



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
July, 24, 2013

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Olga Arteaga

ABSENT: Chris Bakes
Mike Harden

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 6:05PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, JUNE 26, 2013**

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said the net capital reserve is \$273,493 and that it does include some of the FEMA reimbursement funds from Hurricane Sandy and that the rest of the reimbursement will be seen in the September financial report.

2. MONTHLY OPERATING REPORT

Mr. Lew presented operating report format and said that the relationship with C-Town is going fantastic and that he or Ms. Hebert have discussions with them every four to five days. He said that the enforcement has now changed and that mainly warning tickets were given at the beginning but are now issuing actual tickets per C-Town request. Ms. Hebert said that C-Town wants to lease an additional 10 parking spaces for a total of 40 spaces. Mr. Lew said that a security camera upgrade has been done at Webster Lot. Mr. Meek asked if the cameras are motion activated. Mr. Lew said “no” that they are constantly recording. Ms. Hebert said that the security cameras are very helpful to the police department.

Mr. Lew reported that the demands at the Maritime Garage and Haviland Deck are up, on street parking demands are down, but that permit sales are up. He said that the transient activity at the South Norwalk Railroad Station are down but that permit sales are up. Mr. Hayward asked how the relationship is going with the new concessioner at the South Norwalk Railroad Station. Ms. Hebert said it is fine and that he is very happy and is doing well. Mr. Lew said that revenue is up at the East Norwalk Railroad Station and that there is currently a small waiting list. He said that parking violations activity is consistent and still only represents 14% of the total revenue collection.

3. OLD BUSINESS

Ms. Hebert reported on the advertising program and said that it is a slow process but that she had been contacted by the Spread Restaurant and Red Lulu’s about advertising and that the Norwalk Hospital is still interested but that their fiscal year begins in October.

Mr. Manousos reported of the conversations he has had with the representatives from the Zip Car Company to implement a program at the South Norwalk Railroad Station and that he will be packaging something together for them. He said that it is a revenue opportunity and that there are different plans to choose from and that he will be scheduling a follow up meeting with them. Mr. Hayward asked if the East Norwalk Railroad Station can also be included while still in the negotiating stages. Mr. Manousos said “yes” that is a possibility but that the locations will be driven by their marking and research team but that he will make the suggestion.

Ms. Hebert said that staff is developing a technology plan to upgrade existing and roll out new technology and that the plan should be available for presentation in October. She said that the plan will recommend a cost/benefit analysis and include sensors and counters to provide customer way finding opportunities through Smartphone apps, efficient enforcement and real time demand data. Additionally, it will include recommendations to upgrade the garages’ revenue control system, upgraded meters, and LPR opportunities. She said that the current revenue control systems are currently 12 years old.

Ms. Hebert said that staff is in the process of changing the marketing campaign from “parking has gotten a lot friendlier” to ‘we’ have a spot for you in Norwalk.’ and that the website and marketing materials including field posters and signs, etc. have been changed. She said that a new alert/app has been created the website to provide mobile responsiveness via Smartphone applications.

Ms. Hebert said that staff is in still in the process of negotiating a new contract with the Maritime Aquarium. She said that the old contract from 2001 ended and at that time the Parking Authority

had not yet been created. She said that there will be a separate agreement with the Parking Authority and that the three general goals in the contract include freebie parking controls, rate flexibility for private parties and fundraisers and better communication, collaboration and coordination.

4. NEW BUSINESS

Mr. Alvord said that on August 15, 2013, that post graduate students will be here from Columbia University as part of a research project on how municipalities are using technology to manage infrastructure.

Staff and the Committee discussed providing the monthly agendas electronically instead of sending out agendas through snail mail and taking up space on email servers. Ms. Hebert said that she will review options such as providing this through the website via a member only sign in link.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

**6. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, SEPTEMBER 25, 2013
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.**

7. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:50PM