



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 28, 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

PUBLIC HEARING

Mr. Meek opened the public hearing at 6:02PM

**** MR HAYWARD MOVED TO CLOSE THE PUBLIC HEARING**

**** MOTION PASSED UNANIMOUSLY**

The public hearing closed at 6:04PM

No one from the public spoke

CALL TO ORDER

Mr. Meek called the meeting to order at 6:04PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, FEBRUARY 22, 2012**

****MR. HAYWARD MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

2. APPROVE THE RECOMMENDED OPERATING BUDGET FOR FISCAL YEAR 2013 AND RATE ADJUSTMENTS

Ms. Hebert said there are two new rates and that one is for the East Norwalk Railroad Station daily rate and said that there is currently no rate but after receiving the survey results staff would like to perform a pilot using pay by cell. She said that the other rate that will be new is the multi-facility combination rate and it is only for the South Norwalk Railroad Station permit holders. She said if they opt to do this they can purchase a permit for \$100.00 to use at the South Norwalk Railroad Station and the Maritime Garage to try and generate pedestrian traffic in South Norwalk to help businesses in the area. Mr. Hayward asked if the \$52,888 on the debt service is the variance between fiscal years 2011 and 2012. Ms. Hebert said "yes" it is for the increase for principal and interest. Mr. Meek said that the budget represents a conservative overall 2% increase in revenues and expenses and that 20% of the budget is related to the large annual debt service payments.

**** MR. BAKES MOVED TO APPROVE THE RECOMMENDED OPERATING BUDGET FOR FISCAL YEAR 2013 AND THE RATE ADJUSTMENTS TO TAKE EFFECT MAY 1, 2012.**

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said the net capital reserve to date is over \$500,000, and that the large capital reserve represents current cash flow as of the end of February. She said that most of those funds will be used for expenses associated with spring maintenance and that next month staff will present the year end projections.

2. MONTHLY OPERATING REPORT

Mr. Manousos said that through February 2012, the demands on the parking system were down 4.2% compared to last year. .

Mr. Manousos said that through February 2012, the demands at the Maritime Garage are up 4.8% compared to last year which is driven by the increased demand that was generated by the Maritime Aquarium during the summer. He said that the existing cameras are being upgraded for better quality images, and that new camera's will also be installed on the fifth and sixth floors , and that he expects the work to be completed within 60 days. He said that the art exhibit program will have its first opening on May 10, 2012, from 5:00PM-7:00PM.

Mr. Manousos said that the demands at Webster Lot were down 7.2% compared to last year since the change in operation last August but were up 4.4% for January 2012. He said that the closing of Compare Foods is negatively impacting the demand.

Mr. Manousos said that the demands at Haviland Deck are down 4.0% compared to last year but were up 7.4% in January, 2012 and continue to see strong weekend and evening business. He said that the demands at the North Water lot are down 3.2% compared to last year and were up over 15% compared to January, and continue to see strong demand throughout the entire

day and weekends, driven by the Maritime Aquarium during the daytime and the restaurants at night. He said that on street parking demands are down 7.1% compared to last year and that revenue has increased 4.9% because the average transaction amount has increased. He said that the meter revenue is above budgetary expectations.

Mr. Manousos said that the daily parking demands at the South Norwalk Railroad Station are up 3.6% and that there is currently a waiting list for permit parkers. He said that the February revenue from the Henry Street parking spaces were up 3.57% from January because of the completion of the garage construction increased the space availability in the lot and the garage. He said that the art installation in the tunnel should be completed in early April and that lighting installation will begin on Monday. Mr. Hayward asked if there is any increase in usage for the electric car charging stations. Mr. Lew said that the usage is very low.

Mr. Manousos said that at the East Norwalk Railroad Station permit issuance remains very consistent and that there is a waiting list for monthly parking permits. He said that the survey that was sent out to the permit holders was completed and was a great success with over 200 responses and or replies which is over 50%, and that rate and location were the two main reasons for using the station.

Mr. Manousos said that the demands at the Yankee Doodle Garage were up 6.7% compared to last year reversing the downward trend over the last year. He said there has been increased activity since the opening of the Banc House Restaurant.

Mr. Manousos said that permit sales are down compared to the same period last year but that permit revenue is consistent with budgetary expectations year to date. He said that compared to January, February ticket issuance was up 37.4% and the citation revenue was up 12.5% and that citation revenue accounts for only 15% of system revenues.

Mr. Manousos 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. Mr. Alvord asked if they generators will be tested regularly. Mr. Manousos said "yes". He said that the installation of a waterproof membrane at the Maritime Garage is expected to be completed in the spring. He said that staff will be conducting an inspection of all the facilities to determine the maintenance needs at each facility, including painting and resurfacing which will also include an on-street line painting review.

Mr. Manousos reported on Customer Service and that he is still tracking issues that come through the website and are now beginning to see some trends and most of the inquiries received were for permit questions and most of them were related to the waiting list or credit card charges not going through. He said that the Norwalk Parking Authority now has its own Facebook page with over 50 members.

Mr. Manousos reported on the pay by cell option and said that it has increased both in the number of transactions and in revenue. He said that February activity was slightly below January due to the short month.

Mr. Manousos reported on the adjudication statistics and said out of the tickets issued 212 were

appealed and that 140 were denied, 6 were reduced, and 89 were dismissed. Mr. Meek requested that a twelve month period be captured in the operations report.

3. OLD BUSINESS

Ms. Hebert said that there was a parking symposium held on March 27, 2012, and was presented by the Redevelopment Agency and said it was overall an impressive presentation with very good information.

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 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 for approximately two to three months while the east bound lot is being remediated. She said that there is also a potential for a long term agreement and cost sharing while providing much needed commuter parking.

4. NEW BUSINESS

Mr. Manousos said that there may be an opportunity to pilot a program to install sensors in the street in the Wall area and in the North Water Street lot and staff is now negotiating with a company. He said that the sensors will be linked to GPS to enable drivers to find open parking spots without driving around and will also provide good transactional data to monitor meter usage and to help with policy decisions. Mr. Alvord asked is the sensors will zero out the meter once a vehicle leaves the space. Mr. Manousos said "yes"

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: APRIL 25, 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 7:20PM

