



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
July 25, 2012

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Mike Harden
Sarah Mann
Chris Bakes - Absent

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

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

1. CALL TO ORDER

Mr. Meek called the meeting to order at 6:10PM

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, JUNE 27, 2012**

****MS. MANN MOVED TO APPROVE THE MINUTES
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the year end financial report is very positive and that the fiscal year end net capital reserve is over \$375,000 and is largely due to little or no snow removal expenses, diversified revenue stream, the FEMA reimbursement from the prior year snow storm and the deposit from the state for the easement at the South Norwalk Railroad Station for the Monroe Street Bridge project. She said she is still working with the Comptroller for the final year end report which she will e-mail to the members of the Parking Authority. Ms. Hebert distributed the comparison from fiscal year 2011 to fiscal year 2012 and said the actual net revenue increase is \$132,259.

2. MONTHLY OPERATING REPORT

Mr. Lew said that through June 2012, the demands on the parking system were down 4.0% compared to last year but that demands are up 7.8% compared to last month.

Mr. Lew said that through June 2012, the demands at the Maritime Garage are up 5.3% and are up 21.9% compared to last month.

Mr. Lew said that the demands at Webster Lot were down 10.6% compared to last year but were up 14.7% from last month. He said the customer service booth is operational and is staffed Monday through Saturday and that they have also hired a part-time worker for Saturdays and Sundays and will be starting next week.

Mr. Lew said that the demands at Haviland Deck are down 7.4% compared to last year but was up 5.3% from last month. He said that one of the pay stations has been relocated for better customer access. He said that the demands at the North Water lot are down 2.7% compared to last year but are up 14.9% from last month. He said that through June the on street parking demands are down 3.4% compared to last year and that revenue has increased 4.3% because the average transaction amount has increased. He said that the meter revenue has ended the fiscal year above budgetary expectations and that demands are up 3.7% from last month.

Mr. Lew said that the daily parking demands at the South Norwalk Railroad Station are down 3.0% compared to last year and are down 3.6% from last month. He said that there is currently a waiting list for permit parkers. He said that the revenue in June from the Henry Street spaces was down 23.6% from May and that the spaces operate in a similar manner to the daily South Norwalk Railroad un-gated surface lot. Mr. Lew said that the new ATM machine has exceeded the expected demand and that another one will be installed by the end of the summer as well as one at the Maritime Garage. Ms. Hebert said that an advertising program is currently being developed for the tunnel and the elevators at the South Norwalk Railroad Station and the Maritime Garage.

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 will be the new concessioner subcontracted to SoNo Station Café at the East Norwalk Railroad Station and are finalizing arrangements and will be opening on August 4, 2012.

Mr. Lew said that the demands at the Yankee Doodle Garage were down 2.5% compared to last year and that the demands are down 10.9% from last month. 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 permit revenues are up compared to the same period last year and that permit revenue is above budgetary expectations this fiscal year. He said that the Yankee Doodle Garage permit revenue is up due to the Postal Service pre-paying several months and that the revenue at the Main Street lot is also up due to Trynches pre-paying for 12 months.

Mr. Lew reported on the ticket issuance and said that compared to May, June ticket issuance was down 3.6% and citation revenue was down 19.3% and that citation revenue is projected to account for 15% of system revenues. He said that since the ticket collection program was reinstated at the end of January, delinquent collections have seen improvements and to date total \$52,489.

Mr. Lew reported on the maintenance and said that the landscaping at all the facilities is nearly complete and that the Wall Street Lot and the Yankee Doodle Garage have been completed. He said that the power washing and cleaning of all the facilities will continue through the summer and that a large cleaning operation at the Maritime Garage has just been completed.

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 inquires 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 73 members.

Mr. Lew reported on the pay by cell option and said that the activity for June and that it is slightly below May levels; however, 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 13 appeals that went to a hearing 2 were denied, 0 were reduced, 10 were dismissed, and one person did not attend the hearing

Mr. Lew gave a project status update on the facilities and lots and said that the wayfinding signs will be installed by the end of July.

3. OLD BUSINESS

No discussion.

4. NEW BUSINESS

Ms. Hebert said she had a meeting with the leadership of Bow Tie Cinemas and it was very productive. She said they are planning on expanding and upgrading in the current South Norwalk location and that business is doing very well.

Ms. Hebert said that staff had met with representatives from the State, the Third Taxing District and CL&P regarding their plans to increase the electric capacity. She said that they will need to install two poles on the westbound side parking lot at the East Norwalk Railroad Station and the project will require taking one additional parking space. She said that the project will begin in the spring of 2013 and will take three months to complete. She said that staff will be working with the state to move the displaced parkers to the eastbound parking area.

Ms. Hebert said that she had received a call from Diane Cece who volunteers at the Bridge Cafe' requesting free parking for four to five volunteers, three to four days per week for a few hours a day for the lunch period. Ms. Hebert said that she had offered her discounted parking at the Maritime Garage for \$2.00 a day but said that Ms. Cece did not want that claiming that they need free parking at Webster Lot. After further discussion it was unanimously agreed by the Parking Authority they need more time to review.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: SEPTEMBER 26, 2012 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM. No meeting in August.

7. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:00PM