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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
JANUARY 28, 2026**

ATTENDANCE: Eric Rains, Chairman
Mathew Seebeck, Vice Chairman
Jud Aley
Peter Fullam
Jessica Larch

STAFF Bryan Lutz, Director of Parking

OTHERS: Rocky Legesse, LAZ Parking
Ken Sugarman, Desmond Associates

I. CALL TO ORDER

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

II. ROLL CALL

Mr. Rains called the roll, and those listed in the attendance were present.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: December 17, 2025

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

**** MS. LARCH SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

Diane Cece- East Norwalk Neighborhood Association

Ms. Cece said that if the dates for the community listening sessions for the residential parking program are proposed dates that will be voted on this evening. The session of February 17, 2026, would be the one they are most interested in for East Norwalk, but it would be on the same evening as the East Norwalk Neighborhood Association's monthly meeting due to the holiday. She will request that they either postpone or cancel the session, as people will want to attend.

Ms. Cece asked whether the Parking Authority had any intention of including any residents on the planning team, in particular folks from the East Norwalk Neighborhood Association or South Norwalk, who would be most impacted.

Mr. Rains said he does not anticipate the dates changing.

V. REPORTS

A. Engineering and Project Report

1. Update: Condition Assessments (Desman Presentation)

Mr. Lutz said the Parking Authority had engaged Desmond to conduct a comprehensive condition assessment across all four garages. Mr. Sugarman has been leading that work since the initial assessment in 2023. He has spent months onsite documenting structural conditions, tracking how the garages are aging, and identifying where the early investments have already made measurable differences. These assessments form the backbone of the long-term capital strategy. His work provides a professional roadmap for responsible reinvestment.

Mr. Sugarman presented the five-year capital budget projections and said the Haviland garage is a great example of good planning, turning a garage in need of repairs into a “like new” condition for continued use. He noted that, even though a substantial project is underway now, he recommends funding programming moving forward, as maintenance will be required for the life of the structure.

Mr. Sugarman said the Yankee Doodle Garage is another fine example of what reporting and planning can do. A bid package will go out soon for repairs inside the garage.

Mr. Sugarman said both the Maritime Garage and the SONO Garage are in good condition, but are large, which is why the five-year projection numbers are what they are, and recommends that the repair work be addressed accordingly. Part of the plan for the SONO Garage is to install enclosures around the roof-level doors.

B. Financial and Operating Report-LAZ

Mr. Legesse reported that revenue was strong in December, 2.4% over budget, but was offset by increased expenses that were 3.6% over budget, resulting in a 10.1% shortfall against the budgeted fund balance for the month. The increase in revenue was driven by transient activity, mainly from the train station garage, the Yankee Doodle Garage, the Webster Lot, and the YMCA lot, due to a delay in payment for the prior month, which was received in December. There was a decline in meter activity during the holiday season, as people sought extended parking and used the off-street facilities. There was also a decline in violation revenue, a good sign of compliance.

Mr. Legesse reported on the variance report and said, as stated earlier, the expenses were more than anticipated for the month, mainly due to snow removal, and were over budget by \$20,000. The service contract was over budget for the month because January payments were paid in advance, but on a year-to-date basis, it is still under budget. The security services expenses were under budget due to the timing of payment, but will be offset when the payment is made next month. The equipment expenses were over budget because two vehicles were purchased that were approved in the prior-year budget, but the payments will offset the savings. The parking programs were underbudget for the month due to the cancellation of the DKA contract, and the December payment for the new vendor will be processed in January.

Mr. Legesse provided an update on the free 15-minute parking and said usage has increased by 9% from the prior month due to the sign-to-pay signage posted at all facilities.

Mr. Rains noted that activity in SONO remains down. Mr Legesse said “Yes” mainly due to the decline from the Maritime Aquarium which is the main source of revenue, and they have reached out to them for the expectation in attendance for the next six months as well as the next fiscal year and they are not ready for the 2026-27 projection, but they don’t see any anticipated increase in attendance within the next six months.

Mr. Aley asked if the fund balance is healthy. Mr. Legesse said “Yes,” and they had budgeted \$391,000 by this time, but are over by \$122,000, but noted there are some expenses, such as the expenses for the vehicles, that will offset some of the savings, but it is safe to say they will finish over budget by year's end.

VI. NEW BUSINESS

A. DISCUSS AND VOTE- CAPITAL REQUEST 26-27

Mr. Lutz said the Desmond conditions assessment that was completed in January 2026 provides a clear engineering roadmap for the next five years across all four parking garages. It provides a deeper understanding of how these structures are aging and where early investments have already made measurable differences. He is seeking to bond \$1,225,000 for the next fiscal year as the next step in the phased investment strategy. This request will help stay ahead of deterioration, address the most time-consuming items identified, and maintain the disciplined path established. The request also keeps a phased capital path that has already been established. We are reinvesting in these infrastructures to ensure these garages remain safe, functional, and financially sustainable.

Mr. Rains asked if this request is similar to previous years. Mr. Lutz said it is slightly less and that they will be able to approach the projects responsibly and keep up with progress. Mr. Sugarman added that the garages are being used by the public and they cannot be closed to perform the repairs all at once so they use the reports that have been prepared to come up with a phased approach to make the repairs worthwhile, but also keeps the garages utilized so the \$1.2 million dollar request is a good number however, next year he hopes to add money to the next phase to keep the work going.

Mr. Seebeck said the Parking Authority has bonded quite a bit over the past few years, prioritizing garage repairs through bonds, which has been successful, and has done a great job managing debt service and maintaining these facilities, thanks to everyone’s efforts.

**** MR. SEEBECK MOVED TO AUTHORIZE STAFF TO SEEK A BOND IN THE AMOUNT OF 1,225,000 FOR PRIORITY GARAGE REPAIRS FOR FISCAL YEAR 2026-27.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

B. DISCUSS AND VOTE- OPERATIONS BUDGET 26-27

Mr. Lutz said this budget request reflects extensive, thoughtful work between TMP and Laz Parking. It is a disciplined plan that balances operational needs and long-term infrastructure priorities.

Mr. Legesse presented and provided an overview of the budget request, which includes a 1.63% increase in revenue and a 1.3% increase in total expenses, resulting in a 4.86% increase in the fund balance. When preparing the budget, they used trends from 2025 activity and projected numbers, so there may be some changes before the budget is approved.

Mr. Aley suggested increasing the request for snow removal expenses by \$7,000.

Mr. Seebeck noted that the operating expense line item has increased by 50% over the past two years and asked about the consulting for construction administration. Mr. Lutz said the fees have not been shifted to the capital number for the project number historically, but it could certainly be shifted from the operating budget to the capital budget if the board agrees. Mr. Seebeck said he feels that a \$64,000 increase over two years is significant, and if the Parking Authority is undertaking projects and upgrades to the facilities, those costs should all be included in depreciation.

Mr. Seebeck asked about the utility costs. Mr. Legesse said utility expenses are generally higher in the winter months. Mr. Seebeck said they need to ensure staff budget for seasonality so they are not carrying a credit or underreporting an expenditure, and would appreciate not running into this year in and year out, as it makes year-to-date reporting incorrect. Mr. Legesse said that going forward, they will ensure the budgeted numbers reflect the fluctuations.

Mr. Seebeck said as the equipment gets upgraded, they are moving away from pulled tickets and did a great job this year, not spending a lot of money on tickets due to have a surplus on hand but questioned spending \$17,000 on tickets every other year, effectively, while also making the capital outlay to improve the equipment and if it will be needed over time. Mr. Legesse said they had purchased the tickets, not knowing when the new equipment would be onsite, and \$12,000 of the cost is for the handheld tickets. Mr. Lutz said there will be a decline in ticket purchases, as there is a strong opportunity to enhance

the website to direct people to it for content and to make reservations more easily and effectively.

Mr. Aley requested that a line-item number be included on the budget going forward.

Mr. Seebeck asked how the bonding would affect future debt service. Mr. Lutz said he would report back.

**** MR. ALEY MOVED TO APPROVE THE FISCAL YEAR 2026-27 OPERATIONS BUDGET OF \$7,434,558 WITH THE TWO CONDITIONS THAT WERE DISCUSSED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

C. DISCUSS AND VOTE- HOLIDAY DECORATIONS

Mr. Rains said that was a reduction in the budget this fiscal year based on funds that were being used for DKA and this past holiday season they utilized some of those funds to pilot some holiday decorations at some of the parking facilities and the reception that was received for that minor effort was enormous and given that it was a relatively small effort suggested this be done moving forward using the funds that were allocated to DKA.

Mr. Lutz said the decorations were well-received this year, and he thinks Park Norwalk should keep the momentum in outreach. He presented the Holiday Designs proposal at \$35,542.50, a 30% discount on snowflake installations for the pedestrian light poles, resulting in a \$14,000 savings. Ms. Larch asked if this is a one-time expense. Mr. Lutz said "Yes". Mr. Aley asked what the available budget is for the parking programs account. Mr. Lutz said there was \$100,000 budgeted. Mr. Legesse said as of December, there is \$34,700 in savings, and assuming the savings continue, there will be over \$50,000 in savings.

Mr. Aley said that, as he has mentioned in the past, he would like to see street trees in the Main Street/Wall Street district and would rather see the funding used for that. Mr. Lutz said he does not know how feasible it is for the Parking Authority to install trees, but he would reach out to Ms. Cruz, the tree warden, to schedule a meeting to discuss. Mr. Rains also suggested reaching out to the Norwalk Tree Alliance. Mr. Rains and Ms. Larch agreed that although street trees are nice, the way the city looks, with the holiday decorations, is special, and placed it as a high priority. Mr. Seebeck said he supports approving the holiday decorations and seeks to work with cross-commissions on future tree plantings.

**** MR. FULLAM MOVED TO APPROVE THE PURCHASE OF HOLIDAY DECORATIONS FROM HOLIDAY DESIGNS IN THE AMOUNT OF \$35,542.50.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

VII. OLD BUSINESS

A. UPDATE: RESIDENTIAL PARKING PROGRAM- COMMUNITY LISTENING SESSIONS

Mr. Lutz provided an update, noting that Park Norwalk has been tasked with developing a new residential parking program and that community input is the first and most important step in the process. While they initially anticipated bringing in an outside consultant, the board encouraged them to challenge their LAZ Parking partners to take on this work directly. LAZ welcomed that direction and is now leading both the community listening effort and the development of the program's guidelines and framework. These sessions are designed to gather real-world insight before any recommendations are drafted. He said he noted Ms. CeCe's suggestion to add a resident to the development team, as that is the type of feedback they would like to hear. He said he also wants to hear the residents' perspective and what they need for the future program. Participants will also have the chance to learn how residential parking programs operate in cities and discuss which approaches may make sense for Norwalk. The feedback received will directly shape the RPP's development in the months ahead.

Mr. Lutz said there will be three sessions and two will be held on February 17, 2026, and the other will be held at 1:00 PM at the Norwalk Library on Belden Avenue, and the other at 6:00 PM at Marvin Elementary School, and the third session is scheduled on February 18, 2026, at 6:00 PM at the SONO Elementary School but he is still waiting for the principal to approve it but in the event that does not happen, it will be shifted to an alternate location but he has no reason to believe that he won't be able to reserve that space. Park Norwalk and LAZ encourage all residents to attend, ask questions, and share their perspectives, as their voices will guide the development of the residential parking program from the very beginning. Once he receives confirmation from the SONO school, he will share the flyer to inform the public. Mr. Aley requested that Mr. Lutz send a calendar invite to the board members.

Mr. Fullam said the Yankee Doodle Garage has been full and asked Mr. Lutz whether he had spoken with the Police Department about moving their impounded cars to create additional parking. Mr. Lutz said, "No, not at this time but he will discuss it with Mr. Travers.

VIII. ADJOURNMENT

**** MR. SEEBECK MOVED TO ADJOURN**
**** MS. LARCH SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Dilene Byrd