



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
February 22, 2012

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Chris Bakes

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

CALL TO ORDER

Mr. Hayward called the meeting to order at 6:00PM

1. ELECTION OF OFFICERS

**** MR. BAKES MOVED NOMINATE MR. MEEK AS CHAIRMAN**

**** MOTION PASSED UNANIMOUSLY**

It was decided that all other positions will remain in effect until the regular annual elections are held in June

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, JANUARY 25, 2012**

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

**** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the financial status is good and is mostly due to the lack of snow which helped to save money. She said the net capital reserve to date is \$382,000 and this time last year was negative almost \$200,000. Mr. Bakes asked what happens to the funds that are not spent at the end of the fiscal year. Ms. Hebert said that they go into the capital reserve for future necessary capital projects, debt service payments and unexpected budget shortfalls.

2. MONTHLY OPERATING REPORT

Mr. Manousos said that through January 2012, the demands on the parking system were down 4.5% compared to last year. .

Mr. Manousos said that through January 2012, the demands at the Maritime Garage are up 13.1% compared to last year which is driven by the increased demand that was generated by the Maritime Aquarium during the summer.

Mr. Manousos said that the demands at Webster Lot were down 6.2% compared to last year since the change in operation last August. He said that the closing of Compare Foods is negatively impacting the demand.

Mr. Manousos said that the demands at Haviland Deck are down 2.7% compared to last year but increasing month to month and continue to see strong weekend and evening business. He said that the demands at the North Water lot are down 4.4% compared to last year 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 10.4% compared to last year but that revenues have dropped only 1.3% because the average transaction 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 6.9% and that there is currently a waiting list for permit parkers. He said the revenue from the additional commuter spaces on Henry Street was down 47.83% because of the completion of the garage construction increased the space availability in the lot and the garage.

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 a survey was sent out to the permit holders and to the waitlist to gather data to analyze the demand, if any, for a daily parking program offering an all-day flat rate for daily parkers as an alternative to permit parking. He said that if the demand exists staff is considering the pay-by-cell option in lieu of installing pay stations.

Mr. Manousos said that the demands at the Yankee Doodle Garage were up 11.2% compared to last year and that 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 December, January ticket issuance was up 5.25% and the citation revenue was up 4.98%.

Mr. Manousos reported on the maintenance of the facilities and said that the generator was installed at the South Norwalk Railroad Station and that he anticipates that the generator at the Maritime Garage will be installed by the end of March. He said that the installation of a waterproof membrane at the Maritime Garage is expected to be completed in the spring.

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. Mr. Meek suggested that an FAQ be created for when trends are seen to reduce the volume of issues.

Mr. Manousos reported on the pay by cell option and said it is still going strong and to date the activity has increased both in the number of transactions and in revenue.

Mr. Manousos reported on the adjudication statistics and said that he and Mr. Lew had attended the latest violations hearing and recommended some changes including improved photos, bringing tablets to the hearings to better identify where the violation occurred and drafting criteria for the Attorneys. Mr. Meek recommended that it be indicated on the chart whether the adjudication was a full denial, fully dismissed or if it was reduced.

3. OLD BUSINESS

Ms. Hebert said that the property closing of the temporary easement settlement for the Monroe Street Bridge in the amount of \$13,300 is scheduled for the end of February, and that she expects the payment will be received some time in March.

Ms. Hebert said that the art installation in the tunnel of the South Norwalk Railroad Station is scheduled to be completed by the end of March and that the lighting will be replaced.

Ms. Hebert said that more capacity alerts have been received for the South Norwalk Railroad Station and people have been directed to the Webster Lot which is putting more pressure on that facility and once the space occupying Compare Foods is open this will be a problem. She said that staff is recommending that 12 hour meters on Madison and Monroe Streets be offered as alternative parking for commuters. She said that currently there are 22-24 metered two hour parking spaces and that staff will re program the meters to 12 hours. She said that Monroe Street is not metered but has a two hour limit and will need to install approximately 12 meters closest to Martin Luther King Drive and the rate will be the South Norwalk on street rate of \$1.00 an hour. Mr. Hayward asked what the cost will be. Ms. Hebert said approximately \$6,000 which will include the purchase of the meters on Monroe Street and to change the signage and will be paid from the South Norwalk Railroad Station capital account. Ms. Hebert also said that both locations will be zoned for pay-by-cell.

4. NEW BUSINESS

Ms. Hebert distributed the memorandum of understanding between the Norwalk Arts Commission and the selected art curator for the Maritime Garage and the Mayors Gallery. She said it is expected that there will be three exhibits a year and the cost will be \$400 per exhibit paid for by the Norwalk Arts Commission and the curator will be responsible for recruiting artists, installing, taking down, and marketing the exhibits. Mr. Hayward suggested that the language be changed in the first paragraph and also that the location of the Mayors Gallery be included. Mr. Meek suggested that it also include that the curator is responsible for collecting all sales tax on the art.

Ms. Hebert said that while collaborating with the Redevelopment Agency on the parking study; the available data is transactional based and there is no way to capture utilization except at the Maritime Garage and the SoNo Railroad Station Garage which operate using revenue control equipment. Utilization data would be good information to have when planning for parking needs and determining where people should be directed to park. She said that staff is analyzing sensors that would be installed in parking stalls. Mr. Manousos reported on the new technology and said it would also help to effectively deploy enforcement officers. Ms. Hebert will make a recommendation after the cost benefit analysis is complete.

5. ACTION ON ANY ITEM DISCUSSED HEREIN

**** MR. HAYWARD MOVED TO SCHEDULE A PUBLIC HEARING ON THE PROPOSED OPERATING BUDGET AND RATE CHANGES FOR FISCAL YEAR 2012-13 ON WEDNESDAY, MARCH 28, 2012, AT 6:00PM**

**** MOTION PASSED UNANIMOUSLY**

**** MR. BAKES MOVED TO APPROVE THE RECOMMENDED CHANGES TO MADISON AND A PORTION OF MONROE ON STREET PARKING TO TWELVE HOUR METERS**

**** MOTION PASSED UNANIMOUSLY**

****MR. HAYWARD MOVED TO AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH CHANGES BETWEEN THE NORWALK ARTS COMMISSION AND SOOO-Z MASTROPIETRO FOR THE PURPOSE OF CURATING AND MANAGING THE MARITIME GARAGE ART GALLERY**

**** MOTION PASSED UNANIMOUSLY**

6. NEXT PARKING AUTHORITY MEETING: MARCH 28, 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 7:05PM

