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PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
NOVEMBER 29, 2023

ATTENDANCE: Eric Rains, Chair
Matthew Seebeck, Vice Chair
Jud Aley
Peter Fullam

STAFF Jim Travers, Director, TMP
Bryan Lutz, Asst. Parking Director

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, OCTOBER 25, 2023.

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

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said for the month of October the revenues and expenses were pretty much on budget, and from a year-to-date perspective parking revenue was favorable to budget by approximately 6% and was mainly due to transient revenue which was approximately 14% over budget. He said the total revenue is up over 8% compared to last year and last month and is mainly due to the railroad station facilities, and transient activity is similar to last year and are seeing activity increases in just about all of the locations but were offset by Haviland Deck, North Water Street lot, and on street demands due to a decrease in activity in the evenings and weekends in SONO. He said the permit revenue has been fairly steady on a monthly basis but is up year to date.

Mr. Manousos said there is nothing new to report on the Walk Bridge project except that the North Water Lot is back to normal operations from the crane be constructed in the middle of the month. Mr. Rains said the expectation is to not have the lot out of commission unexpectedly and asked if there is a way to track the various locations primarily the North Water Street Lot and on street parking on how much time parking is not available as a result of the Walk Bridge project. Mr. Manousos asked if he would like it to include the financial impacts. Mr. Rains said “yes” and that should be the multiplier for whatever they have committed to pay for the spaces and there should be a revenue line for that. Mr. Travers suggested that Mr. Manousos and Mr. Legesse work with him and Mr. Lutz to create a spreadsheet. Mr. Lutz said one of the things that they will need to look out for next year is that for the first six months the East Norwalk Railroad Station northbound side will be closed twice for 30 days (dates to be determined) but that will be an impact and they can forecast for that revenue separately.

Mr. Manousos reported on the variance report and said there was nothing to report on the revenue side and for the expenses there were only two items which were the service contracts that was related to

Desmond Associates payment for the conditions assessment, and the other was for the bulk purchase of entry tickets for the South Norwalk Railroad Station and the Maritime Garage.

Mr. Manousos reported on the systemwide activity and said it is within 1% of last year and almost all locations are up in terms of demand with the exception of Haviland Deck, North Water Lot, and on street parking due to businesses being slower. Mr. Rains asked where that information that the businesses are slower came from. Mr. Manousos said that the staff periodically speaks to local businesses, and they have said that businesses has been a little bit slow compared to last year. Mr. Travers suggested sharing this information with the Business and Tourism office to see if they can do some targeted outreach under the Visit Norwalk page and reaching out to the Snyder Group to do marketing.

Mr. Manousos reported on the permit sales and said revenues are up year to date. Mr. Rains asked when the right time is to start thinking about the impact of the Webster lot development on things such as permits. Mr. Travers suggested inviting Mr. Bidolli back for the next meeting and inviting him on a quarterly basis to provide a status update and discuss what other opportunities the Parking Authority has for revenue. Mr. Aley asked when the entire area is built out if the Parking Authority will control some of the public parking in the garage. Mr. Travers said they did apply for a grant to fund the building of the garage because if we built the garage the Parking Authority would get the revenue and there are 660 parking spaces that are required through the land development agreement that needs to be maintained as public parking, but if the developer is the one who will be building the garage, then the developer would retain the revenue.

Mr. Manousos said as discussed earlier the on-street activity to date has been off compared to last year mainly from the SONO area.

Mr. Manousos reported on the enforcement and said that issuance and revenue were both up compared to last year but were down compared to fiscal year 2022, and 33% of collections were from late fees in October and totaled approximately \$40,000. Mr. Rains requested adding the late fees to the pie chart in the report going forward. Mr. Aley requested that Mr. Manousos send him an email with the number of tickets that are paid online. Mr. Fullum said there appears to be a significant difference in ticket issuance between 2022 and 2023 and asked if that is due to enforcement. Mr. Manousos said that he will look into it and report back. Mr. Travers said in his conversations with the Recreation and Parks Department there were very high volumes of visitors to the beaches that attributed to the increase in ticket issuance.

Mr. Manousos reported on Pay by Cell and said they are beginning to see the average transaction increase and are seeing that due to more activity at the railroad stations where the daily rate is much higher.

4. ENGINEERING AND PROJECT REPORT

a) Update- Yankee Doodle Garage- Exterior Repairs & Improvement

Mr. Lutz provided an update on the exterior repairs and improvements at the Yankee Doodle Garage and said the bid documents have been finalized and the bid opening is January 12, 2024, and the goal is to have the project start on March 1, 2024, and should take approximately five months to complete. Mr. Rains asked if the garage will be offline for five months. Mr. Lutz said “no” they will be operating during that time, but he will add that as a discussion item on next month’s agenda to decide how many spaces/ floors to close during for the project. Mr. Rains suggested starting the project on the south side so that it finishes first to be the least disruptive to the businesses that are there. Mr. Fullam said there will need to be some improvements to how people park in the driveway between the businesses and the Yankee Doodle Garage. Mr. Travers

said that area is incorporated in the larger plan to create a little plaza patio and add signage to have better compliance.

b) Update- Walk Bridge Look Ahead

Mr. Lutz provided an update and said that he has spoken to Ms. Pelletier and her team, and they would like to start having quarterly meetings next year so that they can provide a high-level rundown of the project to see where the impacts of the parking assets will come from. He said he received a three-week update and there will be no impact to parking assets and in January they will be starting the local bridge preparation work for East Norwalk, but they don't anticipate any parking assets being impacted, but in the six-month outlook is where there will be an impact on the East Norwalk Railroad Station. He said he will also be adding a link to the Walk Bridge project on the Park Norwalk website.

c) Upcoming Projects

Mr. Lutz said the condition appraisals that were received from Desmond that were sent last spring for Haviland Deck, the Maritime Garage, the Yankee Doodle Garage, and the South Norwalk Railroad Station totaled \$10.6 million dollars over a three-year period to update the facilities. He said the TMP staff will be requesting a \$1.5 million dollar bond to address Haviland Deck next year for the concrete work and waterproofing. Mr. Seebeck asked why Haviland Deck is being prioritized over the Yankee Doodle Garage. Mr. Travers said the Yankee Doodle Garage is still on board for the improvements and there is already funding for that so the next facility for improvements as recommended by Desmond Associates will be the Haviland Deck for the water infiltration. Mr. Seebeck said the recommendation from Desmond is \$650,000 for miscellaneous vertical overhead concrete repair but that's approximately half of the concrete repair that is suggested by Desmond and asked if the rest of the non-aesthetic work is covered. Mr. Travers said it is not covered and Desmond is helping to determine what is a priority. Mr. Aley asked if Haviland Deck will need to be closed while the repairs are being performed. Mr. Travers said "no" and that the installation of the membrane will be staged and will work with the contractor as it is too critical to the businesses in SONO. Mr. Seebeck asked if once the bond is issued if the Parking Authority will see the obligated window and how it will affect the ultimate revenue and if the comptroller will be providing a status of the account so there is an understanding of what the total funding is for the Parking Authority. Mr. Travers said that staff will contact the Comptroller to request that information.

**** MR. SEEBECK MOVED TO AUTHORIZE TMP TO SEEK A \$1.5 MILLION DOLLAR BOND ON BEHALF OF THE PARKING AUTHORITY FOR THE PURPOSE OF MAKING NECESSARY REPAIRS AND IMPROVEMENTS TO THE HAVILAND STREET PARKING GARAGE.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

5. NEW BUSINESS

a) Discuss and Vote- Haviland Deck Asphalt Work

Mr. Lutz said there was an opportunity to repair the entryway with asphalt today and tomorrow with minimal impact to operations at a cost of just under \$17,000. Mr. Travers said there was a contractor that was scheduled to do work in the area and offered to do the asphalt work and needed to be acted on relatively quickly and he had a conversation with Mr. Rains and all of the costs were run through DPW engineering to ensure we were getting the best pricing, and the funding is in place and will not affect any of the financial statements.

**** MR. FULLAM MOVED TO APPROVE FUNDING FOR LAMETTA CONSTRUCTION FOR THE ASPHALT REPAIRS AT HAVILAND DECK IN THE AMOUNT OF \$16,900.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

b) Discuss and Vote- Haviland Deck Stairwell and Aesthetic Improvements

Mr. Lutz said the staff is recommending design and construction documents being prepared by Desmond for \$20,000 for the stairwell and aesthetic improvements. Mr. Travers said it will also include the construction documents from the passageway up to the deck.

**** MR. ALEY MOVED TO APPROVE FUNDING FOR DESMOND ASSOCIATES TO PERFORM DESIGN WORK FOR THE HAVILAND DECK STAIRWELL INCLUDING CONSTRUCTION DOCUMENTS IN THE AMOUNT OF \$20,000.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

c) Discuss and Vote- SNRR Furnace Repair

Mr. Lutz said there was a furnace repair done at the South Norwalk Railroad Station that was previously discussed and Mr. Legesse and his staff received three quotes and the lowest quote was for \$10,551 and are recommending a repair for the furnace. He said they are also recommending a line-item change on these types of these types of unexpected issues that arise throughout the year.

**** MR. ALEY MOVED TO APPROVE A FURNACE REPAIR AT THE SOUTH NORWALK RAILROAD STATION IN THE AMOUNT OF \$10,551.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

d) Discuss and Vote-Cale April 2023 Purchase

Mr. Lutz said the purchase of the paystations were made in the spring and will need to be voted on so that the invoice can be paid. Mr. Travers said the Parking Authority had multiple discussions regarding the purchase of the paystations, but it was never voted on and is a fully funded item. Mr. Fullam asked how many were installed. Mr. Legesse said 26 new paystations were installed and 15 paystations were upgraded.

**** MR. ALEY MOVED TO APPROVE PAYING THE 2023 CALE INVOICE IN THE AMOUNT OF \$227,304.44 FOR THE PURCHASE OF THE NEW PARKING PAY STATIONS AND UPGRADES TO THE EXISTING PAYSTATIONS.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

6. OLD BUSINESS

a) Update- 15-Minute Free Option

Mr. Lutz said the signs have been ordered and there is a 16–18-day lead time and will be following up with the vendor on December 16th and the goal is to have them installed prior to December 22nd.

Mr. Aley said over the past month he has had two very positive interactions with the LAZ constables. He said last week there was a woman that ran out of gas in the middle of West Avenue but had no money for gas and the constable helped her move her car and gave her \$5.00 of his own money and he was very impressed by that. He said last month on River Street there were two cars that were out of time and the constable waited a few minutes for the customers to come out and move their car before issuing them a ticket. Mr. Manousos said that they will be recognized.

7. ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:15PM.

Respectfully submitted,

Dilene Byrd