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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
DECEMBER 15, 2021**

ATTENDANCE: Eric Rains, Vice Chairman
Jud Aley
Tom Vetter

STAFF

James Travers, Director, TMP
Garrett Bolella, Asst. Director, TMP
James Emery, Assistant Parking Director, TMP
Vanessa Valadares, Principal Engineer, DPW

OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

CALL TO ORDER

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

Mr. Rains said that Mr. Harden has resigned as the Chairman of the Parking Authority and thanked him for his many years of service and his tremendous and dedicated efforts during that time.

**** MR. ALEY MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.
** MR. VETTER SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Rains said that a vote will need to be taken for Chairman and as Vice Chairman he would be happy to take on that role.

**** MR. ALEY MOVED TO NOMINATE MR. RAINS AS THE CHAIRMAN OF THE PARKING AUTHORITY.
** MR. VETTER SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Rains suggested since there are commission vacancies that the vice chairman position remain open and focus on getting those vacancies filled and then discuss the rest of the structure. Mr. Vetter and Mr. Aley agreed, and Mr. Vetter said he hopes the members of the Parking Authority are actively seeking members because it is difficult with just three members. Mr. Travers said he has had a conversation with the administration and requested that it be a priority to appoint someone to the two open positions and they assured him that they would have someone relatively soon.

1. PUBLIC COMMENT

There were no public comments this evening.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING HELD WEDNESDAY, NOVEMBER 17, 2021

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. CHAIRMAN'S REPORT

There was no discussion.

4. FINANCIAL AND OPERATING REPORT

Mr. Rains said going forward he would like the report to be as high level as possible and compared to budget rather than diving into the details of each asset unless there are questions. Mr. Vetter and Mr. Aley agreed.

Mr. Manousos reported and said the comparisons to budget and last year are favorable and have made some comparisons to pre-Covid-19 to see where we were compared to a normal operation. He said the system revenue year to date through November compared to 2019 is down just over 12%, the expenses are down over 7%, the net operating income is down 34% and the revenue impacts are mainly due to the Maritime Garage, Webster Lot, and the Railroad Stations. He reported on the permit side and said while they are still off in terms of the number of permits sold and the revenue but has still been a relatively stable source of revenue during Covid.

Mr. Legesse provided an update on the email marketing campaign that was discussed last month and said an email was sent to the Parkmobile Parkers and that 56 people have signed up for monthly permits and more people said they would sign up in January so he will track that and provide an update at the January meeting. Mr. Rains asked how that will affect those that are on the "list" which not is not a true waiting list. He said we have not received any responses from those on the list, but the idea is as more people that sign up for the permit, they will sign up instead of sitting on the list and have told them that being on the list does not guarantee a parking space and once we reach the 750 permits sold there will be a true waiting list. Mr. Manousos said it did not affect those that are on the list but only if they were on list and decided

to opt in for a monthly permit but must of the people on the list are transient parkers. Mr. Rains said at some point this list is going to become confusing for the public.

Mr. Travers asked Mr. Manousos if they manage any other parking on the Metro-North line. Mr. Manousos said “yes”. Mr. Travers asked if he is seeing a similar thing where people on are hold to secure their permit. Mr. Manousos said he will get that information and report back on that at the January meeting. Mr. Legesse said that Stamford is having the same situation. Mr. Vetter asked if it is too early to know what the impact will be from the new variant of Covid. Mr. Travers said we do not yet have any indication on what the impact will be and the next couple of weeks should be more telling of what we can expect. Mr. Manousos agreed and said if there is a negative impact that will be reflected in the transient activity.

Mr. Manousos reported on the transient activity and said that demands and revenue systemwide have decreased and is mainly due to the railroad stations but overall, the non-commuter locations have been performing well and the commuter locations are still in recovery and are up from last month, and on street parking has surpassed pre-Covid levels.

Mr. Manousos reported on the Customer Courtesy Program and said the program days have been reduced to normal levels beginning in October, but when comparing the number of curtesy tickets per program day even though we are doing fewer program days the number of curtesy tickets issued per day have increased. He reported on the violations issued after the curtesy tickets have expired has gone up significantly over the last three months which is not what we had expected and will continue to track that going forward. Mr. Rains said that the on-street parking has also increased significantly and suggested that also be factored in for the increase in tickets issued

Mr. Manousos asked Mr. Legesse to report of the project status report. Rains requested going forward that the budgeted, planned and executed activities are not included in the report and the commission will discuss the best content and presentation for the report.

5. ENGINEERING AND PROJECT REPORT

a. SONO Plaza Green Infrastructure Project

Mr. Travers reported and said the work on the bio-swales has begun but the water retention ports have been received after being on back order and we want to have them installed now so that they can be in place and attached to and now have more than 50% of them installed and will have the lot secured and plowable. He said a lot of the work will now be weather dependent, but their intension was to have the islands and the retention ports done before the winter weather which is still their goal. He said that Mr. Emery has been communicating with all the merchants and the communication has been very good and the success of the project is largely due to the communications that Mr. Legesse and Mr. Emery have had with the businesses. Mr. Emery said the complaints have been minimal and he has only received one to date and Mr. Legesse solved the issue within 15 minutes.

b. South Norwalk Railroad Station Improvement Project

Ms. Valadares reported and said that approximately 75% of the northwest side has been power washed, 50% of the southern has been power-washed and 70% has been caulked on the northwest side. She said last month there was an expansion joint that had to be installed as well as a concrete patch, and this week the contractor was issued a change order to replace the windows that are facing the lobby. She said there is now a winter shutdown between the months of December and March so some of the power washing, caulking, and painting work will not be able to be done until the spring.

6. NEW BUSINESS

a. Discuss and vote- New England Fashion Design Association Lease Agreement

Mr. Emery said the lease agreement expires on January 22, 2022, and shared the new lease agreement and said it will be a five year term with one extension for three years upon mutual party approval, and it has been years since the area has been reevaluated so he will be verifying what the square footage, and there will be a map attached to the lease that highlights the areas and currently there is a parking space that is called out in the lease and recommends still providing that for the owner of the business, and the rent will increase 3% year after year beginning in February, 2022.

b. Discuss and vote- Funds for Financial Audit for next RFP

Mr. Rains said the purpose of this is to help the Parking Authority understand the full scope of work that is being provided currently by LAZ, and to read through the details of how and where monies have been spent which will help to define the scope that will be written in the upcoming agreement between the Parking Authority and the contractor operator.

Mr. Travers said we have exhausted all the extensions in the current contract and as we look to create the RFP this will give a better understating of what the process is, and are asking the Parking Authority to approve up to \$50,000 for an audit and will report back to the Parking Authority on the results and how to move forward. Mr. Aley asked how long the audit will take. Mr. Travers said approximately three to six months.

**** MR. VETTER MOVED TO APPROVE A SUM NOT TO EXCEED \$50,000 FOR THE INITIATION OF THE FINANCIAL AUDIT.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- c. Discuss and vote- Yankee Doodle Garage Bathroom License Extension with Norwalk Transit District

Mr. Emery said there is a license agreement for the Norwalk Transit District to use the bathroom facilities at the Yankee Doodle Garage and is currently \$400/ month but is up and does call out to one-year extensions which will increase the amount from \$400/month to \$410/month for the first year and \$418/month for the second year. He said he spoke with representatives of the Norwalk Transit District, and they are happy and comfortable with agreeing on the extension if we are. Ms. Valadares said that there is an issue with the sewer lateral in the area and the WPCA will be doing a project to make the repair in 2022 so the bathrooms will need to be closed at some point during the repair.

7. OLD BUSINESS

- a. SNRR Permit Availability Outreach update

Mr. Emery said that Mr. Legesse reported on this earlier and he and Mr. Travers had done an interview with The Hour and there was an article on November 20, 2021, regarding the availability of permits at the South Norwalk Railroad Station and will also be updating the website with the new branding and the front page will also have a link for the permit purchase page. Mr. Rains asked when the new logo will be put on the vehicles. Mr. Travers said that staff is working with the Snyder Group on that.

Mr. Travers said he would like to recognize that Mr. Harden did submit his resignation as chairman of the Parking Authority to Mayor Rilling so that he could spend more time on his business, but he had been with the Parking Authority for many years so on behalf of the City of Norwalk he would like to thank him for his years of dedication and service.

8. ADJOURNMENT

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

The meeting adjourned at 7:05PM.

Respectfully submitted,

Dilene Byrd