



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
December 19, 2012

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Mike Harden
Sarah Mann
Chris Bakes

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

OTHERS: David Lew, General Manager, LAZ Parking
Stathis Manousos, LAZ Parking

1. CALL TO ORDER

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

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, NOVEMBER 28, 2012**

****MR. HAYWARD MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that net November financials were lower than budget at \$4,901 which is due to substantially reduced revenue collections during the hurricane and the holiday, but that the year to date net revenue through November is positive at over \$238,000. She said that the operating expenses that Mr. Meek suggested to be capitalized were adjusted on the November financials.

2. MONTHLY OPERATING REPORT

Mr. Lew said that through November 2012, the demands on the parking system were down 1.1% compared to last year and are up 7.1% compared to last month. He said that lingering effects of Hurricane Sandy ran into the beginning of the month.

Mr. Lew said that through November 2012, the demands at the Maritime Garage are up 28.7% and are up 25.0% compared to last month. He said that compared to last November, this month was up 46.3%.

Mr. Lew said that the demands at Webster Lot were down 8.4% compared to last year and were up 19.8% from last month. He said that compared to last November, this month was down 6.6%.

Mr. Lew said that the demands at Haviland Deck are down 14.6% compared to last year and were down 2.9% from last month. He said that the demands at the North Water lot are down 10.0 % compared to last year and were up 22.6% from last month. He said that through November the on street parking demands are up 0.6% compared to last year and that revenue has increased 3.3%. He said that the meter revenue is above budgetary expectations.

Mr. Lew said that the daily parking demands at the South Norwalk Railroad Station are down 8.2% compared to last year and are up 3.0% from last month. He said that there is currently a waiting list for permit parkers and that additional permits have been issued. He said that the MTA was not running for the first week on November following the hurricane which affected the activity. He said that the revenue in November from the Henry Street spaces was up 515.1% compared to the previous month which was due to the shutdown of the east bound lot during the hurricane. He said that the remediation work on the east bound side has been completed and that the parking is now open and that staff will be monitoring the activity and demand for the eastbound lot, as well as the Henry and Franklin Street lots.

Mr. Lew said that at the East Norwalk Railroad Station permit issuance has been stable and that there is a waiting list for monthly parking permits. Ms. Hebert said that CL&P and the Third Taxing District will begin to lay the foundation for two utility poles in the spring and will be installing the poles in the fall of 2013.

Mr. Lew said that the demands at the Yankee Doodle Garage were down 48.4% compared to last year but revenue is up compared to last year due to the increase in monthly parkers. He said that the demands are up 16.3% from last month.

Mr. Lew said that permits are up 5.2% and revenues are up 10.5% compared to the same period last year and that permit revenue is above budgetary expectations.

Mr. Lew reported on the maintenance and said that general maintenance continues at all of the facilities as needed. He said that the cameras are being upgraded at the East Norwalk Railroad Station to improve security. He said that the new interactive kiosks have been ordered for the Maritime Garage and the South Norwalk Railroad Station, and that there is interest from vendors to advertise on the kiosks and on the ATMS. Staff is working with the Snyder Group to coordinate and manage advertising agreements.

The Norwalk Parking Authorities face book page now has 129 members.

Mr. Lew reported on the adjudication statistics and that out of the 16 appeals that went to a hearing 0 was denied, 5 were reduced, 9 were dismissed, and 2 people did not attend the hearing.

3. OLD BUSINESS

Ms. Hebert and Mr. Manousos presented the updated fiscal year 2014 operating budget based on the discussions from the November meeting. She said that after fixed expenses (debt service, utility and liability expenses) the effective actual operating budget is only \$3,780,506 which represents a 3% increase over the current fiscal year. Mr. Harden asked if anyone shops around for bank fees for the Parking Authority to ensure that the best rate is being received. Ms. Hebert said that the City of Norwalk goes out to bid for the bank fees and the Parking Authority is included in the bid. She said that further adjustments will be made based on demand and will be presented in more detail at the January meeting.

Ms. Hebert presented the capital budget request for fiscal year 2014 which includes one request for \$300,000 for milling and overlay of the Webster Lot. The last time any improvements were done in the Webster lot were in 1994. The Webster Parking Lot is the final remaining facility in the Parking Authority inventory that will need capital dollar investments. She said that the capital budget also includes an estimated 5 year plan including technology and security updates as well as facility improvements.

4. NEW BUSINESS

Ms. Hebert said that she has received a call from a real estate broker stating that a grocery store is interested in the old Compare Food vacant space.

Ms. Hebert distributed the draft Norwalk Parking Study Master plan and said that Mr. Sheehan, Executive Director of the Redevelopment Agency will be giving a presentation about the plan at the January meeting.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: JANUARY 23, 2013 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 5PM.

7. ADJOURNMENT

**** MR. HARDEN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:00PM

