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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
NOVEMBER 18 , 2020**

ATTENDANCE:

Michael Harden, Chairman
Jud Aley
Tom Vetter

ABSENT:

Eric Rains, Vice Chairman

STAFF:

Development

Jessica Casey, Chief of Economic and Community
Vanessa Valadares, DPW Principal Engineer

OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment this evening.

NEW BUSINESS

1. DISCUSS AND ACTION- MINUTES FROM THE PARKING AUTHORITY MEETING HELD WEDNESDAY, OCTOBER 28, 2020.

Remove Mr. Rains from the list of attendees.

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

There was no old business discussed this evening.

INFORMATION AND DISCUSSION

A. Chairman Report

Mr. Harden said he received a letter from the Maritime Aquarium requesting financial help with the invoices that they have for parking due to the hardships from the Covid-19 pandemic and as a non-profit organization they rely heavily on both admission revenues and donations and their attendance is down 50%. He said they are requesting that the parking fees for staff and volunteers be waived from July 20, 2020, through December. Mr. Harden asked how much they are in arrears to date. Mr. Legesse said to date they have an outstanding balance of \$4,864.00 and that \$3,664 is for their keycards holders and the \$1200 is for the chaser ticket that they purchase month. Mr. Harden asked if the chaser ticket is what they give their volunteers. Mr. Legesse said "yes".

Mr. Harden asked the members of the Parking Authority their thoughts and said that it is not a lot of money for the Parking Authority, and even though we are going through our own struggles they are a vital part of business for the Parking

Authority and their customers are a huge part of the revenue for the Maritime Garage, and anything we can do to help them is probably the right thing to do.

Mr. Vetter agreed but said we need to be careful about any other potential requests down the road.

Mr. Aley also agreed and said he thinks it's okay to offer it now but also said we need to be careful about any possible future requests because the Parking Authority has its own financial problems.

Mr. Harden said that there will be a motion to take a vote at next month's meeting.

B. Financial and Operating Report- Update

Mr. Manousos reported on the finances and said the pandemic is still effecting the revenues and they are off by approximately 50% to budget for the month and a little less than that year to date.

Mr. Manousos reported on the expense side and said we have deferred and reduced expenses to reduce the overall expenses. He said the expenses have been favorable to budget and have been 24% for the month and over 29% year to date, but are still in the red both for the month and year to date, but are showing improvements compared to the projections for the Covid-19 reopening plan that we had discussed.

Mr. Manousos said the locations that are being hit the worst are the ones that have debt service on the properties.

Mr. Manousos reported on the operations and said the rail facilities are still being impacted a lot for the commuter service and are hoping to see that come back. Mr. Legesse said most of the permit holders are not using their permit on a daily basis but are keeping them open

Mr. Manousos said the transient activity compared to last year is down 43% compared to last year and the revenue is down 46.7% compared to last year. He said that 78% of the revenues are collected via credit card.

Mr. Manousos said that permit sales have been stable but there have not been as much seasonal fluctuations that have been seen in the past, and that permit sales are generally a function of employment.

Mr. Harden said he is concerned with the number of permit sales and will need to drill down the charts while working on next year's budget. Ms. Casey said this is the number that will most likely be most impacted and has been a significant part of the operating budget in the past. Mr. Manousos said the monthly parking revenue accounts for almost 50% of the revenues.

Mr. Manousos noted that the averages durations and lengths of stays have not changed all that much.

Mr. Harden asked if there would be any cost savings to closing the library lot. Mr. Manousos said that can be looked at and that no revenue is being generated and is costs a couple thousand dollars a month to operate the lot. Ms. Valadares suggested returning the East Avenue temporary lot back to the state DOT before the winter because there are not many people parking there and the permit holders that are parking there can be relocated to a different lot which would provide a cost savings for maintenance, but the agreement would need to be looked at for the terms and conditions.

Mr. Manousos reported on the parking enforcement and said the customer courtesy program has been extended and has gotten to a point where we have already hit the numbers we had last year and for the month of October there were 30 program days and have given out 3,161 courtesy cards which is \$1,600 in meter revenue, and the value of the courtesy cards was \$79,000 if tickets were issued. He said year to date there have been approximately 115 program days, 8100 courtesy cards were issued and have given out \$4,000 in metered time and the value of the courtesy cards was \$186,000 if tickets were issued.

Mr. Manousos reported on the tickets issued compared to demands and said the ratio has dropped significantly in October and is the lowest there has ever been.

C. Capital Projects

Ms. Valadares reported and said the outside lighting at the Yankee Doodle Garage has been repaired.

Ms. Valadares said she is still working on finalizing the calking design for the South Norwalk Railroad Station and hopefully will be put out to bid this winter.

Ms. Valadares said the contractor had begun with the borings at Webster Lot yesterday and are moving forward with the design.

D. Other Business

Mr. Harden said there was a discussion last month regarding solutions for holding hearings and the Legal Department is working on possible virtual hearings and asked for an update. Ms. Casey said that the hearings can be held virtually but would just need to determine what steps to take to try and clear up some of the appeals and then schedule virtual hearings for the remainder of the list.

Mr. Harden requested staff to take a deeper look at touchless pay system for both the equipment and costs and report back next month.

E. Motion to Adjourn

**** MR. VETTER MOVED TO ADJOURN.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:45PM.

Respectfully submitted,

Dilene Byrd