



**PARKING AUTHORITY REGULAR MEETING
JANUARY 23, 2019**

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

ABSENT: Eric Rains

STAFF: Kathryn Hebert, Director of Transportation & Mobility
Vanessa Valadares, DPW Senior Civil Engineer
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Tim Sheehan, Executive Director, Redevelopment Agency
George Tsiranides
Rita Azrelyant

CALL TO ORDER

Mr. Brescia called the meeting to order at 6:02PM.

PUBLIC COMMENT

No one from the public attended.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, DECEMBER 19, 2018.

On page 3, Item C, add from “Walker” after draft report.

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

2. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING HELD ON WEDNESDAY, JANUARY 9, 2019.

On page 6, Paragraph 2, Line 6, change “perimeters” parameters”

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

3. APPROVE THE AMENDMENT TO THE PARKING AUTHORITY BYLAWS.

Ms. Hebert said that on page 2, Article 4, under membership in the Parking Authority Bylaws will be changed from “The Mayor and the Director of Public Works, or their designees, shall to “ The Mayor and the Chief Community and Economic Development, or their designees, shall” because parking is now under Economic Development.

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

4. APPROVE THE WALL STREET ANGLED PARKING AND PAY STATION PLAN TO BE INCLUDED IN FY 2020 OPERATING BUDGET.

Ms. Hebert said that there will be a public meeting held on February 13, 2019 to discuss the angled parking and pay station plan for Wall Street.

- ** MR. ALEY MOVED TO APPROVE THE AMENDMENT.**
- ** MR. HARDEN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

5. SCHEDULE A PUBLIC HEARING ON THE FY OPERATING BUDGET AND RATE CHANGES TO BE HELD ON WEDNESDAY, FEBRUARY 27, 2019, 6:00PM AT THE YANKEE DOODLE GARAGE.

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

INFORMATION AND DISCUSSION

A. CHAIRMAN REPORT

Mr. Brescia reported and said that he will be looking into the attendance that is expected for the angled parking and pay station plan discussion for Wall Street on February 13, 2019.

B. CAPITAL PROJECT REPORT

Ms. Valadares reported and said she will be issuing the final payment shortly for the conference room at the Yankee Doodle Garage and that she will report the final cost at the next meeting. Most of the work at all garages for this year has concluded, and that some of the pending work at Haviland Deck will be finalized in the spring due to weather. As of January 31, 2019 all the signage at the Liberty Square Lot will be installed, and that the pay stations and cameras have been installed but are covered until February 1, 2019. She said that there will be an Ambassador there for the first couple of weeks to ensure there is a smooth transition. Mr. Harden said that he has noticed that the trash in the lot is still an issue and asked if the city or the Parking Authority is responsible for cleaning the lot. Ms. Hebert said that the Parking Authority is responsible. Ms. Valadares said that there is staff there on a daily basis and that she will look into adding additional trash bins and make some recommendations. Mr. Harden said it is not an easy lot to clean due to the use of it but that was a point that was made during the transition to paid parking so there needs to be an effort to keep it clean. Mr. Brescia asked what the signage will say. Ms. Valadares said they will be signs that state that the lot is enforced and are the same signs as in all of the lots that are managed by the Parking Authority. Mr. Brescia asked how many signs will be installed. Ms. Valadares said 14 but that includes the handicapped and fire lane parking signage.

Ms. Valadares reported and said that the canopy for the South Norwalk Railroad Station is still be manufactured but there is no completion date as of yet. She said that they have received the permit from Eversource and that it was approved this afternoon for the installation of the equipment for Streetline and they will be sending her the agreement but that they have not yet received the permit from Frontier. She said she is planning to have the equipment installed in the spring and suggested that if the angled parking is going to be installed in the Wall Street area to hold off on installing the equipment until that is completed.

Ms. Valadares said that the Walk Bridge Program is doing the test pile this weekend on the temporary lot on East Avenue and the lot will be closed this Friday night and the test will take place at 6:00AM on Saturday morning and all of the commuters that use the lot have been notified.

Ms. Valadares said that the capital budget request will be presented to the Planning Commission on January 31, 2019, and that \$50,000 for drainage repair for Webster Lot has been added to the capital budget request and that DPW will do the design in-house and she will put a bid out for the repair.

C. FY 2020 OPERATING BUDGET

Ms. Hebert distributed the requested fiscal year 2020 operating budget based on the recommendations from the budget workshop that was held on January 9, 2019. Mr. Aley said that the rate at the East Norwalk Railroad Station has not been increased since 2012 for the transient rate and suggested increasing the rate. Mr. Brescia said that he does not agree with increasing the rate at this time. Mr. Harden asked how many transient parking spaces there are. Ms. Hebert said 106 in total during the week and all the parking spaces are for transient parking on the weekends. It was decided not to increase the rate at this time.

Mr. Brescia said that staff had done a study on the impact of providing free parking on a Sunday at the South and East Norwalk Railroad Station lots and the cost would be approximately \$2,400 annually so that would be something that could be discussed implementing without the need for a public hearing as we would not be increasing rates. Mr. Brescia asked if the cut off time in the Wall Street area will be 6:00PM or was it extended until 9:00PM. There was discussion ensued and it was decided to extend the cut off time until 9:00PM to be consistent with the other areas. Mr. Brescia requested that staff update the budget number projection to include the change.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. HARDEN MOVED TO APPROVE AMENDING THE FY 2020 OPERATING BUDGET TO INCLUDE THE CHANGE IN THE HOURS OF OPERATION FROM 6:00PM TO 9:00PM IN THE WALL STREET AREA.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

D. FINANCIAL, TRANSIENT ACTIVITY, COURTESY CARD AND OPERATING REPORTS

Mr. Manousos reported and said the revenue is up 1.5% over budget year to date and is up 6.5% compared to last year, the total expenses are down 8.7% compared to budget and is up 6% compared to last year. He said that the transient activity compared to last year is up 3.5% and that 80% of total revenue collected systemwide is through credit cards. The Pay by Cell activity compared to last year is up 70% which is equivalent to 26,000 transactions, and revenue is up 59% which is equivalent to \$102,000, and the average transaction in December was \$4.25. Mr. Brescia requested that staff do an analysis on the number of people using the Pay by Cell to purchase parking.

Mr. Manousos reported on the enforcement and said that ticket issuance is down year to date compared to last year, and that revenue is down over 14%. He reported on the customer courtesy program and said that over 3500 courtesy cards have been issued year to date, and have given out \$1,500 in metered time and the dollar value of the tickets that are not being issued is over \$66,000 year to date.

E. BUSINESS INTELLIGENT DASHBOARD, AMBASSADOR ROAD ASSISTANT PROGRAM, CUSTOMER SERVICE SYSTEM, SENSOR PROJECT

Mr. Manousos said there will be a presentation at the March meeting for the business intelligent dashboard.

Mr. Legesse reported on the Ambassador program and said that it is going very well and there are four vehicles and most of the questions they have been receiving are regarding the use of Pay by Cell and if any roadside assistance is given the customer signs a waiver. Mr. Brescia asked if there is a record kept of road side assistance calls. Mr. Legesse said “yes” and to date there have been four. Mr. Brescia requested that it be included in the monthly report.

F. LIBERTY SQUARE PROJECT UPDATE

Ms. Hebert said that Ms. White has been going to the lot on a daily basis for outreach and discuss how to purchase permits, how Pay by Cell works etc. She said that staff and the members of the Parking Authority had received an e-mail regarding the petition from Ms. Goldstein.

G. OTHER BUSINESS

Mr. Aley asked if the Redevelopment Agency will be pursuing a Farmers Market this spring. Mr. Sheehan said that he does not have the manpower this year with all of the ongoing projects.

H. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, FEBRUARY 27, 2019 AT 6:00PM AT 11 YANKEE DOODLE GARAGE, NORWALK CT.

ADJOURNMENT

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

The meeting adjourned at 7:05PM.

Respectfully submitted,
Dilene Byrd