



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 16, 2011

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

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

OTHERS: Stathis Manousos, General Manager, LAZ Parking
Charlie Vinci, Customer Property Manager, LAZ Parking

CALL TO ORDER

Mr. Federici called the meeting to order at 6:00PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, SEPTEMBER 14, 2011.**

****MS. BROWN MOVED TO APPROVE THE MINUTES WITH CORRECTION
** MOTION PASSED UNANIMOUSLY**

**2. AUTHORIZE LAZ PARKING LLC., ON BEHALF OF THE NORWALK PARKING
AUTHORITY TO PURCHASE TWO BOBCATS FOR MAINTENANCE
OPERATIONS FOR A SUM NOT TO EXCEED \$78,000 (STATE BID LIST)
0909 4095 5777 C0354**

Mr. Manousos said that in the past three Bobcats have been leased from November to April for snow removal operations at a cost of approximately \$22,000. He said that many times one of the units would be out of service. Ms. Hebert said by purchasing the units they can be used year

round and there will be a cost savings of over \$21,000 in the operating budget and will have more value. Mr. Alvord asked who will be performing the maintenance on the units. Mr. Manousos said that Bobcat of Connecticut will and that there is a 12 month warranty and a 36 month protection plan. Mr. Alvord asked if there are funds in the operating budget to cover that. Ms. Hebert said "yes" there is approximately \$500, 000 for maintenance on all the facilities and equipment. Mr. Meek asked how the depreciation expense impacts the financials, who owns the asset, and who pays the depreciation. Ms. Hebert said that the Parking Authority owns the asset and pays the depreciation. She said that it is not shown in the budget but that it is included in the audit. Mr. Alvord asked what functions the Bobcats will be used for besides snow removal. Mr. Vinci said that there are additional attachments that will be purchased for sweeping as well as landscaping at the facilities. Mr. Alvord asked if there is a planned use for each of the additional attachments. Mr. Vinci said "yes". Mr. Bakes suggested purchasing one of the units now to see how it works and lease one if necessary. Mr. Meek asked what the depreciation life of the asset is and what the 36 month protection plan covers. Mr. Hayward asked if there is any other department in the city that the units can be shared with. Mr. Alvord said that DPW has Bobcats that are primarily used in the warmer months and suggested contacting them to see if a lease agreement can be worked out. Mr. Vinci said that the units that DPW has are not large enough to handle the snow.

**** MR. BAKES MOVED TO PURCHASE ONE BOBCAT FOR A SUM NOT TO EXCEED \$44,100 AND TO LEASE ANOTHER ONE IF NECESSARY.**
**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE LAZ PARKING LLC. ON BEHALF OF THE NORWALK PARKING AUTHORITY TO PURCHASE AUDIO ALARM SYSTEM REPLACEMENT FOR THE SOUTH NORWALK RAILROAD STATION, FOR A SUM NOT TO EXCEED \$40,000

ACCOUNT NO. 0911 4095 5777 C0358

Mr. Vinci said the unit that is currently there is from the original security system from 1994 and is no longer reliable or fully functional. He said that the system has had minimal to no maintenance over the years. Mr. Alvord asked if there is signage that tells parkers and commuters that a security system is there. Mr. Vinci said "no". Mr. Alvord said once there is a working security system that signage should be installed and suggested inquiring with the vendor to see if they supply signage.

**** MR. HAYWARD MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

4. AUTHORIZE LAZ PARKING, LLC. ON BEHALF OF THE NORWALK PARKING AUTHORITY TO PURCHASE A SECURITY CONSOLE AT THE SOUTH NORWALK RAILROAD STATION, FOR A SUM NOT TO EXCEED \$40,000
ACCOUNT NO. 0911 4095 5777 C0358

Mr. Vinci said the console that is currently there is the original console and was not made for what it is now being used for. Mr. Alvord asked if this feeds other facilities. Mr. Vinci said "yes" all the parking facilities feed back to one central location and there are 85 cameras throughout the parking facilities. Mr. Federici asked if the installation cost seemed high. Mr. Vinci said "no" and that the work is labor intensive and time consuming. Mr. Meek asked if there is a time constraint on purchasing the console. Ms. Hebert said "no" but that the current equipment is obsolete. Mr. Meek asked if the monitors will also be replaced. Mr. Vinci said "yes" but that is not included in the cost of the console. Mr. Meek suggested that a price be obtained for the

monitors.

**** MS. BROWN MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

**5. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON
CONTRACT TO G.L. CAPASSO, INC. FOR PROJECT NO. PKG, 2011-11,
REPAIR AND PREVENTION MAINTENANCE AT THE SOUTH NORWALK
RAILROAD STATION FOR EMERGENCY REPAIRS AT THE MARITIME GARAGE,
FOR A SUM NOT TO EXCEED \$49,000**

ACCOUNT NO. 0911 4095 5777 C0358/C0464

Mr. Sweeney gave a project update and said that the T-joints will be done now and that the contractor will complete the balance of the project in the spring because if the membrane is installed in weather below 50 degrees it will not adhere properly.

**** MR. MEEK MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net capital reserve to date is over \$251,000 and that staff continues to monitor expenses and revenue based on demand and what the pricing structure is. She said that parking violation revenues are down substantially due to decreased enforcement.

2. MONTHLY OPERATING REPORT

Mr. Manousos reported on the September operating report and said that he has added the transaction type by location as well as the adjudications statics as recommend by the Authority. Mr. Meek said that he would like to see the adjudications statics on a 12 month graph.

Mr. Manousos said that through October 2011, the demands on the parking system were down 5.9% compared to last year. He said that Storm Alfred had a negative impact on demands system wide.

Mr. Manousos said that through October 2011, the demands at the Maritime Garage are up 35.2% compared to last year which is driven by the increased demand that was generated by the Maritime Aquarium.

Mr. Manousos said that the demands at Webster Lot were down 3.5% compared to last year since the change in operation last August. He said that the closing of Compare Foods is negatively impacting the demand.

Mr. Manousos said that the demands are up 0.5% at Haviland Deck compared to last year and continues to see strong weekend and evening business. He said that the demands at the North Water lot are down 8.0% and that Storm Alfred had an impact on demand the last weekend of the month into Monday, October 31, 2011. He said that on street parking demands are down 19.0% compared to last year but that revenues have dropped only 6.4% because the average

transaction has increased.

Mr. Manousos said that the daily parking demands at the South Norwalk Railroad Station are down 5.9% which is mainly due to continued repairs being completed to the garage decks. He said that the additional SNRR commuter spaces on Henry Street were installed in August and that the October revenue from the Henry Street spaces is up over 35% from September.

Mr. Manousos said at the East Norwalk Railroad Station that permit issuance remains very consistent and that the waiting list for monthly parking permits has been exhausted.

Mr. Manousos said that the demands at the Yankee Doodle Garage were up 21.4% compared to last year and that there has been increased activity since the opening of the Banc House Restaurant.

Mr. Manousos said that the transaction to the new permit administration system has been completed and that his staff did a great job in handling all the customer issues as promptly as possible. He said that compared to September that in October the ticket issuance was down 11.5% and citation revenue was down 7.7%.

Mr. Manousos reported on the maintenance of the facilities and said that the repainting of the rusted meter housings is nearly complete. Mr. Vinci said that the only remaining meter housing to be repainted are on North and South Main Streets and will be completed in the spring.

Mr. Manousos reported on Customer Service and said the biggest complaints received were on appeals.

Mr. Manousos said that the Pay-by-Cell ribbon cutting was held on October 11, 2011, and as of that date approximately 300 customers pre-registered for the service and the response is very positive. He said that 130 transactions were done for the month of October for a value of \$475. He said that Parkmobile will be programming one hour extensions for on street parking for those using the system.

Mr. Manousos reported on the transactions type by location as well as the adjudication statistics.

Mr. Hayward asked if there is excess demand at the East Norwalk Railroad Station that is not being satisfied. Mr. Manousos said it is oversold by approximately 240 spaces and 360 permits are sold. He said that staff has been allowing people to park in the non-lined spaces as long as they are not in the way of traffic or blocking anyone in. Mr. Hayward suggested starting looking into alternatives. Mr. Manousos said the only solution would be to increase the supply which would be hard to do or to modify the rates to adjust for the demand.

Mr. Hayward asked if any income is being lost due to the trailer at Webster Lot for the traffic project. Ms. Hebert said "no". Mr. Hayward said since there is no impact he recommended it be removed from the monthly operations report.

3. OLD BUSINESS

Ms. Hebert said that the DPW open house was a great success and that over 900 people had attended.

Ms. Hebert gave an update on FEMA and said they have reimbursed the Parking Authority \$53,468 and it was deposited into the fund balance. She said the request for Hurricane Irene is going through the system now and is \$15,553, and that a request for the Halloween snowstorm will be \$20,179.

Ms. Hebert said that the art event at the South Norwalk Railroad Station was very successful and in the next few weeks there will be a link on the Parking Authority website with the status of the art project. She said once the project is completed there will be an unveiling in the spring.

4. NEW BUSINESS

Ms. Hebert discussed implementing an amnesty program for parking violators. The last time the city implemented this type of program was over 10 years ago. The goal is to help increase cash flow and to purge old/uncollectible outstanding violations. She said that legislation allows collection for up to seven years, and there are currently 22,800 outstanding parking tickets which is over \$607,000 in original fines, and do not include the penalties. She said that Duncan will analyze the NPA's outstanding violation inventory and develop a proposal for presentation.

Ms. Hebert distributed and discussed the proposed fiscal year 2012-13 operating budget.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

****MR. MEEK MOVED TO APPROVE THE CALENDAR YEAR 2012 PARKING AUTHORITY MEETING SCHEDULE**

**** MOTION PASSED UNANIMOUSLY**

6. NEXT PARKING AUTHORITY MEETING: DECEMBER 21, 2011, MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 5PM.

7. ADJOURNMENT

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

**** MOTION PASSED UNNANIMOUSLY**

The meeting adjourned at 8:45PM