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
JULY 17, 2024

ATTENDANCE: Eric Rains, 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

There were no public comments this evening.

2. DISCUSSION AND ACTION RELATED TO THE MINUTES FROM THE PARKING AUTHORITY MEETING WEDNESDAY, JUNE 26, 2024.

**** MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED**
**** MR. FULLAM 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 on the Yankee Doodle Garage exterior repairs and improvements project and said all the ribs have been cut and the new concrete on the exposed rebar has been filled and it looks good. He said the work has now shifted to address the repairs on the perimeter of the garage and coordinating the spaces as an ongoing collaboration and so far, it is working well, and Mr. Legesse and the LAZ team have been good at getting any stored vehicles moved. He said they also had a walk through this week with GL Capasso's project manager and the representative from Desmond Associates.

Mr. Travers said this is phase I leading to the facade improvements and staff had met with THA, the designer of the facade improvements last Friday to go through the final documents and are looking for a base bid for some of the facade improvements, and an alternative bid for the additional improvements. He said the goal is to have the final documents completed soon and then go out to bid so that the work can begin in the fall. He said he will keep the Parking Authority updated as the RFP occurs and will determine what the recommendations are regarding the financing.

4. FINANCIAL AND OPERATING REPORT- LAZ

Mr. Legesse reported and said that the parking revenue for June was 2% over budget for the month and on street revenue, permit revenue, and transient revenue all showed an increase but was offset by reduced violations revenues, which is a positive trend. He said the total expenses were 15.3% under budget which was mainly due to payroll, repair and maintenance, and security service expenses which provided a strong fund balance of $206,000 for the month, and on a year-to-date basis the fund balance is over $636,000 due to reduced expenses and increase in revenue. He said on a month and year to date comparison transient activity is declining but the revenue has increased compared to prior years due to high-rate values from the train station lots and Webster Lot and the reductions are due to lower dollar activity values for on street parking. He said they are seeing strong permit activity and revenue throughout all the facilities for the month and year to date basis.

Mr. Legesse reported on the variance report and said on the revenue side there was a variance for monthly parking due to the revenue for the month being higher due to increased demand at the SNRR and Webster Lot, a variance for advertising/marketing due to the advertising revenue for the month being higher due to the annual advertising payment being collected in June, and a variance for investment income due to the annual investment income being received from the comptroller's office. He said on the operating expenses there was a variance due to expenses for the month were under budget due to less supplies needed, a variance for building repair and maintenance for expenses for the month being under budget due to the delay in some of the repair work in the parking garage and lots, and a variance for security services as the expenses for the month were under budget due to the replacement and repairs that were completed in May creating a savings for the month.

Mr. Legesse presented the financial statement for the month ending June 30, 2024. Mr. Aley said the year ended with a healthy fund balance even compared to pre-covid years. Mr. Travers said they also watched the expenses through this year to ensure they showed a positive balance and that he and Mr. Lutz will be looking at the projects that are underway and making a recommendation to the board.

Mr. Legesse reported on transient activity and said it is down compared to last year, but revenue is up by 2.4%. He said the reason transient activity is down and revenue is due to the high daily rate value locations are seeing an increase while where in the leisure activity where people are paying short term parking are seeing a decline.

Mr. Legesse reported on the permit sales and said they looked at each of the facilities on a daily basis and are seeing increased activity throughout all of the facilities. He said that permit revenue represents 33.6% of the total revenue year to date.

Mr. Legesse reported on the on-street parking and said that transient activity is down for the month but up 18.5% compared to last June but the revenue was up due to the closed spaces throughout the city and in June collected approximately $9,200. He said all of the major activity declines that they are seeing is where most of the construction is happening but were able to collect the lost revenue by charging the construction workers and the enforcement and maintenance team are heavily involved in this especially in the morning hours.

Mr. Aley said there are still four individual meters on South Main Street as well as a couple on Monroe Street and asked if they are connected to the system or stand alone. Mr. Legesse said they are included in the system and are included in the revenue in the operations report and he and Mr. Lutz are working on coming up with a better payment method for those.

Mr. Fullam asked if the merchants in the area of the Walk Bridge project have had any complaints regarding the loss of parking spaces. Mr. Legesse said they have not heard of any complaints but even though the on-street parking spaces are being taken there is still a huge capacity at Haviland Deck and the North Water Street Lot so the off-street facilities can accommodate those blocked off spaces. Mr. Travers said he and Mr. Lutz will be working on wayfinding and recognize that the Walk Bridge will be an issue for the next few years and better signage is needed to get customers to the facilities. Mr. Lutz said he is also looking for digital solutions that can sync to the website to let customers know where parking is available.

Mr. Legesse reported on the parking enforcement and said that ticket issuance is up and is following seasonal trends, but parking violations compared to prior years have declined, which is a positive trend. He said in the month of June there were 391 citations from the beach operations for a value of $45,745.

Mr. Legesse reported on the parking violations collection program and said through June 2024, $152,931 has been collected.

Mr. Legesse reported on the ticket versus demand analysis and said it was down for the month and from the prior year and is a positive trend. Mr. Lutz said the clearer signage in the Wall Street area is also a factor in the decrease in violations.

Mr. Legesse said the Pay by Cell activity is still showing strong activity but for the month of June was down slightly compared to prior years and represents 30.1% of transient demands and 29.9% of transient revenue.

Mr. Fullam asked if better options are still being investigated for Pay-by-Cell for the free 15-minutes which is something that is not available. Mr. Travers said that staff is looking into other vendors and think the solution will be to offer the customers not only multiple ways to pay but multiple ways to pay by cell.

Mr. Legesse thanked the board members for finishing this fiscal year successfully.

5. OLD BUSINESS

a. Update-Regulation Change

Mr. Lutz said the updated regulation signs were ordered yesterday but there is a 45-day lead time, but he has requested that the signs be shipped as they are finished so that they can begin the installation. He said that Flowbird will be ready to upload the free 15-minute option once the signs are installed.

b. Discuss/Vote- TMP 2024-2 Parking Operator Awarding

Mr. Lutz said the parking contract with LAZ was expiring, which allowed us to realign our objectives as well as combine the separate contracts the city had with our parking operator. It also addressed the length of our future agreements, which will now be three years. Our relationship with Dixon Resources Unlimited helped us to develop a very comprehensive RFP that we can easily use into the future. During the process there were four parking firms that sent us proposals and the task of awarding the new contract was entrusted to the selection committee and that committee was made up of Mr. Rains, Mr. Seebeck, Mr. Livingston, Mr. Aley, Mr. Travers, Mr. Bolella as well as Mr. Stowers and thanked them for the time they took to review all of the proposals as it was a heavy lift and a lot of responsibility. He also thanked Ms. Connors from the purchasing department who helped to coordinate the RFP process as well as our Dixon consultant Allison Von Ebers. The committee interviewed and scored each of the four firms after which they narrowed the choice to two firms and each of those firms were given second interviews and opportunity to send their best and final offer. After reviewing the best and final numbers the selection committee is recommending that LAZ Parking move forward with the contract.

**** MR. ALEY MOVED TO APPROVE THE CONTRACT WITH LAZ PARKING.**
**** MR. FULLAM SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Travers said that things are good but what we really saw from LAZ is a commitment to take it from where we are and make it outstanding. He said that good is the bar but great is the expectation and are working with them on doing a full audit of the system which will then give us our working orders for going forward. Our intent is to have a state-of-the-art system at every level from the products to the services we offer. Mr. Fullam asked if there is an independent audit of what happens with LAZ. Mr. Travers said that is what they would like to bring in, which is an audit of the entire system and there will be a financial audit that will take place as well.

c. Discuss/Vote- Haviland Deck Structural Repairs

Mr. Lutz said that a conditions assessment was completed by Desmond Associates that showed a total of $12 million dollars in repairs throughout all of the parking assets. He said that structural repairs were identified and last November staff brought recommendations to the Parking Authority to bond $1.5 million dollars to address the structural repairs at Haviland Deck. He said the bond was approved and it is now time to begin moving the project forward and the first item to be handled is the construction document package. He said we have received a proposal from Desmond Associates for restoration engineering services for the improvements at Haviland Deck which include improvements to the design development, construction documents, bidding preparation and consultation as well as contract administration. He said the proposal is in the amount of $75,000 and staff is recommending that the board vote to approve the proposal from Desmond Associates.

Mr. Aley said in the past it was discussed to redo the stairwell to the alleyway that leads to Washington Street and asked for a status update. Mr. Travers said that is separate from the $1.5 million dollars that Mr. Lutz is referring to and funding has been allocated for that in the past and continue to work on that and has been awarded to Desmond Associates as well and should have something to present to the board next month.

**** MR. ALEY MOVED TO APPROVE $75,000 FOR THE CONTRACT WITH DESMOND ASSOCIATES FOR REPAIR SPECIFICATIONS FOR THE HAVILAND DECK.**
**** MR. FULLAM SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

6. NEW BUSINESS

a. Discuss/Vote -August 2024 NPA Meeting

**** MR. FULLAM MOVED TO APPROVE CANCELLING THE AUGUST 2024 MEETING.**
**** MR. ALEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Aley said at the last meeting he had asked about normalizing the system from 8:00AM to 9:00AM at the post office and asked for a status update. Mr. Rains said that was included in the action that was taken at the last meeting.

7. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN.**
**** MR. FULLAM SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**
The meeting was adjourned at 6:50PM.

Respectfully submitted,

Dilene Byrd