



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
May 28, 2014

ATTENDANCE: Julius Hayward, Vice Chairman
Mike Harden
Chris Bakes

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

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert reported and said that at the end of April the net capital reserve is over \$300,000, and that spring maintenance and repair have been begun. She said that the projected year to date will be within the budget. She reported on the revenues and said that they exceed budget expectations with income increases at the Maritime Garage and the South Norwalk Railroad Station. Mr. Bakes asked if the expenses for snow were over budget. Ms. Hebert said that the snow expenses were \$292,000, and were below the expected \$300,000 estimate, but were above the original budget.

2. MONTHLY OPERATING REPORT

Mr. Manousos reported on the highlights and said that the total revenues are up 1.6% compared to last month, and are down 0.2% compared to last April. He said that the permit activity is down 0.8% compared to last month, but are up 2.3% compared to April of last year, signifying a shift to long term parkers. Mr. Hayward asked why the transient is down. Mr. Manousos said because it is more cost effective to purchase permits. He said that activity is beginning to increase at the facilities in South Norwalk, with the additional business activity and the restaurants opening in South Norwalk, but that all other activity remains flat. He reported on the parking enforcement and said the April ticket issuance was down 11.7% and that citation revenue was down 11.2% compared to the same period last year, which shows compliance. Mr. Harden asked if there is the same amount of enforcement officers patrolling the areas. Mr. Legesse said “yes” but that they are not seeing a lot of violators. Mr. Harden suggested in the operations report includes visual activity that is seen by enforcement officers and field personnel. Mr. Harden said that the transient activity at Haviland Deck has been continually dropping, but yet the revenue has either stayed even or steadily increased and asked why. Mr. Manousos said that people are finding that it’s more cost effective to convert to permits systemwide as well as longer transaction times per transaction which would

account for the increase in revenues as well.

Mr. Manousos reported on the project updates and said that the dumpster enclosure at Webster Lot will begin this month. He reported on the smart parking technology project and said the next phase is the installation of facility counters and that the pre-installation work has begun in Webster Lot, and the control box and electrical work will begin tomorrow, and should be completed by the end of the June and will begin testing and working out the bugs for a full launch by the end of the summer. Ms. Hebert said for the facility counters that certain lanes will need to be closed to install the loops, and that notification will be sent out to people so that they are aware of the closures.

Mr. Manousos reported on the pay by cell activity and said that collections remain strong. He said that new Pay by Cell signage will be installed to increase payment option awareness to the public.

Ms. Hebert said that the Norwalk Parking Authority continues to collaborate with the businesses and non-profit community on events in Norwalk, and reported on the upcoming events. Ms. Hebert reported on the Art in Parking Places and said that the newest exhibit at the Maritime Garage will run from May 29, 2014, to August 30, 2014, and is entitled Vicarious. Mr. Hayward asked if there is any permanent art installed at any of the facilities. Ms. Hebert said “yes” and it is on the eastbound lobby and through the tunnel at the South Norwalk Railroad Station. Mr. Hayward suggested highlighting that during the opening. Mr. Hayward also requested that the art be added to the Parking Authority website. Kathryn said there a section on the website dedicated to Art in Parking Places and also highlighted on the homepage on the rolling banner.

Ms. Hebert reported that the Parking Authority participated in the Traffic Graphic Program at the South Norwalk Railroad Station and at the Webster Parking Lot. The NPA collaborated with the Arts Commission engaging graphic artists to paint the traffic control boxes, and it has wide spread support not only by beautifying the community and adding to the walkability factor but also operationally it cuts down on the graffiti since artists respect each others work.

3. OTHER BUSINESS

Ms. Hebert said that the agreement with the St. Thomas commuter lot had expired two years ago and that she is working with the church on the lease agreement. There may be other commuter options to expand the eastbound side. Since the State owns the property on the eastbound side, Ms. Hebert is talking to them about that option. Mr. Harden asked how many spaces are leased. Ms. Hebert said 80 all together.

Ms. Hebert said that the City of Norwalk Parking Authority will be nationally recognized and will be receiving an award in June from the International Parking Institute (a national and international competition), for the Best of 2014 Parking Matters Award for highlighting best practices and innovative strategies; rebranding parking with technology, art and community collaboration. She said that only three top awards are presented at the conference, and that the Norwalk Parking Authority is one of the three Best of 2014 awards.

4. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

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. HARDEN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:54PM