

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.

Members of the public who wish to provide “live comments” will need to register in advance and use the Zoom meeting platform. 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. Please find the information using the link above.

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
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
SEPTEMBER 25, 2024**

- ATTENDANCE:**

Eric Rains, Chairman
Mathew Seebeck, Vice Chairman
Jud Aley
Peter Fullam
- STAFF**

Jim Travers, Director, TMP.
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 FOR EACH SPEAKER

Mr. Lutz read the following statements into the record:

AGW Partners is looking to bring valet parking to Washington Street as it has been highly requested by our tenants for a while now. We are in conversations with a private parking lot to be able to use their spaces to park the cars however, we are looking to rent a few parking spaces from the city in order to be able to do valet drop-off and pickup. Please let me know what the next steps are in order to make this happen and appreciate any help you can provide.

Carolyn Greenbaum, AGW Partners

Ms. Durand requested that Mr. Lutz and Mr. Legesse take the issue of parking on Rowan Street to the Parking Board but since speaking with them has received two more tickets. The situation is urgent since Metro North is upgrading the overpass and both Osborne Avenue and East Avenue are under construction and there is nowhere to park, and I am being ticketed repeatedly.

Mr. Lutz said she lives on a challenging road, but staff has offered solutions such as a monthly permit somewhere as well as other parking solutions around the neighborhood.

Solange Durand - 1 Rowan Street

2. DISCUSSION AND ACTION RELATED TO THE MINUTES FROM THE PARKING AUTHORITY MEETING WEDNESDAY, JULY 17, 2024.

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

****MR. SEEBECK 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 ongoing project at the Yankee Doodle Garage involves necessary concrete repairs and cutting of the fence which took place at the start of the project. We have continued to receive compliments on the improved appearance of the facility. The work has now progressed to perimeter concrete repairs followed by sealing columns and applying a waterproof membrane to prevent further water penetration. Mr. Lutz shared photos of the work and said they are doing well and have given them until the end of October to complete the work and should hit that date. Mr. Rains asked how often the caulking will be done going forward. Mr. Lutz said he would get the recommended maintenance plan and report back.

Mr. Lutz provided an update on the façade improvements and said they will be going out to bid next week and include the painting of the stairwells and ribs, improved lighting, installation of the cornice on the roof, and a pedestrian plaza.

b. Update- Haviland Parking Deck Improvements

Mr. Lutz provided an update and said staff is currently collaborating with Ken Sugarman from Desmond Associates to finalize the construction documents for the concrete repairs that were identified in the conditions assessment. This project includes improvements to the corridor leading to Washington Street including the addition of the new stairwell to enhance pedestrian flow between the parking deck and the businesses on Washington Street. Mr. Lutz shared pictures of the improvements and said a multi-space meter will be installed for convenience.

c. Update- Accessibility Improvements-SNRR & On-Street

Mr. Lutz said the accessibility of the facilities was discussed a few months ago and staff continually collaborate with Bill Hnatuk who is the city's ADA coordinator to ensure our assets comply with the accessibility standards. The latest initiative involved bringing our accessible van spaces into compliance at the train station, and the next improvements will be the installation of accessible doors for the garage and train station platform. The project is funded by the city's Community and Human Services Department. Currently, Mr. Hnatuk is preparing the building plan designs for review and approval. Mr. Lutz shared photos and said they would like to demo the existing concrete beam and make one big door for accessible ingress and egress. Mr. Rains asked if these improvements had been budgeted for. Mr. Lutz said they are not coming from the Parking Authority budget and the Community and Human Services Department has a capital budget that will cover these improvements.

4. FINANCIAL AND OPERATING REPORT

Mr. Legesse reported on the operational updates that took place over the summer and said a full power washing of the South Norwalk Railroad Station garage was done by in-house staff creating a big savings for the Parking Authority, and they did a phenomenal job. He said that the maintenance staff also did a partial cleanup of the Maritime Garage. Mr. Lutz said the importance of them getting the power washing done at the train station was key because due to the Spinnaker Development, it is pushing the cars to the garage so doing this before that was smart and it looks great.

Mr. Legesse said that there have been two customer outreach throughout the summer one was at the NICE festival, and the Norwalk Night Out and had a good reception and engaged over 200 people at each of the events, and most of the questions were about how to use the Park Mobile app and how to apply for a monthly parking permit, and also passed out the customer survey. He said there are also two upcoming events including the Halloween event and the Touch A Truck event at DPW.

Mr. Legesse introduced the LAZ representatives who joined the meeting tonight to say thank you for trusting LAZ and awarding the RFP and said the government division will be joining the meeting quarterly or semi-annually and sharing the best practices. Mr. Rains thanked them for attending the meeting and said the Parking Authority is looking forward to the next three years and look forward to the collaboration. Mr. Henrik said thank you and he is very excited to be here and look forward to the future and will be presenting a new deck that they will be presenting in the upcoming months. Mr. Rains requested that the deck be sent to staff for review before the meeting.

Mr. Legesse reported on the financial report and said for the month of August the revenue was under budget by 4.9%, and the expenses were down by 14.7% for the month resulting in a 39% over budget. He said on a year-to-date basis the revenue is following the same trend and was down 3.9% but was offset by a 12.5%

reduction in expenses. He said the underperformance in revenue was mainly due to the violation revenue and is a very positive trend. He said that most of the savings for expenses are coming from payroll, repairs and maintenance, and signage.

Mr. Legesse reported on the variance report and said on the revenue side parking violations were under budget by 20% due to increased compliance from clearer signage in the Wall Street area. He said on the expense side the operating expenses were under budget by over 43% due to fewer supplies being needed for the month, and the expenses for signage were down over 600% due to a claim that was paid for a damaged sign at the Maritime Garage, and the expenses for building repair and maintenance was down over 30% due to some repairs being completed by in-house staff.

Mr. Legesse reported on the systemwide activity and said the year-to-date activity was down 15.91% and most of the decline was due to transient activity at the Maritime Garage, and Webster Lot as well as a 10% decline in on-street activity due to the various construction mainly in the Wall Street area and SONO area. He said the transient revenue remains constant and 58% of transactions were Pay by Cell, 28% were paid by credit card and are pushing Park Mobile and credit card usage to reduce the cash handling in both the on-street and off-street facilities.

Mr. Legesse reported on the permit sales and said they are seeing increased permit activity for the month as well as year to date which is mostly coming from the train station and have now started a true waiting list at the train station that started in August and are seeing a lot of requests. He said the train station is getting almost full and only the top floor is vacant. Mr. Rains requested that Mr. Legesse check the older charts to see if the capacity is at pre-covid levels and report back. Mr. Legesse said he would monitor that but are not at pre-covid levels yet and some of the reduction in parking spaces in the overflow lot is what is increasing the capacity at the train station. Mr. Lutz said that staff will be looking at capacity closely now that the overflow project is happening. Mr. Rains asked Mr. Legesse to hold off on comparing the charts.

Mr. Legesse reported on the on-street parking and said there was a decrease but is due to the various construction projects throughout the city, but revenue is still up 88.6% due to the payments for parking spaces from the construction crews. Mr. Rains asked if the construction is related to the Walk Bridge project and if they are being compensated. Mr. Legesse said "yes".

Mr. Legesse reported on parking enforcement and said it is down from prior years. Mr. Rains asked if that included the violations from the beach. Mr. Legesse said "Yes". He also said that the Wall Street area where tickets were averaging 3.3% to 3.9% is now averaging 1.9% in ticket issuance versus demand and the demand has increased in the Wall Street area and believes it is mainly due to the improved signage. Mr. Lutz said it is also due to the outreach that staff has done. Mr. Fullam asked how the free 15-minute parking works in this scenario in the Wall Street area. Mr. Legesse said they are still gathering the data for the free 15-minute parking spaces but have gotten positive feedback from customers and are seeing increased activity. Mr. Fullam asked if the ticket reduction was due to the 15-minute free parking. Mr. Lutz said "yes" as well as from the increased signage and the outreach that staff has been doing. Mr. Fullam asked if the plan is for the free 15-minute parking to go citywide. Mr. Lutz said "yes" and said that is part of the project for the regulation change. Mr. Fullam asked if that would work with Parkmobile. Mr. Lutz said that staff is working on getting information from other vendors to see what they have to offer and has also requested that LAZ submit a proposal for their free 15-minute option.

Mr. Legesse reported on the Pay-By-Cell and said they are seeing the same transaction level as the prior year and due to the closure of the on-street parking spaces where most of the transactions are occurring has also had an impact but as the construction is completed and on-street activity increases, they believe the Pay-by-Cell transactions will trend up.

Mr. Seebeck asked where the revenue for the lease of the YMCA lot will be on the report. Mr. Legesse said it was included in the August report and was approximately \$5,000. Mr. Seebeck asked how long the partner lease is with them. Mr. Rains said there is more than parking being done and is substantial wear and tear and suggested there may need to be a conversation beyond the leasing spaces in that regard because if we are left with an asphalt surface that needs to be replaced it would be nice to at least share some of that expense with the project. Mr. Lutz said they are trying to accommodate them as best they can and are capturing revenue from them, and they are in contact with the construction company frequently and will bring up those concerns but agrees with Mr. Rains and if they want to continue using it any type of repair that needs to be done due to the project, they should repair it.

Mr. Rains said the trees that are in the lot looked like they could use some care and asked who was responsible for caring for them. Mr. Lutz said the city is. Mr. Travers said the Parking Authority took over the operation of the lot as a city parcel but from a city perspective it will most likely be a development opportunity at some point in time and the Parking Authority is managing it in the interim, so will keep the expenses down to minimize exposure there and will look for the construction company to repair any damage they have. Mr. Seebeck asked if it would make sense to ask an arborist or Parks and Recreation staff to assess the trees. Mr. Lutz said he would reach out.

5. OLD BUSINESS

a. Update- Regulation change

Mr. Lutz provided an update and said at the last meeting the Parking Authority approved the regulation change for the on-street parking spaces similar to what was done on Wall Street, and received the signs last week and the installation has begun on West Avenue, and some of the surrounding streets and thinks are going well. He said the meters and Parkmobile have been reprogrammed so West Avenue is updated and will hopefully finish the sign installation by the end of the week and SONO will be the next destination and once all the signs have been installed and all of the meters are programmed, we can then upload the 15-minute free option to the meters and make it citywide.

Mr. Lutz said they plan on holding the October Parking Authority meeting at the Yankee Doodle Garage but will have hybrid capabilities.

6. ADJOURNMENT

**** MR. FULLUM MOVED TO ADJOURN.**

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

The meeting was adjourned at 6:44PM.

Respectfully submitted,
Dilene Byrd