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**PARKING AUTHORITY  
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE  
AND TELECONFERENCE  
JANUARY 25, 2023**

**ATTENDANCE:** Eric Rains, Chairman  
Jud Aley  
Matthew Seebeck  
Pamela Parkington

**STAFF** Jessica Vonashek, Chief, Economic and Community Development  
James Travers, Director, TMP  
James Emery, Asst. Parking Director, TMP

**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, DECEMBER 28, 2022.**

- \*\* MR. SEEBECK MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
- \*\* MS. PARKINGTON SECOND THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**3. FINANCIAL AND OPERATING REPORT**

Mr. Manousos reported and said that the performance for the month has been very favorable as well as year to date and each location was either at or above budget except for some minor variances at the Yankee Doodle Garage and Webster Lot. He said the expenses are also favorable to budget, and the net operating surplus that has been healthy and has adjusted the forecast so that more building repair and maintenance projects can be added.

Mr. Manousos reported on the variances and said the first one was on transient parking which was mainly due to commuter facilities and the Maritime Garage. He said that meter revenue and parking violations were also up compared to budget, and that there was an increase in meter bag fees that came from the Wall Street area, as well as increased demand in on street parking. Mr. Aley asked why the meter bag revenue had increased. Mr. Legesse said it was construction related in the uptown area and when a meter is bagged the fee is \$25/day per space which equated to an increase of \$8,000 for the month. Mr. Travers noted that transient activity was also up and may be due to the two large successful events that were held that drew people into the areas that may have translated into more people visiting the area. Mr. Legesse said the improved signage in the area may have also contributed to increased compliance with people paying at the meters and they will track and report on that as well.

Mr. Legesse said there was a repair to one of the older vehicles so they will be doing another analysis of the vehicles and expenses related to each vehicle to determine whether to get back to the fleet replacement program because at some point the expenses will be more than the cost of a new vehicle. Mr. Rains asked why there is still a vehicle from 2011 still in the fleet. Mr. Manousos said because it was still in good condition at the time and had extended its life. Mr. Legesse added that when the fleet replacement program was implemented in 2018, they were replacing one vehicle each year and the vehicles were more than five years old when the program began but it was stopped in 2020 due to Covid. Mr. Rains said that replacing one vehicle per year may not be enough if the fleet is aging in spite of being updated. Mr. Emery said he has requested that all the historical data from the vehicles be pulled so they can evaluate what will be most cost effective in the long run.

Mr. Manousos said that a major sign repair was done at the Maritime Garage and some landscaping work at Webster Lot that contributed to the variance, but the entrance sign repair was offset by an insurance payment so there was a net zero effect. Mr. Rains said since it is part of the condominium why is the Parking Authority responsible. Mr. Manousos said the payment was received prior to the work being done and said that sign is the responsibility of the garage's condominium unit, and the Parking Authority is a member of the condominium association and was the responsibility of the Parking Authority but was paid by a third-party insurance. Mr. Rains asked how clear that arrangement is in the bylaws on who is responsible for what. Mr. Manousos said he will research it and send it the members of the Parking Authority. Mr. Seebeck said the Parking Authority would be interested in seeing the condominium declaration showing a map showing the limited common areas etc. Mr. Rains asked who pays for all of the flowerpots that are outside the garage. Mr. Legesse said the Parking Authority. Mr. Travers said that there are also flowers at the Yankee Doodle Garage and Webster Lot that the Parking Authority also pays for. Ms. Vonashek said the Parking Authority has a contract with Meticulous Landscaping that was brought over from the Redevelopment Agency, and it is a three-year contract with two-one year options and is in the first year and they do a lot of the urban core landscaping and if the Parking Authority is interested the beautification can be picked up under that contract.

Mr. Manousos said the service contract is over budget due to the quarterly invoice for the permit system and a few months of the meter company's service invoice that was paid, and that is another one of those allocated expenses that have been strait-lined and will look at it in the next budget cycle. He said the operating expense line-item variance was mainly due to the consultant that was hired to create the RFP as well as some miscellaneous items including the insurance deductible for a motor vehicle accident. Mr. Rains said this is the first he is hearing of an accident and asked it will have further involvement and if the Parking Authority is at risk. Mr. Legesse said as of now it is closed out by the insurance company.

Mr. Manousos said permit violation management was under budget and that is credited to Mr. Legesse for viewing the invoices and catching an error that they received a credit for.

Mr. Manousos presented the profit and loss statement. Mr. Seebeck asked that some of the forecast lines be looked at especially for the repairs and maintenance because his concern is that double the budget is being forecasted. He also said the credit card associated fees are budgeted at 2.9% and they seem to be coming in at just over 4%. Mr. Manousos said the repairs and maintenance line moves around a lot especially during the third quarter for projects that there was no funding for earlier in the year but always plan for them at the end of the year, and some of them may be related to the condition assessments that Desmond did for the Parking Authority and there was a repair plan so the projected surplus allows some work in the facilities. Mr. Rains said when there are funds left in the snow account line where do they go. Mr. Manousos said goes into the fund balance. Mr. Travers said at the end of the year the funds go into a larger fund balance that the city maintains. Mr. Rains asked if there is currently money in the contingency fund. Mr. Travers said the contingency fund was budgeted at \$50,000 for the year and to date have not used any of those funds and in addition to that there is \$384,000 that is in the fund balance. Mr. Aley

requested that each line be numbered on the profit and loss statement so that it will be easier to follow. Mr. Seebeck suggested that if there is an expectation that would be undertaken that would otherwise be capital and deploy funds from operating to conduct those repairs in the fourth quarter to have a list of those projects as part of the capital run and have the team prepared to present those next to the available funds with some sort of schedule that can be approved. Mr. Manousos said in the next few months they will work with staff to identify the projects and associating a cost to them based on the future strategic plan. Mr. Travers said they are also undergoing a conditions assessment of the facilities so that Desmond can give the priority of work that needs to be done.

Mr. Manousos reported on the effects of Covid to the system revenue and said they are at almost 10% below pre Covid levels but the expenses are also below pre Covid levels. ‘

Mr. Manousos reported on the systemwide activity and said it has been improving since last month and does follow seasonal trends and 88% of the revenue received are non-cash transactions and permit sales are stable but are still below pre Covid levels, but on street parking demands are better than pre-Covid levels for the month and a lot of that is being seen by the leisure activity side.

Mr. Rains said since there is no fee for parking on holidays is there a way to load the holidays into the Park Mobile app. so people are aware that they do not need to pay. Mr. Manousos said “yes” they should be able to do that.

Mr. Manousos reported on the tickets issuance versus demand and said the ratio dropped in December. Mr. Emery said that they are doing the three-month trial period with the new signage standardization in the Wall Street area but it is still too early to begin to compile and look at the data, but it will be interesting to see if there is a direct correlation but should be able to report on the trends at the next meeting. Mr. Aley said earlier this week he had requested that the report include which streets the tickets were being issued. Mr. Manousos said that will be included in next months report.

Mr. Manousos reported on the Pay by Cell and said that it has been very successful and is only getting better.

#### **4. ENGINEERING AND PROJECT REPORT**

##### **a) SNRR Concession Area Build Out**

Mr. Emery said they have begun construction but there is no timeframe as of yet on when they think the construction will be completed, but that it will come as they begin demolition on the eastbound side and will have a timeframe to report at the next Parking Authority meeting. Mr. Aley asked if the area is just for vending machines or if there will be a concessioner going in the space. Mr. Emery said this area is strictly for vending machines, but the eastbound side will allow them to have a customer service booth. Mr. Aley asked how often that will be staffed. Mr. Emery said they have not yet decided and will need to look at data on the ridership numbers and have a better understanding of when most people are going through as well as the budget to be sure there are means to staff it properly.

##### **b) Yankee Doodle Garage**

Mr. Travers reported and said they met with the contractor today and they said they have received the survey of the property back and are now working on the design of the rear side, and the team was on site a few weeks ago and the electrical analysis was done. He said the goal is the to receive the 50% design drawings by March 1, 2023, and have the project out to bid later this year.

Mr. Rains asked how this is being communicated to the Wall Street area. Mr. Travers said there was a session done at the library and they also reached out to them via their newsletter so they have been up to date on the time frame of the project and when the 50% drawings are received it will be a good time to touch base with them and they also do a large outreach via their newsletter.

## **5. NEW BUSINESS**

- a) Discuss and Vote- Norwalk Parking Authority Vice President

Mr. Rains said the position of the Vice Chairman of the Parking Authority has been vacant for some time and Mr. Seebeck said he would be interested in assuming that role and would like to bring it for a vote tonight. Mr. Seebeck said it is an honor to have the opportunity to participate in this organization and it is incredibly important, and they do such fantastic work and looks forward to continuing to work with the Parking Authority throughout the coming years and is honored to be considered the Vice Chairman. Mr. Travers said it has been wonderful having Mr. Seebeck as part of the team and it is an exciting time for the Parking Authority and the work that has been done is outstanding.

**\*\* MR. ALEY MOVED TO NOMINATE MR. SEEBECK AS VICE CHAIRMAN OF THE PARKING AUTHORITY.**

**\*\* MS. PARKINGTON SECONDED THE MOTION.**

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

- b) Discuss and Vote- Tenant Selection of the Commercial Space, Westbound of South Norwalk Train Station

Mr. Emery said there has been a surprising amount of interest in the space and is working with the leasing agent and they have narrowed it down to a handful of small businesses but are not ready to take a vote as of yet and will involve the Economic and Community Development team to see what kind of partnership can be done to help facilitate these small businesses and provide support to them. Mr. Seebeck asked if more detail is anticipated between now and the next scheduled meeting. Mr. Emery said "yes". Mr. Seebeck requested scheduling a special Parking Authority meeting between now and the next scheduled meeting for the purpose of reviewing any lease details that the team brings forward. Mr. Travers requested that Mr. Emery coordinate with the Parking Authority members to schedule a special meeting in two weeks. He also said that the information will be provided to the Parking Authority members prior to the special meeting.

## **6. OLD BUSINESS**

- a) Update- Request for Proposal for Parking Operator

Mr. Emery said they are at the tail end of the release of the RFP and will be reviewing it to send back to the consultant to finalize and will hopefully have it released in the next few days. He said they are still on schedule and don't anticipate having any scheduling issues moving forward throughout the entire process. Mr. Rains requested the RFP be shared with the members of the Parking Authority once it has been finalized.

## **7. ADJOURNMENT**

**\*\* MR. SEEBECK MOVED TO ADJOURN.  
\*\* MR. ALEY SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:10PM.

Respectfully submitted,

Dilene Byrd