



**PARKING AUTHORITY REGULAR MEETING
DECEMBER 19, 2018**

ATTENDANCE:

Richard Brescia, Chairman
Michael Harden, Vice Chairman
Eric Rains
Jud Aley
Tom Vetter

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
Linda Kavanaugh, Norwalk Now
Kate Schlientz, Max EX
Rita Azrelyant

CALL TO ORDER

Mr. Brescia called the meeting to order at 5:20PM.

PUBLIC COMMENT

No one from the public attended.

NEW BUSINESS

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

On page 2, paragraph 2, move the last two sentences in the public comment to after the public comment had closed.

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

2. APPROVE AMENDING THE COURTESY CARD PROGRAM BY INCREASING THE NUMBER OF RANDOM DAYS IN WHICH THE CARDS ARE DISTRIBUTED FROM THREE (3) TO FOUR (4) DAYS PER WEEK STARTING SATURDAY, JANUARY 5, 2019 THROUGH SATURDAY, JUNE 29, 2019. THE PROGRAM WILL INCLUDE LIMITING THE AMOUNT OF CARDS DISTRIBUTED NOT TO EXCEED AN INCREASE OF SIX PERCENT (6%). AFTER FIVE (5) MONTHS THROUGH MAY 2019, THE PROGRAM WILL BE EVALUATED TO DETERMINE NEXT STEP.

Mr. Brescia said that he had sent the proposal to the Parking Authority members for their thoughts and comments. He said that the proposal includes increasing the number of days in which the cards are distributed from three to four days beginning Saturday, January 5, 2019 through Saturday, June 29, 2019. While the number of days of distribution will increase the amount of cards will be limited not to exceed an increase of 6%. We currently average 600 cards per month and the number of cards distributed would not exceed an average of 36 per month or 216 over a six month period of time. The Parking Authority will evaluate the impact of this change of the six month period to determine whether the new distribution will continue in the next fiscal year. Mr. Aley said he would like a cap put on the number of additional courtesy cards that will be distributed. Ms. Hebert said the average would be 36 additional courtesy cards per month for the six month period.

- ** MR. ALEY MOVED TO APPROVE THE ITEM NOT TO EXCEED AN INCREASE OF 6% OR 216 COURTESY CARDS.**
- ** MR. HARDEN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. CHAIRMAN REPORT

Mr. Brescia reported and said year to date the total expenses are \$2.4 million dollars and the revenue is \$2.9 million dollars so there is fund balance of \$ 533,000, and the previous year there was a fund balance of \$525,000 at the same time last year. He said that the fund balance in general is approximately \$1.7 million dollars, and the only area that is not in the black is the Wall Street area. He requested if the Parking Authority members had any thoughts regarding rates or

any impacts on revenue that they are sent to Ms. Hebert and the other Parking Authority members by January 3, 2019, so that staff could report on what the financial impact for discussion at the budget workshop on January 9, 2019.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. RAINS MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 5:50PM.

In attendance were Ms. Hebert; Mr. Brescia; Mr. Harden; Mr. Rains; Mr. Aley and Mr. Vetter.

Executive session ended at 6:05PM.

There was no action taken.

B. NORWALK NOW

Ms. Kavanaugh provided an update on Norwalk Now and said that participation has increased and the last public event that was held was Crush, and since then they have been meeting with the participants and the media remains consistent. She said they are working with “Wheels to You” and in return have gotten signage on two of the buses, and at the South Norwalk Railroad Station there is available space and will be promoting participants individual locations. She said that they are now working with the non-profits and have created a non-profit price and are also working with potential sponsors outside of city entities. She said that they have decided not to do an event in the winter of 2019 due to the possibility of inclement weather but that more advertising will be done.

Mr. Harden, Mr. Aley and Mr. Sheehan joined the meeting at 5:35PM.

C. PARKING CAPACITY AND STRATEGIC PLAN

Ms. Hebert said that she has received the draft report and that she will meet with staff in January to discuss.

D. CAPITAL PROJECTS

Ms. Valadares reported and said there is not much work happening in the garages during the winter and work will resume in the spring. The contractor is finishing the punch list items for the Yankee Doodle Garage conference room. The paystations will be installed at Liberty Square tomorrow and the cameras will be installed next week. She said because the Parking Authority had granted the spaces to Middlesex at the South Norwalk Railroad Stations they are in the process of repairing the canopy roof.

Mayor Rilling joined the meeting and thanked the Parking Authority for all of the good things that they have done for the city during the course of the year. He said that he realizes that the Parking Authority receives a lot of complaints and that working with the public is both challenging and rewarding and thanked the members of the Parking Authority for the time that they volunteer, and that the parking lots look great.

E. FY 2020 OPERATING AND CAPITAL BUDGETS

Ms. Hebert said that she has sent the draft fiscal year 2020 operating and capital budgets to the members of the Parking Authority. She said that the 2020 operating expense budget of \$7,309,837 represents a 6.83% increase over the fiscal year 2019 approved budget. She reported on the expense highlights and drivers as well as the rate highlights and revenue drivers. She said she has also requested \$50,000 to perform an operating audit of the Parking Authority since there has not been one done since 2004. Mr. Aley requested that Ms. Hebert send the Parking Authority members the last operating audit that was done.

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

Mr. Manousos reported and said that the overall performance of the system has been positive and the revenues compared to budget year to date are up, and that the expenses are down compared to budget but are up compared to last year. He said that the operating fund balance is healthy and will be spent down as we go through the second half of the fiscal year. He said the demands on transient activity year to date compared to last year are up over 4%, and that 80% of the system revenue is from credit cards. He reported on the Pay by Cell activity and said that compared to last year it is up significantly and that the transactions are up 73%, revenue is up 60% and the average Pay by Cell transaction in November was \$4.23. He said that enforcement issuance and revenue is down compared to last year and that they have issued over 3000 customer courtesy cards year to date, and the meter revenue that was given out in free time is just over \$1,500 and the value of the tickets that were not issued was \$67,000.

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

There was no discussion.

H. OTHER BUSINESS

Ms. Hebert introduced Ms. Azrelyant and said that she is the new parking consultant and she will start on January 2, 2019.

I. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, JANUARY 23, 2019 AT 6:00PM AT 11 NORTH WATER STREET, NORWALK CT.

ADJOURNMENT

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

The meeting adjourned at 6:20PM.

Respectfully submitted,
Dilene Byrd