



Wednesday, February 23, 2022

6:00 p.m.

By Zoom Virtual Video Conference and Tele Conference

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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, January 26, 2022
- 3) Chairman's Report
- 4) Financial and Operating Report
- 5) Engineering and Project Report
 - a) No new updates. Construction postponed for the winter season
- 6) New Business
 - a) Discuss and vote – THA to present the possible Yankee Doodle Garage Façade Enhancements
 - b) Budget Presentation
- 7) Old Business
- 8) Motion to Adjourn

Next Parking Authority meeting: Wednesday, March 23rd, 2022



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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 Jessica Vonashek at jvonashek@norwalkct.org to provide written comment prior to the meeting.

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

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

OTHERS:

Stathis Manousos, LAZ Parking

CALL TO ORDER

Mr. Rains called the meeting to order at 6:22PM.

1. PUBLIC COMMENT – LIMITED TO THREE MINUTES EACH SPEAKER

There was no public comment this evening.

**2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY
MEETING WEDNESDAY, DECEMBER 15, 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 report given and Mr. Rains said going forward this item will be removed from the agenda.

4. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said from an actual versus budget comparison the fund balance is favorable to the budget. Mr. Rains requested to add the dates that the current month column on the summary income statement covers. Mr. Emery said that staff has been discussing options to reformat how the information is presented and will meet with the Parking Authority to get some input on what the Parking Authority would like to see so that staff can streamline it.

Mr. Manousos said on the revenue side year to date favorability has been seen compared to budget.

Mr. Manousos reported on the pre-Covid comparison and said through December the revenues are off approximately 14 % and expenses are favorable due to the deferral of some expenses and projects and as a result the fund balance compared to pre-Covid is off approximately 33%.

Mr. Manousos reported on the transient activity and said the demands are off approximately 11% compared to pre-Covid levels and is mainly due to the railroad stations, and he spoke to the DOT and they are reporting that before the Omicron variant hit ridership was at 46% of pre-Covid levels but now ridership has plummeted back down to 25%-30% of pre-Covid levels. He said they also said that 82% of their trains are running.

Mr. Manousos reported on the projects and that the eastbound side of the South Norwalk Railroad Station will be painted, and staff will be meeting with contractors regarding the specifications, and they will also monitor the work. He said the vending machines will also be relocated to be in more designated areas on both sides of the station and will bring some of the ticket machines that are currently on the platform inside. He said they are also looking to do some improvements to the East Norwalk Railroad Station and there has been some requests from the DOT as well as customers to open the station so that people don't have to be in the elements. Mr. Rains asked if a commitment has been made to move forward with this project. Mr. Emery said "no" but based on the requests from customers staff is looking into possible options to open the building. Mr. Manousos said that they are also looking into a new door entry system in both the East and South Norwalk Railroad Stations to be able to lock and unlock the doors at scheduled times. He also said at the South Norwalk Railroad Station there were some items that the Fire Marshal wanted cleared from the basement which has been done and there is now some sheetrock that will need to be installed and are now looking for a contractor to do the work. Mr. Emery said that the LAZ staff has done an excellent job cleaning the South Norwalk Railroad Station.

Mr. Travers asked if there is a forecasted revenue for the year. Mr. Manousos said he will update that going forward.

5. ENGINEERING AND PROJECT REPORT

- a) No new updates- Construction postponed for the winter season

Mr. Travers provided an update and said the contractor will be at South Norwalk Railroad Station tomorrow to measure the windows that we are allocating for replacement under this contract. He said staff looked at the budget for Webster Lot and will be able to get new curbing in the median of the center island and that will be the last thing to be done until the asphalt plants open again in the spring.

6. NEW BUSINESS

- a) Discuss and Vote- Change of parking payment type in the areas:
- i) Belden Ave.
 - ii) Berkeley Ave.
 - iii) Madison Street

- iv) Burnell Blvd.
- v) Mott Ave.

Mr. Emery said he has been working on an analysis on all the on-street locations to see which parking spaces were viable and if they are not as viable as we want them to be what the better options may be and what it would forecast out to be if there were single space meter, double space meters or Pay by Cell only. He said the locations that are listed on the agenda showed up as lower use areas that do not bring in enough revenue to offset the cost of upgrading the space and he did not take into account the cost of enforcement or the original cost of the meter, but even when those variables are removed from the expenditure these areas did not come up as being profitable. He said his recommendation is to convert the spaces to Pay by Cell only as has been done in other parts of the city. Mr. Aley asked what the cost will be to remove the existing meters. Mr. Emery said the only cost would be the labor for the staff to remove them. Mr. Aley said one concern he has when there are no meters on the street is user confusion and he would be interested to see if we move forward with this if ticking increases. Mr. Emery agreed that should be tracked and one thing he recommends which he will work with LAZ on is that anytime changes are made to the way parking is managed in an area it is always a good idea to do a transition period and give out courtesy cards rather than tickets, and install proper signage in the area, and once the issuance of courtesy cards decrease then roll into normal enforcement operations and monitor the area. Mr. Vetter suggested giving a warning letter to people in the area a few weeks prior to the change.

Mr. Emery said moving forward his standard operating procedure for whenever any parking changes are made in an area will be notification ahead of time, community outreach and a curtesy citation program on the backend after the changes are made.

**** MR. VETTER MOVED TO APPROVE THE SIX STREETS THAT ARE LISTED IN ITEM 6A OF THE AGENDA HAVE THE CURRENT METERS REMOVED AND TRANSITION THE PARKING SPACES TO PAY BY CELL AND OR TEXT TO PAY WITH A PHASED PERIOD AFTER THE CHANGE HAS BEEN MADE WITH CURTESY TICKETS AND A WARNING PERIOD OF A WEEK ALERTING PEOPLE OF THE CHANGE.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- b) Update on NPA Budget for next year

Mr. Emery provided an update and said that he and Mr. Manousos have begun working on the budget for next fiscal year and intend to have it ready to present at the February meeting.

- c) Discussion- Outsourcing for our lease agreements and concessions

Mr. Emery said as he has gone through the contracts and there are some that have leases that are set to expire shortly and have more room for more concessions especially at the East Norwalk

Railroad Station if we can find something that is viable. He said that he has been researching on outsourcing of the leases specifically for the filling of the tenant spaces which would provide a standard for all leasing and tenant spaces going forward, and the lease agreement would still be finalized with the Common Council.

7. OLD BUSINESS

a) NEFDA Lease Update- James Emery

Mr. Emery said the lease has been finalized and has been signed by the tenant and now just needs to be signed by the Chairman of the Parking Authority.

b) YDG Bathroom License with Norwalk Transit District – James Emery

Mr. Emery said the Norwalk Transit District has signed the bathroom license and now just needs to be signed by the Chairman of the Parking Authority.

Mr. Aley suggested looking into adding one more additional 15-minute parking space on West Washington Street for post office parking. Mr. Emery said that can be looked into and the first step would be to see what meters are currently there and what revenue they are generating and look at the free parking spaces as a whole throughout the entire city and how the meters are operating around them which would allow us to make some educated changes if are needed. Mr. Rains agreed that it should be included in the larger overlook of free parking throughout the system.

8. MOTION TO ADJOURN

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:30PM.

Respectfully submitted,

Dilene Byrd