



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 27, 2013

ATTENDANCE: Bryan Meek, Chairman
Mike Harden
Chris Bakes

STAFF: Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: David Lew, General Manager, LAZ Parking

CALL TO ORDER

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

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

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

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net capital reserve is negative \$74,500, and is due to snowstorm Nemo. She said that it reflects the expenses and revenue that was lost. Expenses qualify for FEMA reimbursement, but will not receive until sometime next fiscal year. She said that the actual net capital reserve to date is \$210,174 and that she is projecting the year end to be approximately \$150,000.

2. MONTHLY OPERATING REPORT

Mr. Lew reported on the transient demands and said that they were down substantially due to snowstorm Nemo and that Metro North had also suspended service which impacted the demands at the South Norwalk Railroad Station.

Mr. Lew said that through February 2013, the demands at the Maritime Garage are up 26.5% compared to last year. He said that permits were up 9%.

Mr. Lew said that a vocational school will be taking over the space at the passport office. Ms. Hebert said that she had met with representatives from the school and that their goal is to be in the old passport office space by the summer and classes will begin in September. She said that she had recommended parking to faculty, staff and students at the Maritime Garage to create activity in the area and said that they had liked the idea that it is a secure, covered facility. Mr. Bakes asked how many people will be attending the school. Ms. Hebert said approximate 60.

Mr. Lew said that permits were up 10%. He said that the demands at the North Water lot are down 10.8% compared to last year and were down 13.1% from last month. He said that through February the on street parking revenue has increased 1.8%. He said that the meter revenue for the year to date is above budgetary expectations

Mr. Lew said that permits were up 6.1%. He said that said that the gated system has now been removed because having the two systems created confusion for commuters and will operate on a pay by space and pay by cell for daily parkers. He said that this also resulted 10 extra commuter spaces which will increase revenue.

Mr. Lew said that the revenue in February from the Henry Street spaces was up 64.0% compared to the previous month. He said that due to the high cost of maintenance and snow removal the Franklin Street Lot will stay closed and that the Parking Authority will continue to monitor demand.

Mr. Lew said that at the East Norwalk Railroad Station permit issuance has been stable people are parking on the weekend and paying the \$8 fee through pay by cell and by a windshield daily permit.

Mr. Lew said that the demands 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. Harden asked if the Parking Authority will be exposed to any liability. Ms. Hebert said "no" and that the garage is considered a city asset and is covered under the city's policy.

Mr. Lew said that permits are up 4.2% and revenues are up 18.3% compared to the same period last year and that permit revenue is above budgetary expectations and was the highest that was ever had.

Mr. Lew reported on the maintenance and said that general maintenance continues at all of the facilities as needed. He said that there is now someone working on the advertising for the kiosks on a commission basis and that there is a lot of interest. Ms. Hebert said that the advertising will need to be managed correctly and that people will have to sign a memorandum of understanding which will outline how long their advertising will be for, and how much they are paying ,and the information will then be entered into a spreadsheet for tracking purposes.

3. BUDGET UPDATE

Ms. Hebert reported on the budget and said that it was updated to show more realistic meter revenue collections based on multiyear averages and that the all day rate that was approved last month will be slowly phased in and the projected budget revenues were removed. She said that the net capital reserve still shows a positive of \$100,998 and that the Norwalk Parking Authority budget will be presented to the Board of Estimate and Taxation on April 1, 2013 for approval.

4. OLD BUSINESS

Ms. Hebert said that she received a call from the broker of C Town and she anticipates that they will be signing an agreement in the next couple of weeks with the building owner for the old Compare Food space. She said that once the agreement has been signed staff will be able to move forward with a parking agreement.

5. NEW BUSINESS

Ms. Hebert said that new Maritime Gallery exhibit opening will be on Tuesday, April 9, at 4:30PM; in collaboration with the Norwalk Housing Authority exhibiting photos from the middle and high school photography class.

6. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

7. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, April 24,, 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 6:45PM