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PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
SEPTEMBER 27, 2023

ATTENDANCE: Eric Rains, Chair
Matthew Seebeck, Vice Chair
Jud Aley
Peter Fullam

STAFF James Travers, Director, TMP
Bryan Lutz, Asst. Parking Director

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

CALL TO ORDER

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

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER

There were no public comments this evening.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING, WEDNESDAY JULY 26, 2023.

On page 5, Change Mr. Fullam left the meeting at 6:00PM to Mr. Fullam left the meeting at 7:00PM.

****MR. SEEBECK MOVED TO APPROVE THE MINUTES AS AMENDED.**

**** MR. FULLAM SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMLOUSLY.**

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said that parking revenue is up for the month by just over 14%, and over 13% year to date, which is mainly coming from the transient revenue side and violations. He said the expenses are favorable to budget for the month and year to date.

Mr. Manousos reported on the variance report and said that transient parking is over budget which was mainly due to the Maritime Garage because of an incentive program at the Maritime Aquarium but the other locations were up as well. Mr. Travers said this was the highest number that has ever been seen in the Maritime Garage. Mr. Legesse said that that July 15th was the busiest day at the Maritime Garage since he has been in Norwalk. Mr. Rains asked if leaving the garage was pleasant. Mr. Legesse said “no” and that it was not a pleasant experience and staff did all that they could including lifting the arm gate, but it was too much traffic, and he did have a discussion with staff at the Maritime Aquarium because they did not limit the number of people they were accepting at the end of the day. Mr. Rains asked if the controls were the issue. Mr. Travers said “no” and that the gates were put up so there was more free flow, but the issue was capacity and there were lots of groups that were leaving at the same time. Mr. Travers said that staff met today with the vendor to discuss a gateless solution and will also be looking at other vendors to get better services at the Maritime Garage as well as the South Norwalk train station. Mr. Rains asked if these kind of things are ever tied into the EZ- Pass. Mr. Travers said they have not found a vendor that is actually tied into EZ-Pass itself but are looking at other options that would work the same way.

Mr. Manousos said the next item on the variance report are parking violations and as has been seen in the past the number of tickets that were collected was 10% less than what was budgeted, but the average ticket value was 39% higher than what was budgeted due to the violations at the beach and the fines at the beach are \$150 and that drives up the average ticket value. He said they are also still having late fees and penalties which account for 26% of the collections and that is mainly what makes up the variance.

Mr. Manousos said on the operating expense side the security variance is under budget and was due to invoices that were paid in September, and for the building repair and maintenance there were some expenses that were not paid and will be paid in September. Mr. Seebeck asked that the security issue be fixed with the vendor going forward as it has been an ongoing issue for three budget cycles of not being able to align timing with invoicing and making the reports look difficult. Mr. Manousos said this is unusual but will commit to getting the invoices timely from the vendors and staff will look at how they may be able to improve it and if this continues, they may suggest changing the accounting methodology.

Mr. Seebeck asked if the utilities are a timing issue or if they are very efficient. Mr. Legesse said it appears to be a timing issue.

Mr. Manousos said that the systemwide activity has been steady and on the revenue side it has been favorable to the previous year to date.

Mr. Manousos reported on the permit activity and said it is close to budget. Mr. Travers asked if there was a slight decline in permit activity. Mr. Manousos said “yes” 1.4%. Mr. Legesse said some of it may be due to the Ford dealer as they cut back on the permits when they don’t have any cars.

Mr. Manousos reported on the on-street parking and said they are lower compared to last year and is due to the change from the single spaced meters to the multi spaced meters which had an impact on transactions.

Mr. Manousos reported on the parking enforcement and said that year to date compared to last year issuance and revenue is up but is down from two years ago and last month as well, and citation revenue accounts for of just over 23% of system revenues. Mr. Rains asked if the citation revenue includes the beach. Mr. Legesse said “yes”.

Mr. Manousos reported on the Pay by Cell and said that activity is up over 17% and the average transaction is higher than systemwide.

Mr. Rains said that the Walk Bridge project is going to become more and more evident and asked what mechanism there is to overlay some of the anticipated impact of that on the history of the assets in South Norwalk. Mr. Travers said there is an arrangement where the project will pay for taking a meter out of commission but will only add to the revenue and suggested that staff discuss a way to measure the impact and create a section within the operations report.

4. ENGINEERING AND PROJECT REPORT

a) Update-South Norwalk Train Station roof repair

Mr. Travers reported and said there was a roof leak around the area where the new coffee shop is located, and was repaired but realized that there was a second roof leak that was up higher and because the scaffolding was already up and to avoid mobilization charges he made the decision to have the repair done so there will be an additional cost of approximately \$10,000 and the

maintenance funding will cover the expense. He said that the coffee shop will be having their grand opening on Friday at 9:30AM and invited the members of the Parking Authority to attend.

5. NEW BUSINESS

- a) Discuss and Approve- Management of the surface lot of 340 West Ave.

Mr. Travers said that he and Mr. Rains had a conversation yesterday regarding the lot at 340 West Avenue which is adjacent to the old YMCA which is currently under development and they have a development review and there will be a mixed use development. He said the city did maintain ownership of the parking lot that was not included in the land deal and has always been a separate city parcel and Mr. Rains had expressed an interest to engage the city to have the management of that transferred to the Parking Authority as an additional asset due to the increased demand in the area and increased need for parking. Mr. Seebeck asked if it is just the portion of parking that is south of the YMCA building. Mr. Travers said “yes” and is on the corner of Connecticut Avenue and West Avenue.

****MR. ALEY MOVED TO APPROVE PARK NORWALK TAKING ACTION TO
MANAGE THE SURFACE PARKING LOT AT 340 WEST AVENUE.**

**** MR. SEEBECK SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. OLD BUSINESS

- a) Discuss- 15-Minute free option

Mr. Travers said there were some challenges with the designer that were corrected as of 4:00PM today and they will be running the final copies tomorrow and will be scheduling a press conference for the free 15-minute option before the next meeting. Mr. Aley suggested the free 15-minute parking option can be worked into Park Mobile. Mr. Travers said that staff has already contacted Park Mobile and they are waiting on a response back.

- b) Discuss and Vote-Lease with Norwalk Transit District for bathrooms and Customer Service space at the Yankee Doodle Garage.

Mr. Travers said that the Parking Authority had voted to move forward to reengage the lease for the bathrooms and will be adding the use of the Customer Service space and will combine that into one agreement rather than having two agreements and will need a formal approval to enter into a lease agreement. Mr. Rains asked if it should be a component of the contract that there will be significant work done on the garage, they may interrupt access or is that not a concern. Mr. Travers said it is not a concern and they know the improvements that are planned for the facility and aren't anticipating that this will have a negative impact on usage.

Mr. Aley suggested that the conference room at the Yankee Doodle Garage could be used to generate some income for the Parking Authority. Mr. Travers said it is offered to the community on a regular basis. Mr. Seebeck suggested that the Parking Authority hold an in-person meeting in the conference room in the next quarter. Mr. Travers said that staff will send the meeting dates to the Parking Authority to see which meeting would work best for everyone.

**** MR. SEEBECK MOVED TO APPROVE TO ENTER INTO A LEASE AGREEMENT WITH THE NORWALK TRANSIT DISTRICT FOR THE LEASING OF THE BATHROOMS AND CUSTOMER SERVICE SPACE AT THE YANKEE DOODLE GARAGE.**

**** MR. ALEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

7. ADJOURNMENT

**** MR. SEEBECK MOVED TO ADJOURN.**

**** MR. FULLAM SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:05PM.

Respectfully submitted,

Dilene Byrd

