



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 28, 2018

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

STAFF: Kathryn Hebert, Director of Transportation Mobility and Parking
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Sabrina Church, Redevelopment Agency

1. CALL TO ORDER

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

PUBLIC COMMENT

Diane Cece- Olmstead Place

Ms. Cece stated that she is concerned about the Liberty Square parking situation and she is very concerned regarding the process because the agenda states that the new business item is an action item to

approve the Liberty Square Parking Lot Management Plan. She said that may be a bit hasty because there are a lot of people that want to provide feedback on this. She said that she had also made a request to Ms. Hebert to provide her with the Parking Management Plan so that she could formulate some of her comments for consideration tonight but she was told that there isn't a plan, and that the item would be discussed tonight so she is confused because the agenda states that the plan will be approved and she would like to know what the Parking Authority is looking at. She said she also requested the backup that was provided to the Parking Authority members for consideration as it relates to this item and that FOIA regulations state that the public is entitled to have any backup documentation unless it is excluded in which it would not be. She said her other concern is she had polled the October meeting minutes regarding Liberty Square and they make reference to the Parking Management Plan for Liberty Square Lot so she is confused as to whether there is a plan or there is not a plan. She also asked what the process is on notifying the public when fees are charged and whether that has to be noticed publicly, or can an existing fee rate and apply that to any parcel in the city and not have to go through a public vetting.

Ms. Cece said she does think there needs to be some maintenance to the lot but that the Parking Authority needs to collaborate with the business owners and the tenants so that it is equitable and doesn't actually impair business or put an additional burden on the landlords or the tenants that are there. She said many people that the East Norwalk Neighborhood Association has spoken to feel that there are ways that the parking lot can be managed and not have to be revenue generating and certainly not have the residents pay a monthly fee to park there. She asked again if there is a plan. Mr. Brescia stated that the Parking Authority will be putting together a plan tonight and once the four members of the Parking Authority agree on a plan they will vote on it.

NEW BUSINESS

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

On page one, add the date of the meeting.

On page three, Item 1, under new business change "to" to "change from"

On page four, under the Chairman's Report change "if" to "is"

On page seven, Item F., change "there was further discussion ensued and it was decided that the conversation would continue at next month's meeting" to "there was further discussion ensued and it was decided that the conversation would continue at next month's meeting so that all four members are in attendance".

On page seven, Item H., change "one week a month" to "an additional day per week"

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE LIBERTY SQUARE PARKING MANAGEMENT PLAN.

Mr. Brescia asked the members of the Parking Authority their reactions to Ms. Cece's comments. Mr. Harden responded that the Parking Authority was not hasty during the evaluation to determine a parking management plan. That the NPA has been discussing this at its regular meetings for several months and also included two separate public information meetings and ongoing outreach to the businesses and residents at Liberty Square.

Mr. Brescia recused himself.

Mr. Harden said that the Parking Authority has been discussing the management of the Liberty Square Lot for months and that there have been two public information meetings. There was discussion regarding rates and implementation. Ms. Hebert said that permits would need to require proof of residency and/or employment at the Liberty Square Parking Lot. Mr. Harden asked how long the installation on the paystations would take. Ms. Hebert said they can be installed immediately pending Parking Authority approval. Mr. Aley asked what pending improvements still have to be completed. Ms. Hebert said the installation of paystations, cameras and lighting on north side and that the paystations and cameras will be installed immediately but they are waiting for the light pole which should be in within a few weeks. She said that the permits can be sold immediately for February 1st and that the notification will include email blasts, digital and traditional press as well as face to face outreach.

**** MR. HARDEN MOVED TO APPROVE THE MONTHLY PERMIT RATE OF \$25 AND THE HOURLY PARKING RATE OF \$.50 PER HOUR AT THE LIBERTY SQUARE LOT EFFECTIVE FEBRUARY 1, 2019.**

**** THE MOTION PASSED WITH THREE IN FAVOR, ONE AGAINST (MR. VETTER) AND ONE ABSTENTION (MR. BRESCIA).**

INFORMATION AND DISCUSSION

A. Chairman Report

Mr. Brescia requested that the members of the Parking Authority submit their budget ideas and requests to Ms. Hebert.

Mr. Brescia presented and discussed the Wall Street area traffic and parking plan which included angled parking paystations for the Wall Street area. He explained that we wouldn't be inventing the wheel with this parking issue, that the Redevelopment Agency had put forward a plan more than 3 years ago that included back in angled parking and including metered parking. The Parking Authority has been ready to step in since then. Unfortunately, one thing after another stalled all plans for progress including what to do about the T intersection of West Avenue and Wall, the POKO project and Head of the Harbor Project. The Chairman met with Mayor Rilling last summer to discuss the subject and then again in early September to review the proposal he would submit to the Parking Authority as an idea for next year fiscal year budget. The Mayor gave his enthusiastic support.

Mr. Brescia and Ms. Hebert met with Mike Yeosock, Assistant Director Transportation, to request he draw up a plan that could provide additional parking for the Wall Street area via the introduction of angled parking. Mr. Yeosock submitted a map showing the changes which Mr. Brescia discussed with the Parking Authority members and asked them to review prior to the budget discussions and encouraged everyone to think about topics they would like to present.

Mr. Brescia said that he would like to increase the courtesy card program by adding one day per week and go from three to four days for a period of six months between the months of January through June. He suggested that the NPA put a limit on the number of courtesy cards distributed to no more than a 6% increase, which would be 36 additional courtesy cards per month. This would include an evaluation of the program after 6 months. He said that approximately 600 courtesy cards are given out per month on average and that the program is a great success for enforcement and public relations and it has increased compliance. He asked that members of the Parking Authority if they would like to further discuss the item at tonight's meeting or defer it to the December meeting. It was decided it would be discussed at the December meeting as a voting item.

Mr. Brescia discussed the city's reorganization and the increased responsibilities that Ms. Hebert has in her new position. He recommended that the Parking Authority contract with Laybel Consulting for six months to assist with the day to day Parking Authority tasks and then month to month with a review after 6 months and that they will discuss creating a new Parking Authority position for July 1, 2019 for fiscal year 2020. Ms. Hebert distributed Ms. Azylarant's resume and spoke about her credentials and parking experience and said that she would be able to hit the ground running with little or no learning curve.

**** MR. HARDEN MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. ALEY MOVED TO APPROVE A CONTRACT WITH LAYBEL CONSULTING FOR A PERIOD OF SIX (6) MONTHS BEGINNING JANUARY 1, 2019 FOR A SUM NOT TO EXCEED \$8,333 PER MONTH. AND THEN MONTH TO MONTH WITH A 6 MONTH REVIEW.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

B. Norwalk Now

Ms. Hebert reported and pointed out the spike in the analytics for the month of October, increased participants and adding some of the historic venues as participants including Lockwood Mathews Mansion, WPA mural program at city hall, Historic Society museum and Mill Hill. She said that Ms. Kavanaugh will attend the December meeting.

C. Parking Capacity and Strategic Plan

Ms. Hebert reported and said that Walker is working on finalizing the draft plan and they have sent in a portion of the draft which staff is currently reviewing. She said that the process is taking longer since all three citywide studies are working together to make sure that they are communicating the same message, and there will continue to be ample time for additional input individually and at public information meeting.

D. Capital Project Report

Ms. Hebert reported and said that most of the work has concluded at all of the garages for this year and that some of the pending work at Haviland Deck will be finalized in the spring due to

the weather. The project at the Yankee Doodle Garage was substantially completed on November 5th and that a punch list was issued. The Liberty Square project is complete and that the electrical pole is on back order. The leaks have been located on the foundation wall at the SNEW office and staff has been monitoring the office space after rain storms to confirm that the problem has been resolved prior to closing the walls.

E. FY 2020 Operating and Capital Budgets

Ms. Hebert distributed and discussed the staff recommended capital budget and said that the proposed capital plan is \$1,557,094, and that it includes funding for facility repairs and improvements as recommended by the facility assessment report, funding to pave Webster and Main Lots, and funds to replace the electric vehicle charges and purchase a new ones at City Hall. She said that there is no request for funding for revenue control as there is a balance to purchase multi-space meters in the Wall Street area and to upgrade the paystations in the facilities.

**** MR. VETTER MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**

MR. HARDEN SECONDED THE MOTION.

**** THE MOTION PASSED UNANIMOUSLY**

**** MR. VETTER MOVED TO APPROVE THE PROPOSED CAPITAL BUDGET PLAN FOR FISCAL YEAR 2019/20.**

**** MR. ALEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Hebert said that this will be forwarded to the Finance Department for review and for review through the normal legislative process. The approved capital budget will be approved in total mid April 2019 for July 1, 2019. She said that she will distribute the staff recommended operating budget for fiscal year 2020 at the December meeting, and that there will be a special meeting to discuss the operating budget on January 9th.

F. Financial, Transient Activity, Courtesy Card and Operating Reports

Mr. Manousos presented and said that the parking revenue 2.7% under budget for the month and is 1.3% over budget year to date. The total expenses are 3.4% under budgets for the month and 9.8% under budget year to date. The total revenue for the month is up 0.8% compared to last month and is up 4.6% compared to October of last year. He reported on the Pay by Cell activity and said that it was up 72.4% and that the revenue was up 60% compared to the same period last year. He reported on the courtesy card program and said through October over 2,300 courtesy cards have been issued, 157 of additional metered time was given and that the value of the courtesy cards that were given out was \$51,975.00.

G. Business Intelligent Dashboard, Ambassador Road Assistant Program, Customer Service System, Sensor project.

The item will be discussed at the December meeting.

H. Other Business

Mr. Rains discussed his concerns about parking for and trades workers for the mall project. Ms. Hebert said that there is a weekly meeting held on Thursday's at 1:30PM and suggested he attend to voice his concerns.

- I. Next Parking Authority meeting: Wednesday, December 19, 2018, at 5:15 p.m.; 11 North Water Street, Norwalk, Ct.

ADJOURNMENT

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

The meeting adjourned at 8:30PM.