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 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 James Travers at jtravers@norwalkct.org to provide written comment prior to the meeting.

PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE
MAY 25, 2022

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

STAFF James Emery, Assistant Parking Director, TMP; James Travers, Director, TMP, Garret Bolella, Asst. Director, TMP.

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

CALL TO ORDER

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

Mr. Rains welcomed Ms. Parkington and Mr. Seebeck to the Parking Authority and said they will bring their areas of expertise and he appreciates that they have accepted this position.

Mr. Rains thanked Mr. Vetter for his years served on the Parking Authority and always valued his input and contributions and that the Parking Authority members wish him well.

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER

There were no public comments this evening.

2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING, WEDNESDAY, APRIL 27, 2022.

** **THE ITEM WAS TABLED TO THE NEXT MEETING.**

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said the revenue and expenses continue to be favorable to budget and all the non-commuter locations are performing at or above COVID levels, and the commuter locations are trending up but are still at only at 53% of pre COVID levels. He said the permits have been slowly recovering and are at approximately 82% of pre COVID levels.

Mr. Manousos reported on the variance report which identifies and explains the variances that are both positive or negative at least 20% and $5,000 compared to budget and said overall are favorable to budget. Mr. Emery said going forward that the bank and credit card fees and the liability insurance should be omitted from the report.

Mr. Manousos reported on the COVID impact analysis. Mr. Emery said the Parking Authority is doing a really good job on the expenses and will continue to run lean into the foreseeable future until the revenues return to pre COVID levels.

Mr. Manousos reported on the systemwide activity and said overall, systemwide transient activity year to date is near pre COVID levels despite the temporary drop-off due to the Omicron variant. He said the permit sales are stable and on street parking has been much more active. He said there has also been more activity for parking enforcement which coincides with the on-street parking increase in activity, but over the last month did decrease 12.7% and the tickets issued versus demand is trending in the right direction. He said the Pay by Cell activity was up 90.1% and the revenue were up 96.1% compared to the same period last year.

Mr. Seebeck asked what constitutes other revenue versus parking revenue. Mr. Manousos said things such as leasing income from the railroad station facility, lease income at the Yankee Doodle Garage as well as any advertising revenue etc.

Mr. Travers joined the meeting at 6:10PM.

Ms. Parkington asked about the ticket issuance. Mr. Manousos said we want people to pay for parking and when there is increased compliance there is less tickets issued. Mr. Travers said that staff does analyze the ticket issuance and look for trends to see what can be done to elevate them and said for example Mr. Emery has been working with the Recreation and Parks department in creating new signage for the beach to help increase the level of compliance which will hopefully decrease the level of ticket issuance.

4. INTRODUCTION OF NEW BOARD MEMBERS- JIM TRAVERS

Mr. Travers said last night at the Common Council meeting both Ms. Parkington and Mr. Seebeck were appointed to the Parking Authority at the recommendation of Mayor Rilling, and he is excited that they are joining the team and he would like to schedule a time so that they can tour the facilities. Mr. Rains said that he and Mr. Aley share those same sentiments.

5. ENGINEERING AND PROJECT REPORT

a) Webster Lot Update

Mr. Emery said that the asphalt has been laid and the lot has been striped and marked out but during the audit found they had shorted them a few parking spaces in a few of the rows and the contractor will be coming back to restripe in the evening hours to reduce the impact to the businesses and patrons who use the lot. He said following that the last step in the project is the landscaping which will take place in the next couple of weeks but that the lot is fully useable, and all the parking spots are open.

b) South Norwalk Railroad Garage

Mr. Emery said that an additional $150,000 in needed for the repairs and improvements at the South Norwalk Railroad Station because it was decided to move forward with some of the replacement windows on the New York bound side which took most of the funds that were in contingency. He said they do not expect to go near or over $150,000 and whatever funds are not used will remain in the account.

Mr. Emery provided an update of the project and said based on the schedule GL Capasso expects to be done around August 1, 2022.

AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY AND/OR THE MAYOR, HARRY W, RILLING TO EXECUTE AN AMENDMENT NO. 1 TO THE JULY 22, 2021 AGREEMENT WITH G.L. CAPASSO INC. FOR PROJECTS 4120/ TMP 2021-2 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR METRO-NORTH RAILROAD EXPENSES FOR A SUM NOT TO EXCEED $150,000

ACCOUNT NO'S: 0919-4095-5777-C0303
0920-4095-5777-C0303
0921-4095-5777-CO303

**** MR. ALEY MOVED TO APPROVE TO AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY AND/OR THE MAYOR, HARRY W, RILLING TO EXECUTE AN AMENDMENT NO. 1 TO THE JULY 22, 2021, AGREEMENT WITH G.L. CAPASSO INC. FOR PROJECTS 4120/ TMP 2021-2 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR METRO-NORTH RAILROAD EXPENSES FOR A SUM NOT TO EXCEED $150,000**
**** MR. SEEBECK SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

c.) Calf Pasture Parking

Mr. Emery said that he did a complete audit of the beach area to see what could be done for this upcoming season for better wayfinding and signage and that significant changes have been made at Calf Pasture Beach and is 100% complete and he presented the signage. Mr. Rains asked how the results of the changes will be monitored. Mr. Emery said by the complaints that are given to the employees as well as comparing the number of citations issued this year compared to last year and the year prior and will reevaluate based on that information. Mr. Rains said it is important to track the information and include it in the monthly report.

6. NEW BUSINESS

Mr. Bolella said some funding was allocated for the Wall Street area in last year's budget to conduct a large planning and design study to create some shovel ready project plans and transform the neighborhood. He invited the members of the Parking Authority to attend the first public workshop that will be held for the Wall Street corridor improvement project which will take place on June 14, 2022, from 4:00PM-8:00PM at the Wall Street Theater, and that he will be sending a flyer with the information and some of the preliminary project materials and can be found at www.norwalkct.org/wallstreetnorwalk.org

7. OLD BUSINESS

a) Discuss and Vote- SNRR Lease Updates

Mr. Emery said the leasing agent is going through and analyzing all the leases that need to be resigned with all the parties and there were some inconsistencies particular with the lease for Lobstercraft and what exists there. He said the current least calls for 350 square feet on the first floor but is 540 square feet and they also use the basement area which is 519 square feet and was not in the original lease. He said he leasing agent looked at the contract and decided that the original price per square foot of $30.85 was accurate so they have only included the correct square footage. Mr. Rains asked if there are other spaces in the station that have similar configurations. Mr. Emery said "yes" but not to this magnitude such as the coffeeshop on the New York bound side which needs to be resigned and the leasing agent also evaluated that lease and does not see any changes needed in that lease so will just need to be resigned with the proper parties. Mr. Aley asked where the extra square footage is coming from. Mr. Emery said he does not know but the space was never 350 square feet.

**** MR. ALEY MOVED TO APPROVE THE SNRR LEASE UPDATES**
**** MR. SEEBECK SECONDED THE MOTION**
**** THE MOTION PASSED UNANIMOUSLY.**

b) Enforcement SOP update

Mr. Emery said over the past two months he has been working with LAZ to analyze the entire enforcement program as whole and based on those conversations have begun to implement some of those changes and will be monitoring the data for the citations and will report at the next meeting. Mr. Rains requested that the changes be tracked and reported.

8. MOTION TO ADJOURN

**** MR. SEEBECK MOVED TO ADJOURN.**
**** MS. PARKINGTON SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:00PM.

Respectfully submitted,

Dilene Byrd