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PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
JUNE 28, 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
Julio Castillo, THA, Consulting
Reggie Piggée, THA Consulting
Jim Zullo, THA Consulting

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 MAY 24, 2023.**

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

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

**** THE MOTION PASSED WITH THREE (3) IN FAVOR AND ONE (1) ABSTENTION- MS.
PARKINGTON**

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said that parking revenue is down for the month which is mainly due to some overbudgeting that was done, but year to date is up almost 6% compared to budget and are up almost 5% compared to last year. He said the expenses are under budget for the month by almost 7%, and year to date are under budget by almost 5%.

Mr. Manousos reported on the variance report and said the Maritime Garage, Haviland Deck, and the North Water Street lot were a little under budget but was offset by some gains in the other locations. He said similar to last month they are seeing a disparity between what was budgeted as far as tickets collected and the number of tickets collected was higher than what was budgeted, and the average value of the ticket was also higher, and almost 30% of the collections were from late fees. He said there were a lot of differed expenses on the equipment side, and they did not have to buy new vehicles and are redeploying the customer service vehicles He said the building repair and maintenance include some accruals from projects that were previously approved but not yet completed and did add approximately \$350,000 in the forecast for the Yankee Doodle Garage façade improvements and for the South Norwalk Railroad Station.

Mr. Manousos said that system revenues are at 95% of pre-Covid levels and on the expense side are 10% below pre-Covid expense levels compared to May, 2019.

Mr. Manousos said that systemwide revenue is up almost 4% year to date compared to last year and there is an increase in activity at a few of the facilities but mainly at the rail facilities.

Mr. Manousos said that permit sales have been relatively consistent, and the number of permits is up almost 7% and is mainly at the rail facilities.

Mr. Manousos reported on the on-street parking and said the demands year to date are about the same as the previous year and are following seasonal trends and noted the comparison from SONO to the Wall Street area and said over half of the transactions are generated in the SONO district and accounts for 65% of the revenue.

Mr. Manousos said that ticket issuance is down 12% compared to last year and has been following seasonal trends over the last few months, and the violation revenue is lower than it has been in the past compared to system revenue. He said there was a spike in May when comparing ticket issuance to demands.

Mr. Manousos reported on the Pay by Cell transactions and said year to date they are up 19% compared to last year and May was up 87% compared to May 2019. He said the Pay by Cell transactions represent 25% and 12% of the revenue. Mr. Seebeck asked if that includes violation revenue. Mr. Manousos “yes” it includes systemwide revenue.

4. ENGINEERING AND PROJECT REPORT

a. Update- Haviland Construction Projects-Jim Travers

Mr. Travers reported and said that staff has been working on two grants over the past eight weeks so there has been no movement on this, but he does have the three quotes but has not had the opportunity to review them.

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

Mr. Piggée presented and said they have been working diligently to finalize the drawings and the construction documents are 90% complete. He provided an overview of the project and said that a canopy has been added to provide a more pronounced entrance. Mr. Rains asked if the area to the left of the canopy will be flat and if so noted that birds may be an issue. He also asked that the contrast of the grills be looked at again. Mr. Fullam asked if there are ways to enter and exit the garage beside the entrance ways and the doorways. Mr. Piggée said the stairways and lobby can be used and the garage is meant to give an open feel but to also provide a bit a passive security as well. Mr. Legesse said most of the issues that are experienced at the Yankee Doodle Garage is from it being so open and the grates will be a deterrence for people to enter into the garage. Ms. Parkington said she prefers to have the grill work, but the important thing is there needs to be lighting, access to exits, and security cameras. Mr. Fullam asked if there are blue lights are included on the paystations for when someone gets into trouble and needs help. Mr. Travers said “no” but that he can have a discussion with the police department regarding blue light cameras.

Mr. Zullo said they recognize all concerns about security and said the grills are intended to channel people to the appropriate pedestrian entry and exits and in addition to the open grills there will be additional lighting on the first level.

Mr. Piggée said a public survey was done that was spearheaded by Mr. Travers and received a lot of feedback was received and this rendering was the most favorable.

Mr. Fullam suggested adding a walkway from the Yankee Doodle Garage to Wall Street/Belden Ave. corner. Mr. Travers agreed and said it would be a game changer for access.

5. NEW BUSINESS

a. Haviland Parking Request-Norwalk Housing Authority- Adam Bovinsky

Mr. Bovinsky introduced himself and said that he is the Executive Director of the Norwalk Housing Authority and had also worked for the City of Norwalk for 11 years as the as the Director of Human Relations and Fair Rent. He provided an overview of the Norwalk Housing Authority and said they are focusing on preserving and expanding affordable housing and redevelopment. He said there is a current plan to tear down the current Housing Authority headquarters and improve low-income senior housing and add 150-250 new mixed-income housing units to activate the area. He said to be able to do all of this they will need to move their headquarters and are looking at 47-53 Water Street which has the space inside but does not have the parking that is required and only has five parking spaces, but the back of the building is next to the Haviland Street parking lot. He said the current tenant currently has 50 parking spaces that they rent from the Parking Authority at the Haviland Street parking lot but the challenge is that there is an existing tenant that will need to maintain 12-15 of those parking spaces and the Housing Authority will need at least 39 parking spaces for the current staff load, and if the current owner were to release those parking spaces and if the eight people that are currently on the waiting list receive their parking space there will not be enough parking spaces for them to be able to move and everything will come to a halt and they cannot find another location that is within their financial means and is acceptable within South Norwalk so they are requesting that when they purchase the building to maintain the 50 monthly parking spaces in place of the current owner and ideally would receive 6 visitor parking spaces. He said alternatively they ask that more monthly parking spots are created so that if the people on the waiting list get ahead there is ideally 14 parking spaces or at least as many additional monthly parking spaces rather than metered parking spaces so that the Housing Authority can serve the needs of its staff and continue with the purchase of this property and move forward.

Mr. Travers said the initial request did come into the Parking Authority and the request to transfer was denied and it has not been the Parking Authority's previous history to transfer any parking passes, but is a common request that is received by the businesses and condominium/apartment owners along Washington Street and what has typically occurred is the passes have been non-transferable and the agreement is for a non-transferable pass for all of the lots that also include some of the challenges that exist is Webster Lot.

Mr. Bovinsky said what he believes sets them apart is that the Housing Authority is a government entity and a sister agency to the city.

Mr. Rains asked how the Maritime Garage and Webster Lot have been factored in. Mr. Bovinsky said they have not gotten that far, and their hope is set on this lot. He said the Parking Authority needs to be very careful on what path it chooses to put itself on and in his opinion, this would not be serving the public and the reason for public parking is that there are rotations and that is a fair system for the general operations of the Parking Authority. He said there is a private lot on the corner of Martin Luther King Drive and Washington Street that is owned by the owner of 50 Washington Street which is another potential location for parking. He said the Parking Authority needs to operate with one mission and in his opinion takes them away from that.

Mr. Aley said there is a lot across the street from the building on the corner of Water Street and Washington Street that is rented out on nights and weekends that may be a short-term solution and he would be happy to contact the owner of that lot if needed.

Ms. Parkington asked how many parking spaces in total after the eight on the waiting list are needed. Mr. Bovinsky said they would need 10 parking spaces for staff and another four to five parking spaces for visitors. Ms. Parkington said that the Housing Authority is a sister entity of the city and in her opinion that an exception should be made and give them the parking spaces they need.

Mr. Seebeck said that just because it is the Housing Authority they should not be allowed to jump to the front of the waiting list, but he is not suggesting that this isn't something that can be accommodated but he is frustrated that this was brought to the Parking Authority and hanging the redevelopment/relocation of an entire city organization on 14 parking spaces and would be doing a disservice to the people that have been on the waiting list.

Mr. Travers said he shares the challenges with Mr. Bovinsky but the Haviland parking deck is the busiest lot that the Parking Authority has both for transient and permit use and finds it to be dangerous when government supersedes over the general public.

**** MR. ALEY MOVED TO TABLE THE ITEM UNTIL NEXT MONTH.**

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

**** THE MOTION PASSED WITH FOUR (4) IN FAVOR AND ONE (1) ABSTENTION-
MR. SEEBECK.**

- b. Update- Discussion on IPMI Conference- Jim Travers

Mr. Travers said he attended the annual parking conference and was looking for a new park system for the Maritime Garage and the SONO garage and are looking at the effectiveness of having a camera (LPR) at the entrances and exits to the garages and he will be reporting back to the Parking Authority with some options.

- c. Discussion- Norwalk Transit District Proposal to Lease the Customer Service Space in the YDG

Mr. Travers said he has had a conversation with the Transit District regarding a proposal to lease the old customer service space that is in the Yankee Doodle Garage that is no longer being used and they would like to have the ability to sell some of the passes and possibly have more security personnel. He said he asked the leasing agent for an estimate of what the value of what the leased space would be, and they came back with a proposal of \$1200 but the space does need some repair. In the Transit District's proposal, they are requested \$1,000 per month and if the Parking Authority is acceptable of the proposal the leasing agent would work on the lease and he will

present it at the next meeting for a final vote. It was the consensus of the Parking Authority to move forward with the lease and present it at the next meeting.

d. Discussion-SNRR Surface Lot Count on Sunday's- Jim Travers

Mr. Travers said staff has looked at the signage as requested by Mr. Aley and there was a good amount of three ways to pay signage and if asked for updates to some of the signage and he was informed that that a decision was made awhile back for no pay in the surface lot on Sundays and he asked Mr. Legesse to capture the parkers that are there on Sundays and he presented the activity for May and said it is lightly used and asked the Parking Authority if they want to continue to offer free parking because he does want to do better signage and include it in the overall plan. Mr. Aley said without the signage and Parkmobile dividing the parking lot has added a lot of confusion and has been operating this way for at least two years and there have been no complaints. Mr. Travers said they will move forward with better signage. Mr. Rains said there needs to be consistency so this should also be a paid lot on Sunday's to be consistent on what is happening in the current garage and he future garage. Mr. Aley said then there should be a charge for on street parking too. Mr. Travers said staff can gather the information about what they are seeing for usage in East Norwalk as well as in the garage and will include on the agenda for next month. Mr. Legesse said they have begun to receive requests from residents from the Spinnaker building regarding free resident parking in the parking lot. Mr. Aley said that Norwalk is the only with non-Amtrack stations that charges at the surface lots on Sundays.

6. OLD BUSINESS

a. Discussion- 15-Minute Free Option

Mr. Travers said all of the halo's are in place as well as the meter's running the old software and are now looking at the signage and should be able to do the press release in the next couple of weeks for the 15-minute option.

b. Update- Status of Paystation Delivery

Mr. Travers said everything has been delivered and the parts have all arrived.

c. Discuss and Approve- Enter into Lease Agreement with Black by Demand (lease attached)- Jim Travers

Mr. Travers said that is a coffee shop that will be opening in the South Norwalk Railroad Station and the lease has been agreed upon and negotiated by the attorneys.

**** MR. ALEY MOVED TO APPROVE THAT MR. TRAVERS PRESENT THE LEASE WITH BLACK BY DEMAND TO CHAIRMAN RAINS FOR SIGNING.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

7. ADJOURNMENT

**** MR. FULLAM MOVED TO ADJOURN.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:00PM.

Respectfully submitted,

Dilene Byrd