



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
July 30, 2014

ATTENDANCE: Julius Hayward, Chairman
Olga Arteaga

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

OTHERS: Rocky Legesse, LAZ Parking
Rebecca Brown, Shipman and Goodwin
Bryan Meek

BUSINESS PORTION

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY
MEETING HELD ON WEDNESDAY, JUNE 25, 2014.**

The item was tabled due to lack of quorum

GENERAL INFORMATION

1. FINANCIAL REPORT

Ms. Hebert reported and said that there are pending expense accruals from June 2014, and that the yearend financials will be adjusted after the payment has been processed, and that the net capital reserve will be

slightly higher than the approved budget. She said that at the recommendation of the finance department the capital reserve should be 45 days value of the approved operating budget which is \$676,123, because this allows a cushion to continue to maintain city assets and in case of any emergencies without incurring additional debt service. She said that currently the year to date throughout the years fund balance for this purpose is \$155,000 and that the Finance Department would like to budget a larger capital reserve to build up fund balance.

2. OPERATING REPORT

Mr. Legesse reported and said that the activity is trending higher due to seasonality and new businesses in the South Norwalk area. He said that the revenue increased 2.9% compared to May, and is up 10.3% compared to last year. He said that the permit activity is down slightly which is due to normal summer month trending. He reported on the pay by cell and said there is a slight increase from last month. Mr. Hayward asked if the biggest customer service inquiry is regarding information on permits. Mr. Legesse said “yes”.

Ms. Hebert said that the Pay by cell signage has been completed and that the technology implementation is partially complete and expected to be fully installed in August. She said that Case Parking has completed the installation on all the counters in the three facilities, and that data is now being collected on that and that the on street sensors will be completed and tested by the end of September. She said that there will be a soft launch in August or September and a demo launch in October which will include a press conference.

Ms. Hebert reported on the success of the community collaborations and said that the cruise and cuisine is ongoing and has received excellent press from Connecticut Leisure and Travel with Val Magazines. She said that the event on the roof of the Maritime Garage with The Spread was extremely successful and that this is the last weekend of the summer jazz series in the N. Water Lot. She said that the next Art in Parking Places at the Maritime Garage will be end of September or the beginning of October and will feature a combination photographic exhibit depicting Norwalk before and after.

3. DISCUSSION - MARITIME AQUARIUM PARKING LEASE

Attorney Ms. Rebecca Brown, Shipman and Godwin, presented lease terms on behalf of the Maritime Aquarium and said that the lease and the parking license agreement are being negotiated at the same time and that they are independent of each other. She said that the last version of the parking license agreement is acceptable to them. Ms. Brown explained that the Maritime Aquarium does not have money to pay for parking passes for the Maritime Garage. If they had to pay for passes, they would have to increase payroll and/or have an employee payroll deduction to pay for the parking passes. Mr. Hayward asked if donors are considered as part of the agreement. Ms. Brown said “no” and it is only for staff (full time, part time and Board of Trustees) and volunteers that park at the facility.

Mr. Bryan Meek of 11 Cranbury Woods Road spoke and said that he thinks that it is good that there will now be an agreement in writing because there are some things have happened in the past regarding the monitoring of the permits that are issued and that there is no record as to which personnel positions receive the parking permit. He also expressed concerns about how one organization can be perceived as being treated more favorably vs all other organizations.

Mr. Hayward requested that the staff recommend a term sheet that the Authority can review and develop a response with the input from all of the members.

4. OTHER BUSINESS

Ms. Hebert presented Mr. Brescia’s reach out program and said that the concept is to have the members of the Parking Authority be more engaged in outreach, and that she will also be forwarding to the members of the Parking Authority via e-mail for their input. Mr. Hayward said that he would like to see Mr. Brescia do the follow through on the program and that the members will assist him in any way they can.

Ms. Hebert said at the request of the Parking Authority members staff is working on reviewing the policy of outstanding uncollectible violation revenues, and will develop some recommendations on a policy and will be presenting it to the Parking Authority and the finance department

Ms. Hebert said that she has met with General Growth Properties regarding the 95/7 property and the proposed mall and that she will schedule a presentation to the Parking Authority by General Growth Properties in the Fall.

Mr. Alvord said that he had received a letter from the FD Rich Company requesting that the Parking Authority waive the parking fees for their on-street valet service on Washington Street because FD Rich is losing money. He said that prior to the construction project, FD Rich had charged ten dollars per night to park in the parking lot and that they had made a business decision to only charge five dollars per car for the valet service. This was not recommended.

Ms. Hebert said that the Public Works Open House is scheduled for Saturday, September 27, 2014 from 10 a.m. - 1 p.m. at the Public Works Center on South Smith Street.

5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, SEPTEMBER 24 , 2014 AT THE MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM.

6. ADJOURNMENT

**** MS. ARTEAGA MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:55PM