

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 17, 2010

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

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

OTHERS: Frank Del Monaco, LAZ Parking

CALL TO ORDER

Chairman Federici called the meeting to order at 6:02PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
OCTOBER 27, 2010.**

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

2. APPROVE THE PARKING AUTHORITY MEETING SCHEDULE FOR CY 2011.

**** MR. HAYWARD MOVED TO APPROVE THE MEETING SCHEDULE FOR CY 2011**
**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net revenues for the first quarter are over \$149,000. She said that there is a delayed cash flow for permits at the Webster Lot due to the LPR transition, which will be caught up in November. Mr. Federici asked what percentage Webster Lot is up. Mr. Del Monaco said 8% compared to last year. Ms. Hebert said that at the end of last fiscal year the net unrestricted audit was approximately \$235,000.

2. MONTHLY OPERATING REPORT

Mr. Del Monaco said that the demands overall are very consistent and in some areas have increased. He said that the demands at Haviland Deck and North Water Street continue to do very well.

Ms. Hebert said that the compactor will be installed next week at Webster Lot and the concrete pad has been poured and the area has been cleaned. She said that once the compactor is installed and the dumpsters are removed that staff will be including the other side of Webster Lot to participate. Mr. Federici asked if any additional complaints have been received regarding contributing to the cost of the compactor. Ms. Hebert said "no". She said that the Ordinance Enforcement Officer will also continue to monitor the area for compliance.

Mr. Del Monaco said that on street parking continues to do very well and that representatives from the City of Bridgeport were here today to see the system.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station continue to be consistent and that he is preparing for the installation of one of the electric car chargers. Ms. Hebert said that six car charging stations will be installed but that the car charging company currently has one car charging station in inventory and that it will be installed in early December. She said once it has been tested there will be a ribbon cutting ceremony. She said that Norwalk will be the first municipality to install the electric car charging stations in public parking facilities.

Mr. Del Monaco said that the permits at the East Norwalk Railroad Station continue to be consistent and that there is no waiting list. He said that the demands at the Yankee Doodle Garage continue to decline compared to last year which is due in large part to the construction parking from the Avalon project in fiscal year 2010. Ms. Hebert said that the concrete repairs have been completed at the Yankee Doodle Garage.

Mr. Del Monaco said that parking enforcement revenues are doing very well and that the equipment continues to function extraordinarily well.

3. OLD BUSINESS

Ms. Hebert said that the construction documents for the South Norwalk Railroad Station are scheduled to be completed by the end of December and the project will go out to bid and start in the spring.

Ms. Hebert said that the Norwalk Arts Commission will be submitting a proposal to install an art exhibit at the South Norwalk Railroad Station.

Ms. Hebert said that the SONO Collaborative held their general meeting a few weeks ago and it was very successful and positive. Mr. Federici said that the Parking Authority has spent a lot of money for advertising in South Norwalk and they will need to get on board if the advertising is to continue. Ms. Hebert said that she and Mr. Del Monaco had met with the Executive Committee and Ed Musante to present ways to continue branding South Norwalk through parking by establishing various revenue streams and if they reach consensus, the program will be implemented in

phases. She said that they had taken the ideas to their steering committee and they were well received. Ms. Hebert said that there is an item in the 2011 budget for what revenues this will generate as well as for the expenses and if they do not have the consensus to do this it will be removed from the budget and they are aware of this.

Ms. Hebert said that she is expecting to recruit an Ambassador for the Webster Lot information booth in the next month and that the person will work for the Parking Authority but will be trained by the Chamber of Commerce.

Ms. Hebert said that staff is working on a proposal to implement an online hearing process for appeals.

Mr. Del Monaco said that staff is working on a set of business rules that will be the frame work of how any appeal will take place and that staff expects to present it at the January or February meeting.

Mr. Hayward asked for an update on SONO Gardens. Ms. Hebert said that they are now very diligent and are sending her their updated status report of the 15th of every month, and are doing what they can to obtain financing for their project.

4. NEW BUSINESS

Ms. Hebert said that the South Norwalk Railroad Station is at capacity at least four days a week before 9:00AM and currently commuters are sent over to Webster Lot. She said that staff would like to create additional parking spaces closer to the railroad station. She said that she and Mr. Del Monaco had met with Mr. Linnartz and Mr. Sweeney on Henry Street and they said there can be approximately 20 parking spaces created for the South Norwalk Railroad Station. She said that is will be going to the Traffic Authority in December for approval and that additional spaces on the east bound side where the island is adjacent to Henry Street are also being evaluated.

Ms. Hebert said that there is environmental wall space in the tunnel at the South Norwalk Railroad Station and she would like to put public art on one side, and on the other wall side put aesthetically pleasing advertising and the Snyder Group will be creating a design and soliciting potential advertisers.

Ms. Hebert distributed the fiscal year 2011-12 operating budget recommendations. She discussed staff recommendations on both the expense and revenue side. She said that if anyone has any questions over the next month to let her know, and said there will be another opportunity to discuss and make any changes at the December meeting.

Ms. Hebert suggested that the December Parking Authority meeting be changed to 5:00PM and that she will e-mail the Authority members and the City Clerk.

**** MR. HAYWARD MOVED TO APPROVE CHANGING THE MEETING TIME TO 5:00 ON DECEMBER 22, 2010.**

**** MOTION PASSED UNANIMOUSLY**

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: DECEMBER 22, 2010, MARITIME GARAGE, PARKING AUTHORITY OFFICE, 11 NORTH WATER STREET, 5:00PM

7 ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:15PM

