



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 26, 2013

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

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

OTHERS: David Lew, General Manager, LAZ Parking

CALL TO ORDER

Mr. Meek called the meeting to order at 6:05PM

1. ELECTION OF OFFICERS

**** MR. MEEK MOVED TO ACCEPT NOMINATIONS FROM THE FLOOR**
**** MOTION PASSED UNANIMOUSLY**

**** MR. BAKES NOMINATED THE CURRENT SLATE OF OFFICERS (CHAIRMAN BRYAN MEEK, VICE CHAIRMAN JULIUS HAYWARD AND RECORDING SECRETARY DILENE BYRD)**
**** MOTION PASSED**
**** ONE ABSENT- MR. HARDEN**

2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 15, 2013

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said the net capital reserve year end is projected to be around \$300,000 and that approximately \$3,300 for FEMA funds from Hurricane Sandy have been received with the balance of \$17,950 to be deposited in July. Mr. Alvord reported that the Common Council approved the consolidation of all parking authority capital balances into one account and enough funding for the Webster parking lot paving project in 2014. Mr. Meek discussed his conversation with Tom Hamilton, City's Finance Director, about better communicating financial information about the Parking Authority in the annual CAFR, specifically regarding trend analysis related to revenues, expenses and parking ticket activity.

2. MONTHLY OPERATING REPORT

Mr. Lew presented the new operation report format and asked if anyone would like any changes to the report to let him know. Mr. Lew said that there was a valet operation done at Clarks Kitchen, the Maritime Aquarium and Webster lot all at the same time and that it went very well. Mr. Meek asked if the increase in demands in May are due to the train derailment. Mr. Lew said partially "yes". Mr. Meek asked if the free 15 minute parking is for the taxis at the South Norwalk Railroad Station. Mr. Lew said "no" and that there are four spaces with free 15 minute parking that are for drop off and pick up and that it has been working well. Mr. Meek asked if there will be tickets issued to anyone who stays beyond the 15 minutes. Mr. Lew said "yes". Mr. Meek asked how the advertising is going. Mr. Lew said that it is going well but that it is a slow process. Mr. Hayward requested that there be a separate line added to the financial report for advertising income. Mr. Meek expressed concern about the decrease in parking violation activity that it will eventually impact parking facility revenue whereby parkers will get used to NOT receiving parking tickets and assume they don't have to pay. Staff explained that it is a balancing act and will continue to monitor the level of activity.

3. BUDGET UPDATE

Ms. Hebert said that the operating budget for fiscal year 2014 has been approved.

4. OLD BUSINESS

No discussion.

5. NEW BUSINESS

Ms. Hebert reported conversations with Zip Car and Bike Rentals as a possibility/opportunity at the South Norwalk Railroad Station and at the Maritime Garage. She also mentioned that staff is discussing with a couple of vendors new technology regarding parking counters and sensors which will enable the Norwalk Parking Authority to have real time demand/activity data, provide a more productive/efficient enforcement program and enhance service to the community to better wayfind parking through Smartphone apps.

****MR. MEEK MOVED TO SUSPEND THE RULES**
**** MOTION PASSED UNANIMOUSLY**

STATE OF CT, DOT BURNELL BLVD. BRIDGE REPAIR OVER THE NORWALK RIVER

- 1. APPROVE THE FAIR MARKET VALUE OFFER OF \$46,500 FROM THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION FOR TEMPORARY EASEMENTS IN THE WALL LOT LOCATED BELOW THE BURNELL BLVD BRIDGE (NUMBER 04046) OVER THE NORWALK RIVER. THE CONSTRUCTION EASEMENT IS 9,260 S.F. AND THE ACCESS EASEMENT IS 8,383 S.F. THE PROJECT IS SCHEDULED TO START SPRING 2014 FOR 2 YEARS (SPRING 2016). ONE EASEMENT WILL ONLY BE USED FOR TRAVEL ACCESS AND NOT FOR STORAGE OR EQUIPMENT. THE OTHER EASEMENT WILL BE USED FOR THE WORK AREA AND IF NECESSARY FOR EQUIPMENT STORAGE DURING THE PROJECT. THERE WILL BE LIMITED PUBLIC PARKING .**

Ms. Hebert said that the State of Connecticut, Department of Transportation is going to be doing bridge repairs at the Burnell Blvd. Bridge in the Wall Street area. She said that this will impact the Wall Street parking lot and because they will be working in the area and will be taking up parking spaces and there will be a loss in parking revenues in the lot. She said that they have made an offer to reimburse the Parking Authority \$46,500 for the space that the State needs to perform the repair. Mr. Meek asked if staff has the agreement now and if there will be a construction contract with time limits. Ms. Hebert said that she has a letter from them authorizing the offer. Mr. Alvord said that the offer letter will be put before the Chairman for signature and that staff will work with the State regarding construction completion.

****MR. MEEK MOVED TO APPROVE THE ITEM**
**** MOTION PASSED UNANIMOUSLY**

- 2. AUTHORIZE THE CHAIRMAN OF THE NORWALK PARKING AUTHORITY TO SIGN ON BEHALF OF THE NORWALK PARKING AUTHORITY**

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

6. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

**7. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, JUNE 26, 2013 MARITIME
GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.**

8. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:05PM