROJECT NO. PKG2018-1 – YANKEE DOODLE GARAGE CONFERENCE ROOM/OFFICE RENOVATIONS PHASE I, IN THE AMOUNT NOT TO EXCEED \$ 16,200 AND FOR PHASE II IN THE AMOUNT NOT TO EXCEED \$22,800 FOR A TOTAL OF \$38,998.

ACCOUNT NO. 0918/19 4095 5777 C0303

- ** MR. ALEY MOVED TO APPROVE ITEMS 3A AND 3 B.**
- ** MR. RAINS SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. Chairman Report

Mr. Brescia said there was a meeting held with one of the restaurateurs in South Norwalk and that it was a productive meeting. Mr. Rains said that the goal going into the meeting was to gain additional prospective on what the restaurateurs thoughts were and he had some things that were not difficult to seek benefit in and other things would be challenging but it was a very positive meeting. Mr. Brescia said one of the issues that had come up was the on-street meters have a two hour restriction and he had requested that it be changed to a three hour restriction rom 6 p.m. to 9 p.m. The other request was to have free parking on the street after 6 p.m. It was explained to him that the budget process is complete. Data and activity will be evaluated through a study. Mr. Sheehan asked how many hours of metered parking they are requesting that it be changed to. Ms. Hebert said three hours from 6:00PM-9:00PM and that his major complaint was the restriction on the meters. Ms. Hebert said that an ambassador program and improved wayfinding signage were the other topics.

Mr. Harden arrived at 6:35PM.

B. Norwalk Now

Ms. Hebert provided an update on Norwalk Now and said there is an event scheduled on April 28, 2018 called City Hunt which is a scavenger hunt and already over 25 teams have signed up. She said that they will be collaborating with LAZ parking to provide two vans to circulate event participants and vans will also run throughout the evening as a test of the circulator concept. Mr. Rains asked how many stops there will be and if it will only be stopping at participating restaurants. Ms. Hebert said that they will be making two stops one at the Wall Street Theater and the other will be at the North Water Street lot and will run from 10:00PM-12:00AM. Mr. Harden said he spoke to the Seaport about participating for the happy hour on the harbor event during the summer and that they will be presenting a proposal.

Ms. Hebert said that she had received a call from representatives for the Walk Bridge project regarding Norwalk Now and she and Ms. Kavanagh had met with them and she would like them to be a part of the Norwalk Now branded umbrella, especially during the construction and part of their effort in mitigating the business impact and we are at the beginning of those conversations. Mr. Rains said that the cost to join Norwalk Now may be prohibiting some to be involved even at \$200 per month

including the NPA subsidy. Mr. Brescia said that is where the sponsors get involved so that a lower threshold of a payment can be offered.

C. Parking Capacity and Strategic Plan

Ms. Hebert provided an update and said that the Parking Capacity study is on schedule and that Walker is waiting for Stantec to complete the full city development buildout and for internal city review in order to make parking recommendations. She said that they have also begun interviewing other people who were not available in November.

D. East Norwalk Railroad Station TOD Project

Ms. Hebert said that the 117 state property parking spaces will be available April 1, 2018 for daily parking and staff will monitor usage. She said the Spinnaker project will be presented at the final zoning commission meeting on April 2, 2018 and that staff developed a parking management plan that is phased depending on the construction schedule for Spinnaker and the state and when each of the projects are expected to be complete. She said representatives from Spinnaker and Mr. Kleppin agreed to the plan and will present it to Zoning Commission. The plan commits 80 additional public parking spaces on the Spinnaker property during and after construction within their property in addition to the 117 parking spaces. Mr. Harden asked if the NPA can sell monthly permits. Ms. Hebert said “no” because it’s their property.

E. Parking Wayfinding Challenges Walk Bridge and Mall Project

Mr. Rains spoke about a wayfinding plan that would be tiered coming from furthest away to the downtown and would be flexible during the walk bridge project.

F. Library Parking Project

Ms. Valadares said that the parking lot improvement project will start on April 2, 2018, that the lot will be closed on Saturday at 6:30PM and will take approximately two weeks to complete. She said the revenue control system has a twelve week lead time and will be installed and operational by July 1, 2018. Ms. Hebert said the Library patron parking is free and will be validated through a bar scan system and all others will be \$.50/hour to start and the lot will be monitored by the Library staff along with monthly reports. Mr. Rains asked who will get the revenue. Ms. Hebert said the Parking Authority will get the revenue. Mr. Aley asked if there is a time limit. Ms. Hebert said “no”. She said employees will continue to park for free at the Yankee Doodle Garage. Mr. Rains asked if there will be a ribbon cutting ceremony held when the lot is complete. Mr. Brescia said they will work with Library staff on that.

G. Liberty Square

Ms. Valadares said that the project was put out to bid with the paving contract but that the work won’t begin until summer. She said that the drawings will be refined and they are surveying the lot to see how many parking spaces will fit.

H. Financial, Transient Activity and Operating Reports

Mr. Manousos reported on the financials and said the revenue is on budget year to date and that is driven by the improvements that were seen in both monthly and transient revenue that offset the reduction in revenue from the meter and violations collections. He said that revenue is down 2.3% compared to last year which is mainly due to the South Norwalk Railroad Station Garage and violations revenue. He said year to date the expenses are favorable to budget at 9% compared to budget and 1% compared to last year. He said the system wide demands for transient activity is up 1.5% compared to last year. Mr. Rains asked what the number is that equals the 1.5%. Mr. Manousos said 11,000 transactions more this year than last year to date. Mr. Brescia said there was a total of 19,000 tickets ytd issued in 2017 and this year was 14,000 as a result of the courtesy card program. He reported on the customer courtesy program and said in February 762 courtesy tickets were issued, and the metered time that was given out was \$381, and the number of tickets that were issued after the courtesy card expired was 76 and the dollar value of the tickets that were not issued was \$17,150 and to date is \$117,600 (5,088 courtesy cards issued ytd).

I. Business Intelligent Dashboard, Ambassador Road Assistant Program, Customer Service System

Mr. Manousos provided an update on the business intelligence tool and said they continue integrating systems into the bid. He said at the last meeting he had circulated a draft proposal for consideration for the Ambassador program and since then have increased the staffing from one to two people so that there can be someone in the SONO area and someone in the Wall Street district. He said that they had proposed operating hours from Thursday to Saturday from 4:00PM to 2:00AM and asked the board if they had any comment or direction. There was further discussion and it was decided the hours of operation will be Thursday through Saturday from 4:00PM to 12:00AM to start the program.

Mr. Legesse said that the customer service app has been completed and that it is currently being used internally and will be released next week. He also said it will be tied into the website.

J. Streetline Parking Sensor Program

Mr. Legesse said that the sensors that were installed in 2014 have come to their useful life and that staff has been in contact with Streetline to upgrade what we currently have, and that have submitted three proposals included updating existing, and hybrid with blockface and cameras. He said the Hybrid and cameras would be great for additional data but there is no direct wayfinding benefit to the consumer at this point. Ms. Hebert spoke about the need to have everything all in one app to make it convenient to the consumer which would include GPS wayfinding, parking wayfinding layer and payment and that while Streetline is the leader of this type of technology and their products are fantastic however, she is recommending continuing the program we currently have and expanding it to 250 units. She said that the other two proposals were very good and while the technology exists it is not mainstream.

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

**** MR. VETTER SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. ALEY MOVED TO APPROVE UPDATING THE EXISTING SENSOR SYSTEM WITH THE FUNDING THAT WAS ACCRUED FROM FISCAL YEAR 2017.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

H. Capital Project Report

Ms. Valadares reported on the capital projects and said that she said that there was a pre-construction meeting held on March 23rd with Frank Capasso regarding the miscellaneous repairs on the parking garages and that weather permitting the work will begin in April. She said that Haviland Deck will need to be closed for two week in June to change the waterproof membrane on the top of the deck. There was discussion and it was decided to close Haviland Deck in September (after the Oyster Festival) rather than June for the repairs due to the high demands in the summer months.

Ms. Valadares said that the work is complete at Webster Lot pending the landscaping that will be done in the spring, and the legal department is finalizing the easement. She said that the revenue control units for the Maritime Garage and the South Norwalk Railroad Station have been ordered and should be received by July. She said the road closures will continue to be seen for the Walk Bridge.

I. Farmers Market

Mr. Sheehan said that he met with the farmer's market representative from Rowayton and are working with her to move forward and that the terms, location and schedule still need to be worked out.

H. Other Business

No discussion.

**I. Next Parking Authority Meeting: Monday, April 30, 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 8:05PM.