



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 James Travers at jtravers@norwalkct.org to provide written comment prior to the meeting.

**PARKING AUTHORITY
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
NOVEMBER 30, 2022**

ATTENDANCE: Eric Rains, Chairman
Jud Aley
Matthew Seebeck
Pamela Parkington

STAFF James Travers, Director, TMP
James Emery, Asst. Parking Director, TMP

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

CALL TO ORDER

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

1. PUBLIC COMMENT

Ms. Cece said she is following up on an email that she had sent to the Parking Authority regarding the possibility of adding small businesses Saturday into the calendar next year as a free parking day within the city to support local businesses.

Ms. Cece said she also wanted to clarify the discussion regarding the residential permit parking that was discussed last month that she was referring to pockets of neighborhoods throughout the city where that would be useful and wanted to be clear that she was not just referring to the beach parking areas because residential parking is an issue in East Norwalk in a number of areas.

2. DISCUSSION AND ACTION RELATED TO THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, OCTOBER 26, 2022.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said revenue is down for the month but is up year to date, the expenses are favorable to budget for the month but are down year to date, and the net operating budget and surplus are very favorable to budget. He said the balance will continue to accumulate to the extent that there are more operating profits but will be spent down later in the fiscal year once the repair and maintenance and special projects are finalized.

Mr. Manousos said from a month and year to date comparison when compared to last year the total revenue is down 3.8% year to date and violation revenue is a component of that which is a good sign, and all the other revenue components are up.

Mr. Manousos reported on the budget variances and said there were no revenue variances that met the criteria, but on the expense side there were a few which included security services, service contract and parking programs.

Mr. Manousos reported on the pre-Covid comparison and said that compared to pre-Covid, and said from the revenue from October is down approximately 21% and overall are at approximately 79% of pre-Covid levels, and expenses are also down favorable to budget. He said the transient activity is just about up to pre-Covid levels, but the revenue is down approximately 24% and is mainly due to the South Norwalk Railroad Station. He said the permit activity is still lagging to compared to pre-Covid levels but on street activity is up 15% and revenue is up 20%.

Mr. Manousos reported on the ticket issuance vs. demand and said that it was up slightly in October and seems to be following seasonal trends. Mr. Rains said at one point it was discussed to have graphics for the ticket issuance vs. demand report that would show concentration by area showing the areas where ticket issuance was concentrated and asked when those graphics would be included. Mr. Manousos said once the new zones have been put into place, they will be able to provide a better picture by hotspot. Mr. Emery said that currently only the South Norwalk area can be done because the Wall Street area is just one big zone there is no way to differentiate what street or block someone is parked on. Mr. Aley said the data can still be given as the Wall Street area as one area and show the breakdown for South Norwalk. Mr. Manousos said that he will work with Mr. Legesse on that.

Mr. Manousos reported on the Pay by Cell activity and said it is still strong.

Mr. Rains thanked Mr. Manousos, Mr. Legesse and Mr. Travers for all they did for for the Holiday Extravaganza and the Miracle on Wall Street events and said they were both fantastic and were well received. Mr. Travers said on the city's behalf there is much appreciation for LAZ for the events and said they were long overdue and well received by the community.

4. ENGINEERING AND PROJECT REPORT

a. Update- Yankee Doodle Garage Construction Documents

Mr. Travers said this is the next phase of the Yankee Doodle Garage enhancement design and said after a very impressive outreach and engagement to get the communities involvement on what betterments they would like to see to the garage. He said the next step is to move the concept plans into construction documents so that it can go out to bid at a cost of \$139,500 and the funding has been set aside. He said this will tie very well into the timing of the additional improvements that are being made and planned for the Wall Street area and will advance it into a spring to bid for construction in the spring of 2023, on that portion of Wall Street and will have a community meeting in March. Mr. Rains asked what the total for construction will be. Mr. Travers said the total cost of construction is \$1.8 million dollars with the contingencies.

**** MR. ALEY MOVED TO APPROVE THE PROFESSIONAL FEES WITH THA IN THE AMOUNT OF \$139,500**

**** MR. SEEMAN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

b. Update- Haviland Deck Membrane Repair

Mr. Emery provided an update and said the project has been completed and there is a walk through scheduled for this Friday with the snowplow contractor to go over some mitigation steps to help mitigate damage to the membrane in the future.

c. Update- South Norwalk Train Station Concession Area Build Out

Mr. Emery provided an update and said the change order for concession area at the South Norwalk Railroad Station has been completed, and have also completed the cost estimate and are now waiting for DPW to reconcile the South Norwalk Railroad Station as a whole to see what monies will be left over and he does not think there will be any other extra costs associated with this project, and hopefully will start the project in the next few months but are still waiting on the timeline from the contractor. Mr. Alely asked what the plan is for the concession. Mr. Emery said on the westbound side there will be a specific concession area where all the vending machines will be placed and on the eastbound side will also have its own vending space. Mr. Alely asked if the leasing agent is actively looking for someone to lease the coffee shop. Mr. Emery said “yes” and have had potential tenants come look at area.

5. NEW BUSINESS

a. Chamber of Commerce- Discount Parking Request

Mr. Emery said that he received a request from the Chamber of Commerce for a discounted parking rate of \$1.00 for an event they will be having at the Maritime Garage. He suggested offering chaser tickets and as the event gets closer, they would be issued the tickets for the number of people that would be attending the event and, on their way out of the garage would scan the chaser ticket to let them out of the garage which will provide \$1.00 parking at a 50% discounted rate and would be valid until midnight. He said they are anticipating approximately 125 people to attend the event and it will be held on Wednesday, December 14, 2022, from 5:30PM to 8:00PM. Mr. Rains said this seems like something that has been done in the past. Mr. Emery said “yes” and that free parking is a much bigger issue but this will be to provide a discounted rate to help facilitate people to visit the businesses in South Norwalk. Ms. Parkington asked if they come back after midnight if they will need to pay the full rate. Mr. Legesse said they would need to pay for anytime that is used after midnight.

**** MR. ALEY MOVED TO APPROVE THE DISCOUNTED PARKING AT THE MARITIME GARAGE FOR THE CHAMBER OF COMMERCE EVENT ON DECEMBER 14, 2022.**

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

**** THE MOTION PASSED WITH TWO (2) IN FAVOR AND TWO (2) ABSTENTIONS- MR. RAINS AND MR. SEEBECK.**

b. Convenience Fee-NPA Board

Mr. Rains said when paying for a parking ticket either over the phone or online there is a \$3.00 convenience fee charged but if someone pays at the window and uses the same credit card there is no fee. Mr. Emery said as he understands it the \$3.00 convenience fee is because people can pay online, and all the information has to be hosted online and there is a cost associated with that and that fee is to offset the cost to provide the convenience for the customer to pay online and provide real-time access to the end user. Mr. Alely asked how many tickets are paid online and if the fee was done away with how much revenue would be lost. Mr. Manousos said the convenience fee is part of the contract with Dunkin and if it were to be waived would need to go back to them to renegotiate. Mr. Rains said it seems to be an unnecessary burden for people who want to pay their parking fees with a credit card and suggested pursuing the elimination of the \$3.00 fee. Mr.

Travers suggested looking at the RFP process in its entirety to be sure the best practices are being offered rather than renegotiating a contract.

6. OLD BUSINESS

a. Update- Miracle on Wall Street and Holiday Extravaganza

Mr. Travers said the events were two hugely successful events and were very well received by the community and thanked everyone for a job well done.

b. Update- Wall Street 3-hour changeover

Mr. Emery said they are ready to roll out the three-hour changeover and signage update for Wall Street and the signs will be installed tomorrow. He said the parking will all be standard to 3-hour parking and there will now be zones for each street and will mirror what is done in the rest of the city. He said he will provide a report on how many signs were removed and how many were installed at the next meeting

c. Update- South Norwalk Train Station Garage- Bike Parking Area

Mr. Emery provided an update on the bike parking and said the bike racks and bike repair station have been installed and the only thing left to complete is wrapping of the concrete pillar and the contractor expects it to be completed in the next two weeks. Mr. Travers suggested that once the wrapping is completed, the Parking Authority have a ribbon cutting ceremony.

d. Update- East Norwalk Train Station-Bike Racks

Mr. Emery provided an update and said it has been completed and the train bike rack has been installed under the streetlight. Mr. Travers said it was very well received by the Bike/Walk Commission and they appreciated the fact that it is visible and well lit.

e. ParkMobile Gift Card Give Away

Mr. Emery said they are in the final stages of finalizing this program and he has worked with Parkmobile's legal team to work on finalizing the verbiage and the program can begin early December or may be postponed until January, and he will know more in the next few days and will follow up with the Parking Authority via email to decide on the rollout date. Mr. Travers suggested rolling out the program in February after the holidays and work with economic and community development and tie it into some type of dining program.

Mr. Rains suggested adding an item for parking programs for 2023 to next month's agenda for discussion.

7. ADJOURNMENT

**** MS. PARKINGTON MOVED TO ADJOURN.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:28PM.

Respectfully submitted,

Dilene Byrd