



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
October 24, 2012

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman- Absent
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 6:02PM

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, SEPTEMBER 26, 2012**

****MS. MANN MOVED TO APPROVE THE MINUTES
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that to date the net capital reserve is approximately \$30,000. She said that the decrease from last month in the South Norwalk area is mostly due to less activity at the Maritime Aquarium, as well as the vacancy at the store where the passport office was which has impacted the demands at the Maritime Garage and Webster lot. She said to date the first quarter actual

net revenues are above budget and slightly below last fiscal years quarter by \$8,345 which is mostly due to the decrease in parking violation issuance. There was a discussion about the substantial reduction in parking violation issuance. The NPA would like to see a more balanced approach to parking violation issuance as opposed an aggressive or a lenient approach. The reduction in ticket issuance is impacting payment compliance at all facilities which skews a realistic demand of parkers.

2. MONTHLY OPERATING REPORT

Mr. Lew said that through September 2012, the demands on the parking system were up 0.5% compared to last year and are down 31.3% compared to last month.

Mr. Lew said that through September 2012, the demands at the Maritime Garage are up 26.9% and are down 58.7% compared to last month which is largely due to the summer ending and students going back to school. He said that a new pay station was installed in the lobby for better customer service.

Mr. Lew said that the demands at Webster Lot were down 7.7% compared to last year and were down 46.6% from last month. He said that the passport office closed on September 14, 2012, and it has had a negative impact on demands.

Mr. Lew said that the demands at Haviland Deck are down 16.4% compared to last year and were down 7.5% from last month. He said that the demands at the North Water lot are down 8.8% compared to last year and were down 39.7% from last month. He said that through September the on street parking demands are up 1.9% compared to last year and that revenue has increased 4.0%. 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 5.2% compared to last year and are down 3.6% from last month. He said that there is currently a waiting list for permit parkers. He said that the revenue in September from the Henry Street spaces was up 72.4% compared to the previous month.

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.

Mr. Lew said that the demands at the Yankee Doodle Garage were down 50.2% 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 down 7.2% from last month.

Mr. Lew said that permits are up 11.9% and revenues are up 11.9% compared to the same period last year and that permit revenue is above budgetary expectations.

Mr. Lew reported on the ticket issuance and said that compared to last month, September ticket issuance was down 40.6% and citation revenue was down 28.0% due to absences, an event in early September where enforcement was relaxed, and from fewer evening citations issued. He said that he has hired part-time enforcement to cover evening hours after 11:00PM for three nights a week. He said that citation revenue accounts for 10.0% of system revenues year to date, and that during September, 19 warning tickets were issued.

Mr. Lew reported on the maintenance and said that general maintenance continues at all of the

facilities as needed. He said the new way finding signs have been reviewed and will be installed directing traffic to the South Norwalk Railroad Station and the Maritime Garage and that staff is working with the vendor for a completion date.

Mr. Lew reported on Customer Service and said that the changes to the customer service inquiry system through the website were completed at the end of September and customers can now direct inquiries directly to the appropriate staff depending on the issue that they are experiencing. He said that the Norwalk Parking Authority now has its own face book page with over 81 members. Ms. Mann suggested that on the face book page that safety and security be added to the "Many Faces of the Norwalk Parking" page.

Mr. Lew reported on the pay by cell option and said that the activity for September and that it is slightly below August levels; however, revenue is up compared to last month and that the average transaction has increased mainly due to the increase in rates at the SNRR.

Mr. Lew reported on the adjudication statistics and that out of the 13 appeals that went to a hearing 1 was denied, 4 were reduced, 7 were dismissed, and one person did not attend the hearing.

Mr. Lew said the permanent art installation at the South Norwalk Railroad Station has been greeting commuters with rave reviews, and that there was a new opening at the Maritime Garage on September 12, 2012, and January 6, 2013. He said that staff is looking at creative place making grant options from the state and STA to expand the "Art in Parking Places" initiative. He said that staff is collaborating with the Norwalk Redevelopment Agency on grant applications.

3. OLD BUSINESS

Ms. Hebert said that the remediation work at the South Norwalk Railroad Station will begin on Monday, November, 2012, and is estimated to be completed by the end of November. She said that the parking facility has been paved and numbered and that a path and door have been installed at the garage entrance and that a pay station has been installed for displaced commuters. She said that staff will begin discussions with the property owner regarding a long term agreement.

4. NEW BUSINESS

Ms. Hebert distributed the preliminary draft budget assumptions for fiscal year 2014 and said there will be discussion and presentation at the November meeting.

**** MS. MANN MOVED TO SUSPEND THE RULES**

**** MOTION PASSED UNANIMOUSLY**

5A. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH B AND E THEATERS, LLC FOR A TERM OF 5 YEARS IN CONNECTION WITH THE WEBSTER PARKING LOT.

Ms. Hebert said that the Bow Ties Theater contract ends on November 1, 2012, and that staff

had a meeting with the leadership of Bow Tie Cinemas. She discussed the general terms of the new contract and said at the Maritime Garage there will be a maximum of four hours of free parking in the evening only for seven days a week, and at the Webster lot there will be a maximum of four hours of free parking for matinees for cars parking before 6:00PM for seven days a week. She said that between 6:00PM and 10:00PM parkers will pay a flat rate of \$2:00, and after 10:00PM will pay the prevailing Norwalk Parking Authority rates. She said that there will be an annual review of the contract between parties, and that the term of the contract will be for five years with the option of two one year extensions.

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

**** MOTION PASSED UNANIMOUSLY**

**5B. AUTHORIZE THE CHARIMAN OR THE VICE CHAIRMAN OF THE NORWALK
PARKING AUTHORITY TO APPROVE THE NORWALK PARKING AUTHORITY 2013
MEETING SCHEDULE**

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

**** MOTION PASSED UNANIMOUSLY**

6. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

**7. NEXT PARKING AUTHORITY MEETING: NOVEMBER 28, 2012 MARITIME
GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.**

8. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:10PM