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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
SEPTEMBER 28, 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- 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, JULY 27, 2022.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. FINANCIAL AND OPERATING BUDGET

Mr. Manousos reported and said that they are in the second month of the new fiscal year and have started off strong mainly due to the transient revenue at the Maritime Garage which was related to the free kids' initiative program that was offered at the Maritime Aquarium. He said that the transient revenue is 36.2% over budget for the month, and 46.1% over budget year to date and have kept the expenses under control.

Mr. Manousos reported on the month and year to date comparisons and said that the total revenue for the month is down 8.0% compared to last month and is down 7.8% compared to August of last year, and the year-to-date revenue is down 4.8% compared to last year.

Mr. Manousos reported on the variance report for August and said that the parking revenue is lower than projected and is mainly due to the railroad facilities. He said there has been more activity then projected for parking violations, but they also had assumed in the budget that compliance would increase. He said they were under budget for the operating expenses for security services and building repairs. He reported on the variance report for July and said they were over budget for parking revenue because the spaces at 50 Washington Street for August were pre-paid in July. He said that transient parking was also higher than projected which again was due to free kids' initiative program that was offered at the Maritime Aquarium.

Mr. Manousos reported on COVID and Pre-COVID analysis and said that August was 11.2% below pre-COVID systemwide but is trending in the right direction. He said that overall, systemwide transient activity year to date is 2.9% above pre-COVID levels and revenue is at 5.7% below pre-COVID levels. He said that permit sales are still relatively stable as a revenue source but are still down which is mainly due to the rail stations. Mr. Emery pointed out that the revenue for permit sales is up compared to last August.

Mr. Manousos reported on parking enforcement and said that ticket issuance and revenue was down compared to last month, and the revenue from citations counts for 20% of the system revenue and in July 3,052 tickets were issued and in August 2,769 tickets were issued. Mr. Aley asked how many tickets on average does the police department issue. Mr. Legesse said 80-100 tickets per month. Mr. Seebeck said he is interested in seeing the data on where the violations are occurring by location. Mr. Aley said the goal should be to have the ticket issuance reduced to 1.5% for every 100 transactions. Mr. Manousos said that it is agreed that they don't want revenue coming from ticket issuance and would rather have compliance and the way to do that is through "reasonable and consistent enforcement" that meets the overall needs of the community. Mr. Travers said that staff has seen an increase in the number of tickets issued for SONO but they are also seeing a different trend and will be upgrading the equipment by the end of this year to ensure communications are maintained and will be looking at options that have the ability for better customer service. He said that staff is also looking into a solution to the 15-minute free parking spaces because there is a plethora of issues around them. He said staff will also be piloting new signage for Wall Street which Mr. Emery will be presenting later in the meeting and will be looking at a promotions to get more people to pay for parking. Mr. Rains asked that Mr. Manousos and Mr. Legesse identify the major sources of the 1.9% of ticket issuance at the next meeting and make suggestions on how to reduce tickets issuance in the highly concentrated areas.

Mr. Manousos reported on the Pay-by- Cell activity is up 16.7% and revenue is up 25.2% compared to the same period last year.

Mr. Seebeck asked said the other revenue is not on the variance report but is 50% off and asked for more detail. Mr. Manousos said it is not on the variance report because it did not make the criteria of the variance report but is coming from the concession revenue which is budgeted but there have been no payments. He also said that advertising revenue that was budgeted and there are negotiations taking place with the vendors of the concession spaces but have not received any payments this fiscal year. Mr. Travers said there were some challenges with the leased properties and have recently made a change and moved all leasing to a property manager and they are working on getting the leases back in order and will be voted on by the Parking Authority. Mr. Emery said they have received the lease back from the legal department for LobsterCraft and staff is now reviewing the details and should be collecting rent from them by next month and he will keep the Parking Authority updated as they move forward.

4. ENGINEERING AND PROJECT REPORT

a. South Norwalk Railroad Station

Mr. Emery reported and said they are nearing the end of the project and it is approximately 95% complete are currently working on adding a change order for the concession area on the both the eastbound and westbound side, and there will be an area that is designated for the vending

machines that will include a payment section for the purchase of train tickets and parking. Mr. Travers said a customer service location will also be added to the New Haven bound side. Mr. Travers thanked Ms. Valadares and her team for executing the complex work to work around the tracks.

5. NEW BUSINESS

a. Discuss and Vote- Lease for OBKO Coffee Shop

Mr. Emery said they are working on renegotiating the lease with the coffee shop on the New York bound side of the South Norwalk Railroad Station based on the recommendations from the leasing agent. He said that OBKO was uncomfortable with the current amount of rent that was being charged due to the downturn of activity at the train station and the leasing agent is recommending a lease with the rent based upon the revenue of the coffee shop. He said the numbers they are looking at from now until November would be 15% of the revenue and would increase to 17% from November to January and to 20% from January to the end of the lease. Mr. Travers said from a financial management perspective it would be difficult to look at a lease that has no base payment and would be difficult to manage a budget and he does not think it is in the best interest of the Parking Authority but wanted to be sure they participated in the lease negotiations details. Mr. Rains said he thinks it would be cleaner if the lease was more concise and also suggested that this item be discussed in an executive session.

**** MR. SEEBECK MOVED TO TABLE THE ITEM AND SCHEDULE AND EXECUTIVE SESSION TO FURTHER DISCUSS AS WELL AS TO DISCUSS OTHER LEASES REQUIRING THE REVIEW OF THE PARKING AUTHORITY.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

b. Discuss and Vote- Norwalk Transit District Bathroom Lease

Mr. Emery said the Transit District would like to execute the third and final extension on their lease for the use of the bathrooms at the Yankee Doodle Garage for the bus drivers and the cost would stay the same at \$418/month. Mr. Rains asked if this is an annual lease. Mr. Emery said yes and is an extension to a previously agreed upon lease. Mr. Rains suggested going forward to enter into a longer-term lease agreement. Mr. Emery suggested that the final extension be voted on and approved and if the Transit District is interested in continuing a lease agreement, then discuss the terms of the lease agreement when the extension expires which is at the end of this fiscal year. Mr. Aley asked if the cost is to cover the cleaning costs. Mr. Travers said "yes".

**** MR. ALEY MOVED TO APPROVE THE ITEM.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

6. OLD BUSINESS

a. Yankee Doodle Garage Façade Enhancements Update

Mr. Emery provided an update and said that a survey ran for three weeks and ended last Wednesday and had over 1100 people participate on which enhancement for the façade they would like to see for the Yankee Doodle Garage and the winner was option #1 and he shared an image. He thanked the social media team for the city and the Parking Authority for all their help getting the message out about the survey. Mr. Travers said the next Wall Street meeting at the beginning of November which will be a part of the process and hope the Parking Authority members can participate. Mr Emery said he will also update the Parking Authority members on the progress as the timeline moves forward with the designer.

b. Wall Street 3-hour changeover

Mr. Emery said they were on schedule to make the start date of October 1st, but the Parkmobile signs were sent to the wrong location so will not arrive on time to go live on October 1st, but he expects to be live within the next two weeks to begin the three-month trial. He said that staff is working on installing the new signposts and all the current sign locations are now mapped in the GIS as well as on a spreadsheet. He said they are also working closely with the vendors so that the meters and the rate changes happen on the same date and will make some concession when it comes to enforcement during the 24-hour period of the changeover. Ms. Parkington asked if there is a standard height for the signs because the signs seem to be too high. Mr. Emery said that every signpost will now be uniform, but the signs must be a minimum of 7' high for clearance. Mr. Travers said that he and Mr. Bolella have created a sign style guide that has been approved by the mayor and these will be the first signs that will be piloted before a citywide rollout. Mr. Aley said his hope is that tickets issuance decreases once the new signage has been installed.

c. South Norwalk Railroad Garage Bike Parking

Mr. Emery said the painting has begun for the bike parking at the South Norwalk Railroad Station and there will be enough racks for 20 bikes along with a bike repair station with a bike pump. He said it will be located near the entrance and will have the Bike Norwalk logo. Mr. Aley asked that this be presented at the Bike Walk Commission meeting that is scheduled for next Monday evening. Mr. Travers said it is on their agenda and either he and or Mr. Bolella will be presenting and there will also be a press release done when it goes live.

d. East Norwalk Train Station Enforcement

Mr. Emery said along with the three-month trial on Wall Street he was hoping to go live on October 1st for enforcement at the East Norwalk Railroad Station but unfortunately it will be delayed due to the lawyer's working out the contract between Spinnaker and ParkMobile and he will keep the Parking Authority updated as it progresses.

Mr. Aley asked if the members of the Parking Authority had any interest in attending future meetings in person. Ms. Parkington said she has no issues with it but asked if the meeting will also be held via zoom so the public can view it. Mr. Travers said the city IT department is

working on a hybrid option and once the city conference rooms have that ability, they will expand on doing locations outside of City Hall.

Mr. Travers said that Laz has been a partner with the city for an extended period of time and they have agreed to pay for a holiday extravaganza and will have a tree at the plaza of 50 Washington Street and other tree on the Plaza on Wall Street and have engaged a consultant to help with the planning. He said there will be two tree lightings and the first will be held on November 20th from 3:00PM to 7:00PM on Washington Street, and the second will be held on Wall Street on November 29th from 4:00PM to 8:00PM. Ms. Parkington requested that Mr. Travers send an email to the Parking Authority with the dates and times.

7. MOTION TO ADJOURN

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:45PM.

Respectfully submitted,

Dilene Byrd