



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
October 23, 2013

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Chris Bakes
Mike Harden
Olga Arteaga

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

OTHERS: David Lew, General Manager, LAZ Parking

CALL TO ORDER

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

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, SEPTEMBER 25, 2013**

Mr. Meek said on page 1, Line 1, to change "\$200,00 to \$200,000"

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net capital reserve for the month of September is over \$260,000, and to date is trending higher than last year. She said that there were additional expenses related to the security and revenue control upgrades. She reported on the revenue at the South Norwalk Railroad Station and said that it is down due to the issue with Con Edison at the MTA stations, and people parking on residential streets and walking due to the good weather, increased permit sales and parking at Webster Parking Lot. Mr. Meek said that the line item expense for meters and enforcement may be incorrect and said that it was substantially lower than the previous year as well as the budget. Ms. Hebert said that staff will research and make the necessary

corrections.

2. MONTHLY OPERATING REPORT

Mr. Lew reported on the highlights and said that the total revenue is down 3.1% compared to last month and is up 21.5% compared to September last year. He reported on the transient activity lower compared to last month but that permit sales overall are up indicating higher parking compliance.. Transient activity represents only those parkers who pay to park. Mr. Lew reported on the highlights regarding event activity at the Maritime Aquarium and the need to ensure that additional staff requirements to accommodate increased event parking activity be a covered expense by the event participants. Mr. Meek asked how many events they have per year. Mr. Lew said five to seven per month. Ms. Hebert suggested establishing a rate structure for all of the facilities. Mr. Lew said that staff continues to receive requests for parking services such as valet parking and additional staff to assist parkers after events at the Maritime Garage, South Norwalk Railroad Station and Webster Parking Lot. Mr. Lew reported on the maintenance and project updates and said that new cameras will be installed covering all entrances at the North Water lot and that door locks, access codes and access codes and fobs are being upgraded. He said that positive results continue to be seen from parking ticket collections and the pay by cell programs and starting to see activity at the electric vehicle charging stations..

3. OTHER BUSINESS

Ms. Hebert, Mr. Manousos and Mr. Lew presented the Norwalk Parking Authority Smartparking/Technology Plan. Mr. Manousos discussed the parking sensors and said that the parking sensors are self powered and wireless and that each sensor contains sensing components to manage the collection of data at individual parking spaces. Ms. Hebert said that staff is recommending a pilot program with Streetline parking space sensors in parts of South Norwalk and in the Wall Street area in designated on street parking spaces. Mr. Manousos also discussed the space counters through Case Parking and said that in ground loops are installed and are used to count cars entering and exiting a parking facility. He said that the counts are captured by a device and sent to the network to see the number of cars that are currently in a lot. The recommended pilot program will include the Webster lot, the North Water lot and the Yankee Doodle Garage. Mr. Meek asked what the cost of the pilot program will be. Ms. Hebert said for the installation of the on street sensors one year will be \$49,500 and will be funded through the existing capital budget. Mr. Meek asked what the maintenance cost will be. Ms. Hebert said that there is no maintenance cost during the pilot program. Mr. Hayward stated his concerns regarding compliance and personal security in relation to smartphone downloadable applications and stated that staff and the Parking Authority will need to do its due diligence to avoid any issues. Mr. Hayward requested that return on investment analysis be done. Mr. Bakes suggested that research be done and other communities should be contacted to make a volume and revenue comparison. After further discussion it was decided that Parking Authority is in favor of the plan in concept and would like to review information from other successful communities and or cities regarding the benefits of the street sensors. Ms. Hebert said that staff will put together a report that shows the return on investment, payback for the pilot and any tangible and intangible savings from the pilot implementation.

4. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

**5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, NOVEMBER 26, 2013
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.**

6. ADJOURNMENT

**** MR. HAYWARK MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:20PM