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PARKING AUTHORITY

REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE APRIL 26, 2023

ATTENDANCE:

Matthew Seebeck, Vice Chairman
Jud Aley
Peter Fullam

STAFF

James Travers, Director, TMP
Brian Bidolli, Executive Director, Redevelopment Agency

OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

CALL TO ORDER

Mr. Seebeck called the meeting to order at 6:12PM.

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 MARCH 22, 2023.

**** MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** MR. FULLUM SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. ALEY MOVED TO APPROVE TO SUSPEND THE RULES TO TAKE THE AGENDA OUT OF ORDER.**

**** MR. FULLUM SECONDED THE MOTION**

**** THE MOTION PASSED UNANIMOUSLY.**

5. NEW BUSINESS

a) Discussion- Webster Lot land disposition

Mr. Bidolli reported and said that had engaged a financial consultant and had a meeting with Mr. Rains and Mr. Travers to go over the scope of work to be sure all of the points of discussions are being met, and will include looking at the impact of any loss of revenue that may occur from the disposition of Webster Lot and also and how it interplays with the overall system and the Parking Authority and management. He said they are now collecting the data and will be putting forth an analysis in the next six to eight weeks and he will keep the Parking Authority updated. He said that they have also been looking into any grant or financing opportunities that they are also planning to present.

3. FINANCIAL AND PROJECT REPORT

Mr. Manousos presented and said the revenue is on budget and the expenses were favorable to budget which has led to a favorable fund balance. He said year to date progress is from all revenue sources with the exception of the railroad stations but parking revenue year to date is up over 8%. He said that the transient revenue is down for the month and is mainly due to the Maritime Garage and Webster Lot but is up year to date. He said that that meter and violation revenue is still up compared to budget.

Mr. Manousos said compared to last year revenue has been up just over 4% and violations are down by approximately 11% and the expenses are similar to last year to date.

Mr. Manousos reported on the variance report and noted that the parking violations continue to be over budget because the actual collection of the tickets was much higher than was budgeted and that is the reason it is over budget. He said for the vehicle expenses that they will be redeploying some customers service vehicles so the need to purchase a new vehicle is eliminated and will implement the replacement plan in the future. He said the vehicle expense was over budget due to having two repairs done to the maintenance and enforcement vehicles. He said the building repair and maintenance is under budget for the month but did have some repair work done that will be invoiced in April so that will be included in next month's report.

Mr. Alely asked why the collection value is 44% higher even though the ticket issuance is down. Mr. Manousos said the actual ticket issuance was also higher but had budgeted the ticket value much less than what was paid so the average ticket was higher which is due to late payments.

Mr. Manousos said that snow removal was favorable to the budget.

Mr. Manousos reported on the Covid Impact Analysis and said compared to March 2019, the total system revenue is 19.5% below pre-Covid levels and the expenses are 38.7% below pre-Covid levels.

Mr. Manousos reported on the systemwide activity and said transient activity year to date is 1.4% below pre-Covid levels and revenue is 8.4% below pre-Covid levels.

Mr. Manousos reported on the permit sales and said compared to last month the permits are down 0.2% and permit revenue is up 1%. He said compared to last March permits are up 5.6% and permit revenues are up 6.4%.

Mr. Manousos reported on the on-street parking and said that transient activity was up 3.7% and revenue was up 8.8% compared to last year and is following seasonal trends and has surpassed pre-Covid levels. Mr. Fullam requested that the activity be reported by area as well as systemwide.

Mr. Manousos reported on the ticket issuance and said year to date was down 15.4% and citation revenue was down 10.3%, and compared to last month ticket issuance was down 8.2% and citation revenue was down 3.3%. He said violation revenue represents approximately 19% of the system revenues and is down from last year.

Mr. Manousos reported on the ticket issuance vs. demand analysis and said and said it had decreased for the month of March. Mr. Alely requested that in the future the analysis include the street names in the Wall Street area of where the ticket issuance is occurring.

Mr. Manousos reported on the Pay by Cell activity and is it is still going strong, and activity was up 20.4% year to date and 29.4% compared to the same period last year, and that Pay by Cell transactions represent 24.5% of system demands and 12.2% of systemwide revenue. He said by comparison the average transaction systemwide is \$2.14 per transaction.

Mr. Manousos said the collection rate and said 58% of the tickets issued are paid prior to penalties being charged and the overall clearance rate is approximately 87%. Mr. Fullam asked how Norwalk compares to other municipalities. Mr. Manousos said the industry average is approximately 75% collection rate, so Norwalk is above that, and that going forward he can add a comparison to the report.

4. ENGINEERING AND PROJECT UPDATE

- a) Update- Haviland construction projects

Mr. Travers reported and said the project continues to move forward and he just received the proposal for the stairs but has not yet reviewed it.

b) Update- Yankee Doodle Garage façade enhancement

Mr. Travers reported and said they continue to meet with THA on advancing the design and is moving on schedule. He said in advance of that he had recognized that a conditions assessment had not been done for a number of years so he had one done and there are some improvements that need to be made and that a bid packet is being put together and will be presented to the Parking Authority next month.

5. NEW DISCUSSION

b) Discuss and approve- FY 2023/2024 operating budget

Mr. Manousos presented and said for 2024 a 3% increase in the forecast was budgeted for a total of approximately \$6.6 million dollars for revenue and \$6.5 million dollars for total expenses, and a total fund balance of \$161,000. Mr. Legesse pointed out that there was a decline in the transient budget that was incorporated due to the closure of the North Water Street Lot. Mr. Aley asked if the new customer service rep. will be on site. Mr. Travers said yes beginning on July 1st. and will be on site during peak travel times including the weekends.

Mr. Travers said when the sales tax was implemented approximately three years ago the Parking Authority opted not to pass the sales tax onto the consumer and absorb it which is a \$326,000 per year and said that can be revisited in the future the Parking Authority would like to.

Mr. Aley asked why there is an increase in the cost of uniforms. Mr. Manousos said it is due to the rebranding of the new park Norwalk logo.

Mr. Aley said the budgeted fund balance of \$161,000 is low compared to historically. Mr. Manousos agreed but said that staff feels confident in the budget and will manage the expenses the best they can.

Mr. Seebeck said he would feel comfortable if the prior performance of three to five years is being used to budget future projections. Mr. Legesse said he will forward Mr. Seebeck the five-year trend that was used for preparing the budget.

Mr. Seebeck asked if any short term or partial permit sales to try and boost the permit sales revenue. Mr. Manousos said due to Covid and the hybrid work schedules that has been discussed industrywide but there are some challenges with the ungated locations. Mr. Travers said that he will be attending the parking conference in June, and this is an item that will be discussed.

Mr. Travers said during the budget cycle there were discussions regarding violation collections, but violations are only 20% of the revenue source and are not solely related to parking transactions and the vast majority of revenue is from customers who pay for their parking.

**** MR. FULLAM MOVED TO APPROVE THE BUDGET AS PRESENTED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- c) Discussion- New PARCS system for SONO and Maritime Garages

Mr. Travers said that money was reserved for park systems for the replacement in SONO and at the Maritime Garage and will be bringing in three vendors to present a solution in May as well as what will be at the parking conference that he will be attending. He said he will present an option to the Parking Authority and their desire to replace the parking system in the two garages that are at the end of their life with a state-of-the-art system.

6. OLD BUSINESS

- a) Discussion- 15 Minute free option

Mr. Travers said the paystations have been delivered and Mr. Legesse has been working to get the paystations installed and is waiting for the new screens for Wall Street. Mr. Legesse said they have been delivered and are just waiting for the technician to install them.

- b) Update- Status of paystation delivery

This was discussed under the previous agenda item (item 6b)

- c) Update- Coffee shop lease

Mr. Travers said the lease has been presented to the property manager and is in the process of reviewing it with the lessee's attorney. He said they have received a check from Lobster Craft so that the lease is up to date.

Mr. Aley said the Norwalk River Valley Trail will be holding an event on May 6th and is requesting free parking at the Yankee Doodle Garage and he thinks it's a good idea considering the underuse of the Wall Street area. Mr. Seebeck said he is more than happy to have folks utilize the Yankee Doodle Garage but since the cost is just .25 cents per hour it would be a great opportunity to get people to adapt to how the pay system for parking works. Mr. Travers said that an action item cannot be added to the agenda without posting it 24 hours in advance of the meeting.

Mr. Fullam asked for the status on removing the reverse back in angled parking. Mr. Travers said that his office has been busy working on a grant opportunity but that they plan to work on having it removed next month. Mr. Seaborn asked what the status is for hiring the Asst. Parking Manager. Mr. Travers said the Junior engineer position has just been filled and there is an acceptance for the senior engineer and are currently searching for the Asst. Parking Director.

7. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN.**

**** MR. FULLAM SECONDED THE MEETING.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:38PM.

Respectfully submitted,

Dilene Byrd