



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

**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
May 27, 2020**

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Eric Rains
Jud Aley

ABSENT: Mr. Vetter

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking
Vanessa Valadares, DPW, Principal Engineer

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

CALL TO ORDER

Mr. Brescia called the meeting to order at 6:01PM

PUBLIC COMMENT

There were no public comments this evening

1. DISCUSSION AND ACTION ON THE PARKING AUTHORITY RECOVERY PLAN- OPTION 4.

Ms. Hebert said at the last Parking Authority meeting which was held on May 13, 2020, the team gave an overview of the Parking Authority response and the suggested implementing a recovery reopening plan. She said she had represented the Parking Authority to the BET, the Finance Committee and the Common Council over the last couple of weeks communicating what the Parking Authority has done since March 18, 2020. One of the major highlights is the fact that we are in a very dynamic ever changing environment with little to no empirical data that is dependent on human behavior and health. One of the major changes was the fact that the Parking Authority collaborated with the city last week for the installation of outdoor dining and curbside pickup and delivery on Washington Street, essentially taking 28 very active parking spaces out of service to assist the business community with their reopening operations. This will have an impact on revenues of approximately \$50,000 through the outdoor dining period. The Parking Authority will continue to evaluate and monitor the activity and make adjustments when necessary.

Mr. Rains presented the modified reopening plan that he and Mr. Aley had developed based on the comments from the last Parking Authority meeting that include the framework on how scenario four would be rolled out beginning June 1, 2020, and points out by beginning this on June 1, 2020 through September it begins to give the data that Ms. Hebert had mentioned to identify trends and analysis and the ability to make future changes if needed. He said the first change was in operations where it previously said that scenario four would be rolled out on May 20, 2020, and changed it to June 1, 2020, because we had previously agreed that we would not begin charging until the end of May, 2020. He pointed out that by taking all of the parking from Washington Street the displaced cars would end up parking on Elizabeth Street which the Parking Authority will need to discuss further because there is currently a two hour parking limit with no pay by cell.

Mr. Rains suggested the first step is to make sure that when enforcement begins on Elizabeth Street in particular that the parking from Washington Street doesn't occupy those spaces longer than they should. He said messaging is also important with the public so they know where to go to find information. The new curtesy cards will be issued beginning on June 1, 2020, and will provide additional information than the cards before, and will also inform the recipient of the multiple ways they can park with their devices and where to find the Apps. He said a decision will need to be made tonight so we can move ahead and so that staff can begin working on the background work that needs to occur.

Ms. Casey asked the Parking Authority for direction on how the discount should happen, and if they should be uniform across the board or if they should be different based on utilization and if so how often they should be changed. Mr. Rains said in scenario four in the charts that Mr. Manousos and Mr. Legesse had put together it made assumptions on usage and as we collect data it will tell us whether we are on track to meet the projections that are on his charts and are all based on the full rate. He said so on June 1, 2020, the on street parking and the lots will be the regular parking rates and the anticipation is that the usage will be what tells us how much they are being used and then can use that data to determine if any other adjustments will need to be made in any way to the plan. Ms. Casey said her concern is how we will communicate the changing rates and if they are not changed across the board because they are based on utilization how we will be able to have the parker understand how they will be charged. Mr. Rains said the reality is that June 1, 2020, is full rate parking for on street and hourly parking in the lots so there are no rate changes it is the permit parking where there is a rate discount.

Mr. Brescia said he thinks the plan that Mr. Rains and Mr. Aley have put together is a good one and will be reviewed on a monthly basis, and the Parking Authority needs to be flexible which is built into this plan.

Mr. Harden said that Ms. Hebert had said there is now activity in the sales for permits starting on January 1, 2021, so he is unclear why the Parking Authority would discount the permits. Mr. Aley said the discount is only for the first few months for certain rates. Mr. Harden said he thinks that is complicating things and doesn't understand why they are being discounted if people are beginning to use them. Mr. Aley said he understands the Parking Authority is taking a loss financially but by September assuming we see full usage he thinks the Parking Authority will rebound financially with this plan. Mr. Manousos clarified it is only at the Maritime Garage (for restaurant and retail employees), Wall and Main Street Lots and Webster Lot and is not across the board.

Ms. Casey said that she is concerned from an economic stand point that beginning on June 1, 2020, is too soon and that we are not in a place where everything is up and running, and is concerned on charging for parking as far as being able to support local businesses and getting people back into the area. Mr. Aley said that the enforcement will be relaxed and only courtesy cards will be given for the first week. Mr. Rains said once the plan is approved that is one of the things that will need to be identified and discussed because they have discussed ways to approach that after June 1, 2020. She said she feels if they begin charging for parking on June 1, 2020, is a mistake and is too early because of where we are with the state's executive order and how many of the businesses are open and how many aren't open. Mr. Rains said the courtesy cards have been tremendous and by expanding the growth of them to help people acknowledge they could have received a parking ticket is great public relations. Mr. Brescia said the Parking Authority will be easing into this in month of June and the enforcement will be relaxed and suggested moving forward with the plan that Mr. Rains and Mr. Aley had put together beginning June 1, 2020, but also utilize the courtesy cards to help people get used to the fact that they would have received a ticket beginning on July 1, 2020.

**** MR. RAINS MOVED TO APPROVE THE PLAN.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Rains left the meeting at 6:35PM.

**2. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, APRIL 22, 2020.**

**** MR. ALEY MOVED TO APPROVE THE MINUTES OF APRIL 22, 2020 AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

**3. APPROVE THE MINUTES FROM THE SPECIAL PARKING AUTHORITY MEETING
HELD WEDNESDAY, MAY 13, 2020.**

**** MR. HARDEN MOVED TO APPROVE THE MINUTES OF MAY 13, 2020 AS SUBMITTED
** THE MOTION PASSED UNANIMOUSLY.**

**4. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE NORWALK
PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH DESMAN INC. FOR
ON-CALL ENGINEERING CONSULTING SERVICES FOR THE PURPOSES OF
PROVIDING PARKING GARAGE CONSULTING AND CONSTRUCTION
ENGINEERING SERVICES FOR A SUM NOT TO EXCEED \$200,000 FOR A 3 YEAR
TERM WITH ONE 2 YEAR OPTION.**

ACCOUNT NUMBER 09 18/19/20 4095 5777 C0303

Ms. Valadares said this is to help with the maintenance work and small projects rather than having to go out to bid each time and the fee schedule was part of the RFQ and that each task order will be approved by the Parking Authority. She said that Desman has had a good relationship with the Parking Authority and they have been very helpful and have met all of our needs. Mr. Aley asked if this is a savings rather than going out to bid each time. Ms. Valadares said “yes” it will save both time and money. Mr. Aley requested a copy of the matrix that was done with the bid results.

**** MR. ALEY MOVED TO TABLE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

A. Chairman’s report

Mr. Brescia requested the suspension of the Parking Authority’s commitment to absorbing the state tax as of July 1, 2020 be added to the next Parking Authority meeting agenda.

B. Financial and Operating Report

Mr. Manousos reported and said there was over \$28,000 in revenue collections for the month of April, and the expenses were slightly under budget and the revenues were a loss of \$31,000 as expected but favorable to the loss that was projected. He said year to date the operations through April had a fund balance of almost \$77,000 which is favorable to the revised budget which showed a loss of \$146,000.

C. Other Business

Ms. Valadares thanked the Parking Authority staff for all of their help with the preparation for the outdoor dining on Washington street.

D. Next Parking Authority meeting:

1. Special Parking Authority Zoom Meeting, Wed.; June 10, 2020; 4:00PM.
2. Regular Parking Authority Zoom Meeting, Wed., June 24, 2020; 6:00PM.

ADJOURNMENT

**** MR. HARDEN MOVED TO ADJOURN**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:05pm.

Respectfully submitted,

Dilene Byrd