



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
February 26, 2014

ATTENDANCE: Bryan Meek, Chairman
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. PUBLIC HEARING FOR PROPOSED FISCAL YEAR 2015 OPERATING BUDGET
AND RATES**

Mr. Meek opened the public hearing at 6:00 PM

**** MR. HAYWARD MOVED TO CLOSE THE PUBLIC HEARING**
**** MOTION PASSED UNANIMOUSLY**

Mr. Meek closed the public hearing at 6:15PM
No one from the public attended

2. CALL TO ORDER

Mr. Meek called the meeting to order at 6:15PM

Ms. Hebert introduced Rocky Legasse as the new General Manager for the Norwalk Parking Authority. She said that it was decided to hire and promote from within instead of hiring from the outside. Mr. Manousos said that Mr. Legasse stepped into the position when it was vacated a few months ago and has done a great job.

BUSINESS PORTION

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, JANUARY 22, 2014

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

2. APPROVE THE FISCAL YEAR 2015 OPERATING BUDGET AND RATES

Ms. Hebert said that of the \$5,484,112 fiscal year 2015 operating budget that \$711,206 is transferred to the City of Norwalk as revenue to the city general fund for salaries, benefits and other fixed costs. Rates will be effective on April 1, 2014.

****MR. HAYWARD MOVED TO APPROVE THE FISCAL YEAR 2015 OPERATING BUDGET AND RATES
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert reported and said that the higher expenses and lower revenues are due to the number of snow storms. Mr. Meek asked when the financials would be updated to reflect the snow expenses to date. Ms. Hebert said that staff is projecting the snow expenses to be approximately \$300,000 at the end of the year, and that the projected year to date will be updated in the March financials. She said that the revenues overall are flat compared to last fiscal year and are down approximately \$6,000 compared to the budget through January due to the snowy winter.

2. MONTHLY OPERATING REPORT

Mr. Manousos reported on the highlights and said that snow has impacted the operation and that the total revenue for the month is under budget mainly due to the snow, but that the total revenue is up 3.4% compared to last January. He said that the ticket issuance for January was up 19.8% and the citation revenue was up 3.0% for a total of \$9,027, but that parking ticket issuance and revenues are down substantially to only 11.5% of the total budget. He said that this has impacted compliance where people are not paying more regularly taking the risk of not receiving a ticket since the enforcement operation has been very relaxed. Ms. Hebert said going forward, a more consistent approach to enforcement will happen to ensure parking turnover, and said that in 2002 the City of Norwalk wrote 50,000 parking tickets and today there are approximately 18,000 written which represents 11.5% of revenue collection. Ms. Hebert said that approximately 90% of the tickets in the Wall Street area are for No Parking Zones and other egregious or unsafe parking violations. Mr. Manousos reported on the pay by cell transaction and said that the transactions for January were up 30.7% and that the revenue was up 24.6%

for a total of \$7,364. Mr. Manousos reported on the smartparking pilot program and said that he has had good conference call with the IT Department and the vendor and the target date for implementation is April, 2014 to implement the first part of the smartparking plan.. He said that the garage occupancy data will be published on the website and mobile applications is scheduled to be completed in March and that the Snyder Group is working on the application for text messaging alerts for customers who would like to be notified.

Mr. Legesse reported on the snow activity and said through January there has been 62 inches of snow and 10 snow days. He said that snow removal expenses are estimated to be \$300,000 at the end of the year.

3. OTHER BUSINESS

Ms. Hebert said that she was contacted by representatives from the Hilton Garden Inn the night before an event to provide valet services for a high end client with 70 cars and that Mr. Legesse assembled the staff and they did a fantastic job. She said that the Hotel Manager wrote a compliment letter which has been circulated.

4. SOUTH NORWALK LITERARY CRAWL - MARCH 4, 2014

Ms. Hebert said that The Parking Authority is collaborating in this citywide event and that all proceeds will go to Norwalk Reads.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

6. NEXT PARKING AUTHORITY MEETING: WEDNESDAY, MARCH 26, 2014 AT THE MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 N. WATER STREET, 6 PM.

7. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:08PM