



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 19, 2014

ATTENDANCE: Mike Harden, Vice Chairman
Chris Bakes
Richard Brescia
Olga Arteaga

Not Present: Julius Hayward, Chairman

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

OTHERS: Stathis Manousos, LAZ Parking

BUSINESS PORTION

- 1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY
MEETING HELD ON WEDNESDAY, OCTOBER 22, 2014.**

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

**** MOTION PASSED UNANIMOUSLY**

2. APPROVE THE NORWALK PARKING AUTHORITY MEETING SCHEDULE FOR CY 2015

**** MR. BAKES MOVED TO APPROVE THE MEETING SCHEDULE**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that the fund balance for October 2014 shows a shortfall of \$6,171.00 and is due the fact that in October there were 3 pay periods. She said year to date the fund balance shows a net of \$352,882 through October, and that transient revenues for October 2014 compared to last October increased by 25%, and transient revenues year to date compared to last year to date increased by 15%. She said that this increase is due to additional business activity and the opening and fully leased Ironworks in South Norwalk. She said in the Wall Street area, specifically at the Yankee Doodle Garage, shows an increase in revenues compared to last fiscal year based on increased compliance and construction work on the Belden Avenue Bridge. She said that transient activity at the South Norwalk Railroad Station increased 47.7% compared to last October 2013. Mr. Brescia asked if there is a way to determine the people that renew their permits. Mr. Manousos said “yes” and that they are automatically renewed unless someone cancels their permit.

2. OPERATING REPORT

Mr. Manousos reported and said that transient activity is up 7.8% compared to last year. He said that permit sales are steady and that enforcement and violations are consistent and represents only 12.2% of the overall Parking Authority’s budget. He reported on the pay by cell and said that activity is up 5.0% and that the revenue is up 10.8%. He said that the collection program has decreased, which is indicative of higher compliance and a relaxed enforcement. He reported on the technology pilot program and said that once there is enough data gathered that staff will present the reports. Mr. Brescia asked what the time frame will be. Mr. Manousos said ideally he would like to have six months worth of data. Mr. Manousos presented the parker application summary.

3. OPERATING AND CAPITAL BUDGETS FY 2016

Ms. Hebert presented the operating and capital budget plan. She said that overall, the goal is to have the expense budget be at or below 2%, and will include a line item for capital reserve and replacement, and funding for technology maintenance costs and expansion. She said that staff will review activity for rate and revenue recommendations. She said that the capital budget does not include any funding requests for fiscal year 2016 since the debt service is still over \$1.0 million dollars.

4. OTHER BUSINESS

Ms. Hebert presented a request from the City's new Economic Development Director, Liz Stocker, to have the Parking Authority participate in the Small Business Day. She said that Small Business Day was founded in 2010 by American Express, Small Business Saturday, which takes place the Saturday after Thanksgiving on November 29, 2014. She said that Ms. Stocker requested that the Parking Authority offer free parking on that day. She said that the revenue loss to the Parking Authority is estimated to be \$5,000 for the day for a 24 hour period.

After further discussion the Parking Authority cautiously voted to allow 'free' parking excluding garage to collaborate with the City on this citywide event and to promote small businesses and to encourage people to shop locally. The two hour parking limit will remain in effect to encourage parking turnover and availability on Small Business Saturday, November 29th.

5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, DECEMBER 17, 2014 AT THE MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 5 PM.

6. ADJOURNMENT

**** MR. BAKES MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:35PM