



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
April 24, 2013

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

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

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

CALL TO ORDER

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

Ms. Hebert introduced new Parking Authority member Olga Arteaga.

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, MARCH 27, 2013**

Mr. Meek said on page 2, paragraph 4, line 4 to insert "Maritime Garage" and on page 2, paragraph 6, line 3 to insert "Yankee Doodle Garage"

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

**2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING
AUTHORITY TO EXECUTE AN AGREEMENT WITH DIBA/AC-TOWN
SUPERMARKETS**

Ms. Hebert said that C-Town Supermarket has an agreement with the property owner of 50 Washington Street and that there will be a ten year lease. She said that staff has been negotiating with them for parking and that they will be leasing 30 parking spaces closest to the building from the Parking Authority. Ms. Hebert circulated a map of the area and said that the 20 parking spaces in area one will be \$100 per month and the ten parking spaces in area 2 will be \$75.00 per month. Mr. Harden asked how the parking spaces will be denoted. Ms. Hebert said that there will be signage installed. Ms. Hebert said that after 10:00PM the parking spaces reverts back to paid spaces at the prevailing rate, and if for any reason the store is not open those spaces will also revert back to paid spaces. She said as part of their contract they will be doing the landscaping around the building, as well as being responsible for the trash compactor near the loading dock. Mr. Lew said that they will also be responsible for managing as well as enforcing the parking spaces. Mr. Meek asked if the store decides to close on a certain day of the week if there is any recourse. Ms. Hebert said "yes" and that there is language in the contract stating they are required to give the Parking Authority 30 days advance notice if they will be closed on a certain day of the week.

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that year to date the net capital reserve is negative \$269,000 and is above budgetary expectations but is lower compared to last fiscal year due to higher violation issuance. She said that there is a substantial increase in revenues from the Maritime Garage which is largely due to the opening of Reed Street as well as better programming at the aquarium.

2. MONTHLY OPERATING REPORT

Mr. Lew reported on the transient demands and said that they were down 4.3% compared to last year which reflects negative impacts due to Hurricane Sandy and Snow Storm Nemo.

Mr. Lew said that through March 2013, the demands at the Maritime Garage are up 26.7% compared to last year and were down 7.5% compared to last month.

Mr. Lew said that the demands at Webster Lot were down 12.7% compared to last year and were up 26% from last month. He said that the daily demands and permits are slightly down due to the closing of the passport office.

Mr. Lew said that the demands at Haviland Deck are down 14.6% compared to last year and are up 13.3% from last month. He said in the next couple of months there will be additional customer service at the booths. He said that the demands at the North Water lot are down 10.2%

compared to last year and were up 16.3% from last month. He said that the collection system at the North Water lot will also be upgraded.

Mr. Lew said that the daily parking demands at the South Norwalk Railroad Station are down 12.9% compared to last year due to the remediation project and the temporary closing of the ungated lot during the construction work on the adjacent property, and that the demands are up 9.8% from last month.

Mr. Lew said that the revenue in March from the Henry Street spaces was down 46.0% compared to the previous month

Mr. Lew said that at the East Norwalk Railroad Station permit issuance has been stable and that the waiting list has been significantly reduced. Mr. Meek asked how many parking spaces will be lost while the Third Taxing District is doing their project. Ms. Hebert said that the project will be done in two increments and that the entire lot will be lost for a couple of weeks each time. Mr. Alvord said that two to three parking spaces will be lost permanently but that the lot will be expanded and will gain additional spaces.

Mr. Lew said that the demands at the Yankee Doodle Garage were down 41.5% compared to last year but revenue is up compared to last year due to the increase in monthly parkers. He said that the demands down 20.0% from last month. He said that the Norwalk Police Department will be purchasing 14 permits on July 1, 2013 for their seized vehicles, and that they will be installing a gate at their expense. Mr. Alvord said that the tracking of payments will need to be monitored. Ms. Hebert said that there will be a signed memorandum of understanding with the Police Department regarding the fenced in area and that she will be speaking to the Comptroller for direct monthly rent payments from the Police Department to the Parking Authority. Mr. Hayward asked about the installation of the two hour parking signs on Wall Street. Ms. Hebert said that there were numerous complaints received about merchants leaving their cars parked in the spaces for the whole day.

Mr. Lew said that permits sales continue to show monthly growth, and that citation issuance and revenue collections show increases thorough a balanced operational approach. He said that the ticket collection system continues to show strong activity and consistent collections. Mr. Meek asked if there have been any complaints regarding the user fees. Mr. Lew said "no".

3. BUDGET UPDATE

Ms. Hebert said that the Board of Estimate and Taxation has approved the operating budget and that the Finance Committee will meet on May 9, 2013, for approval and the Common Council is scheduled to approve the entire city budget on May 14, 2013.

4. OLD BUSINESS

No discussion.

5. NEW BUSINESS

Ms. Hebert said that a new restaurant has opened adjacent to the Maritime aquarium and is scheduled to open in May.

6. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

7. NEXT PARKING AUTHORITY MEETING: CHANGED TO WEDNESDAY, MAY 15, 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 6:50PM