



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
October 22, 2014

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

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

OTHERS: Rocky Legesse, LAZ Parking
Stathis Manousos, LAZ Parking

BUSINESS PORTION

- 1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY
MEETING HELD ON WEDNESDAY, SEPTEMBER 24, 2014.**

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

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that the financials show an increase in transient activity compared to last year, which she attributes is mostly due to the Ironworks Development activity which is fully leased, and new business openings in the South Norwalk area. She said that last fiscal year the Parking Authority received a onetime state reimbursement of \$46,000, from the Department of Transportation for their use of part of the Wall Street Lot for an equipment staging area during construction of the Burnell Blvd Bridge. She said that this was deposited in September 2014, and it increased the actual revenue collections. She said taking this out shows a revenue increase in September of \$36,007 this fiscal year compared to last fiscal year. She said to date the net capital reserve is \$359,053, but it is expected to be another cold, snowy winter and assuming that the Parking Authority will most likely again be over budget in snow removal costs. She said that last fiscal year the Parking Authority went over budget by approximately \$90,000 and this year she is expecting to go over at least \$100,000.

2. OPERATING REPORT

Mr. Manousos reported and said that there was an increase in transient activity as well as expected trends for September. Mr. Harden said that the pay by cell transactions are once again up tremendously. Mr. Manousos presented the Parking Authority with some of the smartparking data reports that are available, the Parker application, Parksight and guided enforcement. Ms. Hebert said that staff needs to filter through the reports to determine the most useful for monthly presentations, budget and policy decisions. She said that the data will also be integrated into the monthly reporting from the facility counters as well as the data from the Maritime Garage and the South Norwalk Railroad Station.

3. PRELIMINARY DISCUSSION OPERATING AND CAPITAL BUDGETS FY 2016

Ms. Hebert said that the City of Norwalk Finance Department policy states that as an enterprise fund there needs to be 45 days worth the value of the expenditure budget in a capital reserve, which for the Parking Authority is

approximately \$600,000, and there is not. She said that over the years the audited numbers because of restrictions and depreciation the net that the Parking Authority has at this point is approximately \$150,000. She said that for fiscal year 2016 staff will be recommending to budget a line item to begin to build up the capital reserve. Mr. Brescia asked when the budget needs to be finalized. Ms. Hebert said that the goal is to issue a draft recommended budget from staff by December 2014. She said that there will be some expenses related to the smartparking plan and technology maintenance and consolidation of the city charges into one line item as an expense. She said that the Parking Authority still owes over \$1.0 million for fiscal year 2016 and that staff may not be recommending any capital dollar requests for fiscal year 2016.

4. OTHER BUSINESS

Ms. Hebert presented a request from David Shockley who works for the Redevelopment Agency. She said that he is requesting to use 8 spaces on the 2nd floor of the Yankee Doodle Garage for storage of 50 large fiberglass planter urns, and 25 small concrete planter urns. She said that the Yankee Doodle Garage is used during the winter season to move cars off the streets to allow for efficient on street snow plowing operations, and that it will also be used by displaced parkers once POKO starts excavating for their project. Mr. Harden asked if the planters need to be stored inside. Ms. Hebert said they would like them to be. Mr. Brescia asked if moving them is tied into snow clearing problems. Mr. Alvord said “no” the only issue that Pulic Works had with the planters was the initial delivery, which was not coordinated but there are no problems from a snow plowing standing point of view. After further discussion it was the consensus of the Parking Authority not to allow the use of the Yankee Doodle Garage for storage of the planter urns, but they requested staff to see if there are other alternatives either in the Parking Authority inventory or elsewhere.

**** MR. HARDING MOVED TO ENTER INTO EXECUTIVE SESSION INTO DISCUSS THE PENDING PARKING LEASE WITH THE MARITIME AQUARIUM.**

**** MOTION PASSED UNANIMOUSLY**

Executive session began at 7:04PM

Executive session ended at 7:48PM

**5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY,
NOVEMBER 19 , 2014 AT THE MARITIME GARAGE, PARKING
AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM.**

6. ADJOURNMENT

**** MR. HARDEN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:50PM