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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
APRIL 23, 2025**

ATTENDANCE:	Eric Rains, Chairman Matthew Seebeck, Vice Chairman Jud Aley Peter Fullam
STAFF	Bryan Lutz, Asst. Parking Director, TMP
OTHERS:	Rocky Legesse, LAZ Parking Louis Henriques, LAZ Parking Cara Hyder, LAZ Parking

I. CALL TO ORDER

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

II. ROLL CALL

Mr. Lutz called the roll, and those listed in the attendance were present.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: March 26, 2025

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

There was no public participation this evening.

V. REPORTS

A. Engineering and Project Report

1. Update: NPA 2025-01 Repairs and Improvements at Haviland Parking Deck

Mr. Lutz provided an update on the Haviland parking deck project and said that the legal department is drafting the contract, which, once executed, will have a start date. He hopes the contract will be sent out by next week, and he can report on a start date at the next meeting.

Mr. Rains said he knows the team has done excellent outreach for the people who have permits and the business owners who have clients that park there and asked if there is a milestone coming up where they need to be informed again. Mr. Lutz asked Mr. Legesse to have an email sent out by Friday, reminding people that this is upcoming, and will send out another reminder once there is a start date. He suggested alternatives for allowing people to park in several parking spaces on the deck during the day if needed. Mr. Rains suggested sending the information to the Chamber of Commerce so they can include it in their communications.

B. Financial and Operating Report-LAZ

Mr. Legesse reported and said overall the performance was strong for the month and was 4.1% over budget in revenue, and 11.6% under budget for expenses, leading to a fund balance of \$96,451. The parking revenue was 4.5% above budget. Transient revenue was 4.4% over budget, and the leading performers were the Maritime Garage, the South Norwalk Railroad Station, and the Yankee Doodle Garage. The meter revenue was just under budget at 0.1% due to the construction on East Wall Street, but we have seen an increase at the Main Street lot, so we captured the loss of meter revenue. The monthly revenue was over budget, and the leading performers were the Yankee Doodle Garage and the YMCA lot, which was unbudgeted for the month. The parking violations were 7% over budget and were mainly due to the ticket insurance increase on Orchard and Merwin Street for construction in that area. The expenses for the month were under budget at 11.6%, and the main savings came from building repairs, maintenance, and snow.

Mr. Legesse reported on the variance report and said the snow expenses came under budget due to no snowstorms. The service contract was under budget for the month due to the service contract with the old equipment being terminated. The building repairs and maintenance were under budget due to some of the landscaping work scheduled to begin in March being pushed to April due to the weather. The vehicle expenses for the month were over budget due to repairs for the two enforcement vehicles and the maintenance truck.

Mr. Fullam said the vehicle expenses seem high and asked Mr. Legesse to elaborate. Mr. Legesse provided an overview of the vehicle repair expenses, which included preventative maintenance costs. He said higher expenses are mainly on the enforcement vehicles due to their idle time and age, and a request in the budget to replace those two vehicles to reduce the repair costs. Mr. Fullam asked if leasing the vehicles has been looked into. Mr. Henriques said they have a large fleet in the state and tend to purchase vehicles on a national level. They have gotten away from leasing because it doesn't make sense in most cases, but they can price out leasing the vehicles. Mr. Rains, due to COVID, the purchase of new vehicles was deferred, and now we have some ground to regain. The decisions that were made at the time were good ones because the timeframe of the situation was unknown, and the strategy was to take the most vulnerable vehicles offline and replace them with new ones. Mr. Rains asked if there is a future view that can be shared with the Parking Authority for the rest of the vehicles. Mr. Henriques said they can provide an analysis that would give a ballpark idea of what life is left on the current fleet.

Mr. Seebeck said it is the expectation that LAZ is managing the fleet, and he is frustrated that the budget has been busted by 100%, and it troubles him that massive overhaul work is being done on equipment that is not slated for replacement. He asked what the approved budget is for next year for repairs and maintenance, because if it is anything less than what has been spent year to date and is maintaining the same fleet of equipment, he does not think there is an appropriate amount. He also requested the approved budget for next year to acquire new vehicles. In his recollection, this is why they are not looking at leasing: they are following the city's acquisition policy for new fleet assets, which he believes Mr. Travers said was a requirement. Mr. Legesse said the budget to purchase new equipment for next year is \$160,000, and the budget for vehicle repairs and expenses is \$40,000. Mr. Seebeck asked to be clear that two new vehicles will be acquired, replacing two older vehicles of the eight-vehicle fleet. Mr. Legesse said that it is correct. Mr. Seebeck noted that this will leave six vehicles with \$12,000 less in the budget and \$60,000 less than spent year-to-date for next year's forecast for vehicle expenses on a year-to-date basis. He said it is a problem and suggested referring and requesting that LAZ reconcile the forecast. Mr. Rains agreed and said they may need some interim conversations about that. Mr. Rains requested that Mr. Legesse and Mr. Henriques provide an appraisal of where they stand, including the repairs that were discussed this evening and the repairs that have been completed. He could make himself available if they need assistance to prepare it for the next meeting.

Mr. Aley said the cost per mile is also important and requested a report showing that and a recommendation for vehicle replacement.

Mr. Legesse reported on the free 15-minute usage and said they have seen a 27% increase from February and an increase in all areas. Staff are continuing to educate business owners and their customers about the free 15-minute option.

Mr. Legesse shared photos of LAZ employees assisting customers at the South Norwalk Railroad Station garage with the new equipment, which was received positively by customers. Mr. Rains said he has also received phone calls from people who are ecstatic about the new system. Mr. Lutz said the equipment installation went very smoothly compared to what he has seen in his past experiences, and it was a good transition. The team was great.

VI. NEW BUSINESS

There was no new business discussed.

Mr. Lutz noted that the LAZ team has been out over the past week and went door-to-door to over 80 local businesses for feedback. Ms. Hyder reported on some of the initiatives. She said they have made many strides over the last couple of weeks and have come up with some unique ideas to advertise and market the parking options on a focused basis, rather than pushing one program to everyone. She said they received a lot of feedback on some excellent ideas. She is putting together some recommendations around that which include cross promotions through advertisements within the facilities, updates to the website, and will be putting together a forum by district for a more open discussion in different areas and get an idea if there are any additional programs to build given the fact the equipment was just updated and highlight the free 15-minute option and drive more business overarchingly as a whole.

Mr. Rains said it would be helpful to understand the parameters of the primary objective for various parts of the city that would be implemented over time. They suggested it be implemented in the monthly meetings to understand progress and accomplishments. Ms. Hyder agreed and suggested presenting a proposal to the Parking Authority with options for pricing, and that the discussions they have been having with the local businesses in the area have been for fact-finding so that they can build the plan and present it to the Parking Authority for approval. Mr. Rains asked Ms. Hyder if she would be ready by the next meeting to present the framework. She said “yes” she should be able to that and has started on a few generalized recommendations to provide to the team but have also put together a detailed marketing plan into the proposal and will put a schedule to how each of the programs will work and have an elaborate discussion with the Parking Authority and a vote to proceed.

VII. OLD BUSINESS

A. Discuss and Vote: Procurement of Flash/Parkonect PARC System

Mr. Lutz said last week was very busy at the Maritime Garage and served over 5,000 transient customers. There were no traffic backups like the ones we used to experience, which was a significant achievement, and he is happy to see that the early success of the new system is happening.

Mr. Lutz said the proposal approved last November was \$581,000 for this system. Still, he inadvertently admitted a 10% contingency on that proposal and is requesting an increase to the purchase order to cover the necessary change orders experienced during the installation. Mr. Rains asked if the project had been completed. Mr. Lutz said “yes,” but is still going through some operational changes while working with Flash and would like to wait two more weeks to be fully confident in signing off on this project. Mr. Rains asked if there would be any further expenses. Mr. Lutz said “no”. Mr. Aley asked what the dollar amount is. Mr. Lutz said there are four invoices totaling \$33,200, and he is

comfortable requesting to increase the purchase order by that number, and Flash has assured him that there will not be any more change orders. Mr. Aley requested that the invoices be emailed to him.

Mr. Seebeck asked about the source of funding. Mr. Lutz said that capital funds were used for this project and are still under budget in the capital account.

****MR. SEEBECK MOVED TO APPROVE THE REQUEST FOR FUNDING FOR THE CHANGE ORDERS IN THE AMOUNT OF \$33,200 FOR THE FLASH PARK CONNECT PARK SYSTEM.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

B. Update: SNRR Lease

Mr. Lutz said he went through all the committees for approval to lease the space to The Taco Guy. The Common Council approved it last night, and the lease was sent to him today for their review. They hope to have the new tenant by May 1st and will likely hold a ribbon-cutting ceremony once he opens for business.

Mr. Lutz said that Earth Day will be celebrated this Saturday with two events. Jim Travers will guide a walking tour of Wall Street, beginning at 10:00 AM, and meet at Factory Underground. Following that, there will be an Earth Day Festival on the Norwalk Green from 11:00 AM to 3:00 PM.

VIII. ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:55 PM.

Respectfully submitted,

Dilene Byrd

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