



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
December 21, 2011

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek
Eileen Brown
Chris Bakes

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

OTHERS: Stathis Manousos, General Manager, LAZ Parking
David Lew, General Manager, LAZ Parking (hired starting January 3, 2012)
Charlie Vinci, Customer Property Manager, LAZ Parking

CALL TO ORDER

Mr. Federici called the meeting to order at 5:00PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, NOVEMBER 16, 2011.**

****MR. HAYWARD MOVED TO APPROVE THE MINUTES
** MOTION PASSED UNANIMOUSLY**

2. AUTHORIZE THE PARKING AUTHORITY TO ANNUALLY PURGE

**OUTSTANDING PARKING VIOLATIONS 7 YEARS AND OLDER AND TRANSFER
THESE TO A 'SUSPENSE FINANCIAL FILE FOR AUDITING PURPOSES.
RECOMMEND PURGING OUTSTANDING VIOLATIONS AT THE END OF EVERY
FISCAL YEAR, JUNE 30TH**

Ms. Hebert said that there are a number of parking tickets that go back as far as 1988 that are uncollectable. She said that the statute of limitations on debt for the State of Connecticut is seven years and she recommends purging the tickets after seven years. Duncan Solutions has provided a proposal to purge the tickets.

**** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

Ms. Hebert said that she also asked Duncan Solutions to send her a proposal for reinstituting the collection process that was suspended last year. She recommends this program be reinstituted in January. Duncan Solutions recommends continuing this program and recovery after six months is typically 20-25% of outstanding parking tickets. She recommends inserting an amnesty program after six months; the last one was 10 years ago. Ms. Brown asked what percent of parking tickets don't get paid. Mr. Manousos said that the collection rate is 87% which is very good. Ms. Hebert said that she and Mr. Manousos attended a SWRPA meeting and that all surrounding towns have increased their ticket writing substantially and that their First Selectmen and Mayors supported this effort.

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net capital reserve to date is over \$279,000 but said have not entered into full blown snow season which could have a significant impact. She said that revenues are down due to relaxed enforcement, demand and below market rates coupled with the Thanksgiving holiday.

Ms. Hebert introduced the new General Manager, David Lew, who will be starting on January 3, 2012.

2. MONTHLY OPERATING REPORT

Mr. Manousos said that through November 2011, the demands on the parking system were down 7% compared to last year.

Mr. Manousos said that through November 2011, the demands at the Maritime Garage are up 22.1% compared to last year which is driven by the increased demand that was generated by the Maritime Aquarium during the summer.

Mr. Manousos said that the demands at Webster Lot were down 5.7% compared to last year since the change in operation last August. He said that the closing of Compare Foods is negatively impacting the demand.

Mr. Manousos said that the demands at Haviland Deck are down 1.8% compared to last year and continue to see strong weekend and evening business. He said that the demands at the North Water lot are down 7.6% compared to last year and continue to see strong demand throughout the entire day and weekends, driven by the Maritime Aquarium during the daytime and the restaurants at night. He said that on street parking demands are down 17.7% compared to last year but that revenues have dropped only 4.0% because the average transaction has increased. Mr. Federici noted that the demand on Thursdays is very low compared to the other days of the week. After further discussion it was decided that staff will review this compared to previous months.

Mr. Manousos said that the daily parking demands at the South Norwalk Railroad Station are down 3.8% which is mainly due to the garage repairs. He said that the construction was completed in November and demands have increased noticeably. He said that the November revenue from the Henry Street parking spaces was down 11.76% from October.

Mr. Manousos said that at the East Norwalk Railroad Station permit issuance remains very consistent and that there is a waiting list for monthly parking permits. Mr. Federici asked how many parking permits are oversold. Mr. Manousos said that it is oversold 40% and that there are approximately 64 on the waiting list. Mr. Federici asked if it is a problem for people to find a parking space. Ms. Hebert said "no" and that there are plenty of spaces in the St. Thomas lot. Mr. Manousos suggested that signage be added at the East Norwalk Railroad Station stating that there are available parking spaces at the St. Thomas Lot.

Mr. Manousos said that the demands at the Yankee Doodle Garage were up 17.8% compared to last year and that there has been increased activity since the opening of the Banc House Restaurant.

Mr. Manousos said that permit revenues are consistent with the same period last year and now that the construction has been completed at the South Norwalk Railroad Station will accept new parkers in a strategic manner going forward to maximize occupancy and revenues. He said that compared to October that in November the ticket issuance was down 7.4%.

Mr. Manousos reported on the maintenance of the facilities and said that the repairs at the South Norwalk Railroad Station garage have been completed and that the cleanup will be completed by the end of the week. He said that the transfer switches have been installed in the Maritime Garage and are currently being installed in the South Norwalk Railroad Station garage. He said that the concrete pad in the South Norwalk Railroad Station Garage has been completed. Mr. Vinci said that the generator will be installed in January. Mr. Federici asked how long after it is installed before it goes on line. Mr. Vinci said approximately one to two weeks. Mr. Manousos said that the expansion joints repairs were completed in the Maritime Garage repairing the leaking into the office space below. He said the second phase of the Maritime project will be the installation of a waterproof membrane to be completed in the spring.

Mr. Manousos reported on the pay by cell option and said the response is very positive and that in November both transactions and revenue were up over 60% and that there were 212 transactions totaling almost \$800.

Mr. Manousos reported on the transactions type by location as well as the adjudication statistics and said that out of all the tickets issued in November 25 of them went to hearings and 12 were dismissed.

3. FY 2013 OPERATING AND CAPITAL BUDGETS

Ms. Hebert said that there will be no capital budget request due to the amount of debt and the increase in debt service over the next several years, and the fact that the Parking Authority has done a lot of improvements in a very short period of time on the facilities, technology, equipment and security and the five year plan included requests for these purposes.

Ms. Hebert distributed the operating budget request and said that she and Mr. Manousos had met with the finance department. She said that the net capital reserve after the changes shows \$44,000 plus and that there will be one meeting with finance and with the Mayor before next months Parking Authority meeting in January, and then a public hearing will be scheduled in February.

Ms. Hebert said that she received the draft audit report for last year and was negative almost \$500,000 because of the refinancing and the way the audit was structured. She said that this year the unrestricted cash is approximately \$113,000. She also said that the city's finance department is pleased with the operation of the Parking Authority.

4. OLD BUSINESS

Ms. Hebert said the sculpture installation on the eastbound side of the South Norwalk Railroad Station is complete and that the art installation in the tunnel will be completed in the spring. She said that the concession stand at the South Norwalk Railroad Station is now located where the old dry cleaners was and the SoNo Station Café will be reopening in January as a pizza and wine type of establishment.

Mr. Federici asked if the bobcat was ordered. Mr. Vinci said "yes" but that he does not have an estimated delivery date yet.

Mr. Hayward said that the parking spaces at the Maritime Garage that are allocated for Parking Authority staff seems to be increasing which gives less available spaces to the public. Mr. Vinci said that the parking spaces are also used for things other than vehicles such as winter materials and equipment. He said that he will review the parking spaces and make changes as needed.

5. NEW BUSINESS

No discussion.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: JANUARY 25, 2012 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.

7. ADJOURNMENT

**** MR. HAYWARD MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:20PM