



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
December 18, 2013

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

ABSENT: Olga Arteaga
Mike Harden

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

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

CALL TO ORDER

Mr. Meek called the meeting to order at 5:05PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, NOVEMBER 20, 2013**

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

2. APPROVE THE PARKING AUTHORITY 2014 MEETING SCHEDULE

**** MR. HAYWARD MOVED TO APPROVE TO 2014 MEETING SCHEDULE
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the capital reserve for the current year is above budget and last fiscal year which is largely due to the deposit of \$70,701 that was received from FEMA from the snow storm in February 2013. She said that the revenues at the Maritime Garage showed an increase in activity and that the other facilities are mostly flat compared to last fiscal year and the budget. She said that the year to date capital reserve is \$356,195, but that there have already been three snow storms costing approximately \$35,000 (which will be reflected in the December financials) and said that staff will be watching the budget closely since the winter season started early. Mr. Hayward asked if the number for debt service is a straight line in the budget. Ms. Hebert said "yes" and that it is allocated monthly throughout the year.

2. MONTHLY OPERATING REPORT

Mr. Manousos said that the transient and permit activity is up compared to October, and that permit activity overall is up compared to last year to date, and the Maritime Garage overall activity is up by 25.2%. He said that the revenue from credit card activity systemwide is up 66% and is even higher for transient revenue. He said that operationally the smart parking program continues and are finalizing the contracts with the vendors. Mr. Manousos reported on the projects and said that the dumpster enclosure at the Webster Lot will be done in January and was delayed due to the weather. He said that the upgrades at the South Norwalk Railroad Station were completed and are now looking to obtain pricing for some additional cameras on the sixth floor in the west stairwells at the South Norwalk Railroad Station. Ms. Hebert said that there is great collaboration with the police department reviewing camera footage for their investigations. Mr. Manousos reported on the pay by cell transactions and said that it is steadily increasing and is now over \$1,100 per month. He reported on the adjudication statistics and said that the number of appeals has gone down over the last six months. Mr. Meek asked when the security control center project at the South Norwalk Railroad Station will be completed. Mr. Manousos said that it has been completed. Ms. Hebert said that the level by level parking updates at the South Norwalk Railroad Station are underway and are expected to be completed in January 2014. Ms. Hebert said that the Traffic Authority approved the metered parking on North Water Street, Merwin Street and Orchard Street in anticipation of the new Spinnaker and Waypoint Development completions.

3. OTHER BUSINESS

Ms. Hebert distributed the proposed 2014-15 operating and capital budgets. She said that the proposed operating budget shows a 1.43% expenditure increase over current projected expense, and said that while the debt service is going down by \$30,449, it is still \$1,117,104.00 million dollars. She said that there is no capital request for fiscal year 2015 and that the five year capital plan shows requests for smartparking technology and facility updates starting in fiscal year 2016. She said that there will be a further discussion at the January meeting and that she will be scheduling a public hearing and will be approved in February. Mr. Meek also discussed the \$8 flat rate fees that were approved in last year's budget but not yet implemented and are expected to implement after the December holidays in January 2014.

4. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

**5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, JANUARY 22, 2014
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM.**

6. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:02PM