



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 25, 2014

ATTENDANCE: Julius Hayward, Chairman
Mike Harden, Vice Chairman
Chris Bakes
Olga Arteaga
Richard Brescia
Mayor Rilling

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

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legasse, LAZ Parking

1. CALL TO ORDER

Mr. Hayward called the meeting to order at 6:00PM

BUSINESS PORTION

**1. INTRODUCE NEW PARKING AUTHORITY MEMBER- RICHARD
BRESCIA**

Mr. Hayward introduced Mr. Brescia as the newest Parking Authority member. Mayor Rilling said that Mr. Brescia comes highly recommended and has a lot to contribute to the Parking Authority.

2. ELECTION OF OFFICERS

**** MR. HAYWARD NOMINATED DILENE BYRD FOR SECRETARY**

**** MR. HARDEN SECONDED THE NOMINATION**

**** MOTION PASSED UNANIMOUSLY**

**** MR. BAKES NOMINATED MIKE HARDEN FOR VICE CHAIRMAN**

**** MR. HAYWARD SECONDED THE NOMINATION**

**** MOTION PASSED UNANIMOUSLY**

**** MR. HARDEN NOMINATED MR. HAYWARD FOR CHAIRMAN**

**** MR. BAKES SECONDED THE NOMINATION**

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling left at 6:10PM

3. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, APRIL 23, 2014

****MR. BAKES MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

4. AUTHORIZE LAZ PARKING, LLC. ON BEHALF ON THE NORWALK PARKING AUTHORITY TO PURCHASE A 2015 F350 PICKUP TRUCK FROM MCMAHON FORD (STATE BID LIST) TO REPLACE THE 2004 CHEVY FOR A SUM NOT TO EXCEED \$32,944

Mr. Manousos said that as part of the fleet replacement plan the vehicles are replaced every four to five years, which makes it more manageable in the budget. He said that the vehicle that will be replaced is used for snow plowing and regular maintenance. Mr.

Hayward asked how many vehicles are used for similar use. Mr. Legasse said there are three used for maintenance, and all the others are used for enforcement. Mr. Harden asked if the old vehicle will be traded in. Mr. Manousos said “yes”

****MR. BAKES MOVED T O APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert reported and said that the revenues have increased from last May and it is due to business openings in the area as well as normal season uptick trending. She said that the negative capital reserve is due to annul spring maintenance and repairs, as well as the additional structural repairs at Hailand Deck. Year to date net is positive \$268,087 with expenses still pending for May and June.

2. MONTHLY OPERATING REPORT

Mr. Manousos reported on the highlights and said that the total revenues are up 3.0% compared to last month, and up 2.0% compared to last May. He said that the transient and permit activity are up compared to last month at this time last year. Mr. Harden asked why there is such an increase in demands at Haviland Deck. Ms. Hebert said that it is due the restaurants opening in the area, as well as the typical upswing trending in the spring. season. He reported on the pay by cell activity and said that it is steadily increasing, and that the average transaction is \$6.18 and that it will continue growing now that the signage has been installed on the street. He reported on the technology plan and said it is progressing and is on schedule, and that the facility counters have been installed, and that the pilot plan should be installed and partially operational in June with full completion by the end of the summer. Ms. Hebert said that after the data is tested and fully ready, there will be a soft launch to the public and that a big marketing launch with all of the vendors, the parking authority and the city will be held in September or October. Mr. Hayward asked who will be working on the marketing. Ms. Hebert said that the vendor marketing staff

together with the parking authority's marketing partner, the Snyder Group.

Mr. Manousos said that the handhelds need to be replaced and are reviewing cost options. He also said that the pay stations will also be upgraded, and will be upgrading to offer a pay by license plate option which will be more efficient and will soon be the industry standard. Mr. Hayward asked how old the current handhelds are. Mr. Manousos said that they are the originals about 8 years old. Ms. Hebert said that they will have the ability to take clear pictures day and night which helps when there is an appeal, and that the images will be viewable on-line. They will also integrate with existing technology.

Mr. Hayward asked if there are any issues with customer service regarding permits. Mr. Manousos said "no" and most of the inquiries are regarding how to purchase them.

Ms. Hebert said that the Norwalk Parking Authority continues to collaborate with the businesses and non-profit community events in Norwalk, and that the next events scheduled are rooftop dining and summer Sunday afternoon jazz series.

3. INTERNATIONAL PARKING INSTITUTE PARKING MATTERS AWARD TO NPA, BEST OF 2014

Ms. Hebert said that the City of Norwalk Parking Authority has won the best of 2014 award for its marketing and communications excellence for rebranding parking through technology, art and outreach, and said that it was a team effort. Mayor Rilling requested a press release be sent to Donna King to be sent to the media. Mr. Bakes asked how Norwalk compared to other cities. Ms. Hebert said that Norwalk is ahead of most other cities.

4. ACTION ON ANY ITEM DISCUSSED HEREIN

Ms. Hebert said that Ironworks has requested that meters be installed in front of the new development on Water Street be 15 or 30 minutes, and that the recommendation is to be consistent with the other meters in the area, which are two hours and that there would be very difficult to enforce the 15 or 30 minute parking. She said that Ironworks will be charging \$8.00 to park in their garage. Mr. Harden asked when the meter will be installed. Mr. Alvord said once the paving has been completed. Ms. Hebert said that Klaffs has hired Propark to manage their lot in the evenings and will be charging to park as well.

Ms. Hebert reported on the agreement with St. Thomas Church and that she has received a letter from them exercising their right to Notice of Termination. She said that under the current contract that they have to give the Parking Authority one year notice to negotiate an agreement or terminate the agreement. She said that she has met with them and gave them the information, and that she has also spoken to the State Department of Transportation about consolidating parkers to the eastbound side along the tracks and that she will continue the negotiations.

Ms. Hebert distributed the latest summary draft terms of the agreement from the City's Corporation Counsel from the Maritime Aquarium related to the parking agreement and their use of the Maritime Garage. The aquarium is proposing a 17 year contract with the first 10 years free parking for all full time, part time, volunteers and trustees. Mr. Brescia asked how many parking spaces there are. Ms. Hebert said 725 spaces with 339 permits and validations given to the Maritime Aquarium. The Parking Authority will discuss at the next meeting.

Ms. Hebert reported on the new state legislation that was passed on January 1, 2014, that requires transit districts and parking authorities that have advertising programs to allow the placement of political advertising on or within any of their facilities or structures. The current NPA policy does not allow this type of advertising however the state legislations supersedes the local policy.

Mr. Brescia said that after meeting with Mr. Hayward and staff he suggests that the Parking Authority and staff work together and develop an outreach program to help counter the biggest issue that the Norwalk Parking Authority faces which is perception.

5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, JULY 30, 2014 AT THE MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM.

6. ADJOURNMENT

**** MR. BAKES MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:45PM