

**To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at**

[Agendas | Norwalk, CT - Official Website \(norwalkct.org\)](https://norwalkct.org)



Members of the public can use a telephone to call in, attend, listen and comment during the meeting. However, they will not be able to see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. All participants will be muted upon entering the meeting. To speak, dial \*9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed.



Upon written request, not less than 24 hours prior to the meeting, a member of the public can request a physical location to attend this virtual meeting at City Hall. Such a member of the public will be provided access to a telephone so that they can attend the meeting in real time. The member of the public can call in, attend, listen and comment during the meeting. Each meeting will use a unique Meeting/Webinar ID (see above). A set of instructions will be left with the telephone for the member of the public to use in order to access the meeting.



Members of the public who wish to “view the meeting live” and/or “provide live comments” can use the Zoom meeting platform by going to either <https://norwalkct-org.zoom.us/j/83880537065> or [www.norwalkct.org/meetings](http://www.norwalkct.org/meetings) and clicking on the “View/Participate Live on Zoom” link that is on the line with the meeting date and time. All participants will be muted upon entering the meeting. To speak, click the “raise your hand indicator” and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Bryan Lutz at [blutz@norwalkct.gov](mailto:blutz@norwalkct.gov) with the subject line “Public Comment” to provide written public comment prior to the meeting.

## **PARKING AUTHORITY**

**REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE  
AND TELECONFERENCE  
APRIL 24, 2024**

**ATTENDANCE:** Eric Rain, Chairman  
Matthew Seebeck, Vice Chairman  
Jud Aley  
Peter Fullam  
Pamela Parkington

**STAFF** Bryan Lutz, Asst. Parking Director, TMP

**OTHERS:** 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 THE MINUTES FROM THE PARKING  
AUTHORITY MEETING THAT WAS HELD ON WEDNESDAY, MARCH 27, 2024.**

**\*\* MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**  
**\*\* MR. FULLAM SECONDED THE MOTION.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

**3. ENGINEERING AND PROJECT REPORT:**

- a. Update- TMP 2023-01 YDG Exterior Repairs and Improvement

Mr. Lutz provided an update and said the contractor will be onsite on Monday, April 29, 2024, and he is looking forward to showing the neighborhood the progress. He said that he and Mr. Legesse continue to walk the Wall Street area to inform all the businesses of the project and that the garage will remain open during the construction. He said he also met with Mark Allen today

from the Wall Street Neighborhood Association to go over some of the initiatives and he looks forward to further collaborating with him and that association.

Mr. Aley asked if the contractor will start by cutting the ribs. Mr. Lutz said “yes” and that staff along with a representative from Desmond will be meeting onsite on Tuesday to discuss how the rib cutting will be done as that is the part that will need to take the most care and to be sure all the specifications that are in the construction plans are being followed and the process is good. He said that more parking spaces may be blocked off at the beginning of the project than are needed but once it begins and get a better idea of the process additional parking spaces may be opened.

Mr. Rains suggested if there are milestones along the way that can be celebrated to invite the neighborhood etc. for a milestone celebration. Mr. Lutz said he is just waiting for the schedule from the contractor and once he receives it, he will share it with the commission. He said he is also working on the RFP for the aesthetic improvements so they can be started as soon as this part of the project has been completed.

b. Update- TMP 2024-2 Parking Operator for the Norwalk Parking Authority

Mr. Lutz said the selection committee has assembled and interviews for all for proposers will be held tomorrow and once completed the committee will meet to discuss the RFP and begin to make a decision on awarding the contract and other next steps if necessary.

#### **4. FINANCIAL AND OPERATING REPORT**

Mr. Legesse reported and said overall the month ended with a positive fund balance of over \$50,000 and even though revenue was down 2.3%, the expenses were down 11.5%, which resulted in the positive fund balance and most of the savings were due to payroll, repair and maintenance, and operating expenses, and year to date the revenue and expenses are also favorable to budget. He said that the revenue for the month is following seasonal trends and was up compared to February, but compared last year was down 2.3% which was mainly due to the decline in violations which is a positive trend as we want most of the revenue coming from transient activity. He said on a year-to-date basis the revenue is up compared to the prior year and is mainly coming from the commuter facilities.

Mr. Legesse said transient activity is up 11.8% for the month but is down 5.2% compared to last year as there has been a slight decline in transient activity which is mainly due to leisurely activity being down and commuter activity increasing, and a majority of the meter decline came from the SONO area and staff is looking into that.

Mr. Legesse reported on the permit activity and said the number of permits that were sold for the month were higher compared to last month, but revenue was down 1.5% compared to last month and even though the permit activity was up due to the storage increase for McMahon Ford at the Yankee Doodle Garage.

Mr. Legesse reported on the variance report and said on the revenue side parking violations have been declining and ticket issuance has also been declining but is too early to tell if it is due to compliance or decreased activity, but it is trending in a positive manner. He said on the expense side there was a variance for building repairs and maintenance due to some repair work not being completed due to the cold

weather. He said the utility expenses were over budget due to the gas bill that was delayed in payment which was due to the vendor not sending the invoice on time.

Mr. Fullam asked if parking enforcement is still consistent being that violations are down. Mr. Legesse said “yes” and that nothing has changed on the enforcement side, but it is still too early to tell if the decreased violations are due to compliance.

Mr. Legesse reported on the systemwide activity and said that it is slowing down a little, but revenue is up from last year and as he mentioned earlier the increase is due to transient parking in the higher rate facilities. He said there is increased credit card usage for transient parking and in prior years there were 89% credit card transactions, and this year are at 93% which is a positive trend.

Mr. Legesse reported on the permit sales and said they have been up due to the Yankee Doodle Garage. He said staff is monitoring the permit activity and are 17% below the all-time high, which was in 2018-2019, and is 27% above the all-time low which was in 2019-2020.

Mr. Legesse reported on the on-street parking and said they are seeing a decline in on street activity especially in the SONO area and last year were at 78% in cash and 22% in credit card, and in this fiscal year 92% of transactions are paid by credit card and 8% in cash.

Mr. Aley asked how the on-street parking is going in the Wall Street district. Mr. Legesse said that only Main Street and East Wall Street showed a slight decline compared to prior years but all the other streets in the area surpassed prior year numbers.

Mr. Legesse reported on parking enforcement and said that both ticket issuance and revenue were down. He reported on the parking violations collections program and that \$123,640 has been collected through March which is almost what was collected for the entire year last year.

Mr. Legesse reported on the tickets issued versus demand analysis and said that the ratio of tickets issued compared to transient demands does not include citations issued at the beaches or violations that were issued by the police department, and that \$2,000 was collected for violations at the beach. Mr. Rains asked Mr. Legesse if he could track what it costs are to perform the appeals process. Mr. Legesse said “yes” and that any collection effort that was done can be tracked. Mr. Legesse said even though they are seeing an increase in demand from prior months for the tickets issued versus demand, this month it has declined.

Mr. Legesse reported on the Pay by Cell activity and said it is showing an increase in demand month over month and represents 27.8% of system demands and 13.3% of system revenue, and the same time last year the demand was at 24.5% systemwide and revenue was 12.2%.

## **5. OLD BUSINESS**

### **a. Update-LAZ Customer Service Training**

Mr. Legesse provided an overview of the training and said the quarterly customer service training was held last week and was very successful and the trainer connected well with the employees and received positive feedback from the employees that took the training. Mr. Rains asked how often the training will be held. Mr. Legesse said he has requested that it is held twice

a year, but at a minimum it will be held once a year along with another three trainings that will be handled through their HR Department. He said he hopes in the future that members of the Parking Authority attend. Mr. Lutz requested that Mr. Legesse get a comprehensive plan throughout the year, and have it scheduled well in advance because these trainings are important, and that customer service is paramount to what they do.

b. Update- 15-Minute Free Parking- Wall Street

Mr. Lutz provided an update and said the signage has been completely installed and will bring the pilot program that was set up to streamline and better organize the signage to a close. He said now that the signs have been installed, they can move forward with scheduling a press conference in early May to implement the free 15-minute parking for all the spaces in the Wall Street area. He said once there is a firm date scheduled the members of the Parking Authority will be invited. He said that staff will be handing out flyers to explain the process to all the local businesses and are also planning to have an ambassador in the area to assist for the first few days.

Mr. Fullam said the free 15-minute parking applies to a paystation and unfortunately is not available through Parkmobile because there is a fee. Mr. Lutz said that is correct and any transaction that is made there is a .35 cent fee. Mr. Fullam said there will need to be a plan because there is not a paystation everywhere and sometimes people need to walk around the corner and it's just not simple. Mr. Lutz said the paystations are spread out evenly on Wall Street but other solutions can be looked at to see what else can be done. Mr. Rains said it was his understanding that if the paystations were on a straightaway a paystation would be visible but if the road changes direction there would need to be another paystation and requested that the locations of the paystations be confirmed. He also suggested that the program be rolled out in a big way because as Mr. Travers had pointed out there is no other municipality that is doing this. Mr. Lutz said he has a meeting scheduled with the communications director and he will discuss this with her.

## **6. NEW BUSINESS**

a. Update-New Sign Installation on Washington Street

Mr. Lutz provided an update and said since the pilot program has been successful it is time to bring it to South Norwalk and the goal is to install new signage and have free 15-minute parking in all the parking spaces in South Norwalk in conjunction with what is being done in the Wall Street area. He said the goal is to bring the sign recommendations to the next meeting and if approved they will be ordered and installed by the end of June, and the free 15-minute parking would be in effect shortly after the installation of the signs.

## **7. ADJOURNMENT**

**\*\* MR. FULLAM MOVED TO ADJOURN.**

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

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:35PM.

Respectfully submitted,

Dilene Byrd