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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
MARCH 22, 2023**

ATTENDANCE: Eric Rain, Chairman
Matthew Seebeck, Vice Chairman
Jud Aley
Pamela Parkington
Peter Fullam

STAFF

James Travers, Director, TMP

OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Matt Edvardsen, Spinnaker
Henry Conroy, Spinnaker

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 FEBRUARY 22, 2023.**

- ** 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 that revenue is up for the month and year to date and for the month saw gains at Webster Lot, Main Street Lot, the East Norwalk Railroad Station. He said that transient revenue was on budget with gains at the South Norwalk Railroad Station, Haviland Deck, the Main Street lot, and the East Norwalk Railroad Station. He said the revenue for meters and violations are over budget and the expenses are under budget both for the month and year to date and compared to the same period last year, the year-to-date revenue is up almost 4% and violations are down almost 14% from last year and all other revenue and expenses are favorable to budget year to date.

Mr. Manousos reported on the variance report and said that meter revenue is up for the month due to increase activity and more meter bag payments were collected, and violations are up due to increased collections and decreased compliance. He said some of the items on the expense side are hold overs and will be seen on the report until the next budget cycle. Mr. Travers said that staff has been in discussions with LAZ to discuss the expenses with the desire to major improvements such as signage with the intent to try not to bond the funds, and he went through an inventory of all of the vehicles and in prior times there was a customer service vehicle that has not been getting a lot of use and will monitor the repairs to the older vehicles and use the customer service vehicle for enforcement or where needed. Mr. Alely asked

why the customer service vehicle is not being used. Mr. Travers said there hasn't been a need in a long time and the direction he would like the parking operation to go is where all staff are ambassadors and not just rely on one person but work as a team to serve the needs of the constituents. Mr. Aley said he hopes that will happen.

Mr. Manousos reported on the Covid impact analysis and said compared to February 2019, and the total system revenue is 4.5% below pre-Covid levels but expenses are 4.5% below pre-Covid levels.

Mr. Manousos reported on the systemwide activity and said they are following seasonal trends but year to date is still 1.4% below pre-Covid levels on the transient side and revenue is 8.4% below pre-Covid levels.

Mr. Manousos reported on the permit sales and said they have remained consistent, and on-street parking is also following seasonal trends and the activity was up 4.4% and revenue is up 9.3% compared to last year. He reported on the Pay by Cell and said the average stay is approximately 1.5 hours and the average transient transaction systemwide is \$1.43.

Mr. Manousos reported of the parking enforcement and said that ticket issuance was down 17.4% and citation revenue was down 11.6% compared to the same period last year and the citation revenue accounts for almost 20% of system revenues year to date.

Mr. Manousos reported on the ticket issued vs. demands analysis and said there was an increase from last month in the number of tickets issued compared to the demands. Mr. Aley asked why the meter violations are so high on Orchard Street. Mr. Legesse said that most of the tickets are being issued after 5:00PM and the enforcement officers are engaging the restaurants to let them know when they are in the area. Mr. Seebeck said there is a fair amount of construction going on Orchard and Quincy Street and asked if the contractor is purchasing bags for the meters. Mr. Legesse said most of the meter bag revenue is from the Wall Street area and not from Orchard Street. Mr. Travers said there is a lot more activity in the Orchard Street area due to the construction.

Mr. Manousos reported on the Pay by Cell and said the activity is up 20% year to date and revenue is up 30% year to date and have surpassed pre-Covid levels. Mr. Seebeck asked based on transactions made by Pay by Cell if the average transaction payment is higher on a Pay by Cell transaction, then the systemwide average. Mr. Manousos said "yes" he believes so, but he will confirm.

4. ENGINEERING AND PROJECT UPDATE

a) Update- Haviland construction projects

Mr. Travers reported and said next month he will provide an update on the direction on the Haviland construction projects.

b) Update- Yankee Doodle Garage Façade enhancements

Mr. Travers said the façade enhancements are still on track and Desmond Associates is working on the conditions assessment report and has found some issues that will need to be addressed prior to the façade enhancements and he will be meeting with them next Friday to review the preliminary report.

5. NEW BUSINESS

a) Discussion- 15/17 Chestnut St. land disposition and temporary parking

Mr. Travers introduced Brian Bidolli and said he is the Executive Director of the Redevelopment Agency. Mr. Bidolli reported on the 15/17 Chestnut Street project and said the Common Council is advancing the discussion and have scheduled a public hearing for April 6, 2023, for the land disposition of the area to enable the development. He said a critical component is the development of a temporary parking plan as well as the long-term parking arrangement once the spaces are replaced and put into the structured garage. He said they have been working closely with TMP to identify a strategy around that with the key things being what happens to the spaces during construction so Spinnaker is fully committing to identifying a location within walking distance of the train station that will accommodate the 60 parking spaces, and once the temporary parking plan is in place those spaces will be housed in structure. He said a benefit to this project is that they did receive a \$6 million dollar grant from the State of Connecticut to help with the infrastructure in the area.

Mr. Travers said they are continuing to work with legal on an agreement that will satisfy both users and The Redevelopment Agency has contracted with VHB to look at opportunities to maximize the parking and to look at it at a comprehensive plan to address ride share and buses. He said that Spinnaker will be replacing the 60 parking spaces that they are procuring under this land disposition and will still be required to provide those to the public for parking and the revenue will not go to the Parking Authority, but are insuring that the agreement does keep a fair amount of parking available for ridership to the area. He said a majority of the lot is designated to transient parking today and are proposing in the future that all of the lot is still available for transient parking and that the retail space has additional parking that is suitable for their operation.

Mr. Rains said the impact of the loss of the 60 parking spaces needs to be tracked and there needs to be clear delineation that the public parking in the new garage is not Parking Authority parking.

Mr. Seebeck said that prior to Covid by 8:00AM there was 100% occupancy on both sides and the lack of permit holders is a short-term problem and is concerned about having sufficient capacity in the event people begin to return as more people are returning to commuting. Mr. Travers said as part of the sale of the land disposition it does affect 60 parking spaces but are looking for the net number of parking spaces to be the same regardless of who is managing the space, and in the future look at a residential parking zone so that the parking areas for commuters and residents are defined.

b) Discussion- Courtesy Cards

Mr. Aley said in the past courtesy cards were issued and ended up giving too many, but he thinks they often build a lot of good will and suggested that the program start again. He suggested doing a test period because it is a lot of money to grind out all the striping for the reverse angled parking and restripe for the parallel parking to only be removed in a year or so when the sidewalks are widened on Wall Street and suggested giving courtesy cards specific to the back in angled parking which can educate people and build some good will. Mr. Travers said that staff will

report back to the Parking Authority next month on what the actual costs will be for the removal and restriping of the parking spaces, but he does not know if courtesy cards will fix the issue because the back in angled parking has been in place for almost three years and are still seeing it as a number one challenge that exists. Mr. Aley also said that signage for the back in angled parking would also be helpful. Mr. Travers said that the signage can be installed in the interim.

c) Discussion- NRV T Grand Opening

Mr. Travers said that the Bike/Walk Commission and the NRV T will be holding an event on May 6, 2023, that will highlight the NRV T portions that are open, but are not ready for a phase II grand opening by May 6, 2023.

d) Discuss and Vote- Amnesty Program to begin May 1. 3 months. Removal of all late fees

Mr. Travers said that the amnesty program would begin on May 1, 2023 or June 1, 2023, and would run for three months, and is a proposal to remove all late fees for older tickets and is an opportunity to let people pay the original fine and get rid of some of the old debt that staff is having a harder time collecting, and amnesty programs have shown to be very successful in some other communities and is a way to present good will. Mr. Manousos said the program would be open to everyone with delinquent citations, but notices will only be mailed to those with citations that were delinquent in the last five years. He said there are currently over 89,000 citations open and 10,713 would qualify to be mailed a notice. He said that \$474,144 is due in fines but 100% of the late fees would be waived which amounts to \$932,751 and would yield a 7% collection rate and the net collections would be approximately \$25,244. He said citation issued during the amnesty program will flow through the normal process but will not accrue any late fees and will still receive the discount if paid within 24 hours but at the end of the amnesty program the clock would start ticking on those unpaid tickets that were issued during the program and late fees will be applied to their normal schedule. He said that there will be a public relations piece to this, and outreach will be done through social media and by email. Mr. Travers suggested that tickets issued six months ago up to not five years only be eligible for the program and those issued within the last six months would still fall under the collections process. Mr. Fullam said the program will need to be promoted heavily to reach as many people as possible. Mr. Rain suggested that the outreach only be geared to those who qualify for the program. Ms. Parkington said that the outreach should be done through social media and the dates that the amnesty program covers needs to be specified. Mr. Seebeck asked other than the notices being mailed what the anticipated cost will be. Mr. Travers said that would be the only cost associated with the program. Mr. Seebeck said he wants to be sure that the end user know that they are paying the city or the Parking Authority especially if they are coming to pay in person.

6. OLD BUSINESS

a) Discussion- 15-minute free option

Mr. Legesse said the first shipment of meters are scheduled to arrive on March 27th and the second shipment will arrive on April 2nd and the installation will begin on April 10th.

- b) Update- Status of paystation delivery

This was discussed under item 6a of the agenda.

- c) Update- Coffee shop lease

Mr. Travers said that he received the lease back from legal today and will be sending it to the property manager and will then schedule a walk through of the space.

- d) Discussion and vote- Removal of back in angle parking

**** MR. SEEBECK MOVED TO APPROVE REMOVING THE BACK IN ANGLED PARKING IF THE COSTS ARE LESS THAN \$5,000.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- e) Discussion and vote- ParkMobile payment minimum \$1.00

Mr. Travers said that staff would like to move forward with the \$1.00 minimum for ParkMobile payments as it is with credit card charges. He said if the Parking Authority would like to see the credit card fees because the fee to process some credit cards are in excess of the revenue that is being received.

**** MR. SEEBECK MOVED TO APPROVE THE PARKMOBILE PAYMENT MINIMUM OF \$1.00.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

7. ADJOURNMENT

**** MR. SEEBECK MOVED TO ADJOURN.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:40PM.

Respectfully submitted,

Dilene Byrd