



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
September 26, 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

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, JULY 25, 2012**

****MS. MANN MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

**** MS. MANN MOVED TO OPEN THE MEETING FOR PUBLIC COMMENT**

**** MOTION PASSED UNANIMOUSLY**

Ms. Cece presented a request for free parking for the volunteers from the Bridge Café in the Webster Lot and suggested that placards be given to them to put in their windshields so that parking enforcement would know their cars. She said that Ms. Hebert had offered her a reduced parking rate of \$2.00 at the Maritime Garage but said that it is too far to walk and the food truck would not make the clearance. Mr. Bakes asked how many volunteers there are. Ms. Cece said

on any given day there are five to ten and that GE supplies the volunteers for the program. Ms. Mann suggested that the truck be allowed a 15 minute window to unload and then park at the Maritime Garage at the reduced rate. Ms. Hebert suggested since GE is a supporter of this organization that they should ask them to help pay for the parking. Mr. Meek said that the operation needs to be consistent and that giving to one group and not another would be unfair and inequitable. He also said that reducing revenue is one issue, but there is also an expense to managing a separate program which the Parking Authority is not in a position to do. After further discussion the members of the Parking Authority decided that they will further discuss her request and let her know of their decision. Ms. Hebert suggested in the meantime Ms. Cece should let the organization know about the \$2.00 reduced parking rate offer at the Maritime Garage.

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the financials to date through August 2012 ended with a healthy fund balance compared to last year. She said that the Maritime Garage and Webster Lot did exceptionally well compared to last year, and that parking violations were down \$30,000 compared to last year which is related to the decrease in parking ticket issuance and compliance. She said that the expenses are lower this year. Mr. Meek asked why the expenses are lower this year. Ms. Hebert said that the expenses were higher this time last year as a result of hurricane Irene. Mr. Meek asked why the salaries are under budget and the FICA is over budget. Ms. Hebert said that staff will look into that and report back to him. Ms. Hebert said that staff will be meeting next week to discuss the fiscal year 2014 operating and capital budgets including the rates, and she will have a draft copy for the Parking Authority to review at the October meeting.

2. MONTHLY OPERATING REPORT

Mr. Lew said that through August 2012, the demands on the parking system were up 3.2% compared to last year and are up 8.3% compared to last month.

Mr. Lew said that through August 2012, the demands at the Maritime Garage are up 29.3% and are up 21.6% compared to last month which is largely due to the opening of Atlas Restaurant and the re-opening of Water Street.

Mr. Lew said that the demands at Webster Lot were down 3.6% compared to last year but were up 1.4% from last month. He said that the passport office closed on September 14, 2012, and will have a negative impact on demands.

Mr. Lew said that the demands at Haviland Deck are down 17.1% compared to last year but was up 13.9% from last month. He said that the demands at the North Water lot are down 3.2% compared to last year but are up 2.8% from last month. He said that through August the on street parking demands are up 2.7% compared to last year and that revenue has increased 4.9%. He said that the meter revenue has ended the fiscal year above budgetary expectations and that demands are up 4.9% from last month.

Mr. Lew said that the daily parking demands at the South Norwalk Railroad Station are down

3.5% compared to last year and are up 1.5% from last month. He said that there is currently a waiting list for permit parkers. He said that the revenue in August from the Henry Street spaces was down 72.4% compared to the previous month. The South Norwalk Railroad Station tends to trend down during the summer months due to people on vacation.

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. He said that Mikes Deli is now operational and he has received positive feedback from commuters.

Mr. Lew said that the demands at the Yankee Doodle Garage were down 50.0% compared to last year but that the demands are up 6.4% from last month and that revenue is up compared to last year due to the increase in monthly parkers. He said that the storage area has been rented out beginning July 1, 2012 and that the tenant has moved in. He said that this will increase revenue at the Yankee Doodle Garage by \$500 a month.

Mr. Lew said that permits are up 13.7% and revenues are up 10.1% 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, August ticket issuance was up 24.1% and citation revenue was up 22.8% and that citation revenue accounts for 10% of system revenues year to date. He said that during July and August they issued warning tickets in lieu of regular tickets with a value estimated at \$1,000.

Mr. Lew reported on the maintenance and said that the Franklin Street lot has been paved and that the line painting and space numbering has been completed, and that the walkway project between the Franklin Street lot and the west side of the garage has begun. Mr. Harden asked if additional lighting has been installed. Mr. Alvord said now that the vegetation has been cut back it allows lighting and additional lighting may not be needed. Mr. Lew said that security cameras will be added. Ms. Hebert said that she is waiting for the signed contract for the remediation work to begin on the eastbound side of the railroad station and will be coordinating displaced commuters to park on Franklin Street during the project. She said that staff will be meeting with the owner to discuss a long term lease for commuter parking.

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 80 members. Mr. Lew said that there is now a customer self service station and that customers can now pay for citations, file appeals, and register for monthly parking at the self service desk. Mr. Meek suggested that the computer be linked to the Norwalk Parking Authority website.

Mr. Lew reported on the pay by cell option and said that the activity for August and that it is slightly below July 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 19 appeals that went to a hearing 5 were denied, 0 were reduced, 13 were dismissed, and one person did not attend the hearing. He said that there were a higher number of appeals and dismissals in August which

was mainly due to some confusion by customers who did not display their beach permits on their vehicle dashboard. Tickets were issued by the Norwalk Police Department.

Mr. Lew gave a project status update on the facilities and lots and said that the wayfinding signs will be installed directing traffic to the South Norwalk Railroad Station and the Maritime Garage and that staff is working with the vendor on delays and a completion date. He said that there is interest from advertisers for the Maritime Garage and the tunnel and garage at the South Norwalk Railroad Station and that staff will be working on an advertising agreement with The Snyder Group.

3. OLD BUSINESS

Ms. Hebert said that the electric vehicle has been placed in service and has received good positive feedback.

4. NEW BUSINESS

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 and discussed the new contract. Ms. Hebert said that staff has also met with Spinnaker to discuss parking collaboration for their new building on Water Street.

Ms. Hebert said that staff had met with the Kiosk vendor regarding replacing the existing kiosks in the Maritime Garage and the South Norwalk Railroad Station with an interactive model that is more user friendly with application based technology.

Ms. Hebert said that the Public Works and Fire Department open house will be held on Saturday, September 29, 2012, from 10:00AM- 1:00PM at the Public Works Center.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: OCTOBER 24, 2012 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.

7. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:20PM

