CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
May 15, 2013

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Chris Bakes
Olga Arteaga

STAFF: Hal Alvord, DPW Director
Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: David Lew, General Manager, LAZ Parking

CALL TO ORDER

Mr. Meek called the meeting to order at 6:05PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, APRIL 24, 2013

**MR. BAKES MOVED TO APPROVE THE MINUTES

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the yearend capital reserve is approximately $300,000, and that the increase in revenue is related to demand as well as the increase in fees. She said that in the coming months there will be an increase in expenses for the spring cleanup including expenses associated with the cleaning up of the homeless encampment at the South Norwalk Railroad Station. She said that the brush will be cleaned up and that there will also be a fence installed to create a barrier from the tracks and parking. Mr. Alvord said that the parking can also be expanded in that area if a retaining wall is installed. Mr. Lew said that staff is already working on that and have contacted the Deputy Tree Warden to post some of the trees for removal. She said also as part of the upcoming expenses the curbing will be repaired in front of the Maritime Garage and that staff is in the process of obtaining three quotes.

2. MONTHLY OPERATING REPORT

Mr. Lew reported on the transient demands through April and said they were down 5.7% compared to last year but that permits are up 4% system wide. He said that the agreement with C-Town has been compete and are expected to open in the beginning of June, and that SONO Dental will be leasing three parking spaces at $100 per space and that Mr. Vinci is working on the signage.

Mr. Lew reported on the permit sales and said that the permits in April are up 3.5% and revenues are up 16.7% compared to the same period last year and that permit revenue is above budgetary expectations which explains why the daily and on street demands are down.

Mr. Lew reported on the pay by cell and said that the revenue is up substantially and is mostly due to the new signage and changing from two systems to one system.

Mr. Lew said that the new vehicle storage area for the police department has been completed and a chain linked fence has been installed and they are using and managing the area.

3. BUDGET UPDATE

Ms. Hebert said that the Finance Committee has approved the operating budget on May 9, 2013 , and was approved by the Common Council on May 14, 2013. Mr. Meek asked if the $300,000 i s still be requested in the capital budget for Webster Lot. Ms. Hebert said “no” and that it was originally requested for paving Webster Lot but because there were funds left over in the capital budget staff has decided to use what that balance is first. She also said because C-Town and the school will be moving in that the paving will be pushed back until the spring of 2014,and that she has met with Mr. Linnartz and that will fit the paving schedule. Mr. Alvord said that he has met with Mr. Hamilton and that there will be one account established called Parking Authority projects for all the unspent capital amounts that are left over due to the bids coming in lower than the budget, so that the Parking Authority can approve the projects without having to go through the entire capital budgeting process.

4. OLD BUSINESS

No discussion.

5. NEW BUSINESS

Ms. Hebert said that she has met with the project manager for Waypoint and they have requested on street paid parking on Merwin, Orchard and West Avenues and that she will be obtaining a quote from IPS for 60 meters and in street sensors. She said that the meters will be installed prior to the sensors because the road is scheduled to be paved. She said that staff will be presenting a proposal to the Traffic Authority in July to mark out on street spaces on Merwin and Orchard streets. Mr. Meek asked if the on street has to be a two hour zone or can it be a one hour. Ms. Hebert said it can be a one hour. Mr. Hayward asked how much Waypoint will be charging for their parking. Ms. Hebert said she is unsure. Mr. Hayward asked how many parking spaces they will have. Ms. Hebert said approximately 200.

****MR. HAYWARD MOVED TO SUSPEND THE RULES**
**** MOTION PASSED UNANIMOUSLY**

6. AUTHORIZE THE PURCHASE OF FOUR VEHICLES FROM LAZ TO THE NORWALK PARKIING AUTHORITY PENDING LEGAL REVIEW AND TRANSFER OWNERSHIP OF ALL LAZ OWNED VEHICLES.

Ms. Hebert said that a few years ago due to the finances being different then what they are today, on behalf of the Norwalk Parking Authority, LAZ had purchased 4 vehicles through financing that still have debt loans, 3 vehicles have 2 more years left on the loan payments and 1 has 3 years left and that staff is requesting to buy out the loans and transfer ownership to the Norwalk Parking Authority. Mr. Bakes asked how much it will be to purchase them. Ms. Hebert said that the buyout will be approximately $55,000. Mr. Lew said that the loans are $2,000 per month. Ms. Hebert said that there are enough funds in the projected capital reserve to safely purchase these vehicles and transfer ownership to the Norwalk Parking Authority saving $25,000 per year in annual loan payments. Mr. Meek requested the blue book value of the current vehicle value be sent.

****MR. HAYWARD MOVED TO SUSPEND THE RULES**
**** MOTION PASSED UNANIMOUSLY**

7. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

8. NEXT PARKING AUTHOR ITY MEETING: WEDNESDAY, JUNE 26, 2013 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.

9. ADJOURNMENT

**** MR. BAKES MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**
The meeting adjourned at 6:40PM