



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
January 22, 2014

ATTENDANCE: Bryan Meek, Chairman
Julius Hayward, Vice Chairman
Olga Arteaga
Mike Harden

ABSENT: Chris Bakes

STAFF: Hal Alvord, DPW Director
Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Bill Collins

CALL TO ORDER

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

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD
ON WEDNESDAY, DECEMBER 18 , 2013**

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

**2. SCHEDULE A PUBLIC HEARING FOR FISCAL YEAR 2015 OPERATING
BUDGET ON WEDNESDAY, FEBRUARY 26, 2014; 6:00PM**

****MR. HARDEN MOVED TO APPROVE SCHEDULING THE PUBLIC HEARING
** MOTION PASSED UNANIMOUSLY**

GENERAL INFORMATION

1. MONTHLY FINANCIAL REPORT

Ms. Hebert reported and said that for December the expenses have substantially increased due to snow removal operations and that revenues are down due to snow, and that the same thing will be seen in January because there have been several major snowstorms. She said that \$111,000 has been spent on snow removal operations through the first week of January. Mr. Harden asked what the budget amount is for snow removal. Ms. Hebert said \$200,000. She said that the budget will be closely monitored for the rest of the winter season and that typical trending shows that revenue increases during the spring and summer to makeup the losses.

2. MONTHLY OPERATING REPORT

Mr. Manousos reported on the highlights and said that snow has impacted the operation but that the total revenue is up 1.3% compared to last month. Ms. Hebert said that there has been an increase in permit sales, and that the Maritime Garage has had a substantial increase in activity as well as the Webster Lot. She said that things are trending exactly the way they have trended for some time. Mr. Manousos reported on the smartparking pilot and that it is still on target, as well as the level by level mobile website communication at the South Norwalk Railroad station. Ms. Hebert said that the next arts in parking program exhibit will be held on January 29, 2014, at the Maritime Garage. She also said that the arts in parking program will be expanded on and that it will not only be visual art but it will also include performing and event programming at the Maritime Garage as well as the South Norwalk Railroad Station and possibly other facilities.. Ms. Hebert reported on the electric vehicle chargers and said that it continues to show good activity levels. Mr. Meek asked what the cause is for the drop in citation revenue is on a monthly basis. Mr. Manousos said that it is a combination of staff being sensitive to the community on issuing citations, as well as issuance being down due to snow and the Christmas holiday. Mr. Meek asked if the dumpster enclosure will be done at the Webster Lot. Mr. Manousos said "yes" but that it has been delayed due to the numerous snow storms. Mr. Hayward said that the transient activity is down at the Webster Lot and asked if this is a result of C-Town coming in and paying a fixed rate. Ms. Hebert said "yes" but that there has also been an increase in permit sales and that revenue has been consistent. Ms. Hebert said that based on technology staff is looking out rolling out a program to provide a discounted parking violation payment program. Mr. Meek said that there has been a revenue mix that has been pretty successful and that there are some opportunities to more appropriately price offerings to meet demands to get revenues from other areas where it can be afforded, so that areas where any type of a rate increase can't be afforded don't need to put at risk.

3. DISCUSSION OPERATING BUDGET FY 2015

Ms. Hebert reported on the budget and said it is very conservative with minor expense and revenue increases. She highlighted on the Parking Authorities best practices, accomplishments and new incentives for 2015. She said that the expenses are basically being held at the current level and that the budget follows the finance department's guidelines for the citywide budget submission which is keeping the expenses level to the current year, with the exception of the fixed costs, debt service, contractual obligations and any City of Norwalk general fund charges... She said that the overall increase for expenses is 1.4% which is approximate \$77,000. She said

that there are still debt service payments of over 1 million dollars even though it has decreased from last fiscal year. She said that the revenues reflect minor rate changes based on the increased activity levels for permits and evening at the Maritime Garage as well as rate approvals from and implemented during the current 2014 fiscal year. She said that there was an analysis done based on activity and said that the monthly sales for permits have increased by 8%, East Norwalk Railroad Station activity is oversold by 32% and activity at the Maritime Garage increased by 64%. Mr. Collins asked if the depreciation is listed in the draft budget. Mr. Meek said “no” that the Parking Authority operates on a cash basis. Ms. Hebert said that she has spoken to the finance department and that the depreciation can be listed but then the principal for the debt service would not be able to be listed and that only one or the other can be listed.

4. DISCUSSION CAPITAL BUDGET FY 2015

Ms. Hebert reported on the capital budget and said that staff is not requesting any capital funding for fiscal year 2015. The debt service is still over \$1.0 million. There is capital funding balances to cover expenses related the smartparking technology plan/program and capital funding is available for facility improvements which includes the Webster Parking Lot paving as planned. The five year capital plan starts next fiscal year 2016. She said that all the current capital accounts have been consolidated into two accounts and that one is for parking facilities and the other is for the smart parking technology. She said that the parking facility is a five year plan that takes into account the facility assessment that was completed in 2013 for any capital related structural improvements to all of the facilities. She said that the smart parking technology plan includes what was approved by the Parking Authority. She said that this plan will be done after staff receives the data and puts together the report for the pilot program that will be done this spring. Mr. Collins asked if the capital expenses are allocated by facility in the draft budget. Mr. Meek said “yes” and that they are listed by project. Ms. Hebert said that all the financials are reviewed by the Finance Department and the Comptroller’s Office. Mr. Hayward asked what drives the numbers that are requested. Ms. Hebert said that for the parking facilities the numbers came from the facility assessment that was performed by Desman Associates and in that assessment it includes annual maintenance as well as structural improvements to the facilities on a long term basis. Mr. Meek asked where the resurfacing of Webster Lot fits in. Mr. Alvord said that those funds are already available and have been transferred into the appropriate account for that purpose so there is no need to add additional debt. Ms. Hebert said that the resurfacing will be scheduled and coordinated through the engineering department. Mr. Hayward requested something stating what the debt service will be for the capital projects that are being requested. Ms. Hebert said she will provide that information,

5. OTHER BUSINESS

Ms. Hebert said that the Norwalk Parking Authority and the Arts Commission will collaborate in a traffic graphic program to paint signal boxes located inside parking facilities. She said that right now there are boxes at the Webster Parking Lot and the South Norwalk Railroad Station. Mr. Alvord said that phase I of this program was started with collaboration with the library and that six traffic cabinets were painted using a book theme and said beyond that fact that it adds something it also helps with the graffiti issue. Ms. Hebert said that phase II will be themed Ct@Work and that she will be meeting with the curator that the Arts Commission has selected.

Ms. Hebert said that the Charter Oak Brewery is expected to open on Day Street in 2014, and that they will be making beer and offering tours and event space. She said that they are planning on using the Norwalk Parking Authority’s valet and enhanced parking service program at the

South Norwalk Railroad Station for parking during the tours and events.

6. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

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

8. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:04PM