



Special Meeting
Wednesday, November 30, 2022
6:00 p.m.

By Zoom Virtual Video Conference and Tele Conference

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



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 email 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 jtravers@norwalkct.org to provide written public comment prior to the meeting.

AGENDA

- 1) Public Comment, limited to three minutes each speaker
- 2) Discussion and action related to minutes from the Parking Authority meeting Wednesday, October 26, 2022
- 3) Financial and Operating Report
- 4) Engineering and Project Report
 - a) Update – Yankee Doodle Garage Construction Documents – Jim Travers
 - b) Update – Haviland Deck Membrane Repair – James Emery
 - c) Update – South Norwalk Train Station Concession Area Build Out – James Emery
- 5) New Business
 - a) Chamber of Commerce – Discount Parking Request – James Emery
 - b) Convenience Fee – NPA Board
- 6) Old Business
 - a) Update – Miracle on Wall Street and Holiday Extravaganza – Jim Travers
 - b) Update – Wall Street 3-hour changeover – James Emery
 - c) Update – South Norwalk Train Station Garage – Bike Parking area – James Emery
 - d) Update – East Norwalk Train Station – Bike Racks – James Emery
 - e) Update – ParkMobile Gift Card Give Away – James Emery
- 7) Motion to Adjourn

Next Parking Authority meeting: Wednesday, December 21, 2022



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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
OCTOBER 26, 2022**

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

STAFF 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.

**** MS. PARKINGTON MOVED TO SUSPEND THE RULES TO TAKE THE AGENDA OUT OF ORDER.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

1. PUBLIC COMMENT- LIMITED TO THREE MINUTES EACH SPEAKER

Ms.Cece said under new business item 5B, there is a discussion by Mr. Emery regarding a residential parking permit program and said she can't stay for the meeting and asked if there are documents that can be emailed to her because she is curious if it is for one area of the city or if it will be throughout the city as needed. Mr. Emery said there are no plans or documents to email but as he has been going through things that had been left over from his predecessor one of the things was a residential permit parking program and the money has been set aside for that and he thinks that it is something that is needed. He said the discussion tonight was that he is going to make the members of the Parking Authority aware that this is something that staff will be taking on and start looking into next week. Ms. Cece said that pockets of East Norwalk have been lobbying for this for years and the East Norwalk Neighborhood Association would like to assist in this and provide whatever feedback and collaborate with the Parking Authority on this and she will send an email with their contact information.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING WEDNESDAY, SEPTEMBER 28, 2022.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

5. NEW BUSINESS

a) Discuss and vote-Norwalk Public Library Request

Mr. Emery read a request that was made by the Norwalk Public Library asking for free parking and said they are requesting free parking on Mott Avenue on Friday, November 4th and Saturday November 5th for their Indy and local author celebration but said that the library does have their own lot. Mr. Legesse added there are 37 spaces in that lot. Mr. Emery said they also have 8-10 free 30-minute spaces on Mott Avenue in front of their building and just added another additional 20 spaces on Byington Place that are 2-hour timed spaces so there is no charge for those spaces and in his opinion free parking especially on street is a slippery-slope and the on-street parking on Mott Avenue is .50 per hour.

Mr. Aley said last year an organization requested parking at the Yankee Doodle Garage for an event they were having on the green and he thinks that would be a better option because it has been done in the past and it would also get people to walk through the Wall Street district.

Mr. Seebeck asked if the parking lot at the library is enforced. Mr. Emery said it is technically under the jurisdiction of the Parking Authority but are not doing any enforcement at this time. Mr. Seebeck said with the 37 spaces in the lot plus the 20 spaces on Byington Place he is not inclined to offer much more than that unless we really want to adapt people to the Parkmobile app. Platform and in that case, he suggests providing a promotional code to see how many people actually use it and may be a benchmark for events in that particular area.

Ms. Parkington asked if the library stated how many people attended last year's event. Mr. Emery said "no" but said that it is a big event. Ms. Parkington said she is leaning towards what Mr. Aley had suggested and offer the Yankee Doodle Garage and have the library validate for parking.

Mr. Rains said there have been other groups that have made the request from various parts of the city, and he also thinks it is a very slippery slope and the proximity of the entire garage being available and offering free parking like what was done for the Earth Day celebration would be a good option but is not in support of offering free on street parking.

Mr. Emery said staff will do their best to get the Parkmobile codes and allow them to use them for their event so that it can be tracked but clarified that if they can't get the codes in time the only option would be is the garage would need to be free for everyone.

**** MR. SEEBECK MOVED TO APPROVE OFFERING THE YANKEE DOODLE GARAGE FREE FOR THE NORWALK PUBLIC LIBRARY EVENT ON FRIDAY, NOVEMBER 4, 2022, AND SATURDAY, NOVEMBER 5, 2022.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

c) Discuss and vote- ParkMobile Holiday Give Away

Mr. Emery said he is requesting up to \$1500 of the NPA's funds to purchase gift cards from local restaurants on Washington Street and Wall Street and over the holiday season provide a giveaway for people who use ParkMobile in that month, and also do random drawings which will be promoted during the holiday extravaganza and the Miracle on Wall Street which will not only promote ParkMobile but also have a nice outing in Norwalk especially over the holiday season. Mr. Rains asked if the restaurants that will be pursued are adjacent to the Parking Authority's assets. Mr. Emery said "yes". Mr. Aley suggested that it is stated somewhere on the gift cards that they were made possible from parking funds.

**** MR. SEEBECK MOVED TO APPROVE THE ALLOCATION OF UP TO \$1500 FOR THE ASST. DIRECTOR OF PARKING FOR TRANSPORTATION, MOBILITY AND PARKING TO SOLICIT BUSINESSES FOR GIFT CARDS TO INCREASE ABDUCTION OF THE PARKMOBILE APPLICATION.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

b) Discussion- Residential Parking Permit

Mr. Emery said the City of Norwalk is long overdue for a residential permit parking program and it has been in the budget, so the funding is available, and the goal is to have this up and running by the next beach season and would tie directly into the same zones that are currently used and be enforced by license plate recognition. Mr. Rains asked if it would require a charter change. Mr. Emery said if may and he is looking at all the current charters. Ms. Parkington said she has been contacted by several neighborhood groups requesting this because of beach and fireworks parking and the biggest one being at the end of Cove Avenue where there is public access for kayakers which takes up all the on-street parking. Mr. Rains asked if this would coincide with the budget process so that modifications can be made for additional staff if needed. Mr. Emery said "yes" and will pay close attention to the budget so that there are enough funds available and will be upfront and transparent if any of the surplus is needed at the beginning to start the program. Ms. Parkington said if the East Norwalk area is used as the pilot for the program she will work with Ms. Cece and the East Norwalk Neighborhood Association and help them sign up.

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said that revenues are up, and expenses are down, and the fund balance is very favorable to budget and will accumulate until it is spent down later in the fiscal year once the repair and maintenance projects are finalized as well as the special projects that may or may not be done.

Mr. Manousos said for the month and year to date comparison to last year the total revenue is down 3.6% and is mainly due violations being down from last year by almost

\$90,000 which is a good sign for the operations because the other revenue components are up from last year which signals compliance which is what the objective was.

Mr. Manousos said compared to pre-Covid the revenues are still down 14% and expenses are also below budget of 6.81% but debt service is up from pre-Covid levels which off sets some of the expense savings in other areas.

Mr. Manousos said that transient activity is up almost 3% from pre-Covid levels but revenue is down 5.7% and is due to the railroad facilities and the permit sales are still lagging pre-Covid levels.

Mr. Manousos reported on the on-street parking and said it is up almost 9% above pre-Covid levels and noted that the Pay by Cell component of the transient revenue represents about 40% of the transient revenue.

Mr. Manousos reported on the enforcement and said that issuance is decreasing but the ticket issuance vs demand has increased slightly to just over 2%.

Mr. Rains asked for an update on the ticket issuance vs. demand on where the concentration of tickets was being issued that was discussed last month. Mr. Manousos said that he can show a graphic of where the locations are, and that Mr. Legesse did a phenomenal job on getting the information together. Mr. Manousos presented the ticket issuance report and said that 67% year to date were issued for expired and time limit violations and the areas that the most activity was seen aside from the beach areas were Webster Lot, Washington Street and the Haviland upper deck and a large fraction of tickets that were issued were in the evenings and on the weekends and 64% of the tickets issued were up until 6:00PM and the remainder after that. He also said that out of the 67% of the tickets that were issued that 76% were issued in the SONO area and 22% were issued in the Wall Street area and the remainder were in the zones on West Avenue. Mr. Aley asked if there is a report that includes which streets had the most ticket issuance. Mr. Emery said that staff is working on that and will present it to the Parking Authority so that there is an understating of it and if there is anything else they would like to have added. Mr. Rains requested that the report be marked as draft until it is finalized.

He also asked how the parking will be handled for the holiday events on holiday extravaganza and the Miracle of Wall Street. Mr. Emery said that is something they are considering as they put the two programs together and will be reaching out the Parking Authority via e-mail if changes will need to be made for a possible higher demand of parking.

4. ENGINEERING AND PROJECT REPORT

- a) Update-Haviland Deck Membrane Repair
There was no discussion.
- b) Update- South Norwalk Train Station- Concession area build out
There was no discussion.

6. OLD BUSINESS

- a) Update- Miracle on Wass Street and Holiday Extravaganza
There was no discussion.
- b) Update – Wall Street 3-hour changeover
There was no discussion.
- c) Update- South Norwalk Train Station Garage- Bike parking area
There was no discussion.
- d) Update- East Norwalk Train Station-Bike racks
There was no discussion.

7. ADJOURNMENT

**** MR. SEEBECK MOVED TO ADJOURN
** MR. ALEY THE MOTION
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:00PM.

Respectfully submitted,

Dilene Byrd



October
2022

Operations Report

FINANCIAL SUMMARY

	Month (October)					YTD (July-October)					FISCAL YEAR	
	Actual	Budget	Var \$	Var %	Actual PY	Actual	Budget	Var \$	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	497,756	513,560	(15,804)	-3.1%	520,748	2,217,149	2,018,099	199,050	9.9%	2,285,633	6,325,819	6,163,005
Other Revenue	3,796	8,402	(4,607)	-54.8%	3,899	15,000	33,610	(18,610)	-55.4%	34,260	82,219	100,829
Total System Revenue	501,552	521,963	(20,411)	-3.9%	524,647	2,232,149	2,051,708	180,440	8.8%	2,319,892	6,408,038	6,263,834
EXPENSES:												
Operations	285,447	292,524	(7,077)	-2.4%	268,962	1,132,524	1,234,478	(101,953)	-8.3%	1,252,992	3,678,223	3,818,549
City Support/Admin Svcs	61,903	63,331	(1,428)	-2.3%	63,010	247,612	253,324	(5,711)	-2.3%	252,039	754,260	759,971
Debt Service	107,180	107,180	0	0.0%	96,635	428,721	428,721	-	0.0%	386,539	1,286,162	1,286,162
Capital Reserve & Replacemen	11,250	11,250	0	0.0%	11,250	45,000	45,000	-	0.0%	45,000	135,000	135,000
Total Expenses	465,781	474,286	(8,505)	-1.8%	439,856	1,853,857	1,961,522	(107,665)	-5.5%	1,936,570	5,853,645	5,999,682
Fund Balance	35,772	47,677	(11,906)	-25.0%	84,791	378,292	90,186	288,105	319.5%	383,322	554,393	264,152

Budget Summary

- Parking revenue is **3.1% under** budget for the month and **9.9% over** budget YTD.
- Total expenses are **1.8% under** budget for the month and **5.5% under** budget YTD.
- Transient revenue is **6.3% under** budget for the month and **18.6% over** budget YTD. Compared to the same period last year, YTD transient revenue is **3.4% above** last year.

Month and YTD Comparisons

- Total Revenue for the month is **down 5.9%** compared to last month (September) and is **down 4.4%** compared to October of last year. Compared to the same period last year, YTD revenue is **3.8% below** last year.
- Transient activity for the month is **down 1.6%** compared to last month (September) and is **down 2.9%** compared to October of last year. Transient activity YTD is **unchanged** compared to last year.
- Permit activity (number of permits sold) is **up 0.8%** compared to last month (September) and **up 7.4%** compared to October of last year. Permit activity YTD is **up 9.0%** compared to last year.
- Permit Revenue is **up 0.2%** compared to last month (September) and **down 18.4%** compared to October of last year. Permit revenue YTD is **up 2.0%** compared to last year.

Variance Report (Actual v. Budget)

The Variance Report identifies and explains variances that are at least 20% and \$5,000 compared to budget.

VARIANCE REPORT - Major Variances (+/- 20% and \$5,000)

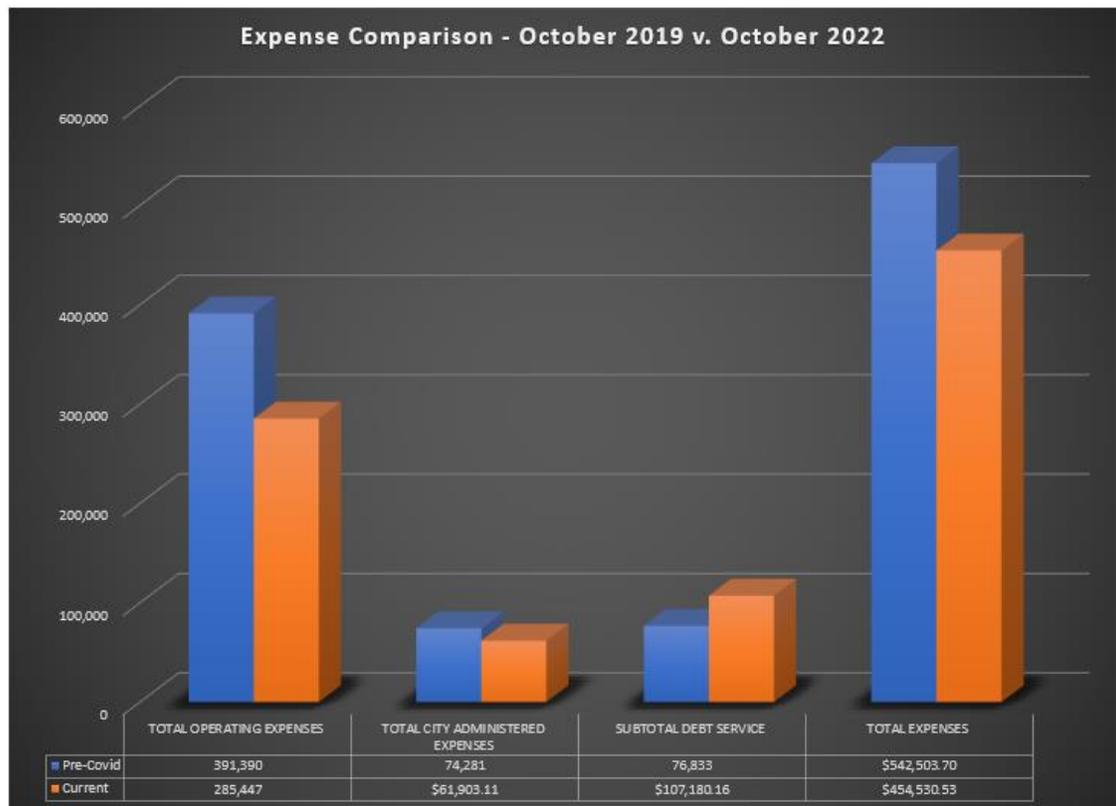
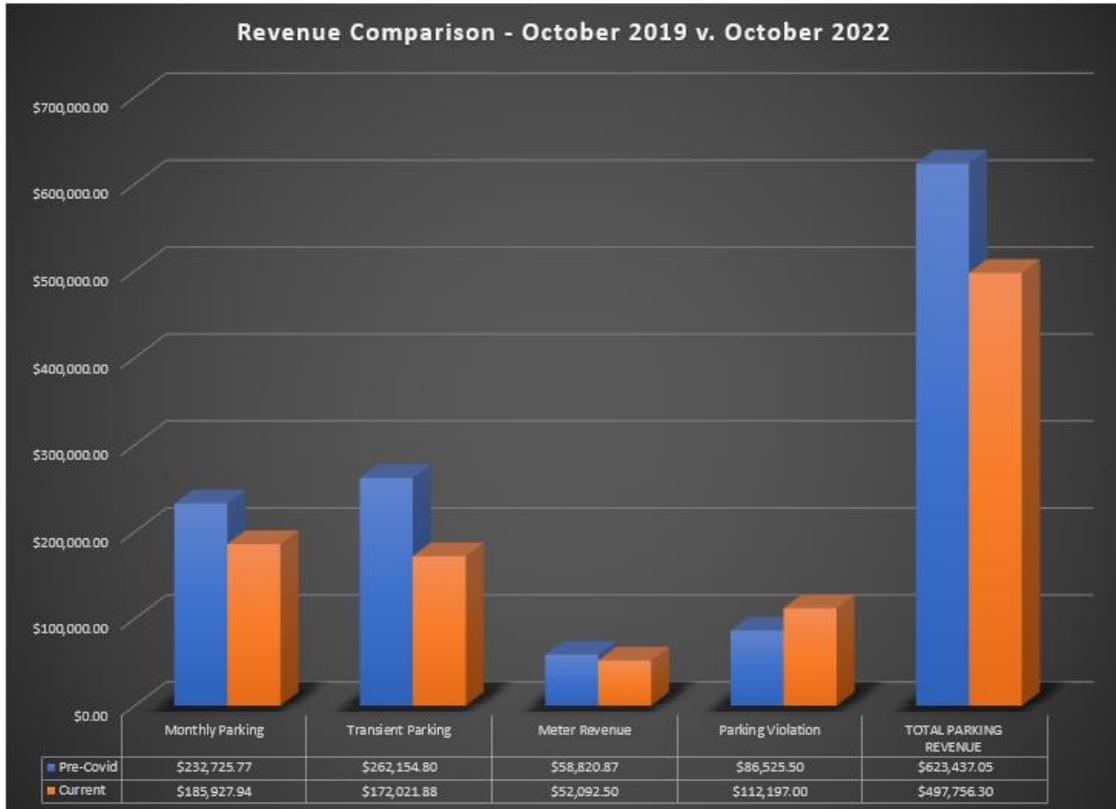
Norwalk Parking Authority

For the Month Ending October 31, 2022

	ACTUAL	BUDGET	Var. (\$)	Var. (%)	COMMENTS
PARKING REVENUE					
No Major Variances					
OPERATING EXPENSES					
Security Services	\$15,499	\$10,000	\$5,499	55.0%	Security service is over budget due to payment for quarterly contract.
Equipment Expense	\$0	\$8,333	(\$8,333)	-100.0%	Expenses lower than projected.
Service Contract	\$18,277	\$10,417	\$7,860	75.5%	Payment for PM service contract on the parking equipment
Parking Program	\$14,459	\$8,333	\$6,126	73.5%	Two months invoices were paid in the month.

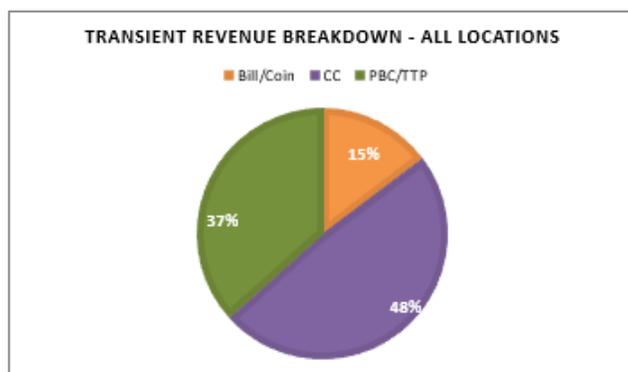
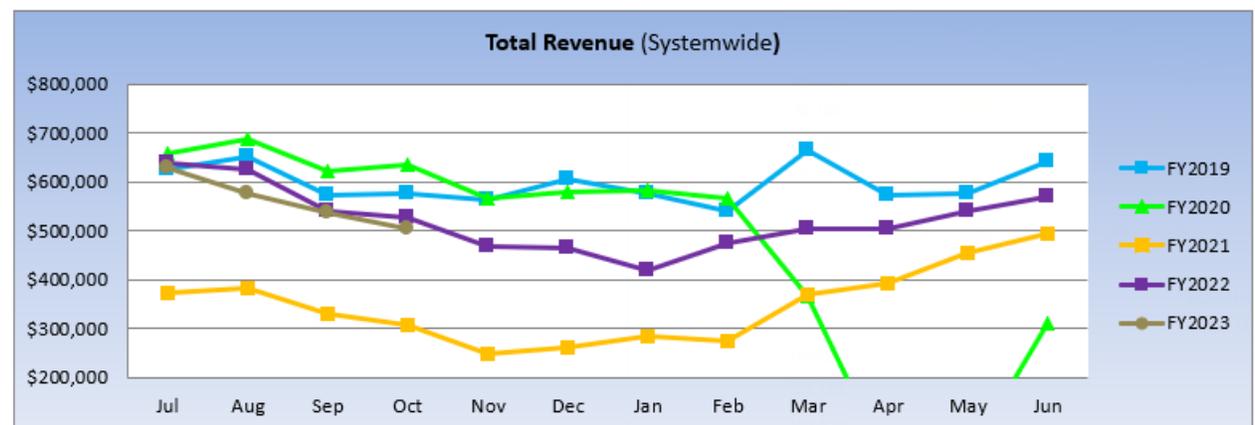
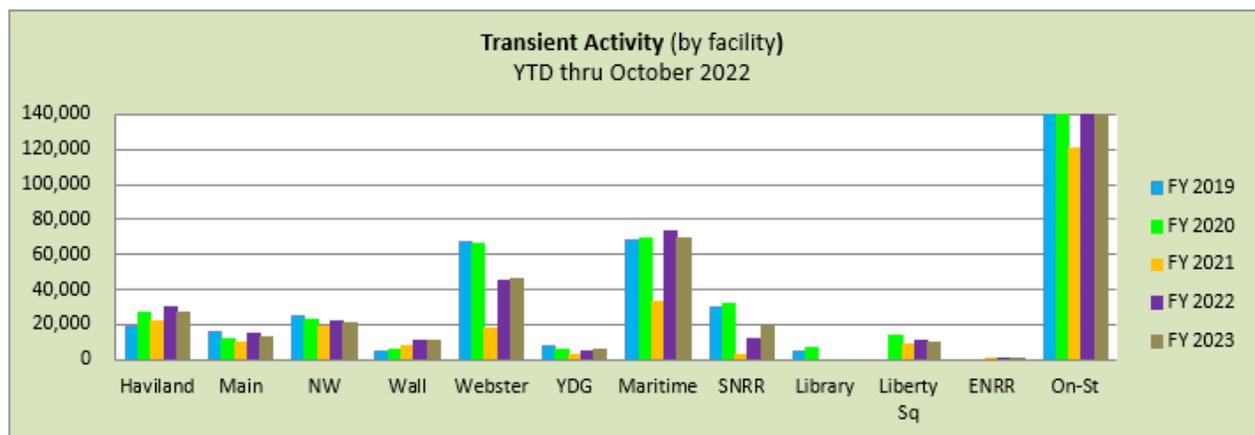
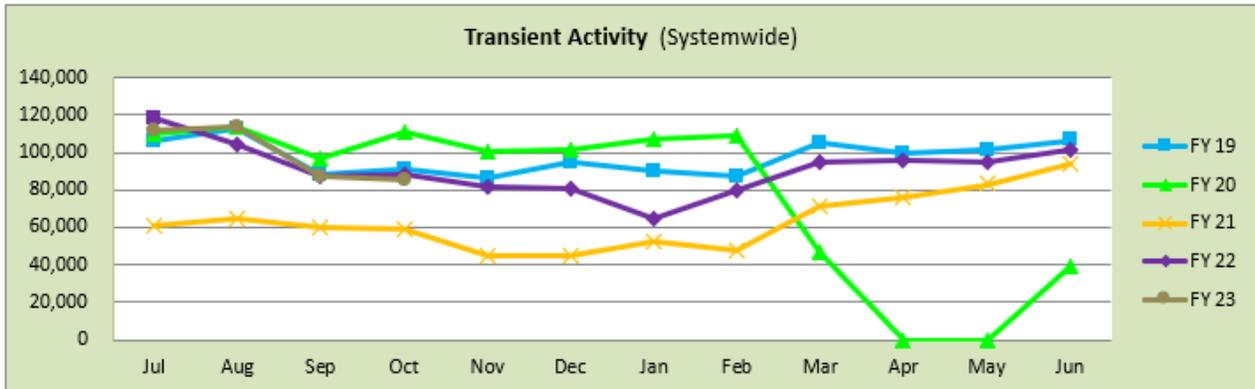
COVID Impact Analysis (Pre-Covid v. Current)

The following graphs illustrate the comparison between pre-COVID and current revenue and expense activity. Compared to pre-COVID October 2019, total system **revenue** is **15.9% below** pre-COVID levels and **expenses** are **6.81% below** pre-COVID levels.



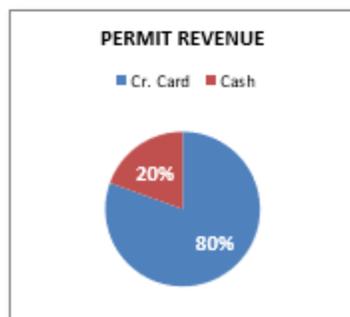
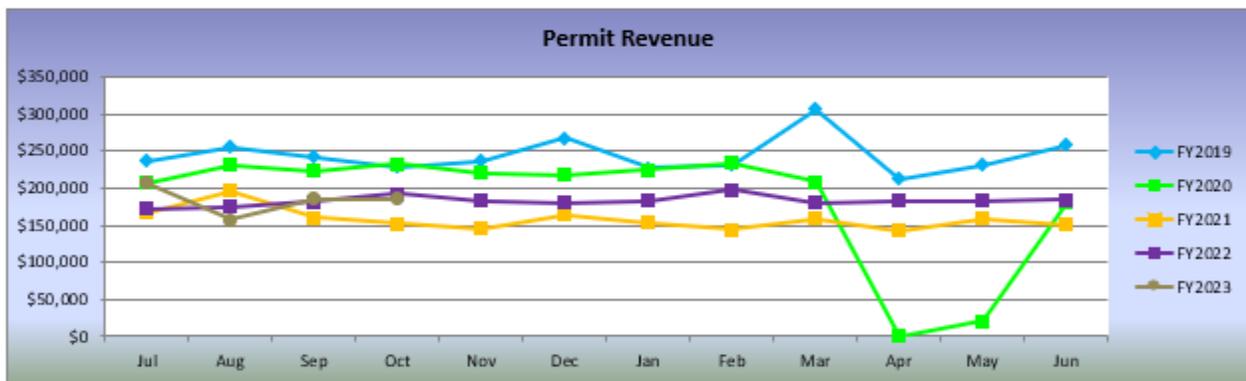
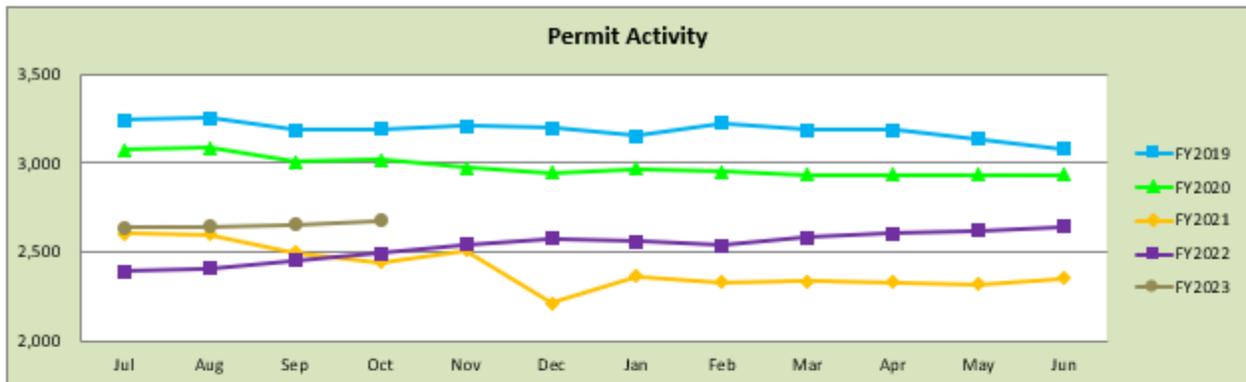
Systemwide Activity

- Overall, systemwide transient activity YTD is **0.7% above** pre-COVID levels and revenue is at **7.4% below** pre-COVID levels.



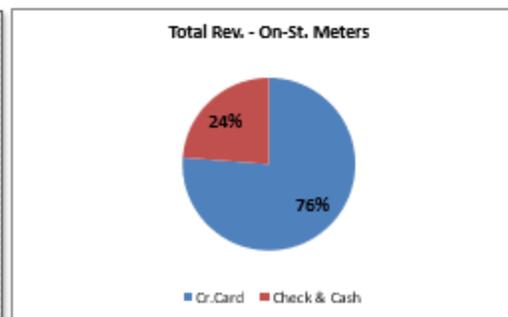
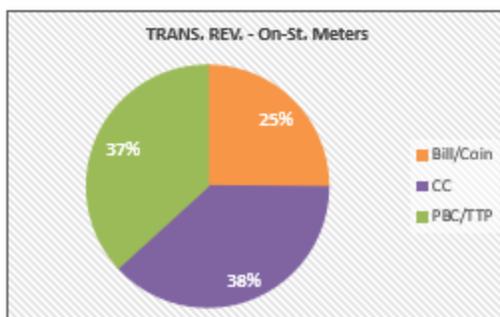
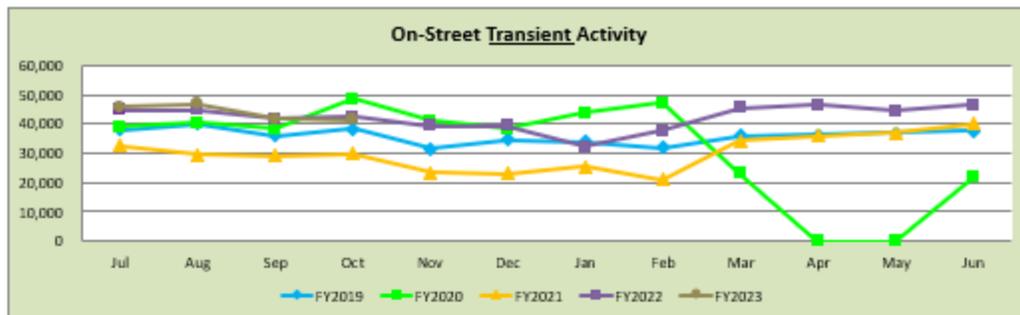
Permit Sales

- Compared to last month, October permits are **up 0.8%** and permit revenues are **up 0.2%**.
- Compared to last year, October permits are **up 7.4%** and permit revenues are **down 2.5%**.
- YTD compared to last year, permit activity is **up 9.0%** and revenue is **up 2.0%**.
- YTD permit revenue is **7.8% under** budget.
- Permit activity is **17.6% below** pre-COVID levels and permit revenue is **23.6% below** pre-COVID levels.
- **2,674** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.



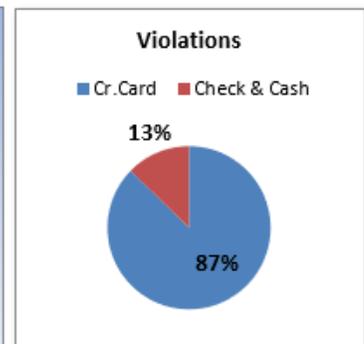
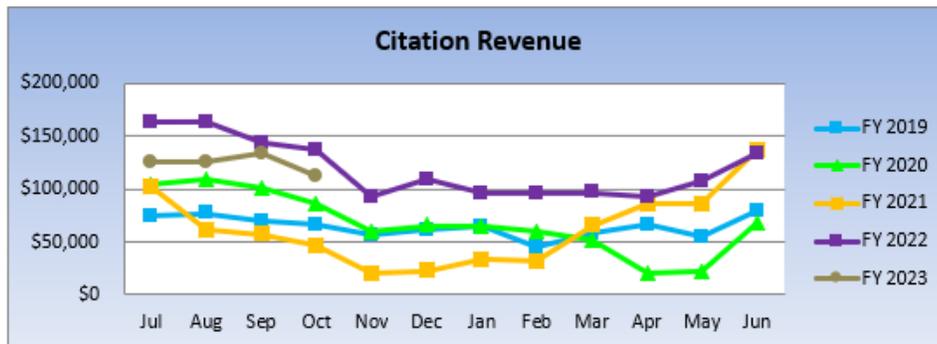
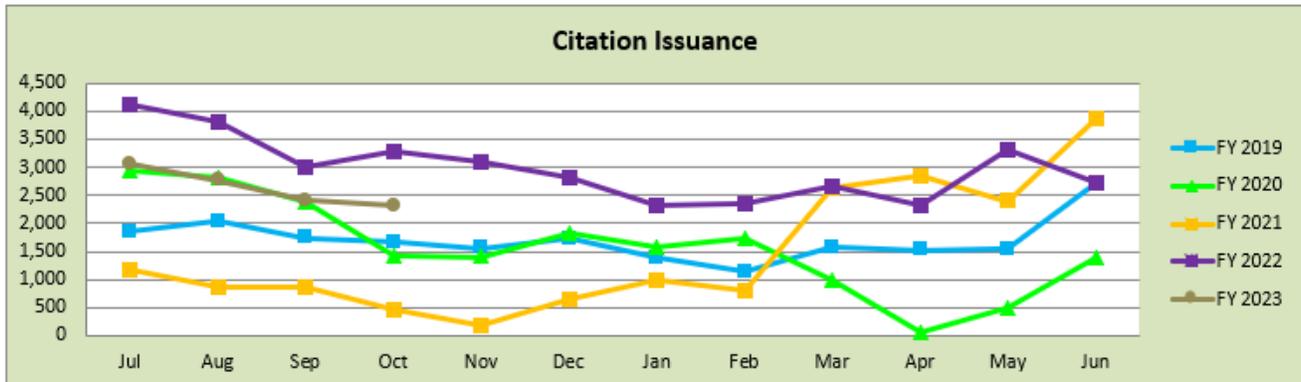
On-Street Parking

- YTD through October 2022, transient activity was **up 1.5%** and revenue was **up 1.8%** compared to last year.
- For the month of October, transient activity was **down 0.6%** compared to last month and **down 2.4%** compared to last October and **down 14.4%** compared to pre-COVID.
- Revenue was **down 1.3%** compared to last month and **down 1.0%** compared to last October and **down 11.4%** compared to pre-COVID October.
- In SONO, the average PBC transaction was **\$2.31** or an Average Stay of **1.5** hours.
- In the Wall District, the average PBC transaction was **\$0.81** or an Average Stay of **1.6** hours.
- Average Transient Transaction = **\$1.25** or an Average Stay of **0.8** hours.



Parking Enforcement

- YTD through October 2022, ticket issuance was **down 25.6%** and citation revenue was **down 18.5%** compared to the same period last year.
- Compared to last month, ticket issuance was **down 3.5%** and citation revenue was **down 15.6%**.
- Citation revenue accounts for **21.2%** of system revenues YTD.



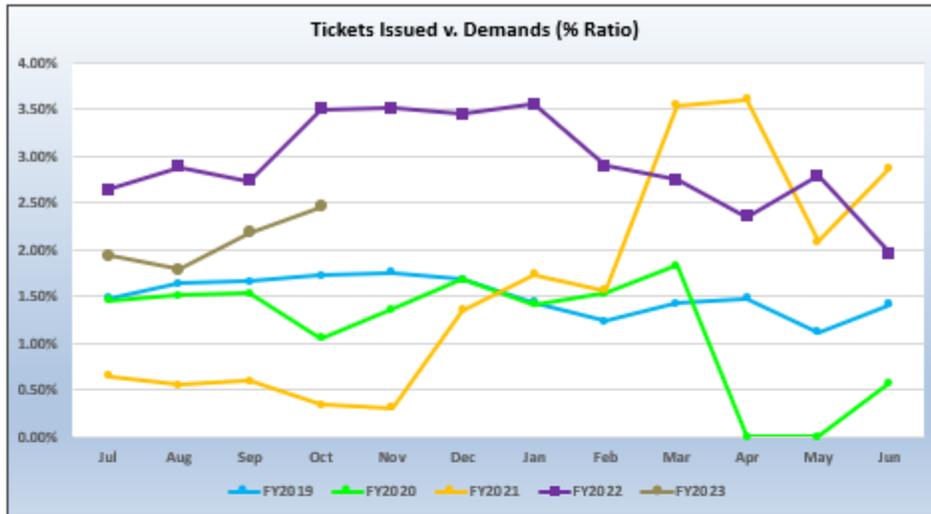
Parking Violations Collection Program

Fiscal Year	Delinquent \$ Collected
2013	\$131,458
2014	\$108,435
2015	\$84,233
2016	\$84,628
2017	\$152,412
2018	\$128,025
2019	\$103,032
2020	\$93,378
2021	\$71,346
2022	\$128,018
2023	\$30,342

YTD thru Oct.

Tickets Issued v. Demands Analysis

Analysis of the ratio of tickets issued compared to transient demands does not include citations issued at the beaches nor does it include violations issued by the Norwalk Police Department.



Tickets Issued (NOT including Beaches & Police issued tickets)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mag	Jun	TOTAL	AVG.
FY2019	1,574	1,843	1,461	1,569	1,515	1,594	1,294	1,072	1,491	1,468	1,131	1,505	17,517	1,460
FY2020	1,602	1,718	1,484	1,160	1,367	1,710	1,514	1,667	851	17	17	223	13,330	1,111
FY2021	397	362	360	201	136	601	916	752	2,529	2,745	1,728	2,689	13,416	1,118
FY2022	3,127	2,993	2,390	3,092	2,859	2,783	2,284	2,305	2,606	2,257	2,650	1,981	31,327	2,611
FY2023	2,164	2,033	1,897	2,104									8,198	2,050

Transient Demands (NOT including Beaches)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mag	Jun	TOTAL	AVG.
FY2019	106,168	112,894	87,811	91,061	86,286	95,118	90,170	86,885	104,945	99,209	101,014	106,576	1,168,137	97,345
FY2020	110,327	113,742	96,762	110,459	100,233	101,475	106,779	108,995	46,453	0	0	39,154	934,379	77,865
FY2021	60,962	65,055	60,234	59,448	44,445	44,600	52,682	47,949	71,404	76,193	83,038	93,578	759,588	63,299
FY2022	118,674	103,859	87,480	88,359	81,427	80,829	64,339	79,672	95,094	96,140	94,935	101,065	1,091,873	90,989
FY2023	111,814	113,560	87,199	85,804									398,378	99,594

Ratio (%) - Tickets v. Demands

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mag	Jun	AVG.
FY2019	1.48%	1.63%	1.66%	1.72%	1.76%	1.68%	1.44%	1.23%	1.42%	1.48%	1.12%	1.41%	1.50%
FY2020	1.45%	1.51%	1.53%	1.05%	1.36%	1.69%	1.42%	1.53%	1.83%	0.00%	0.00%	0.57%	1.16%
FY2021	0.65%	0.56%	0.60%	0.34%	0.31%	1.35%	1.74%	1.57%	3.54%	3.60%	2.08%	2.87%	1.60%
FY2022	2.63%	2.88%	2.73%	3.50%	3.51%	3.44%	3.55%	2.89%	2.74%	2.35%	2.79%	1.96%	2.92%
FY2023	1.94%	1.79%	2.18%	2.45%									2.09%

Pay-By-Cell

- YTD through October, pay by cell activity was **up 13.0%** and revenue was **up 23.1%** compared to the same period last year.
- Compared to last month, October transactions were **up 0.7%** and revenue was **down 2.3%**.
- Compared to pre-COVID, October 2019 transactions were **up 28.3%** and revenue was **up 0.5%**.
- The average transaction is **down 2.9%** from **\$3.03** in September to **\$2.94** per transaction in October.

