



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
September 25, 2013

ATTENDANCE: Bryan Meek, Chairman
Chris Bakes
Mike Harden

ABSENT: Julius Hayward, Vice Chairman
Olga Arteaga

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

OTHERS: David Lew, General Manager, LAZ Parking
Stathis Manousos, LAZ Parking

CALL TO ORDER

Mr. Meek called the meeting to order at 6:08PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, JULY 24, 2013**

****MR. BAKES MOVED TO APPROVE THE MINUTES
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net first two months is over \$200, 000, and that activity shows a substantial increase at the Maritime Garage compared to budget. She said that the other facilities and areas mostly on par with previous fiscal year revenue collections except for the Webster Parking Lot shows a decrease in revenues largely due to the vacancy from the

passport office moving out of the 50 Washington street building. Mr. Bakes asked if C-Town has received the extra parking spaces that they had requested. Mr. Lew said “yes” and that they are paying \$100 per space per month. Ms. Hebert said that the revenue generation reflects parking lease collections, valet parking and special event parking. She said that the trend seems to be more people and groups are requesting parking services and are willing to pay for that service and viewing parking as an amenity not just a self park type of operation.

2. MONTHLY OPERATING REPORT

Mr. Lew reported that the permit sales are up 2.1% and that revenues are down 1.7% compared to last month and said that this could be due to higher compliance and the permit providing a more discounted parking opportunity for daily parkers. He said of note that the demands at the Maritime Garage are up 7.6% compared to last month. He said that the demands at Webster Lot are up 7.9% from last month and to date the revenue is down 9.5%, due to higher compliance and increased permit sales. He said that the demands at the South Norwalk Railroad Station are up 3.6% from last month and that the permit sales are up and that the revenue year to date is up 0.2% compared to last year. Mr. Lew said that the year to date revenue is up at the East Norwalk Railroad Station 22.1% and that permit issuance has been stable, and that the waiting list has been significantly reduced. He said that parking ticket collection activity is up and collections remain consistent. Mr. Hebert reported on the project updates and said that the section has been changed to show projects by area and to mirror the summary financials. Mr. Lew reported on the adjudication statistics. Mr. Meek said that ticket dismissal rate for August is the lowest it's ever been.

3. PUBLIC WORKS OPEN HOUSE- SATURDAY, SEPTEMBER 28, 2013 FROM 10:00AM TO 1:00PM

Ms. Hebert said that the Department of Public Works tenth annual open house will be held on Saturday, September, 28, 2013, from 10:00AM to 1:00PM at the Public Works Center.

4. OTHER BUSINESS

Ms. Hebert said that the technology plan will be folded into a capital budget process. She said that it will include sensors, counters, updated paystations, meters, LPR technology, smartphone apps and integrated software opportunities. She said that the first rollout will be a pilot program and that staff will present at the October meeting for discussion.

Ms. Hebert said that staff will be developing the operating and capital budgets for fiscal year 2015, and that the capital budget will include a 3-5 year plan for technology and facility improvements.

Ms. Hebert said Hertz 24/7 contacted staff to discuss hourly rental car opportunities at the South Norwalk Railroad Station similar to Zip Car. She said that the difference is that Zip Car is a membership type of operation and Hertz continues to be a rental car type of operation.

Ms. Hebert said that the improved Norwalk Parking Authority website will be rolled out this week and will have a right hand facebook scroll. She said that the website will also be mobilized on smartphones to keep up with the increased in smartphone usage.

Ms Hebert said that The Norwalk Housing Authority has still not signed the agreement after 4 years for the storage space under the South Norwalk Railroad Station. She said that the

agreement has no financial transaction or value and only includes necessary liability insurance, cleanliness and coordination with the Norwalk Parking Authority. She said that they have been told that they have until the end of September to remove their belongings from the storage space if the agreement still hasn't been signed.

Mr. Alvord reported to the Norwalk Parking Authority that there is a new electric transmission regulation since 2010 that impacts the South Norwalk Railroad Station on the eastbound side. He said that CL&P would like the Norwalk Parking Authority to remove part of the cupola to be in compliance by December 4, 2013. He said at this point they have not participated in any of suggestions made by Department of Public Works staff to help with compliance and that staff will continue to talk with them to discuss all options.

4. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, OCTOBER 23, 2013 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.

6. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:55PM