



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 22, 2011

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

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

OTHERS: Stathis Manousos, General Manager, LAZ Parking
Jackie Cuber, Customer Service Manager, LAZ Parking

1. ELECTION OF OFFICERS

**** MR. BAKES MOVED TO NOMINATE THE CURRENT SLATE OF OFFICERS FOR RE-ELECTION**
**** MOTION PASSED UNANIMOUSLY**

2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 18, 2011.

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

3. **AUTHORIZE LAZ PARKING, LLC. ON BEHALF OF THE PARKING AUTHORITY TO PURCHASE AND INSTALL A GENERATOR AT THE SOUTH NORWALK RAILROAD STATION AND THE MARITIME GARAGE FROM NORTHEAST GENERATOR CO. FOR A SUM NOT TO EXCEED \$315,000**

ACCOUNT NO. 09 11 4095 5777 C0358

ACCOUNT NO. 09 10 4095 5777 C0464

Ms. Hebert said that \$300,000 has been approved in the capital budget to purchase the generators and that it went out to bid and Northeast Generator was the low bidder. She said that the bid also includes the concrete pad that is necessary at the South Norwalk Railroad Station as well as a maintenance contract for one year. Mr. Meek said that following that year he wants to ensure that money is budgeted for repairs and maintenance. Mr. Federici asked if Northeast Generator is a reputable company. Mr. Alvord said "yes" and that they do a lot of work for the city and also have the service contracts for the generators at City Hall and the Public Works Center, and they have a good reputation and are responsive. Mr. Alvord said that as part of the bid it was the responsibility of the bidder to determine the size of the generator and he wanted a guarantee that the sizing they chose is going to carry all of the load, and if it doesn't that they will be responsible to upgrade to the right size and that they have agreed to that in writing. Mr. Federici asked if the installation of the generators will be done by the end of the summer. Ms. Hebert said "yes"

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

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert discussed the monthly financial report and said that the projected year end for the capital reserve will be approximately \$102,000, which is due to a mixture of the rate increases that were implemented in April, the slow increase in demand and the expense reductions. She said that the 2011-12 fiscal year budget was approved on consent by the Common Council.

2. MONTHLY OPERATING REPORT

Mr. Manousos said that the demands are up 1.8% facility wide, and that the demands were up at the Maritime Garage 19.9% which was attributed to "staycations".

Mr. Manousos said that the paid transactions at Webster Lot are up 0.3% since the change in operation last August. He said that there will be a construction trailer parked inside the Webster Lot along Martin Luther King Drive to accommodate for the first phase of the traffic signal upgrade project which will begin at the end of May and that the trailer is expected to be there for the next 18 months.

Mr. Manousos said that the demands are up 16.9% 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 slightly and that on street parking demands are down 2.0% but that the revenues are consistent with budgetary expectations.

Mr. Manousos said that the daily parking demands at the South Norwalk Railroad Station are down 2% and that the monthly demands have leveled off since the reopening of the Danbury line.

Mr. Manousos said that there is no change at the East Norwalk Railroad Station and the permit issuance remains very consistent and that the waiting list for monthly parking permits has been exhausted.

Mr. Manousos said that the demands at the Yankee Doodle Garage continue to decline and are down 25.5% which is due to the bridge construction, the Avalon development, and the impact of the closure of Ambrosia restaurant.

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 he has had a conversation with Park Mobile and that they have been very cooperative in providing the data needed for the transition. He said that ticket issuance was down 11.7% which is due to relaxed enforcement during the transition to the new permit system.

Mr. Manousos reported on the partnership with Hope Works and said that there have been noticeable customer service improvements particularly in the Webster Lot. He said that through the relationship he has been able to increase the ambassadorial roles of staff and will consider hiring staff after the completion of the internship if the budget allows.

3. OLD BUSINESS

Ms. Hebert said that the public art proposal submissions are due on June 23, 2011

Ms. Hebert said that repairs at the South Norwalk Railroad Station will begin on July 11, 2011, and that there is a 120 day contract but that the repairs are expected to be completed by the fall.

Ms. Hebert said that a questionnaire icon has been added to the website and she will have a press release done to drive people to the website to take the questionnaire.

Ms. Hebert said that the Parking Authority is required to by sales tax with the exception of the East Norwalk Railroad Station, the South Norwalk Railroad Station, Maritime Garage and on-street parking and that the sales tax increase will impact the operating budget by another \$7,000.

4. NEW BUSINESS

Ms. Hebert and Mr. Manousos discussed offering pay by cell at no cost to the Parking Authority and installing long term meters. She said that she will be requesting Mr. Linnartz to do an analysis to see if it is possible to install long term meters on certain streets that are either being occupied by railroad commuters, or demand is very low due to short term meters only and will be discussed further at the July meeting.

Ms. Hebert said that Compare Foods has closed due to the inability to renegotiate a 25 year lease with the landlord but they are still interested in opening a store somewhere in South Norwalk.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

5. NEXT PARKING AUTHORITY MEETING: JULY 27, 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 7:00PM

