



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
April 23, 2014

ATTENDANCE: Julius Hayward, Vice Chairman
Olga Arteaga
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 6:02PM

BUSINESS PORTION

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, MARCH 26, 2014**

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the revenues show an increase in March and that there was strong activity at the Maritime Garage. She said that the revenue collection for parking violations is \$22,000 lower compared to last year due to snow and relaxed enforcement operations. She said that the capital reserve shows a shortfall for the month of March due to snow payments and snow removal during March; however the year to date capital reserve is \$243,055. She said that the

forecasted snow expenses are approximately \$290,000 which is lower than original forecast of \$300,000 and are approximately \$83,528 higher than budget.

2. MONTHLY OPERATING REPORT

Mr. Manousos reported on the highlights and said that the total revenues are up 9.1% compared to last month, and are down 1.0% compared to March. Mr. Hayward asked if that includes the new rate increases. Mr. Manousos said “no” and that they do not take effect until April. He said that the permit activity is up 0.2% compared to last month continuing to suggest a shift from daily transient to permit long term parking. Mr. Harden asked why there is such a decrease in activity at Haviland Deck. Mr. Manousos said that is due to the temporary closing of Match for their renovations and the closing of the Black Bear transitioning to the opening of Johnny Utah on May 1st. Mr. Manousos said at the Yankee Doodle Garage that the revenue is up 12.0% compared to last year which is due to the construction on the Burnell Blvd Bridge and people parking in YDG. Mr. Hayward asked if the hourly activity in the facilities can be included in the operations report. Mr. Manousos said that he would follow up on that. Mr. Manousos reported on the technology/smartparking pilot program and said that it is progressing and that he expects the facility counters to be installed by June and the sensors to be installed this summer. He said that Case Parking has also added counters on the lower level of Haviland Deck and sensors will be added at the North Water lot. Mr. Hayward asked if the additional counters will need to be approved by the board. Mr. Manousos said “no” and that there is no additional cost. Mr. Hayward asked if staff will have access to the data or if it will need to be requested from the vendor. Mr. Manousos said that staff would have access to the data. Mr. Manousos said that the pay by cell is up over 25% and that the average transaction has increased to \$6.17. Mr. Hayward asked if there is any standard operating procedure for testing the new generator that was installed last year at the South Norwalk Railroad Station. Mr. Alvord said that the generator at the South Norwalk Railroad Station and at the Maritime Garage are tested every week for 30 minutes. Mr. Hayward asked if they were ever tested to pick up the entire load. Mr. Alvord said “yes” many times. Mr. Harden said since CTown leases parking spaces at Webster Lot asked if a discounted rate can be offered for advertising. Mr. Legasse will follow up with representatives from CTown.

Ms. Hebert reported that the website receives over 10,400 hits per month.

3. OTHER BUSINESS

Ms. Hebert said that the Redevelopment Agency has received \$200,000 for Brownfield grant money to test and then ultimately remediate the Webster Parking Lot in advance of any development that includes housing. The \$200,000 grant was from DECD and is not enough for the project. The Redevelopment Agency will be applying for an additional \$400,000 grant through DEEP.

She said that the Redevelopment Agency will be hosting a presentation by Robert Gibbs about the Principles of Urban Retail Planning and Development on Monday, May 5th; 5:30 p.m. at the 50 Washington Street building in the old passport office and that everyone is encouraged to attend.

Ms. Hebert said that the parking lease with the maritime aquarium is still pending and recommends that the terms of agreement includes a term of 25 years which parallels the main city of Norwalk lease term, free parking for employees for the first five years and then charge the current employee rate. She asked if it was the consensus of the board that she continues to negotiate the lease. After further discussion it was decided that it is the consensus that Ms. Hebert continue to negotiate the lease with the proposed changes.

4. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

5. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, MAY 28, 2014 AT THE MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM.

6. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:58PM