Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

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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 e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Brian Lutz blutz@norwalkct.gov to provide written comment prior to the meeting.

# PARKING AUTHORITY
# REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE
# MARCH 26, 2025

**ATTENDANCE:** Eric Rains, Chairman
Matthew Seebeck, Vice Chairman
Peter Fullam

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

**OTHERS:** Rocky Legesse, LAZ Parking
Louis Henriques, 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. There was a quorum present.

## III. ACCEPTANCE OF MINUTES

**A. Regular Meeting: February 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. Discuss and Vote: NPA2025-01 Repairs and Improvements at Haviland Parking Deck

   Mr. Lutz said last month that four bids were received for the project, and after further review and consultation with the project planner, the staff recommends proceeding with GL. Capasso for the contract. They completed similar work last year on the Yankee Doodle Garage project. Their bids align with the budget while demonstrating the expertise required for both the deck repairs and the improvements outlined in this project.

   Mr. Travers said he and Mr. Lutz walked the site with the contractor, ensuring they had a clear understanding of what the job entailed, and they are very confident that they can complete the work. The work includes the stairs to the passageway as well as improvements to the passageway and will result in a noticeable improvement for the area's users.

**** MR. SEEBECK MOVED TO AUTHORIZE STAFF TO ENGAGE WITH GL. CAPASSO FOR THE BUDGETED AMOUNT FOR THE HAVILAND DECK PARKING DECK PROJECT IN 2025.**
**** MR. FULLAM SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. Update: Installation of PARC System

Mr. Lutz provided an update on the installation of the new PARC equipment, stating that it was successfully installed and is now operational. The primary installation began on March 15th at the train station, where the Flash and PARC team members worked diligently over the weekend to minimize disruption and ensure a relatively seamless commute for the following Monday. Once the hardware is fully installed at the train station, the PARC team members moved to the Maritime Garage to begin that installation. Throughout the process, the existing system remained functional, allowing both transient and permit holders uninterrupted access to the garage. We are pleased to report that the LPR system is now fully operational. Flash is still addressing some minor software adjustments, but they are routine and expected. He thanked the teams for their hard work, as their efforts have positioned us to deliver an improved customer experience for our visitors. He then presented a video demonstrating how the permit system functions with the LPR system.

Mr. Henriques thanked Mr. Legesse and his entire team, as this was a heavy lift and was done with minimal issues. He also thanked Mr. Lutz for all the collaboration. Mr. Travers echoed his comments, saying that this was a long time coming and that all involved had done a fantastic job. Mr. Rains agreed and thanked Mr. Lutz and the team for their coordination and assistance on this matter. It is always more challenging to do something like this while the facility is in operation, and they did a masterful job.

Mr. Lutz said in February, they had 2,608 transactions of the free 15-minute option. He said the citywide roll out was on January 30th and had 1,219 total transitions, in only two days and that the will be monitoring the data and had a brief conversation about how they could get more messaging out on the program to continue to notify the public that the option is available and is also researching on how to get this on a pay by phone app. as well. Mr. Fullam said he still received comments that the public is not aware of the free 15-minute option and suggested a sticker be applied to the paystations, making people aware of the program. Mr. Rains suggested that it be added to the website as well. Mr. Travers suggested continuing with the advertisement on social media. Mr. Rains suggested that staff reach out to the Snyder Group to determine the most effective way to do this.

## B. Financial and Operating Report- LAZ

Mr. Legesse reported that, for the first time this fiscal year, the budget revenue and expenses were not met, resulting in a net loss for the month. This was primarily due to expenses related to snow and resulting revenue loss. Still, on a year-to-date basis, there is a healthy fund balance. Overall, the total parking revenue is 0.7% under budget for the month, primarily due to meter revenue being 0.8% under budget and parking violations being 13.6% under budget for the month. This was offset by strong monthly revenue that exceeded budget by 8.2% for the month, while transient revenue remained on budget. Expenses exceeded the budget for the month due to snow removal costs.

Mr. Legesse reported on the variance report and said there was no variance for the month for parking revenue, but that building repairs and maintenance were under budget by 46.5% for the month due to the anticipated overhead gate repairs, lightbulb replacement, and electrical repairs that were budged but not incurred, snow removal expenses for the month were over budget by 303.1% due to increased snow storms for the month coupled with a payment for late January snow storms, the service contract for the month was over budget by 85% due to payment to Parc equipment service contract that was missed in January. The utility expenses were over budget by 75.1% and are in contact with Eversource to inquire about the increase in the monthly charge. They have stated they are seeing this across the board due to the extreme cold weather for the month, but he is still requesting the actual reading and will update the board at the next meeting.

Mr. Rains said that the year-to-date amount of $238,565 for building repairs and maintenance is where they should be at this time of the year. Mr. Legesse noted that once the expense for gate repair is incurred, he thinks they will be at the budgeted amount for repairs and maintenance.

Mr. Seebeck asked, since they are behind in revenue, where he thinks the year will end. Mr. Legesse said year to date, the fund balance is $431,000 in net income on a budget of $178,000, and they are assuming the overhead gate repairs will occur this fiscal year and expect to end the fiscal year with a fund balance of approximately $300,000, which is over the budget fund balance. He said that, aside from the repairs and maintenance, there are some savings on payroll, uniforms, and operating supplies for this fiscal year, and he anticipates finishing the year under budget on these items. Mr. Travers stated that they had tightened the budget to maintain a larger fund balance than last year, acknowledging that insufficient funds had been allocated in previous years. Mr. Seebeck said he appreciates the clarification and thinks they are trending in the right direction from the perspective that compliance is up so are seeing increases in meter and transient revenue, and decreases in violation revenue, which is the desired effect of all of the collective work that the team has put together, but want to be sure they are not cutting into the forecast by underspending in a quarter and overspending at the end of the fiscal year.

Mr. Legesse provided an overview of the operations report, noting that Park Mobile Transactions show a significant increase in SONO and on-street parking, as well as a minor decline in off-street facilities.

Mr. Legesse said a customer appreciation day was held in February and shared photos of the event.

Mr. Rains asked if, with the new controls in the garage, data will be generated that can be added to the monthly discussion. Mr. Lutz said one of the items they are pushing for is occupancy, and with this new system, the report will be more accurate than what they previously had, allowing them to present that data monthly. Mr. Rains asked if the free 15-minute parking usage can also be tracked. Mr. Lutz said "yes," and the numbers he reported on earlier were based on the reports from the Cale parking system.

## VI. NEW BUSINESS

A. Discuss and Vote- Conditions Assessment Proposal

Mr. Lutz said last month he presented an overview of the conditions assessment for the parking garages, emphasizing their importance as critical infrastructure and highlighting that these assessments involve thorough inspections of structural elements, mechanical systems, and safety features, with findings documented in a report that identifies immediate repair needs and recommends a maintenance schedule. Proactive assessments extend the lifespan of garages and ensure they remain safe and in good working order. He had noted that the most recent assessment was conducted in 2022 and proposes a bi-annual assessment to ensure the ongoing safety, functionality, and longevity of these vital assets. However, they are also requesting some flexibility to conduct an additional assembly in an off year should an urgent issue arise, allowing them to address the pressing concerns properly. In this event, the information would be presented to the board for approval. To support this plan, he had obtained two proposals. He recommended moving forward with Desmand's proposal, as they had conducted the 2022 assessment and gained familiarity with the facilities and had offered guaranteed pricing for five years with no long-term commitment required. This cost certainty, combined with flexibility to adjust the schedule as needed, makes their proposal the best fit.

**** MR. SEEBECK MOVED TO AUTHORIZE STAFF TO ENGAGE DESMOND IN A CONDITION ASSESSMENT.**
**** MR. FULLAM SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

B. Discuss: Incentives for Businesses near Parking Assets

Mr. Rains said that he, Mr. Travers, and Mr. Lutz have been discussing ways to benefit businesses located near the parking assets. It was suggested that a program could be established where businesses use social media to generate a certain number of visits to Norwalk and explore ways to collaborate with them. One thought was to offer parking through coupons, etc., so that it is correlated with their business performance. He asked that the members of the Parking Authority consider this or an alternative approach where the relationship between the Parking Authority and businesses is more transactional, rather than the Parking Authority simply providing benefits.

Mr. Travers said that if anyone has any ideas, they should send them to Mr. Lutz, who can gather everyone's thoughts, conduct his research, create a document to share with the Parking Authority ahead of time, and facilitate a productive dialogue for the next meeting.

## VII. OLD BUSINESS

There was no old business discussed this evening.

Mr. Travers said that on April 26, 2025, is Earth Day, and there will be a celebration in the green. He will be hosting a Wall Street Walk that morning and will discuss the improvements and will meet at the library.

## VIII. ADJOURNMENT

**** MR. FULLAM MOVED TO ADJOURN.**
**** MR. SEEBECK SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**
The meeting was adjourned at 6:48 PM.

Respectfully submitted,

Dilene Byrd