



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
July 27, 2011

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek
Eileen Brown

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

OTHERS: Stathis Manousos, General Manager, LAZ Parking
Charlie Vinci, Property Manager, LAZ Parking

1. CALL TO ORDER

Mr. Federici called the meeting to order at 6:01PM

PRESENTATION- PAY BY CELL PARKMOBILE PRESENTED

Mr. Larens Eckelboom, Parkmobile, presented the pay by phone parking system and discussed the specific benefits. He said that there would be no capital costs required and there are no recurring costs. He said that ParkMobile has more than 10 years of experience and is live in more than 100 cities worldwide and is a United States based company. Mr. Meek asked if time can be added to a transaction. Mr. Eckelboom said "yes" but will be a separate transaction. Ms. Brown asked how the parking enforcement officers will know who paid and who did not. Mr. Manousos said that it will be integrated with the LPR system. Mr. Federici asked that when time is added to a transaction if the time starts when the call is made or after the time has elapsed on the first transaction. Mr. Eckelboom said after the first transaction has expired. Mr. Hayward asked if a report can be generated on the usage of the system. Mr. Eckelboom said "yes". Mr. Meek requested that a letter or statement be given mitigating the liability of the City regarding credit card information. Mr. Manousos said that he has already drafted the agreement. Mr. Federici asked when the time line of implementation would be. Ms. Hebert said that if approved she recommends to implement internally first to test the system and then to go live in October.

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
JUNE 22, 2011.**

Mr. Hayward said that on Page 1, Item 1 to change "nomint" to "nominate"

****MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTION**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the confirmed year end capital reserve was \$173,000 and is largely due to cutting expenses after the snow season as well as the nominal rate increases that were implemented in March and April. Mr. Meek said that the budget expenses were significantly over budget at the South Norwalk Railroad Station and asked if that would be a risk factor for next years budget. Ms. Hebert said that was due to the severe winter and the allocation for snow as well as the demand being down due to snow. Ms. Hebert said that the capital bonds were refinanced and the debt service expenses will be decreased by about \$6,000 however, the state taxes on the sale of most of the facility permits increased by .35% which will add another \$7,000 to the expenses.

2. MONTHLY OPERATING REPORT

Mr. Manousos said that the fiscal year 2011 demands are up .7% compared to fiscal year 2010. He said that the Maritime Garage has been a strong performer and that the demands were up almost 28% compared to last year.

Mr. Manousos said that the demands at Webster Lot were down 5.6% compared to last year since the change in operation last August. He said that the closing of Compare Foods is negatively impacting the demand. He said that the construction trailer is still parked inside the Webster Lot along Martin Luther King Drive to accommodate for the first phase of the traffic signal upgrade project and will be there for the next 18 months.

Mr. Manousos said that the demands are up 16.5% at Haviland Deck and that he continues to see strong weekend and evening business. He said that the demands at the North Water lot are up 2% and that on street parking demands are down 3.2% but that revenues are consistent with last year because the average transaction was approximately 18% higher in fiscal year 2011.

Mr. Manousos said that the daily parking demands at the South Norwalk Railroad Station are down 1.7% and that the monthly demands have leveled off since the reopening of the Danbury line. Ms. Hebert said that the downward trend was related to snow removal operation and the loss of spaces. Mr. Manousos said that the repairs have started at the beginning of July and will continue for at least three months.

Mr. Manousos said that permit issuance remains very consistent.

Mr. Manousos said that the demands at the Yankee Doodle Garage continue to decline and are down 23.4% which is due to the bridge construction, the completion of Avalon development, and the impact of the closure of Ambrosia restaurant. The opening of BanC restaurant in the old Ambrosia space will hopefully increase demand in the area.

Mr. Manousos said that they are continuing the transition to the EZTAG permit Administrative system and hopes to complete the transition by the summer. He said that permit sales are slightly down and that ticket issuance was up 28.5% compared to last month.

Mr. Manousos said that the sweeping schedule will continue on a lot-by-lot basis and will continue until the winter. He said that parking lot restriping will also continue throughout the summer.

Mr. Manousos said that the generator contract agreements have been signed and that the installation should begin within the next two weeks.

Mr. Manousos reported on the partnership with Hope Works and said that it has been working well and that and will consider hiring staff after the completion of the internship if the budget allows. Ms. Hebert said the graduation event is scheduled for Friday, August 5, 2011, from 3:00PM to 7:00PM at 121 Water Street.

3.OLD BUSINESS

Ms. Hebert said that LAZ is interviewing for the customer service manager position and they hope to have it filled in the next couple of weeks. Mr. Manousos said that Ms. Cuber will be staying until the middle of August to help with the transition.

Ms. Hebert said that the Parking Authority will be receiving approximately \$53,000 from the FEMA request.

Ms. Hebert said that she and Mr. Manousos had met with Jennifer Herring, President and CEO and David Truedson, Operations Manager of the Maritime Center on how to handle potential increased demand at the Maritime Garage.. She said that there are currently 566 active access cards for the Maritime Garage, and she has requested a list of all the Board Members and the Trustees, and also requested to have them validate for their volunteers rather than issue an access card. After further discussion it was decided that if the access card issue and the handling of volunteers is not resolved by August 15, 2011 that all of the cards will be deactivated. Mr. Meek requested that a monthly headcount report be generated.

4.NEW BUSINESS

Ms. Hebert said that there had been some criminal activity at the South Norwalk Railroad Station and that two tires were stolen from a Land Rover. She said that there is a security system but that the information obtained from it was not valuable. She said that staff will be looking to upgrade the security system and in the interim have increased patrols.

Mr. Alvord said that there is a revised WadePoint Project plan and the construction will start in the block between Orchard and Merwin Streets. He said that they have requested from the Traffic Authority to eliminate 5 parking spaces between those two streets. He said that they are not revenue producing spaces and they will not be eliminated until the construction actually begins and the businesses have moved out.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

**** AUTHORIZE LAZ PARKING, LLC , TO EXECUTE AN AGREEMENT WITH PARKMOBILE TO OFFER PAY BY CELL OPTION TO PAY FOR PARKING AT PAYSTATIONS AND METERS.**

**** MS BROWN MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

**6.NEXT PARKING AUTHORITY MEETING: SEPTEMBER 14, 2011, MARITIME GARAGE, PARKING
AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.**

7. ADJOURNMENT

**** MR. HAYWARD MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:30PM