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 lie 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 Kathryn Hebert at khebert@norwalkct.org to provide written comment prior to the meeting.

**PARKING AUTHORITY**
**REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE**
**July 22, 2020**

| | |
|---|---|
| **ATTENDANCE:** | Michael Harden. Chairman<br>Eric Rains, Vice Chairman<br>Richard Brescia<br>Tom Vetter<br>Jud Aley |
| **STAFF:** | Kathryn Hebert, Director of Transportation, Mobility and Parking |

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

## PUBLIC COMMENT

There was no public comment this evening.

## CALL TO ORDER

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

## 1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD WEDNESDAY, JULY 8 , 2020.

Under the attendance delete "Vice Chairman after Mr. Brescia and add "Vice Chairman" after Mr. Rains.

**** MR. VETTER MOVED TO APPROVE THE MINUTES AS AMENDED .**
**** MR. BRESCIA SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

## 2. APPROVE A SUM NOT TO EXCEED $6,000 FOR THE PARKING AND ROADWAY PAVEMENT MARKING INSTALLATION ON WASHINGTON STREET BETWEEN N. MAIN STREET AND DR. MARTIN LUTHER KING JR. BLVD.

**ACCOUNT NO. 09 20 4095 5777 C0303**

Mr. Harden said this item has been removed from the agenda.

Ms. Hebert gave an overview of why the item has been removed and said the measurements were not wide enough to allow a safe travel way so the center line would need to be moved, and in order to do that a design was done in-house on behalf of the Parking Authority and presented to the Traffic Authority. Mr. Yeosock and Mr. Aley had attended the Traffic Authority meeting on Monday and the Members of the Traffic Authority were not comfortable with the 15 parking spaces, the change in the center line and were concerned it would not be safe. There was also a conversation regarding the LOCIP grant and was suggested that the temporary plan be redesigned with 12 parking spaces, but staff is recommending not to do that because the LOCIP grant conception design does have 15 parking spaces and we would like to continue along in that way. Mr. Aley said that Mayor Rilling has requested we respond to this at the next Traffic Authority or sooner and he would like to meet with Mr. Yeosock to discuss the plan, as possibly meet with Mayor Rilling and Ms. Hebert. Mr. Yeosock said the Traffic Authority has cancelled the August meeting so the plan would not be presented to them until September, and the lost parking spaces for the outdoor dining will come back on Washington Street in mid-

October so he does not think the redesign can be done in enough time to address their concerns. Mr. Harden said the fact that the barriers will be removed from Washington Street is only part of the reasoning but the fact that we have discovered the ability to add additional parking spaces to the city's inventory which is a good thing regardless. Mr. Yeosock said that he has received comments back regarding the LOCIP grant which are pretty simple to address and should receive approval to move forward fairly soon and under construction in the spring so when construction begins those spaces would be lost anyway and built in a permanent manner. Ms. Hebert said we don't want to submit a plan for 12 parking spaces when the original conceptual plan has 15 parking spaces.

## INFORMATION AND DISCUSSION

A. Chairman Report

Mr. Harden read his Chairman Report as follows:

Thank you for entrusting me with the Chairmanship of the NPA. As a long standing member of the Parking Authority I have seen the commission go though many changes. Most of them good and all of them parallel changes with the times. My goal for the Parking Authority in the near future is to bring it back to the basics. I feel it is always good idea, when given the chance, to step back and review just what the authority is really responsible for and re-focus our priorities on exactly what we have been asked to do.

I know most of you have heard me say this but I will say it again for the record. I believe the Parking Authority of any major city should be as small, quiet and almost invisible as possible. I don't want to win any awards, I don't want to taut our achievements, I just want to manage parking so that we optimize the retail and restaurant experience and help the small businesses grow and thrive in our cities core.

When someone comes to dinner or to shop and stays to dance and drink, parking should never be a topic of conversation. You should be able come in, pay a fair value for your safe and clean parking, and never think about it again. We have done great things to that end such as, the Park Mobile App, Text to Pay, Courtesy cards as well as helpful Constables and a courtesy car to help motorists in distress. But, If Parking is a topic of concern during or even after your experience in Norwalk, then we have failed to do our job.

Right now we are a topic of conversation all over town and at many dinner tables, I believe we need to focus on that and work to remedy our reputation even further and find a way to manage parking in a softer way. The courtesy cards work well, and I am proud to have started that program and happy is has succeeded the way it has. More programs like that and a re-look at the fees and enforcement is a must.

For today, I would like to put a few more items on the table to make parking more relevant and provide topics for discussion moving forward:

1. The conversation with the Mayor about SoNo train station and the Chestnut street Construction. We have been asked to consider bonding a portion of the construction and we will be losing 60 spaces to the construction project until its completion. At which time we could recover the parking we lost plus more in the new structure being build, but this needs discussion, please add this to the agenda for September.

2. The West Washington spaces have been tabled by the Traffic Commission. Judd was there and will head up that topic today.

3. The Beach parking, and Mayor Rilling has requested him to consider preliminary talks about the visitor "over flow" issue on all the side streets leading into the beach and, Parks and Recreation are going to be discussing the NPA taking over the Beach Parking Contract which will most likely be in the spring.

B. South Norwalk Railroad TOD

Mr. Harden said the plan that they have now shows 60 parking spaces on the eastbound side being absorbed by the Chestnut Street property that Spinnaker wants to develop and a majority of that is a parking garage. He said he realizes it will be an issue with the waiting list but when the project is complete the Parking Authority will be offered back over 100 parking spaces to put into inventory for these commuters.

Mr. Harden said the issue is the bonding and that here is a meeting scheduled with LAZ and to discuss them also getting involved so that the Parking Authority would not have to do the bonding. Mr. Brescia asked how long they are projecting until the project is completed. Mr. Harden said two years. Mr. Vetter asked when the 60 parking spaces would be lost. Mr. Harden said there are a few different plans but it could be as early as this spring. Mr. Vetter requested a presentation from Spinnaker or whoever the appropriate group is regarding the bonding and how it works. Ms. Hebert said she will add the presentation on the September agenda.

Mr. Harden left the meeting at 6:15PM.

C. Financial and Operating Report

Mr. Manousos reported on the revenues and said that this month closed out the fiscal year and the bad news is that we were in the red, but the good news is we were much better than what was projected and the revenues were only down 23% compared to budget and compared to last year were only down 21%. He said when the reforecasting was done and in looking through the different scenarios we had forecasted that we would be approximately at 25% of demands from last year but finished in June at 38%, and July is looking even better and is currently at 45% and we estimate 40% and are expecting to be in the black next month.

Mr. Manousos reported on the expenses and said that the expenses were reduced and deferred to help with the Covid-19 situation and were down approximately 36% and is favorable to budget this fiscal year and compared to last year. The demands were off only 20% compared to last year and still have a strong percentage of revenues from credit cards and is over 80%. The Pay by Cell activity is still strong and the average transaction is $2.72 for the month and the numbers of transactions compared to last year is only down less than 2% and revenue is only off 14.6% even though there was two months of no fees that were being charged.

Mr. Manousos reported on the enforcement and said issuance is down over 7% compared to last year and includes the beach and the Parks and if those locations are factored out it is down approximately 23%.

Mr. Manousos said that staff is still doing all the cleaning and disinfecting protocols and are beginning to see more activity. He said although the Text to Park has just begun there has been great usage as more people are using touchless parking payments.

Mr. Legesse reported on the customer courtesy program and said for the month of June there were 18 program days and year to date there have been 173 program days. For the month of June 723 cards were issued and year to date 8,067 courtesy cards were issued. He said that 106 violations were issued after the courtesy cards were issued, and the total value of the courtesy cards that were issued for the month is $15,425.00 and $184,650 year to date.

Mr. Manousos said that the online reservations that were introduced at the Maritime Garage and the South Norwalk Railroad Station is seeing a lot more activity. Mr. Legesse said at the Maritime Garage for the month of June there were 69 online reservations, and 561 transactions for Text to Park

D. Capital Project Update

Ms. Valadares reported and said that most of the projects have been completed and the rail installation at the Yankee Doodle Garage has been finalized. Once the contract has been signed with Desman for the on-call engineering consulting services we will begin. Most of the effort has been around the green infrastructure improvements at Webster Lot and Fuss O'Neil has submitted the Quality Assurance Project Plan to the National Fish and Wildlife Foundation and received comments last week, and has been reviewed it and sent it back to them and they are now waiting for the sign off. She said they are hoping to receive it in the next two weeks and are still targeting the work to be completed by late spring of next year.

E. Other Business

There was no other business discussed this evening.

F. Next Parking Authority Meeting: Wednesday, September 23, 2020 at 6:00PM., at the Yankee Doodle Garage. **NO MEETING IN AUGUST** .

## ADJOURNMENT

**** MR. VETTER MOVED TO ADJOURN.**
**** MR. BRESCIA SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:30PM.

Respectfully submitted,

Dilene Byrd