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

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

STAFF James Travers, Director, TMP

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

CALL TO ORDER

Me. Seebeck called the meeting to order at 6:02M.

1. PUBLIC COMMENT- LIMITED TO THREE MINUTES EACH SPEAKER

Mr. Regan said that he is an additional resource with LAZ Parking.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING, WEDNESDAY, JANUARY 25, 2023.

**** MR. ALEY MOVED TO APPROVE THE MINUTES FROM THE PARKING AUTHORITY
MEETING, WEDNESDAY, JANUARY 25, 2023, AS SUBMITTED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING, TUESDAY, FEBRUARY 7, 2023.

**** MR. ALEY MOVED TO APPROVE THE MINUTES FROM THE SPECIAL PARKING
AUTHORITY MEETING, TUESDAY, FEBRUARY 7, 2023 AS SUBMITTED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

4. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said that the revenue is up for the month and year to date, and they have seen gains on the monthly parking at Webster Lot, the Main Street Lot and in East Norwalk. He said there was an increase in transient parking at the South Norwalk Railroad Station as well as the overflow lot and was

offset by underperformance at the Webster Lot but was overall favorable to budget. He said that meter revenue and violation revenue was also over budget.

Mr. Manousos reported on the expenses and just over budget for the month but year to date are under budget.

Mr. Manousos said compared to last year the total revenue year to date was up 3% and was for all revenue components with the exception of violation revenue which was down compared to last year by just over \$100,000. He said the expenses were slightly higher compared to last year by just over 2%.

Mr. Manousos reported on the variance report and said although parking violation revenue was up compared to budget, the citation issuance was lower than budget, but the actual ticket was \$43 but had budgeted \$35 so it suggests that compliance was higher which has been the overall goal. Mr. Seebeck asked when violation revenue is budgeted what goes into that number. Mr. Manousos said that historical data and trends are looked at and look at it month to month. Mr. Travers suggested looking at an aging report to show what percentage of tickets were paid on a reduced fee for paying early as well as tickets that are paid late.

Mr. Manousos reported on the pre-Covid analysis and said compared to January of last year the revenue is down just over 11% compared to pre-Covid levels, and the expenses are down 17%.

Mr. Manousos reported on the system activity and said the system activity and revenue year to date is just below pre-Covid levels, and permit sales are steady and are still 23% below pre-Covid levels.

Mr. Manousos reported on the on street parking and said to date it is up 4.6% and revenue was up 8.1% compared to last year, and is down 13% compared to pre-Covid levels.

Mr. Manousos reported on the enforcement and said ticket issuance is down 22.1% and citation revenue is down 13.5% compared to last year. He reported on the ticket issuance versus demands and said there was a slight increase in the ratio of tickets issued versus the demands but is still below last year. Mr. Manousos reported on the ticket issuance per location. Mr. Seebeck asked if the Haviland Deck and Webster Lot are included. Mr. Manousos said “no” it was just for on street parking but could include those in the future. Ms. Parkington asked if something similar to this report can be done for the parking garages. Mr. Manousos said “yes” with the exception of the Maritime Garage and the South Norwalk Railroad Station because they are gated facilities so there is no enforcement.

Mr. Manousos reported on the Pay by Cell and said that it has been a great program and compared to total system demands the Pay by Cell transactions now represent of almost 24% of system demands and almost 12% of systemwide activity.

5. ENGINEERING AND PROJECT REPORT

a) Update- Haviland construction projects

Mr. Travers reported and said they are contracting with THA for the improvements at the Haviland Street Parking Deck which will include signage and concrete work that has not been done for some time and is moving forward but they have not yet submitted the construction estimates.

b) Yankee Doodle Garage Façade enhancement

Mr. Travers said that the weekly meeting was today with THA and the project continued to advance and will be at 50% design by next week and the 100% design documents should be delivered sometime in April and will do a final review and will go out to bid this year.

6. NEW BUSINESS

a) Discussion- Back in Angle Parking

Mr. Travers said there is a lot of frustration with the back in angled parking so in the final design of Wall Street they had anticipated that it would be removed and replaced with traditional parallel parking however, about half of the appeals are for the back in angled parking at the citation hearings and suggested doing it ahead of time and remove the back in angled parking and replace it with parallel parking. Mr. Aley asked how far out the final design of Wall Street is. Mr. Travers said the first phase will be on the east Wall Street section and anticipate getting it back from DOT later this year and the next community meeting will be held in April but the construction will not take place until 2024. Mr. Aley said the back in angled parking did slow traffic down in the area so asked what would be done with the extra space if the back in parking is removed. Mr. Travers said that the Transportation Planner will come up with a design in the interim. Mr. Aley asked if nose in angled parking would be an option as people understand that better. Mr. Travers said there are some safety concerns with that and is a challenge to get out of the parking spaces. Mr. Fullam suggested installing a raised crosswalk in front of the theater. Mr. Travers said the budget for 2033/24 has already been submitted and that was not included but can look at other opportunities but in the long term are looking at installing raised crosswalks throughout the corridor to address the issue. Mr. Aley suggested that before the back in angled parking is removed to change the light at Issacs Street to a blinking red light as it would act as a stop sign to help slow down the traffic. Mr. Travers said that lights and signs are not meant to be used as traffic calming measures, and every signal needs approval from the State of Connecticut, and in the long-term plan for the area that light will be removed. Mr. Seebeck and Mr. Fullam agreed that the back in angled parking should be removed. Mr. Travers said that a plan will be submitted at the next meeting.

b) Discussion- ParkMobile payment minimum

Mr. Travers said there is currently a \$1.00 minimum to use a credit card, but the change was not implemented into Parkmobile and on the transactions that are less than \$1.00 there is an absorbent fee being paid to the credit card company to process the credit card. He said that staff will provide additional information if necessary but would like to include it on the next meeting agenda as an action item. Mr. Seebeck said he would be in favor of the \$1.00 minimum as long as there is a cash option at the paystations.

c) Discussion- St. Patrick's event for SONO Train Station

Mr. Travers said there was a business round table meeting held last week and was well attended and someone at the meeting voiced their appreciation for the holiday extravaganza's that were held on Wall Street and SONO and that there should be more events like that. He said that on March 17th at the SONO Railroad Station that green carnations will be handed out to celebrate St. Patrick's Day and encouraged the members of the Parking Authority to attend.

7. OLD BUSINESS

a) Discussion- 15-minute free option

Mr. Travers said the parking paystations were upgraded and he had a discussion with the vendor, and they have designed software that will be unique to Norwalk so all of the paystation will have an option of free 15-minute parking.

b) Update- Status of paystation delivery

Mr. Manousos reported and said they are pushing for an earlier delivery but as of now they are scheduled to be delivered at the end of March and 29 new units will be delivered as well as 26 upgraded meters. Mr. Aley asked if all of the paystations will be upgraded. Mr. Travers said "yes".

c) Update- Wall Street sign change data discussion

Mr. Travers said there has been a decrease in meter violations since the new signage was installed and the average time was under two hours.

d) Update- Coffeeshop Lease

Mr. Travers said the lease is now with the legal department and it continues to move forward.

Mr. Seebeck welcomed Mr. Fullam to the Parking Authority. Mr. Fullam provided an overview of his background and said he is excited to be a member of the Parking Authority.

Mr. Aley requested that an agenda item be added to the next meeting to discuss the re-implementation of courtesy cards as it was a good promotion for Norwalk.

Mr. Seebeck requested a discussion of the grand opening of the Norwalk River Valley Trail also be included on a future agenda.

8. ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:20PM.

Respectfully submitted,

Dilene Byrd