



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
April 25, 2012

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Chris Bakes
Mike Harden

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

OTHERS: Stathis Manousos, General Manager, LAZ Parking
David Lew, General Manager, LAZ Parking

CALL TO ORDER

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

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, MARCH 28, 2012**

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

**2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK PARKING
AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH LAZ
PARKING, LLC.**

Ms. Hebert said that when the contract was done with Laz Parking there was a part in the contract that gives them an incentive fee based on performance and needed to figure out a way

to measure that. She said that the first part of the agreement states that they will receive 10% of the net operating revenue as determined by the City of Norwalk annual audit report, and that the total incentive fee for any given year may be no more than 15% of than net operating revenue and shall not exceed \$50,000. Mr. Alvord said that the second part is the performance piece and will be based on the quality of violations issued by the enforcement staff and that this percentage shall be compared to a baseline consisting of a three year rolling average of dismissed violations divided by the total violations for the first year. Mr. Meek asked if the net operating revenue is the correct definition. Ms. Hebert said "yes" and that is what is on the audit. Mr. Harden asked if the Parking Authority actually has control of ensuring the incentive fee gets paid within the 90 days. Ms. Hebert said "yes" once the audit is done the payment will be made. Mr. Hayward asked when the current contract with Laz will expire. Mr. Alvord said that it is a five year base period and that the contract was executed in 2010 and will expire in 2015, but that the Parking Authority can elect to implement another five year period and following that will then need to go out to bid. Mr. Meek asked if the Parking Authority would be able to amend the agreement a year from now. Mr. Alvord said that the contract can be amended at anytime and would just need to be negotiated with Laz.

**** MR. HARDEN MOVED TO APPROVE THE AMENDMENT TO INCLUDE INCENTIVE FEE AND PERFORMANCE EVALUATION NOT TO EXCEED 15% OF NET OPERATING REVENUES BASED ON THE CITY AUDIT AND CAP AT \$50,000**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the year to date net capital reserve is over \$600,000, but that is not a true number because the expenses through the end of the fiscal year for maintenance, security and technology will be approximately \$245,000. Mr. Harden asked if there is any landscaping maintenance scheduled around Haviland Deck. Ms. Hebert said "yes". She also said that \$50,000 was also deposited from FEMA.

Ms. Hebert distributed the approved operating budget for fiscal year 2012-13 and said that it represents an overall 2.37% increase in expenses and that revenues are estimated to increase 2.16%.

2. MONTHLY OPERATING REPORT

Mr. Lew said that through March 2012, the demands on the parking system were down 3.6% compared to last year but the demands are up 7.34% compared to last month.

Mr. Lew said that through March 2012, the demands at the Maritime Garage are up 5.0% but are down 16.4% compared to last month. He said that the HD cameras are being installed on the fifth and sixth floors, as well as at the entrance to the Maritime Garage.

Mr. Lew said that the demands at Webster Lot were down 7.9% compared to last year but are up 13.9% from last month. He said that the while the closing of Compare Foods has negatively impacting demand However, there is a large influx of cars from other states for the passport office. He said that he has had discussions with City Carting and going forward a third party contractor will be hire to take care of the upkeep and enforcement of the area and that all

business's that use the facility will be made aware of the arrangement and will be charged their percentage of that fee.

Mr. Lew said that the demands at Haviland Deck are down 3.9% compared to last year but were up 14.4% from last month. He said that there will be expanded customer service staff at Haviland Deck and will include Thursdays. He said that the demands at the North Water lot are down 2.8% but are up 8.5% from last month. He said that on street parking demands are down 5.1% compared to last year and that revenue has increased 5.0% because the average transaction amount has increased. He said that the meter revenue is above budgetary expectations and that demands are up 13.9%

Mr. Lew said that the daily parking demands at the South Norwalk Railroad Station are down 2.6% and that there is currently a waiting list for permit parkers and that there are approximate 350 people on the waiting list. He said that 12 hour meters will be installed on Madison and Monroe streets by the end of April and that the signage has been ordered and will be installed by May 1, 2012. He said that commuters have expressed the need for storing of Mopeds and small powered bikes and that an area is being looked into and will be organized within the next month. He said that the tunnel has been painted and the lights and art work has been installed. He said that the March revenue from the Henry Street parking spaces was down 34.5% from February because of the completion of the garage construction increased the space availability in the lot and the garage.

Mr. Lew said that at the East Norwalk Railroad Station permit issuance has been stable and that there is a waiting list for monthly parking permits. He said that as a result of the customer service survey additional improvements to the lots has begun and that lighting improvements were completed increasing the brightness in the lot by 35%. He said security cameras and a time schedule monitor will be ordered at the end of April and installed shortly after

Mr. Lew said that the demands at the Yankee Doodle Garage were up 5.8% compared to last year. He said that line striping will be done on the Burnell Blvd. bridge. Mr. Meek requested that the chain link fence be removed since the Yankee Doodle Garage is open 24 hours a day and 7 days a week.

Mr. Lew said that permit revenues are up compared to the same period last year which is in part due to the 3-month pre-payment from the postal service and the revenue from Mc Mahon Ford. Mr. Meek asked how much McMahan Ford is charged to for storing their cars at the Yankee Doodle Garage. Ms. Hebert said that she will follow up on that. Mr. Lew said that compared to February, March ticket issuance was up 11.0% and the citation revenue was up 3.1% and that citation revenue accounts for only 16% of system revenues.

Mr. Lew reported on the maintenance of the facilities and said that the generator was installed, connected and tested at the Maritime Garage and that the generator at the South Norwalk Railroad Station is being worked on now and he expects it to be tested within the next 30 days. He said that the installation of a waterproof membrane at the Maritime Garage is expected to be completed in the spring and that pavement maintenance has begun in Webster Lot.

Mr. Lew reported on Customer Service and said that the changes to the customer service inquiry system through the website were completed at the end of September and customers can now direct inquiries directly to the appropriate staff depending on the issue that they are experiencing and that most of the permit questions have been related to the waiting list or credit

card issues. He said that the Norwalk Parking Authority now has its own face book page with over 51 members.

Mr. Lew reported on the pay by cell option and said that the activity for March has showed a substantial increase over January and February. .

Mr. Lew reported on the adjudication statistics and said out of the tickets issued 197 were appealed and that 113 were denied, 14 were reduced, and 97 were dismissed.

3. OLD BUSINESS

Ms. Hebert said that the Goccia Restaurant space has been leased out and will be operating in two weeks.

Ms. Hebert reported on the status of the Brownsfield project at the South Norwalk Railroad Station and said that very goods bids were received and that the lowest responsible bidder was Waters Construction Company. She said that staff is still working with the owner of the property across from the westbound entrance on Bates Court to create temporary parking spaces for parkers who will be displaced during the project.

Ms. Hebert said that the Maritime Garage Gallery opening is scheduled for May 16, 2012, from 5:00PM - 7:00PM and that the art installation South Norwalk Railroad Station has been completed and that a reception has been scheduled for June 7, 2012, from 5:30PM - 7:30PM

4. NEW BUSINESS

Mr. Lew said that new 2 hour parking signage has been installed on Wall Street as well as West Avenue and for the first couple of week warning tickets were issues. He said that in the last 2 weeks 89 parking tickets were issued but that he has not received any complaints.

Ms. Hebert said that the Main and Wall Street lots are permit lots and suggested installing paystaytions for transient parkers to be the same as done at the Yankee Doodle Garage. After further discussion it was decided that staff will review the projected revenue and communicate to the community.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: MAY 30, 2012 MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6PM.

7. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:40PM