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PARKING AUTHORITY

EXECUTIVE SESSION

JULY 26, 2023

ATTENDANCE:

Eric Rains, Chair
Matthew Seebeck, Vice Chair
Jud Aley
Peter Fullam
Pam Parkington

STAFF

James Travers, Director, TMP

CALL TO ORDER

Mr. Rains called the meeting to order at 5:30PM.

**1. DISCUSS REQUEST FOR CONTRACTED PARKING WITH THE NORWALK PARKING
AUTHORITY**

During executive session there were no motions made and no votes were taken.

ADJOURNMENT

The meeting adjourned at 5:55PM.

Respectfully submitted,

Dilene Byrd



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PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
JULY 26, 2023

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

STAFF	James Travers, Director, TMP
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OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Adam Bovinsky, Executive Director, Norwalk Housing Authority

CALL TO ORDER

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

Mr. Rains said that there was an executive session held prior to this meeting and that no motions were made, and no votes were taken.

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER

Mr. Bovinsky said that he has an item on the agenda this evening that was discussed last month and is in attendance if anyone on the Parking Authority has any questions.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING, WEDNESDAY MAY 24, 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 the year has been closed out with just over \$100,000 in the fund balance. He said that revenue was slightly down for the month, but compared to last year, and year to date they are up over 5%. He said the transient revenue has rebounded nicely and the only area that has not recovered completely is the monthly revenue and will have to see it that becomes the new normal. He said the expenses are way up at 7.8% because some of the revenue was set aside for some improvements, a lot of them being at the Yankee Doodle Garage and compared to last year the expenses are up almost 10%.

Mr. Manousos reported on the variance report, and they were a little aggressive on the transient revenue at the Maritime Garage, but the transient revenue systemwide has rebounded nicely and are just 1.2% off budget. He said for the parking violations the number of tickets that were collected were 21% higher than what was budgeted, and the average ticket value was 59% higher than what was budgeted and a lot of that is due to the late fees but are hoping not to see these types of variances next year now that there is more history and stabilization coming out of Covid. He said the advertising revenue is up due to the contract revenue that was received. He said on the expense side the gross wages and payroll taxes were above

budget for the month because the month had three pay periods but despite that were still under budget for the year. He said for the vehicle expenses there were repairs to the vehicles and fuel that were over budget for the month. He said the security services was a line item that has been straight-lined but had invoices that were that were received and paid quarterly but has been corrected in the budget for next year. He said for the building repairs and maintenance there have been a lot of improvements that had not started but had allocated revenue for that were expected to have finished. He said for the service contracts that Mr. Legesse had disputed some of the invoices and got the accounts cleared up and the invoices were paid in June as well as expenses that were paid to THA and Dixon that were charged to this account. He said for the signage a final payment was made for the new signs at the railroad stations, and for that some payments were made for the parking programs and two invoices were paid in June but year to date were on budget.

Mr. Seebeck asked if they will be receiving a breakout of the R&M overages and an understanding of that. Mr. Manousos said “yes” and that they have a list by project and can put that together will some associated costs to that and can make adjustments per the board’s instructions. Mr. Travers said that is also highlighted in the Desmond report for the conditions assessment.

Mr. Travers asked if there is an incentive offered for people that pay their ticket within the first 24 hours. Mr. Manousos said “yes” and that a discount of \$5.00 is offered if they pay in person and is also available to pay online. Mr. Travers asked if that discount applies to every ticket. Mr. Legesse said “yes” for every expired meter ticket. Mr. Alely asked if there is still a fee for paying online as opposed to in person. Mr. Rains said “yes” there is a transaction fee. Mr. Alely asked how much the transaction fee is. Mr. Legesse said \$3.00. Mr. Alely said he hopes in the future that fee can be waived and asked if it goes to a vendor. Mr. Legesse said “yes”, and that staff is currently reviewing the policy to see if the vendor can waive the fee and they will keep the board updated.

Mr. Manousos said systemwide the transient activity year to date is just over 3% from last year and is reflected in the revenue, and the railroad stations are up significantly compared to last year and South Norwalk Railroad Station is up 50%, the East Norwalk Railroad Station is up 183%, and the Webster Lot is up 13%.

Mr. Manousos reported on the permit sales and said that it remains flat but has improved over the last few years but is still below where it once was but may be a new normal.

Mr. Manousos reported on the on-street parking and said it has been following seasonal trends and is up 5% compared to last year and the activity was up almost 18% for the month of June compared to last month. He said the revenue is following the same trend. Mr. Travers said they are at an all-time high for Pay by Cell transactions and have been all year. Mr. Manousos said that Pay by Cell transactions represent over 25% of the transactions, and 12.5% systemwide.

Mr. Manousos reported on the on-street comparison for on street parking in SONO compared to the Wall Street area and said that 52% of the transactions in June were in the SONO area and 36% in the Wall Street district, 12% in the West Avenue area.

Mr. Manousos reported on the parking enforcement and said ticket issuance was down through June but has been up over the last month, and the citation revenue is under 20% of the system revenue.

Mr. Manousos reported on the ticket issuance versus demand and said the transient demands have gone down this month and appears to be going back to seasonal trends. Mr. Alely asked why the ticket issuance is high on Orchard Street. Mr. Travers said it is most likely due to the contractors working in the area.

Mr. Fullam asked the status of the removal of the back in angled parking because people are still receiving tickets for parking the wrong way. Mr. Travers said that his staff has been inundated with design plans and have also been reviewing Wall Street Place and in order to keep pedestrian access through construction will need to be moved into the street under a pedestrian shed which will force the parking into parallel parking, but that the removal of the back in angled parking is very much on their list. Mr. Fullam asked if there is anything that can be done in the short term to avoid people from getting a ticket. Mr. Travers said he will do a tour with Mr. Legesse to see what potentially can be done in the short term and will see about moving the removal to a higher priority. Mr. Aley said since the additional signage was installed the ticketing has decreased.

4. ENGINEERING AND PROJECT REPORT

a. Update- Condition's Assessment of Garages- Presentation from Desman Associates

Mr. Travers introduced Mr. Sugarman and said he is with Desmond Associates and are working on the conditions assessment and will be providing a high-level overview.

Mr. Sugarman presented and said the reports are intended to be a tool for the Parking Authority and makes suggestions on completing the work over a five-year period. He said the garages are safe and what they are seeing is wear and tear and age. He said the Haviland Street Garage is over 41 years old and over five years they anticipate over \$2 million dollars' worth of work that includes concrete repair and replacement of floor drains. He said the Maritime Garage is 18 years old and they anticipate over \$ 2 million dollars' worth of work over the next five years that includes shear connector repairs, and an epoxy overlay installation. He said the South Norwalk Railroad Station is 28 years old and over the five years anticipate over \$ 2.4 million dollars' worth of work that includes shear connector repairs, epoxy overlay installation, and drainage repairs. He said the Yankee Doodle Garage is 49 years old and they anticipate over \$4.2 million dollars' worth of work that includes \$685,000 for the exterior improvements and also includes concrete slab repairs, concrete and waterproofing repairs related to the exterior improvements. He said whenever they do a conditional assessment for a client that includes budget numbers, they base those number upon experience and other similar projects and always strive for the average but do anticipate the numbers to come in lower when the projects are put out to bid. He said the \$685,000 envisions the cutting of the bottom of the ribs and to repair and waterproof the connections on the inside of the Yankee Doodle garage so there will not be a need to go back later to repair the ribs and damaging the painting. He said it also includes waterproofing the tops of the ribs and to seal the connections on each floor. Mr. Seebeck said they recently made an investment at the Haviland Deck for a traffic coating and asked to what extend the five-year work will affect that traffic code. Mr. Sugarman said it is showing failure and as part of this once the concrete is all repaired, they would recommend recoating the membrane. Mr. Seebeck asked if that is included as part of the project. Mr. Sugarman said "yes" in the second year. Mr. Seebeck asked if there are a sufficient number of competent contractors to do some of these projects simultaneously. Mr. Sugarman said "yes" there are some very good contractors.

b. Update- Yankee Doodle Garage Façade Enhancement- Presentation by THA

There was no discussion.

6. OLD BUSINESS

- b. Discuss and Vote- Norwalk Housing Authority Parking Request

Mr. Rains said there are several things that concern him about this request, and he feels the request would put the Parking Authority on a path that they have been trying to get off of on some of the other assets and he is not in favor of this request. Mr. Aley agreed and said he thinks this would set a bad precedent and there is no shortage of parking nearby and there are many alternatives.

**** MR. ALEY MOVED TO DENY THE REQUEST BY THE NORWALK HOUSING AUTHORITY FOR RESERVED PARKING OUT OF LINE BY THE EXISTING WAITING LIST.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Fullam left the meeting at 6:00PM.

5. NEW BUSINESS

- a. Create Hourly at the SONO Train Station Garage

Mr. Travers said he received a request from the adjacent apartment building inquiring about how they acquire available parking to support their operation and he is proposing an hourly rate in an incremental price that would introduce the ability to offer hourly parking to support some local area residents. Mr. Rains asked if that would mean the train station garage would function like all of the other assets. Mr. Travers said "yes".

MR. SEEBECK MOVED TO APPROVE THAT HOURLY PARKING FEES ARE INSTITUTED SIMILAR TO THOSE OF THE OTHER STRUCTURED PARKING GARAGES WITHIN THE CITY FOR THE SOUTH NORWALK RAILROAD STATION GARAGE.

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

**** THE MOTION PASSED UNANIMOUSLY.**

6A. OLD BUSINESS

- a. Discussion- 15 Minute Free Option

Mr. Travers said that all of the machines are in place and all of the halo's have been added and are working with the designer for adding the "pay here" signs and he is hoping to have this done soon. Mr. Rains requested that on future agenda's this be included as an update rather than a discussion item.

c. Discussion- Sunday Free Parking at the SONO and East Norwalk Railroad Stations

Mr. Aley said the parking has been free on the surface lots in South Norwalk on Sundays' for quite a number of years and suggested including that on the surface lots at the South Norwalk Railroad Station and the East Norwalk Railroad Station, and that it will be a minimal financial impact to the Parking Authority. Mr. Travers said the parking at the East Norwalk Railroad Station is up 183%. Mr. Rains said that will not only create issues for the residents near there but will also create significant issues for the businesses and part of the purpose is to have turnover and to provide the businesses with movement in parking so that their patrons can be accommodated and there and need to be consistent with the way parking is handled and thinks it's a terrible idea for East Norwalk, and a bad idea for South Norwalk because of the inconsistency. Mr. Aley said managed parking doesn't always mean paid parking it means managing the parking so it can be used efficiently and affordably by the largest number of users and being business friendly. Ms. Parkington said that the East Norwalk Railroad Station lot is practically empty on Sundays as most people go to the Saugatuck Trail Station where the parking is free. Mr. Aley requested that staff monitor the number of parkers at the East Norwalk Railroad Station lot and report back. Ms. Parkington said are several restaurants in East Norwalk where fee parking on Sunday's would be an advantage to them and she agrees with Mr. Aley that free parking on Sunday's should be offered on Sundays at the South Norwalk Railroad Station and the East Norwalk Railroad Stations lots as all of the other towns around Norwalk offer it. Mr. Seebeck it comes down to whether the availability of parking supports the Parking Authority's mission and the businesses, and the point is to manage turnover and are short on data to make an informed decision and as representatives owe it to themselves to make an informed decision based on the data that the team comes back with. Mr. Rains requested that this be included on the next agenda as a discussion item.

Mr. Rains said he received several emails from people regarding this matter and he does not find that helpful and their time would be productive if they communicated with the Parking Authority through the avenues of the Parking Authority which is through Mr. Traver's office.

7. ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:20PM.

Respectfully submitted,

Dilene Byrd