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**Wednesday, December 20, 2023**

**6:00 p.m.**

**By Zoom Virtual Video Conference and Tele Conference**

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**To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at**

**[www.norwalkct.org/meetings](http://www.norwalkct.org/meetings).**



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 call 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 Bryan Lutz [blutz@norwalkct.gov](mailto:blutz@norwalkct.gov) to provide written public comment prior to the meeting.

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## **AGENDA**

1. Public Comment, limited to three minutes each speaker.
2. Discussion and action related to minutes from the Parking Authority meeting Wednesday, November 29, 2023
3. Financial and Operating Report -LAZ
4. Engineering and Project Report
  - a. Update -Haviland Deck asphalt work
  - b. Update -YDG Exterior Repairs & Improvement
5. New Business
  - a. Discuss and Vote -Handicap feature on Multispace meters.
  - b. Discuss and Vote -FY '25 Operating Budget
6. Old Business
  - a. Update -15-minute free option.
7. Motion to Adjourn

**Next Parking Authority meeting: Wednesday, January 24, 2024 at 6:00pm**



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.

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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 James Travers at [jtravers@norwalkct.gov](mailto:jtravers@norwalkct.gov) to provide written comment prior to the meeting.

**PARKING AUTHORITY**  
**REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE**  
**AND TELECONFERENCE**  
**NOVEMBER 29, 2023**

**ATTENDANCE:** Eric Rains, Chair  
Matthew Seebeck, Vice Chair  
Jud Aley  
Peter Fullam

**STAFF** Jim Travers, Director, TMP  
Bryan Lutz, Asst. Parking Director

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

### **CALL TO ORDER**

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

### **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, OCTOBER 25, 2023.**

**\*\* MR. SEEBECK MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

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

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **3. FINANCIAL AND OPERATING REPORT**

Mr. Manousos reported and said for the month of October the revenues and expenses were pretty much on budget, and from a year-to-date perspective parking revenue was favorable to budget by approximately 6% and was mainly due to transient revenue which was approximately 14% over budget. He said the total revenue is up over 8% compared to last year and last month and is mainly due to the railroad station facilities, and transient activity is similar to last year and are seeing activity increases in just about all of the locations but were offset by Haviland Deck, North Water Street lot, and on street demands due to a decrease in activity in the evenings and weekends in SONO. He said the permit revenue has been fairly steady on a monthly basis but is up year to date.

Mr. Manousos said there is nothing new to report on the Walk Bridge project except that the North Water Lot is back to normal operations from the crane be constructed in the middle of the month. Mr. Rains said the expectation is to not have the lot out of commission unexpectedly and asked if there is a way to track the various locations primarily the North Water Street Lot and on street parking on how much time parking is not available as a result of the Walk Bridge project. Mr. Manousos asked if he would like it to include the financial impacts. Mr. Rains said “yes” and that should be the multiplier for whatever they have committed to pay for the spaces and there should be a revenue line for that. Mr. Travers suggested that Mr. Manousos and Mr. Legesse work with him and Mr. Lutz to create a spreadsheet. Mr. Lutz said one of the things that they will need to look out for next year is that for the first six months the East Norwalk Railroad Station northbound side will be closed twice for 30 days (dates to be determined) but that will be an impact and they can forecast for that revenue separately.

Mr. Manousos reported on the variance report and said there was nothing to report on the revenue side and for the expenses there were only two items which were the service contracts that was related to

Desmond Associates payment for the conditions assessment, and the other was for the bulk purchase of entry tickets for the South Norwalk Railroad Station and the Maritime Garage.

Mr. Manousos reported on the systemwide activity and said it is within 1% of last year and almost all locations are up in terms of demand with the exception of Haviland Deck, North Water Lot, and on street parking due to businesses being slower. Mr. Rains asked where that information that the businesses are slower came from. Mr. Manousos said that the staff periodically speaks to local businesses, and they have said that businesses has been a little bit slow compared to last year. Mr. Travers suggested sharing this information with the Business and Tourism office to see if they can do some targeted outreach under the Visit Norwalk page and reaching out to the Snyder Group to do marketing.

Mr. Manousos reported on the permit sales and said revenues are up year to date. Mr. Rains asked when the right time is to start thinking about the impact of the Webster lot development on things such as permits. Mr. Travers suggested inviting Mr. Bidolli back for the next meeting and inviting him on a quarterly basis to provide a status update and discuss what other opportunities the Parking Authority has for revenue. Mr. Aley asked when the entire area is built out if the Parking Authority will control some of the public parking in the garage. Mr. Travers said they did apply for a grant to fund the building of the garage because if we built the garage the Parking Authority would get the revenue and there are 660 parking spaces that are required through the land development agreement that needs to be maintained as public parking, but if the developer is the one who will be building the garage, then the developer would retain the revenue.

Mr. Manousos said as discussed earlier the on-street activity to date has been off compared to last year mainly from the SONO area.

Mr. Manousos reported on the enforcement and said that issuance and revenue were both up compared to last year but were down compared to fiscal year 2022, and 33% of collections were from late fees in October and totaled approximately \$40,000. Mr. Rains requested adding the late fees to the pie chart in the report going forward. Mr. Aley requested that Mr. Manousos send him an email with the number of tickets that are paid online. Mr. Fullum said there appears to be a significant difference in ticket issuance between 2022 and 2023 and asked if that is due to enforcement. Mr. Manousos said that he will look into it and report back. Mr. Travers said in his conversations with the Recreation and Parks Department there were very high volumes of visitors to the beaches that attributed to the increase in ticket issuance.

Mr. Manousos reported on Pay by Cell and said they are beginning to see the average transaction increase and are seeing that due to more activity at the railroad stations where the daily rate is much higher.

#### **4. ENGINEERING AND PROJECT REPORT**

##### **a) Update- Yankee Doodle Garage- Exterior Repairs & Improvement**

Mr. Lutz provided an update on the exterior repairs and improvements at the Yankee Doodle Garage and said the bid documents have been finalized and the bid opening is January 12, 2024, and the goal is to have the project start on March 1, 2024, and should take approximately five months to complete. Mr. Rains asked if the garage will be offline for five months. Mr. Lutz said “no” they will be operating during that time, but he will add that as a discussion item on next month’s agenda to decide how many spaces/ floors to close during for the project. Mr. Rains suggested starting the project on the south side so that it finishes first to be the least disruptive to the businesses that are there. Mr. Fullam said there will need to be some improvements to how people park in the driveway between the businesses and the Yankee Doodle Garage. Mr. Travers

said that area is incorporated in the larger plan to create a little plaza patio and add signage to have better compliance.

b) Update- Walk Bridge Look Ahead

Mr. Lutz provided an update and said that he has spoken to Ms. Pelletier and her team, and they would like to start having quarterly meetings next year so that they can provide a high-level rundown of the project to see where the impacts of the parking assets will come from. He said he received a three-week update and there will be no impact to parking assets and in January they will be starting the local bridge preparation work for East Norwalk, but they don't anticipate any parking assets being impacted, but in the six-month outlook is where there will be an impact on the East Norwalk Railroad Station. He said he will also be adding a link to the Walk Bridge project on the Park Norwalk website.

c) Upcoming Projects

Mr. Lutz said the condition appraisals that were received from Desmond that were sent last spring for Haviland Deck, the Maritime Garage, the Yankee Doodle Garage, and the South Norwalk Railroad Station totaled \$10.6 million dollars over a three-year period to update the facilities. He said the TMP staff will be requesting a \$1.5 million dollar bond to address Haviland Deck next year for the concrete work and waterproofing. Mr. Seebeck asked why Haviland Deck is being prioritized over the Yankee Doodle Garage. Mr. Travers said the Yankee Doodle Garage is still on board for the improvements and there is already funding for that so the next facility for improvements as recommended by Desmond Associates will be the Haviland Deck for the water infiltration. Mr. Seebeck said the recommendation from Desmond is \$650,000 for miscellaneous vertical overhead concrete repair but that's approximately half of the concrete repair that is suggested by Desmond and asked if the rest of the non-aesthetic work is covered. Mr. Travers said it is not covered and Desmond is helping to determine what is a priority. Mr. Aley asked if Haviland Deck will need to be closed while the repairs are being performed. Mr. Travers said "no" and that the installation of the membrane will be staged and will work with the contractor as it is too critical to the businesses in SONO. Mr. Seebeck asked if once the bond is issued if the Parking Authority will see the obligated window and how it will affect the ultimate revenue and if the comptroller will be providing a status of the account so there is an understanding of what the total funding is for the Parking Authority. Mr. Travers said that staff will contact the Comptroller to request that information.

**\*\* MR. SEEBECK MOVED TO AUTHORIZE TMP TO SEEK A \$1.5 MILLION DOLLAR BOND ON BEHALF OF THE PARKING AUTHORITY FOR THE PURPOSE OF MAKING NECESSARY REPAIRS AND IMPROVEMENTS TO THE HAVILAND STREET PARKING GARAGE.**

**\*\* MR. FULLAM SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **5. NEW BUSINESS**

### **a) Discuss and Vote- Haviland Deck Asphalt Work**

Mr. Lutz said there was an opportunity to repair the entryway with asphalt today and tomorrow with minimal impact to operations at a cost of just under \$17,000. Mr. Travers said there was a contractor that was scheduled to do work in the area and offered to do the asphalt work and needed to be acted on relatively quickly and he had a conversation with Mr. Rains and all of the costs were run through DPW engineering to ensure we were getting the best pricing, and the funding is in place and will not affect any of the financial statements.

**\*\* MR. FULLAM MOVED TO APPROVE FUNDING FOR LAMETTA CONSTRUCTION FOR THE ASPHALT REPAIRS AT HAVILAND DECK IN THE AMOUNT OF \$16,900.**

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

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **b) Discuss and Vote- Haviland Deck Stairwell and Aesthetic Improvements**

Mr. Lutz said the staff is recommending design and construction documents being prepared by Desmond for \$20,000 for the stairwell and aesthetic improvements. Mr. Travers said it will also include the construction documents from the passageway up to the deck.

**\*\* MR. ALEY MOVED TO APPROVE FUNDING FOR DESMOND ASSOCIATES TO PERFORM DESIGN WORK FOR THE HAVILAND DECK STAIRWELL INCLUDING CONSTRUCTION DOCUMENTS IN THE AMOUNT OF \$20,000.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **c) Discuss and Vote- SNRR Furnace Repair**

Mr. Lutz said there was a furnace repair done at the South Norwalk Railroad Station that was previously discussed and Mr. Legesse and his staff received three quotes and the lowest quote was for \$10,551 and are recommending a repair for the furnace. He said they are also recommending a line-item change on these types of these types of unexpected issues that arise throughout the year.

**\*\* MR. ALEY MOVED TO APPROVE A FURNACE REPAIR AT THE SOUTH NORWALK RAILROAD STATION IN THE AMOUNT OF \$10,551.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **d) Discuss and Vote-Cale April 2023 Purchase**

Mr. Lutz said the purchase of the paystations were made in the spring and will need to be voted on so that the invoice can be paid. Mr. Travers said the Parking Authority had multiple discussions regarding the purchase of the paystations, but it was never voted on and is a fully funded item. Mr. Fullam asked how many were installed. Mr. Legesse said 26 new paystations were installed and 15 paystations were upgraded.

**\*\* MR. ALEY MOVED TO APPROVE PAYING THE 2023 CALE INVOICE IN THE AMOUNT OF \$227,304.44 FOR THE PURCHASE OF THE NEW PARKING PAY STATIONS AND UPGRADES TO THE EXISTING PAYSTATIONS.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **6. OLD BUSINESS**

a) Update- 15-Minute Free Option

Mr. Lutz said the signs have been ordered and there is a 16–18-day lead time and will be following up with the vendor on December 16<sup>th</sup> and the goal is to have them installed prior to December 22<sup>nd</sup>.

Mr. Aley said over the past month he has had two very positive interactions with the LAZ constables. He said last week there was a woman that ran out of gas in the middle of West Avenue but had no money for gas and the constable helped her move her car and gave her \$5.00 of his own money and he was very impressed by that. He said last month on River Street there were two cars that were out of time and the constable waited a few minutes for the customers to come out and move their car before issuing them a ticket. Mr. Manousos said that they will be recognized.

## **7. ADJOURNMENT**

**\*\* MR. ALEY MOVED TO ADJOURN.**

**\*\* MR. FULLAM SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:15PM.

Respectfully submitted,

Dilene Byrd



**November  
2023**

# Operations Report

## FINANCIAL SUMMARY

|                               | Month (November) |                |                 |               |                | YTD (July - November) |                  |                  |               |                  | FISCAL YEAR      |                  |
|-------------------------------|------------------|----------------|-----------------|---------------|----------------|-----------------------|------------------|------------------|---------------|------------------|------------------|------------------|
|                               | Actual           | Budget         | Var<br>\$       | Var<br>%      | Actual<br>PY   | Actual                | Budget           | Var<br>\$        | Var<br>%      | Actual<br>PY     | Forecast         | Budget           |
| <b>REVENUES:</b>              |                  |                |                 |               |                |                       |                  |                  |               |                  |                  |                  |
| Parking Revenue               | 513,436          | 516,092        | (2,657)         | -0.5%         | 492,975        | 2,902,375             | 2,769,068        | 133,307          | 4.8%          | 2,710,123        | 6,518,573        | 6,518,573        |
| Other Revenue                 | 9,159            | 8,115          | 1,044           | 12.9%         | 3,719          | 39,089                | 40,573           | (1,485)          | -3.7%         | 18,719           | 97,376           | 97,376           |
| <b>Total System Revenue</b>   | <b>522,595</b>   | <b>524,207</b> | <b>(1,613)</b>  | <b>-0.3%</b>  | <b>496,694</b> | <b>2,941,464</b>      | <b>2,809,641</b> | <b>131,823</b>   | <b>4.7%</b>   | <b>2,728,843</b> | <b>6,615,949</b> | <b>6,615,949</b> |
| <b>EXPENSES:</b>              |                  |                |                 |               |                |                       |                  |                  |               |                  |                  |                  |
| Operations                    | 278,277          | 323,294        | (45,016)        | -13.9%        | 300,079        | 1,596,609             | 1,693,760        | (97,151)         | -5.7%         | 1,419,460        | 4,304,199        | 4,304,199        |
| City Support/Admin Svcs       | 61,949           | 63,377         | (1,428)         | -2.3%         | 51,365         | 309,746               | 316,885          | (7,139)          | -2.3%         | 309,516          | 760,524          | 760,524          |
| Debt Service                  | 104,593          | 104,593        | 0               | 0.0%          | 96,635         | 522,967               | 522,967          | -                | 0.0%          | 535,901          | 1,255,121        | 1,255,121        |
| Capital Reserve & Replacement | 11,250           | 11,250         | 0               | 0.0%          | 11,250         | 56,250                | 56,250           | -                | 0.0%          | 56,250           | 135,000          | 135,000          |
| <b>Total Expenses</b>         | <b>456,070</b>   | <b>502,514</b> | <b>(46,444)</b> | <b>-9.2%</b>  | <b>459,329</b> | <b>2,485,571</b>      | <b>2,589,862</b> | <b>(104,290)</b> | <b>-4.0%</b>  | <b>2,321,127</b> | <b>6,454,844</b> | <b>6,454,844</b> |
| <b>Fund Balance</b>           | <b>66,525</b>    | <b>21,693</b>  | <b>44,832</b>   | <b>206.7%</b> | <b>37,365</b>  | <b>455,892</b>        | <b>219,779</b>   | <b>236,113</b>   | <b>107.4%</b> | <b>407,716</b>   | <b>161,105</b>   | <b>161,105</b>   |

### Budget Summary

- Parking revenue is **0.5% under** budget for the month and **4.8% over** budget YTD.
- Total expenses are **13.0% under** budget for the month and **4.8% under** budget YTD.
- Transient revenue is **8.0% under** budget for the month and **9.7% over** budget YTD. Compared to the same period last year, YTD transient revenue is **7.8% above** last year.

### Month and YTD Comparisons

- Total Revenue for the month is **down 4.2%** compared to last month and is **up 5.1%** compared to last November. YTD revenue is **up 7.8%** compared to last year.
- Transient activity for the month is **down 4.9%** compared to last month and is **down 4.3%** compared to last November. YTD transient activity is **down 1.3%** compared to last year.
- Permit activity (number of permits sold) is **up 2.2%** compared to last month and is **up 4.7%** compared to last November. YTD permit activity is **up 4.5%** compared to last year.
- Permit Revenue is **up 0.6%** compared to last month and is **up 2.6%** compared to last November. YTD permit revenue is **up 5.4%** compared to last year.

### Walk Bridge Project Impacts

- Elizabeth Street spaces have been blocked off to allow for construction work. No significant financial impact as Elizabeth Street is a free parking area with 2-hour timed spaces.
- North Water Lot – parking lot and 7 on-street spaces back to normal operation after crane assembly from 11/13-11/17.

## Variance Report (Actual v. Budget)

The Variance Report identifies and explains variances that are at least 20% and \$5,000 compared to budget.

For the Month Ending November 30, 2023

| ACTUAL                    | BUDGET   | Var. (\$) | Var. (%)   | COMMENTS | Actual YTD                                               | Budget YTD |           |
|---------------------------|----------|-----------|------------|----------|----------------------------------------------------------|------------|-----------|
| <b>PARKING REVENUE</b>    |          |           |            |          |                                                          |            |           |
| N/A                       |          |           |            |          |                                                          |            |           |
| <b>OPERATING EXPENSES</b> |          |           |            |          |                                                          |            |           |
| Maintenance               | \$42,293 | \$33,872  | \$8,421    | 24.9%    | Lametta Construction (\$9k) & Bobcat of Stratford (\$4k) | \$214,334  | \$240,258 |
| Snow Removal              | \$0      | \$12,250  | (\$12,250) | -100.0%  | No snow yet!                                             | \$0        | \$12,250  |
| Vehicle                   | \$35     | \$5,833   | (\$5,798)  | -99.4%   | Two Vehicle repair invoices have not been received yet.  | \$16,818   | \$29,167  |

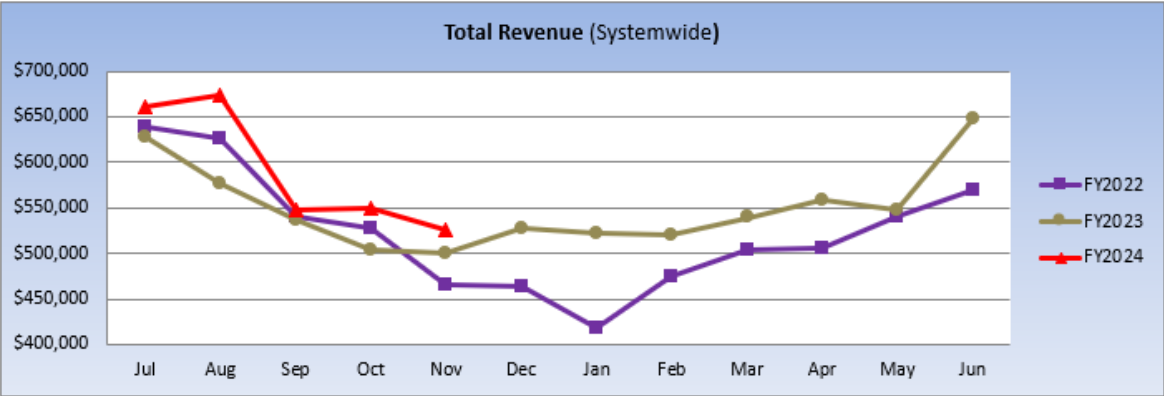
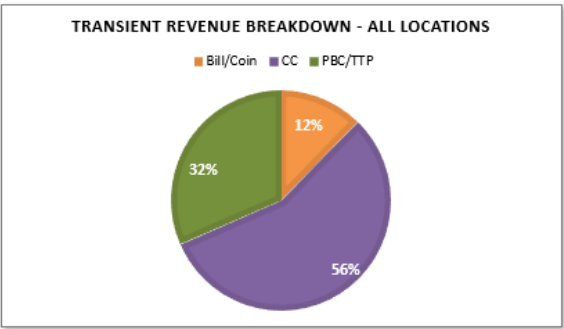
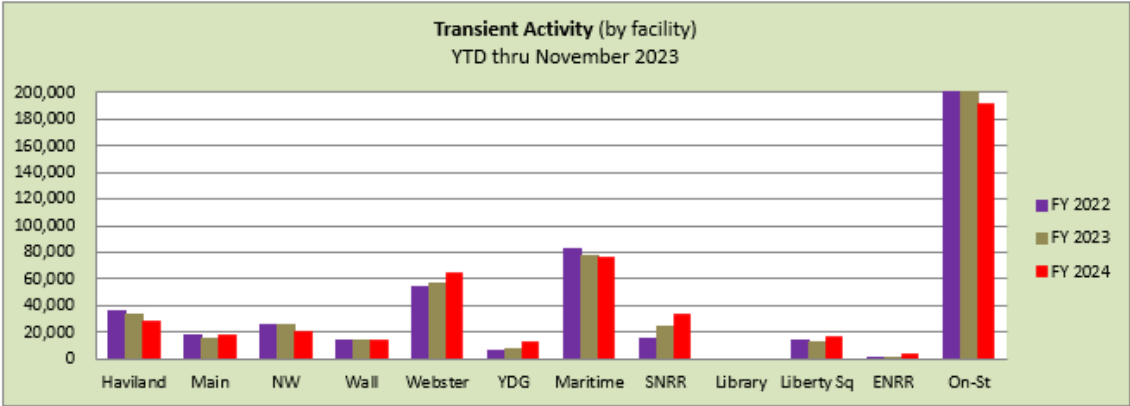
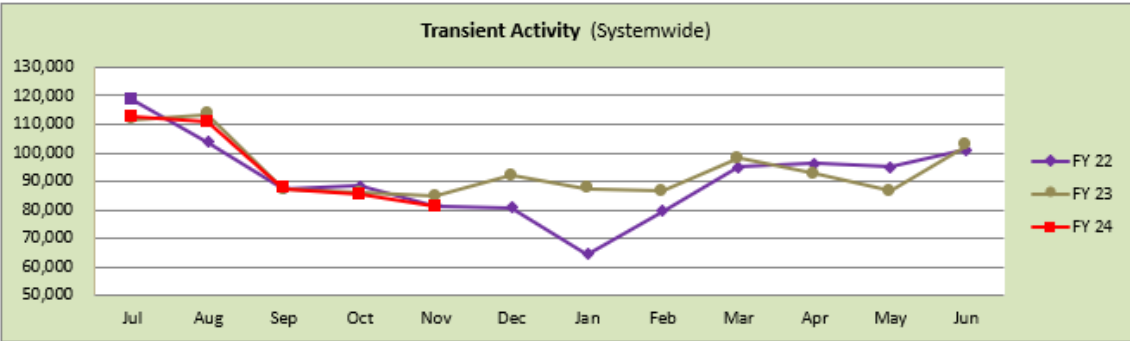
# Financial Statement

## For the Month ending November 30, 2023

| Description                        | Actual            | Budget            | Variance           | % Var         | YTD Actual          | YTD Budget          | YTD Variance        | YTD Var %     | Annual Budget       |
|------------------------------------|-------------------|-------------------|--------------------|---------------|---------------------|---------------------|---------------------|---------------|---------------------|
| <b>PARKING REVENUE</b>             |                   |                   |                    |               |                     |                     |                     |               |                     |
| Meter Revenue                      | 51,983.00         | 52,296.90         | (313.90)           | -0.6%         | 268,929.38          | 279,066.54          | (10,137.16)         | -3.6%         | 336,876.42          |
| Transient Parking                  | 181,621.47        | 197,387.79        | (15,766.32)        | -8.0%         | 1,126,314.06        | 1,026,972.45        | 99,341.61           | 9.7%          | 1,229,042.02        |
| Monthly Parking                    | 194,429.56        | 196,308.22        | (1,878.66)         | -1.0%         | 974,410.95          | 981,541.10          | (7,130.15)          | -0.7%         | 1,177,849.32        |
| Less: Refunds                      | (53.00)           | 0.00              | (53.00)            | 0.0%          | (1,216.75)          | 0.00                | (1,216.75)          | 0.0%          | 0.00                |
| Violations                         | 111,012.00        | 96,729.15         | 14,282.85          | 14.8%         | 675,378.87          | 618,075.55          | 57,303.32           | 9.3%          | 725,658.55          |
| Less: Sales Tax                    | (25,557.28)       | (26,629.57)       | 1,072.29           | -4.0%         | (141,441.37)        | (136,587.96)        | (4,853.41)          | 3.6%          | (163,826.25)        |
| <b>TOTAL PARKING REVENUE</b>       | <b>513,435.75</b> | <b>516,092.49</b> | <b>(2,656.74)</b>  | <b>-0.5%</b>  | <b>2,902,375.14</b> | <b>2,769,067.68</b> | <b>133,307.46</b>   | <b>4.8%</b>   | <b>3,305,600.06</b> |
| <b>OTHER REVENUE</b>               |                   |                   | <b>0.76</b>        | <b>-24.1%</b> | <b>(0.32)</b>       |                     |                     |               |                     |
| Marketing/Advertising              | 0.00              | 1,500.00          | (1,500.00)         | -100.0%       | 0.00                | 7,500.00            | (7,500.00)          | -100.0%       | 9,000.00            |
| ATM Machines                       | 253.00            | 333.33            | (80.33)            | -24.1%        | 1,298.00            | 1,666.65            | (368.65)            | -22.1%        | 1,999.98            |
| Lease Income - SNRR/MGT            | 4,485.90          | 3,080.00          | 1,405.90           | 45.6%         | 22,799.58           | 15,400.00           | 7,399.58            | 48.0%         | 18,480.00           |
| Lease Income_YDG                   | 1,418.00          | 418.00            | 1,000.00           | 239.2%        | 3,090.00            | 2,090.00            | 1,000.00            | 47.8%         | 2,508.00            |
| SNRR Concessions Income            | 3,002.00          | 2,700.00          | 302.00             | 11.2%         | 11,901.00           | 13,500.00           | (1,599.00)          | -11.8%        | 16,200.00           |
| Investment Income                  | 0.00              | 83.33             | (83.33)            | -100.0%       | 0.00                | 416.65              | (416.65)            | -100.0%       | 499.98              |
| <b>TOTAL OTHER REVENUE</b>         | <b>9,158.90</b>   | <b>8,114.66</b>   | <b>1,044.24</b>    | <b>12.9%</b>  | <b>39,088.58</b>    | <b>40,573.30</b>    | <b>(1,484.72)</b>   | <b>-3.7%</b>  | <b>48,687.96</b>    |
| <b>TOTAL SYSTEM REVENUE</b>        | <b>522,594.65</b> | <b>524,207.15</b> | <b>(1,612.50)</b>  | <b>-0.3%</b>  | <b>2,941,463.72</b> | <b>2,809,640.98</b> | <b>131,822.74</b>   | <b>4.7%</b>   | <b>3,354,288.02</b> |
| <b>OPERATING EXPENSES</b>          |                   |                   |                    |               |                     |                     |                     |               |                     |
| Gross Wages                        | 100,773.97        | 107,692.28        | (6,918.31)         | -6.4%         | 517,258.82          | 538,461.40          | (21,202.58)         | -3.9%         | 699,999.83          |
| Payroll Tax Expense                | 12,350.44         | 13,623.04         | (1,272.60)         | -9.3%         | 63,445.87           | 68,115.20           | (4,669.33)          | -6.9%         | 88,549.80           |
| Group Health Insurance Expense     | 11,564.06         | 11,307.69         | 256.37             | 2.3%          | 59,290.40           | 56,538.45           | 2,751.95            | 4.9%          | 73,500.00           |
| Worker's Compensation Expense      | 4,100.55          | 4,523.07          | (422.52)           | -9.3%         | 21,065.02           | 22,615.35           | (1,550.33)          | -6.9%         | 29,399.95           |
| 401K Match Expense                 | 1,952.67          | 2,153.84          | (201.17)           | -9.3%         | 10,031.00           | 10,769.20           | (738.20)            | -6.9%         | 13,999.98           |
| Operating Expenses                 | 6,606.92          | 10,416.66         | (3,809.74)         | -36.6%        | 32,792.25           | 52,083.30           | (19,291.05)         | -37.0%        | 62,499.96           |
| Maritime Condo fees                | 1,779.45          | 1,964.52          | (185.07)           | -9.4%         | 8,897.25            | 9,822.60            | (925.35)            | -9.4%         | 11,787.12           |
| Management Fee Expense             | 8,333.33          | 8,333.33          | 0.00               | 0.0%          | 41,666.65           | 41,666.65           | 0.00                | 0.0%          | 49,999.98           |
| Uniforms                           | 2,000.00          | 3,333.34          | (1,333.34)         | -40.0%        | 6,385.00            | 16,666.70           | (10,281.70)         | -61.7%        | 20,000.04           |
| Signage                            | 1,642.81          | 4,166.68          | (2,523.87)         | -60.6%        | 8,132.35            | 20,833.40           | (12,701.05)         | -61.0%        | 25,000.08           |
| Tickets/Card Expense               | 88.14             | 1,250.02          | (1,161.88)         | -92.9%        | 18,006.44           | 6,250.10            | 11,756.34           | 188.1%        | 7,500.12            |
| Office Expense                     | 2,050.12          | 1,333.33          | 716.79             | 53.8%         | 9,137.14            | 6,666.65            | 2,470.49            | 37.1%         | 7,999.98            |
| Maintenance Expense                | 42,292.68         | 33,871.67         | 8,421.01           | 24.9%         | 210,674.50          | 240,258.35          | (29,583.85)         | -12.3%        | 274,130.02          |
| Snow Removal                       | 0.00              | 12,250.00         | (12,250.00)        | -100.0%       | 0.00                | 12,250.00           | (12,250.00)         | -100.0%       | 50,750.00           |
| Service Contract                   | 10,415.00         | 12,990.15         | (2,575.15)         | -19.8%        | 126,980.29          | 87,696.23           | 39,284.06           | 44.8%         | 100,686.38          |
| Security Expense                   | 2,841.86          | 7,542.19          | (4,700.33)         | -62.3%        | 47,666.12           | 57,373.49           | (9,707.37)          | -16.9%        | 64,915.68           |
| Permit/Violation Management        | 11,171.56         | 12,500.01         | (1,328.45)         | -10.6%        | 56,170.20           | 62,500.05           | (6,329.85)          | -10.1%        | 75,000.06           |
| Utilities Expense                  | 5,773.94          | 6,609.47          | (835.53)           | -12.6%        | 21,057.27           | 33,047.35           | (11,990.08)         | -36.3%        | 39,656.82           |
| Sanitation                         | 2,392.30          | 2,460.00          | (67.70)            | -2.8%         | 10,205.32           | 12,300.00           | (2,094.68)          | -17.0%        | 14,760.00           |
| Vehicle Expense                    | 35.17             | 5,833.33          | (5,798.16)         | -99.4%        | 16,817.70           | 29,166.65           | (12,348.95)         | -42.3%        | 34,999.98           |
| Telephone                          | 3,141.04          | 7,499.99          | (4,358.95)         | -58.1%        | 45,917.98           | 37,499.95           | 8,418.03            | 22.4%         | 44,999.94           |
| Equipment Expense                  | 0.00              | 2,499.99          | (2,499.99)         | -100.0%       | 117.72              | 12,499.95           | (12,382.23)         | -99.1%        | 14,999.94           |
| Bank and Credit Card Fees          | 26,300.78         | 23,625.69         | 2,675.09           | 11.3%         | 146,134.92          | 126,220.00          | 19,914.92           | 15.8%         | 150,799.13          |
| GKL Insurance Expense              | 12,322.69         | 13,013.64         | (690.95)           | -5.3%         | 69,660.76           | 69,958.82           | (298.06)            | -0.4%         | 83,502.16           |
| Parking Program                    | 8,348.00          | 8,333.33          | 14.67              | 0.2%          | 33,251.50           | 41,666.65           | (8,415.15)          | -20.2%        | 49,999.98           |
| Marketing and Communication        | 0.00              | 4,166.68          | (4,166.68)         | -100.0%       | 15,846.13           | 20,833.40           | (4,987.27)          | -23.9%        | 25,000.08           |
| <b>TOTAL OPERATING EXPENSES</b>    | <b>278,277.48</b> | <b>323,293.94</b> | <b>(45,016.46)</b> | <b>-13.9%</b> | <b>1,596,608.60</b> | <b>1,693,759.89</b> | <b>(97,151.29)</b>  | <b>-5.7%</b>  | <b>2,114,437.01</b> |
| <b>CITY ADMINISTERED EXPENSES</b>  |                   |                   |                    |               |                     |                     |                     |               |                     |
| Other City Payroll Expenses        | 38,333.35         | 38,333.35         | 0.00               | 0.0%          | 191,666.75          | 191,666.75          | 0.00                | 0.0%          | 230,000.10          |
| Electric                           | 18,214.27         | 19,642.10         | (1,427.83)         | -7.3%         | 91,071.35           | 98,210.50           | (7,139.15)          | -7.3%         | 117,852.60          |
| Sewer                              | 968.26            | 968.26            | 0.00               | 0.0%          | 4,841.30            | 4,841.30            | 0.00                | 0.0%          | 5,809.56            |
| Professional Services              | 3,750.00          | 3,750.00          | 0.00               | 0.0%          | 18,750.00           | 18,750.00           | 0.00                | 0.0%          | 22,500.00           |
| Legal Service Retainer             | 416.66            | 416.66            | 0.00               | 0.0%          | 2,083.30            | 2,083.30            | 0.00                | 0.0%          | 2,499.96            |
| Business Expense                   | 266.65            | 266.65            | 0.00               | 0.0%          | 1,333.25            | 1,333.25            | 0.00                | 0.0%          | 1,599.90            |
| <b>TOTAL CITY ADMINISTERED EXP</b> | <b>61,949.19</b>  | <b>63,377.02</b>  | <b>(1,427.83)</b>  | <b>-2.3%</b>  | <b>309,745.95</b>   | <b>316,885.10</b>   | <b>(7,139.15)</b>   | <b>-2.3%</b>  | <b>380,262.12</b>   |
| <b>SUBTOTAL OPERATING EXPENSES</b> | <b>340,226.67</b> | <b>386,670.96</b> | <b>(46,444.29)</b> | <b>-12.0%</b> | <b>1,906,354.55</b> | <b>2,010,644.99</b> | <b>(104,290.44)</b> | <b>-5.2%</b>  | <b>2,494,699.13</b> |
| Debt Service Interest              | 17,976.55         | 17,976.55         | 0.00               | 0.0%          | 89,882.75           | 89,882.75           | 0.00                | 0.0%          | 107,859.30          |
| Debt Service Principle             | 86,616.84         | 86,616.84         | 0.00               | 0.0%          | 433,084.20          | 433,084.20          | 0.00                | 0.0%          | 519,701.04          |
| <b>SUBTOTAL DEBT SERVICES</b>      | <b>104,593.39</b> | <b>104,593.39</b> | <b>0.00</b>        | <b>0.0%</b>   | <b>522,966.95</b>   | <b>522,966.95</b>   | <b>0.00</b>         | <b>0.0%</b>   | <b>627,560.34</b>   |
| Capital Reserve and Replacement    | 11,249.99         | 11,249.99         | 0.00               | 0.0%          | 56,249.95           | 56,249.95           | 0.00                | 0.0%          | 67,499.94           |
| <b>TOTAL EXPENSES</b>              | <b>456,070.05</b> | <b>502,514.34</b> | <b>(46,444.29)</b> | <b>-9.2%</b>  | <b>2,485,571.45</b> | <b>2,589,861.89</b> | <b>(104,290.44)</b> | <b>-4.0%</b>  | <b>3,189,759.41</b> |
| <b>Fund Balance</b>                | <b>66,524.60</b>  | <b>21,692.81</b>  | <b>44,831.79</b>   | <b>206.7%</b> | <b>455,892.27</b>   | <b>219,779.09</b>   | <b>236,113.18</b>   | <b>107.4%</b> | <b>164,528.61</b>   |

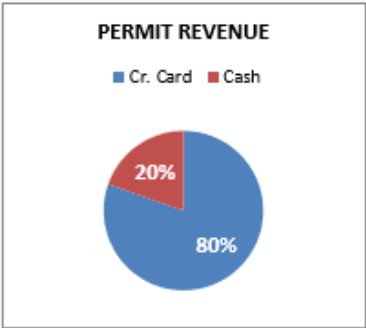
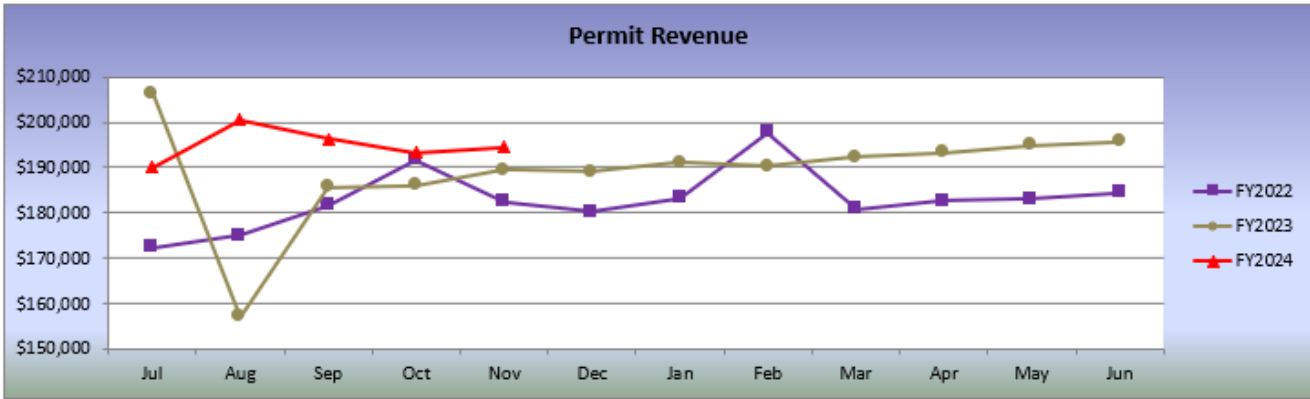
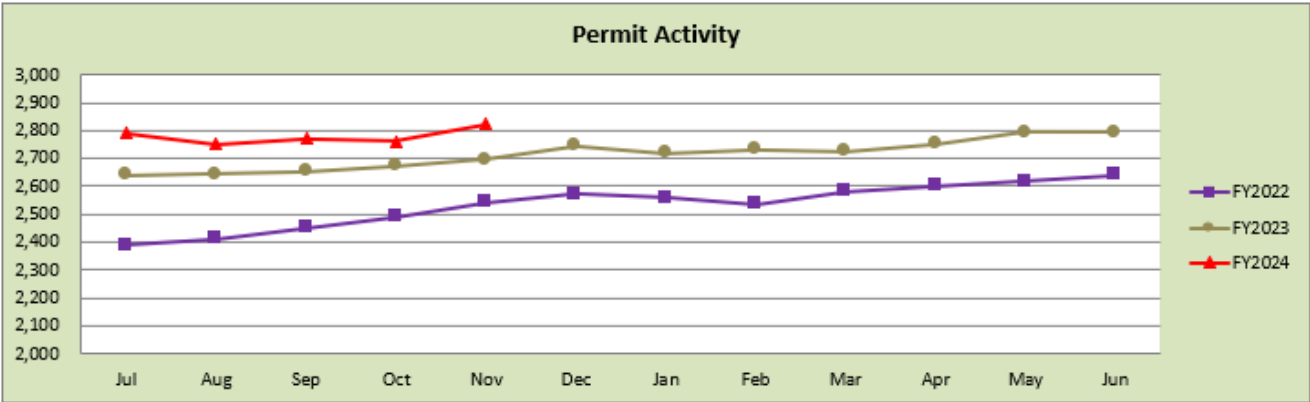
Systemwide Activity

- Overall, systemwide transient activity YTD is **1.3% below** last year and revenue is **7.7% above** last year.



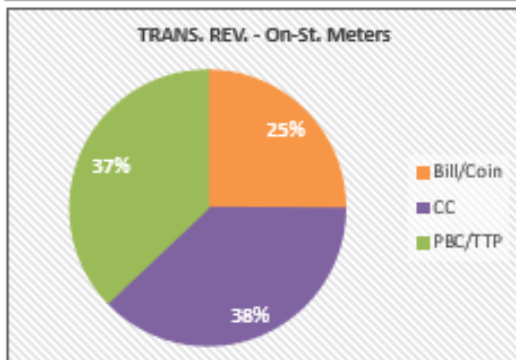
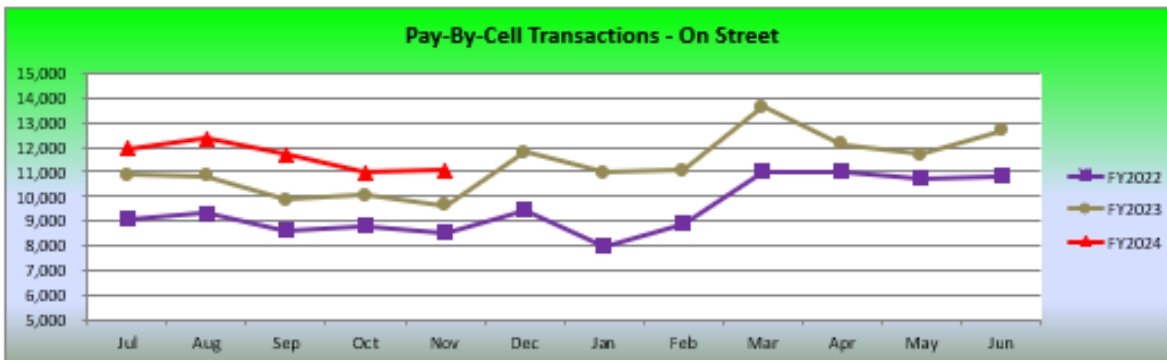
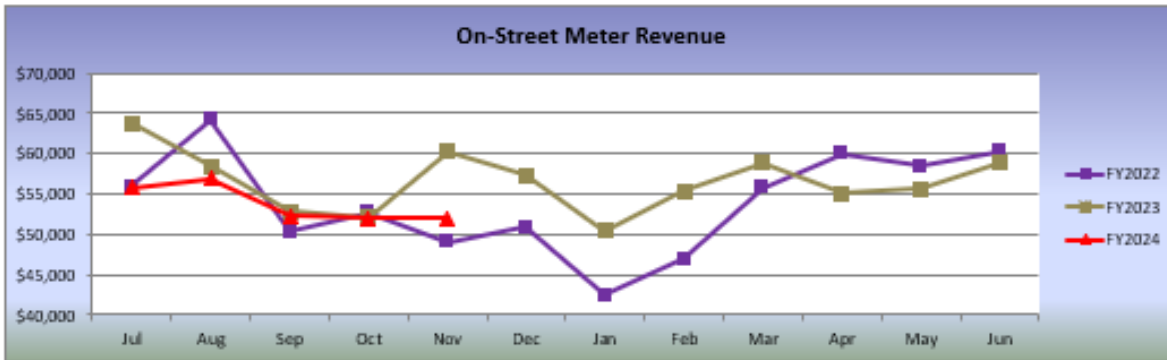
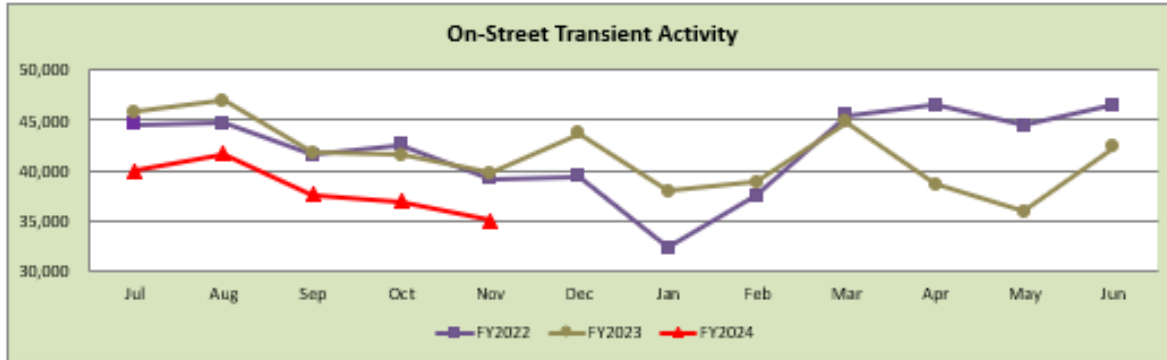
Permit Sales

- Compared to last month, November permits are **up 2.2%** and permit revenue is **up 0.6%**.
- Compared to last year, November permits are **up 4.7%** and permit revenue is **up 2.6%**.
- YTD compared to last year, permit activity is **up 4.5%** and revenue is **up 5.4%**.
- YTD permit revenue is **0.7% under** budget.
- **2,823** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.



## On-Street Parking

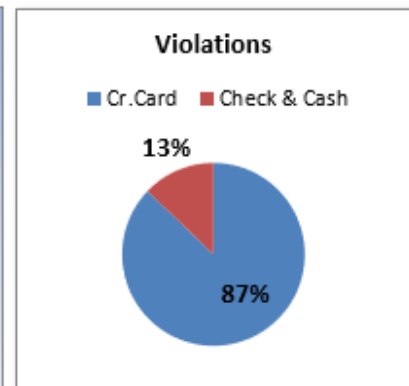
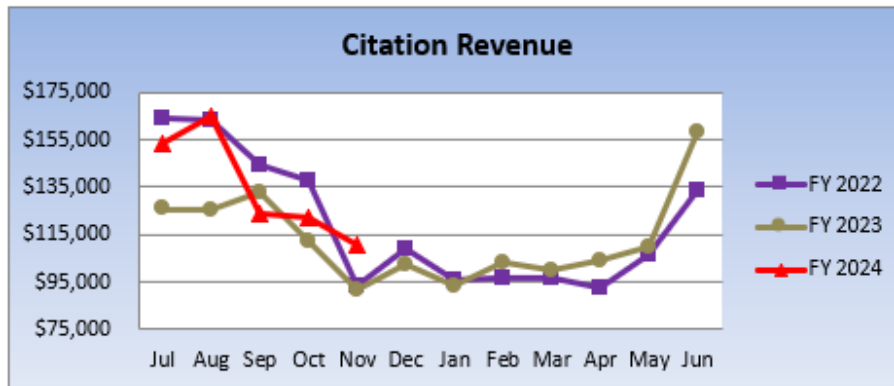
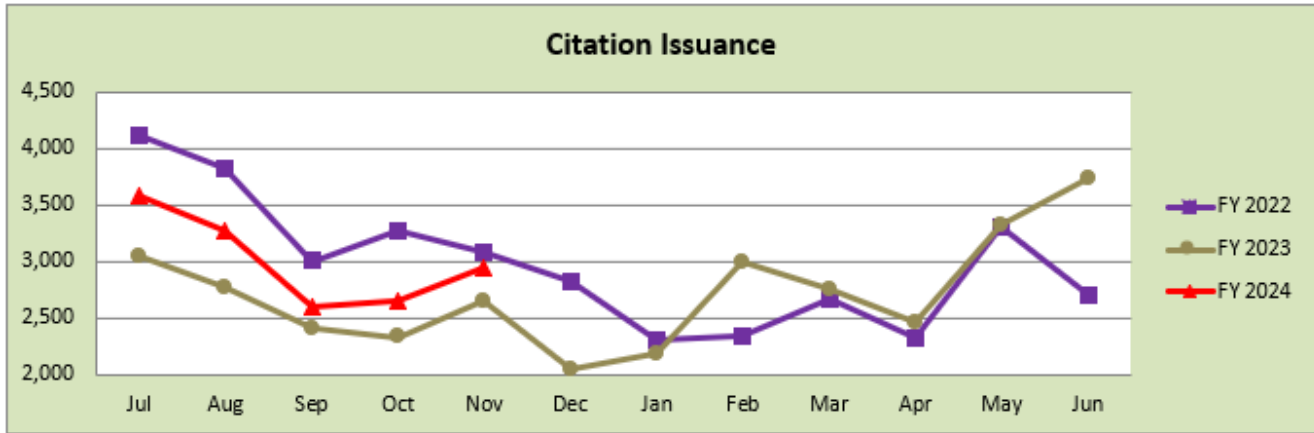
- YTD through November, transient activity was **down 11.5%** and revenue was **down 6.4%** compared to last year.
- For the month of November, transient activity was **down 5.1%** compared to last month and **down 12.0%** compared to last November.
- Revenue was **down 0.0%** compared to last month and **down 13.8%** compared to last November.
- In SONO, the average PBC transaction was **\$2.30** or an Average Stay of **1.5** hours.
- In the Wall District, the average PBC transaction was **\$1.09** or an Average Stay of **2.2** hours.



| On-Street Comparison (by Area) |          |          |          |        |
|--------------------------------|----------|----------|----------|--------|
| Area                           | # Trans. | Revenue  | % Trans. | % Rev. |
| Sono                           | 18,203   | \$31,155 | 52%      | 66%    |
| Wall                           | 12,779   | \$8,845  | 37%      | 19%    |
| West Ave.                      | 4,005    | \$7,492  | 11%      | 16%    |
| Total                          | 34,987   | \$47,492 | 100%     | 100%   |

## Parking Enforcement

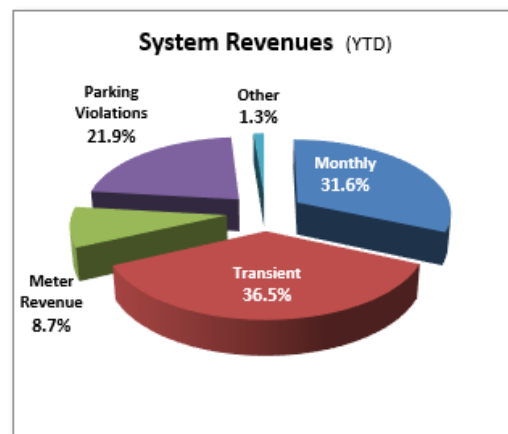
- YTD through November, ticket issuance was **up 13.7%** and citation revenue was **up 14.7%** compared to the same period last year.
- Compared to last month, ticket issuance was **up 11.3%** and citation revenue was **down 9.2%**.
- Citation revenue accounts for **21.9%** of system revenues YTD.



## Parking Violations Collection Program

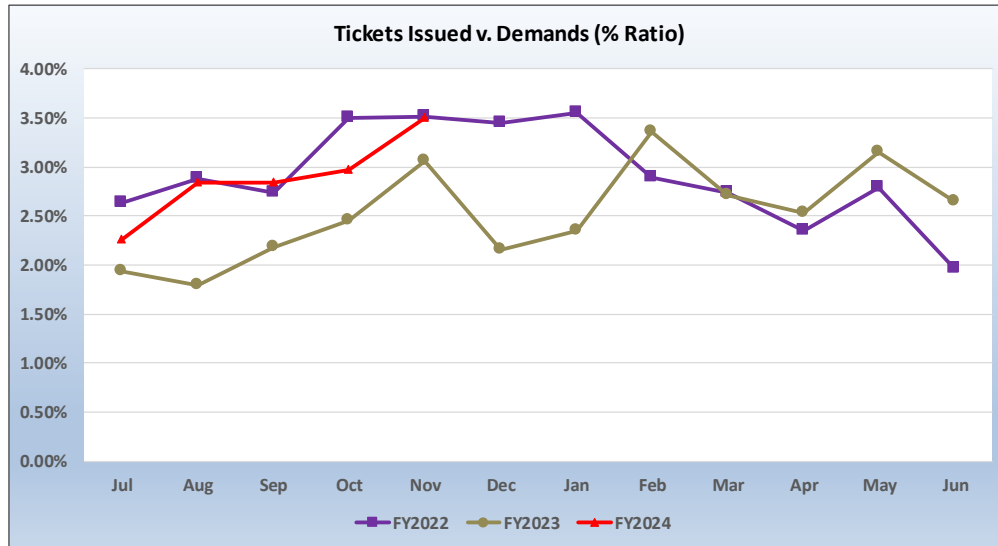
| Fiscal Year | Delinquent \$ Collected |
|-------------|-------------------------|
| 2013        | \$131,458               |
| 2014        | \$108,435               |
| 2015        | \$84,233                |
| 2016        | \$84,628                |
| 2017        | \$152,412               |
| 2018        | \$128,025               |
| 2019        | \$103,032               |
| 2020        | \$93,378                |
| 2021        | \$71,346                |
| 2022        | \$137,355               |
| 2023        | \$129,477               |
| 2024        | \$67,348                |

YTD thru November



## Tickets Issued v. Demands Analysis

Analysis of the ratio of tickets issued compared to transient demands does not include citations issued at the beaches nor does it include violations issued by the Norwalk Police Department.



### Tickets Issued (NOT including Beaches & Police issued tickets)

|        | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   | Jan   | Feb   | Mar   | Apr   | May   | Jun   | TOTAL  | AVG.  |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| FY2019 | 1,574 | 1,843 | 1,461 | 1,569 | 1,515 | 1,594 | 1,294 | 1,072 | 1,491 | 1,468 | 1,131 | 1,505 | 17,517 | 1,460 |
| FY2020 | 1,602 | 1,718 | 1,484 | 1,160 | 1,367 | 1,710 | 1,514 | 1,667 | 851   | 17    | 223   |       | 13,330 | 1,111 |
| FY2021 | 397   | 362   | 360   | 201   | 136   | 601   | 916   | 752   | 2,529 | 2,745 | 1,728 | 2,689 | 13,416 | 1,118 |
| FY2022 | 3,127 | 2,993 | 2,390 | 3,092 | 2,859 | 2,783 | 2,284 | 2,305 | 2,606 | 2,257 | 2,650 | 1,981 | 31,327 | 2,611 |
| FY2023 | 2,164 | 2,033 | 1,897 | 2,104 | 2,595 | 1,986 | 2,053 | 2,903 | 2,655 | 2,342 | 2,730 | 2,713 | 28,175 | 2,348 |
| FY2024 | 2,540 | 3,146 | 2,482 | 2,534 | 2,838 |       |       |       |       |       |       |       | 13,540 | 2,708 |

### Transient Demands (NOT including Beaches)

|        | Jul     | Aug     | Sep    | Oct     | Nov     | Dec     | Jan     | Feb     | Mar     | Apr    | May     | Jun     | TOTAL     | AVG.   |
|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|--------|---------|---------|-----------|--------|
| FY2019 | 106,168 | 112,894 | 87,811 | 91,061  | 86,286  | 95,118  | 90,170  | 86,885  | 104,945 | 99,209 | 101,014 | 106,576 | 1,168,137 | 97,345 |
| FY2020 | 110,327 | 113,742 | 96,762 | 110,459 | 100,233 | 101,475 | 106,779 | 108,995 | 46,453  | 0      | 0       | 39,154  | 934,379   | 77,865 |
| FY2021 | 60,962  | 65,055  | 60,234 | 59,448  | 44,445  | 44,600  | 52,682  | 47,949  | 71,404  | 76,193 | 83,038  | 93,578  | 759,588   | 63,299 |
| FY2022 | 118,674 | 103,859 | 87,480 | 88,359  | 81,427  | 80,829  | 64,339  | 79,672  | 95,094  | 96,140 | 94,935  | 101,065 | 1,091,873 | 90,989 |
| FY2023 | 111,814 | 113,560 | 87,199 | 85,804  | 84,706  | 92,082  | 87,283  | 86,518  | 98,079  | 92,535 | 86,456  | 102,660 | 1,128,697 | 94,058 |
| FY2024 | 112,565 | 110,796 | 87,317 | 85,255  | 81,074  | 0       | 0       | 0       | 0       | 0      | 0       | 0       | 477,007   | 39,751 |

### Ratio (%) - Tickets v. Demands

|        | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   | Jan   | Feb   | Mar   | Apr   | May   | Jun   | AVG.  |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FY2019 | 1.48% | 1.63% | 1.66% | 1.72% | 1.76% | 1.68% | 1.44% | 1.23% | 1.42% | 1.48% | 1.12% | 1.41% | 1.50% |
| FY2020 | 1.45% | 1.51% | 1.53% | 1.05% | 1.36% | 1.69% | 1.42% | 1.53% | 1.83% | 0.00% | 0.00% | 0.57% | 1.16% |
| FY2021 | 0.65% | 0.56% | 0.60% | 0.34% | 0.31% | 1.35% | 1.74% | 1.57% | 3.54% | 3.60% | 2.08% | 2.87% | 1.60% |
| FY2022 | 2.63% | 2.88% | 2.73% | 3.50% | 3.51% | 3.44% | 3.55% | 2.89% | 2.74% | 2.35% | 2.79% | 1.96% | 2.92% |
| FY2023 | 1.94% | 1.79% | 2.18% | 2.45% | 3.06% | 2.16% | 2.35% | 3.36% | 2.71% | 2.53% | 3.16% | 2.64% | 2.53% |
| FY2024 | 2.26% | 2.84% | 2.84% | 2.97% | 3.50% |       |       |       |       |       |       |       | 2.88% |

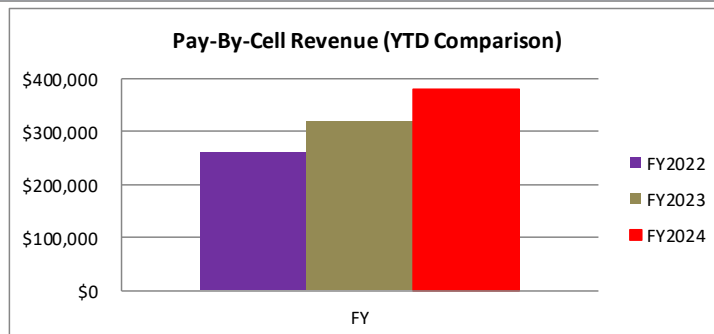
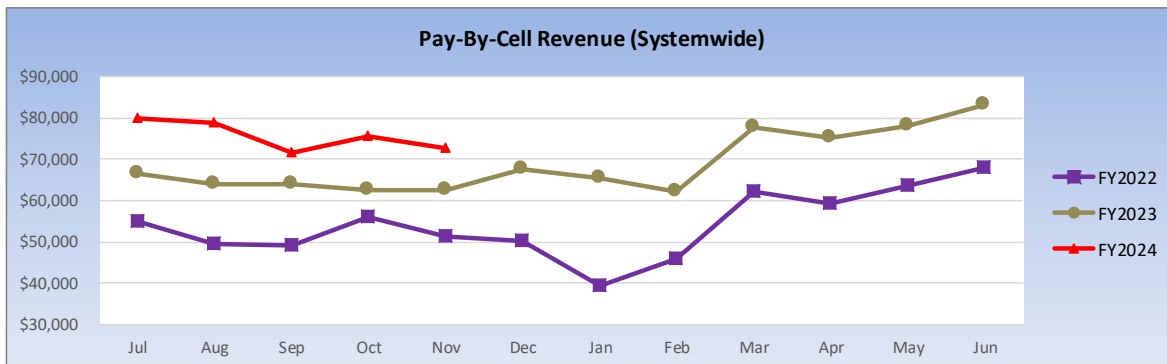
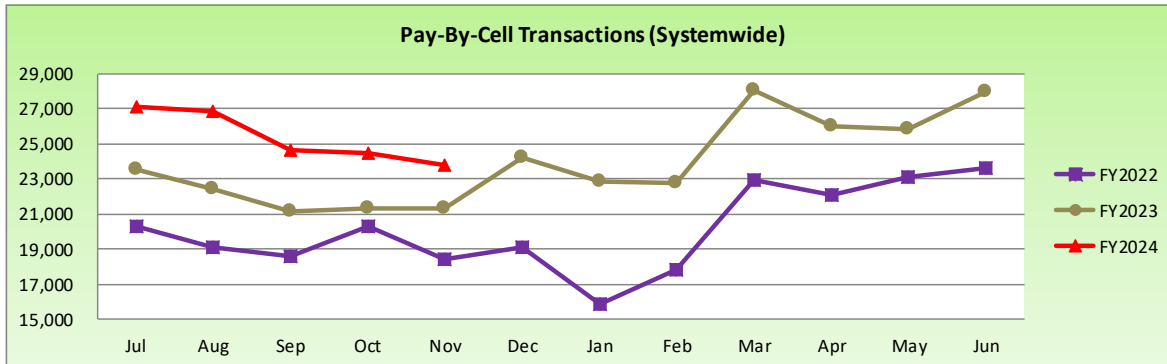
## Tickets Issued v. Demands Analysis (continued)

Analysis of the ratio of tickets issued compared to transient demands by street:

| 5 Years Summary<br>(Expired meter violations only) |                    |                    |         |         |         |         |
|----------------------------------------------------|--------------------|--------------------|---------|---------|---------|---------|
| Zone Number                                        | Row Labels         | Current<br>2023/24 | 2022/23 | 2021/22 | 2020/21 | 2019/20 |
| 2011                                               | Ann St.            | 5.1%               | 2.5%    | 1.6%    | 2.5%    | 2.2%    |
| 2033                                               | Berkeley St.       | 16.7%              | 9.1%    | 1.5%    | 1.8%    | 4.4%    |
| 2012                                               | Haviland St.       | 4.8%               | 3.2%    | 2.9%    | 5.6%    | 4.5%    |
| 2021                                               | Madison St.        | 10.3%              | 3.4%    | 1.7%    | 5.2%    | 4.1%    |
| 2030                                               | Maple St.          | 3.7%               | 1.7%    | 1.0%    | 2.1%    | 0.4%    |
| 2010                                               | Marshall St.       | 1.2%               | 1.2%    | 1.7%    | 2.4%    | 2.1%    |
| 2026                                               | Merwin St.         | 8.2%               | 4.3%    | 2.1%    | 4.1%    | 2.1%    |
| 2024                                               | Monroe St.         | 1.3%               | 0.3%    | 0.4%    | 1.1%    | 2.9%    |
| 2017                                               | N. Main St.        | 3.9%               | 2.3%    | 1.8%    | 3.2%    | 3.6%    |
| 2018                                               | N. Water St.       | 4.4%               | 2.3%    | 1.4%    | 2.8%    | 2.4%    |
| 2027                                               | Orchard St.        | 6.4%               | 4.8%    | 4.3%    | 7.2%    | 1.8%    |
| 2032                                               | Quincy St.         | 0.0%               | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| 2020                                               | S. Main St.        | 2.2%               | 1.1%    | 1.1%    | 2.1%    | 1.9%    |
| 2016                                               | W. Washington St.  | 2.7%               | 0.5%    | 1.3%    | 0.9%    | 1.2%    |
| 2014                                               | Washington St.     | 4.8%               | 5.3%    | 5.7%    | 8.7%    | 4.6%    |
| 2031                                               | West Ave           | 3.5%               | 1.9%    | 1.5%    | 3.7%    | 0.9%    |
| 2040                                               | Wall St. Area      | 2.2%               | 3.3%    | 3.9%    | 10.5%   | 4.7%    |
| 2002                                               | Webster Lot        | 2.0%               | 2.3%    | 2.8%    | 3.7%    | 1.3%    |
| 2004                                               | Haviland Deck      | 2.2%               | 2.1%    | 2.8%    | 4.8%    | 2.4%    |
| 2022                                               | North Water Lot    | 2.7%               | 2.6%    | 3.5%    | 4.9%    | 3.6%    |
| 2023                                               | SNRR Lot           | 4.7%               | 5.0%    | 6.1%    | 8.9%    | 3.9%    |
| 2005                                               | YDG                | 2.8%               | 2.0%    | 3.2%    | 5.2%    | 0.9%    |
| 2028                                               | Wall Street Lot    | 1.6%               | 1.6%    | 2.5%    | 6.4%    | 2.4%    |
| 2029                                               | Main Street Lot    | 1.6%               | 2.1%    | 2.7%    | 4.5%    | 1.6%    |
| 2015                                               | Liberty Square Lot | 1.4%               | 0.6%    | 0.7%    | 1.9%    | 1.0%    |
| Grand Total                                        |                    | 2.8%               | 2.6%    | 2.8%    | 4.8%    | 2.6%    |
| ** Current year data is September - November 2023  |                    |                    |         |         |         |         |

## Pay-By-Cell

- YTD through November, pay by cell activity was **up 15.6%** and revenue was **up 18.3%** compared to the same period last year.
- Compared to last month, November transactions were **down 3.0%** and revenue was **up 3.8%**.
- The average transaction is **down 0.8%** from **\$3.08** in October to **\$3.05** per transaction in November.
- By comparison, the average transaction systemwide (all payment methods) is **\$2.15** per transaction.
- PBC transactions represent **23.0%** of system demands and **10.8%** of systemwide revenue.



**Norwalk Parking Authority**  
**BUDGET (SUMMARY)**  
FY 2025

|                              | <b>Actual<br/>FY 2023</b> | <b>Budget<br/>FY 2024</b> | <b>Budget<br/>FY 2025</b> | <b>Variance \$<br/>to budget<br/>FY 2024</b> | <b>Variance %<br/>to Budget<br/>FY 2024</b> |
|------------------------------|---------------------------|---------------------------|---------------------------|----------------------------------------------|---------------------------------------------|
| <b>REVENUE:</b>              |                           |                           |                           |                                              |                                             |
| Monthly                      | 2,270,766                 | 2,355,698                 | 2,445,246                 | 89,548                                       | 3.80%                                       |
| Transient                    | 2,490,530                 | 2,428,471                 | 2,553,030                 | 124,559                                      | 5.13%                                       |
| Meters                       | 678,995                   | 676,027                   | 681,260                   | 5,232                                        | 0.77%                                       |
| Violations                   | 1,359,590                 | 1,384,396                 | 1,414,045                 | 29,649                                       | 2.14%                                       |
| Sales Tax/Refunds            | (324,924)                 | (326,020)                 | (339,117)                 | (13,096)                                     | 4.02%                                       |
| <b>TOTAL PARKING REVENUE</b> | <b>6,474,958</b>          | <b>6,518,572</b>          | <b>6,754,464</b>          | <b>235,892</b>                               | <b>3.62%</b>                                |
| Other Revenue                | 98,083                    | 97,376                    | 138,020                   | 40,644                                       | 41.74%                                      |
| <b>TOTAL SYSTEM REVENUE</b>  | <b>6,573,041</b>          | <b>6,615,948</b>          | <b>6,892,484</b>          | <b>276,536</b>                               | <b>4.18%</b>                                |
| <b>EXPENSES:</b>             |                           |                           |                           |                                              |                                             |
| Payroll/Benefits             | 1,652,234                 | 1,810,900                 | 1,828,170                 | 17,270                                       | 0.95%                                       |
| All Other Oper Exp           | 2,820,469                 | 2,628,300                 | 2,681,323                 | 53,023                                       | 2.02%                                       |
| City Support Charges         | 711,303                   | 760,524                   | 760,507                   | (17)                                         | 0.00%                                       |
| Debt Service                 | 1,286,162                 | 1,255,121                 | 1,255,121                 | 0                                            | 0.00%                                       |
| <b>Total Expenses</b>        | <b>6,470,168</b>          | <b>6,454,844</b>          | <b>6,525,120</b>          | <b>70,276</b>                                | <b>1.09%</b>                                |
| <b>Fund Balance</b>          | <b>102,873</b>            | <b>161,104</b>            | <b>367,364</b>            | <b>206,260</b>                               | <b>128.03%</b>                              |

**Norwalk Parking Authority**  
**BUDGET (Detail)**  
FY 2025

|                                   | Actual<br>FY 2023 | Budget<br>FY 2024 | Budget<br>FY 2025 | Variance \$ to<br>Budget<br>FY 2024 | Variance %<br>to Budget<br>FY 2024 |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------------------------|------------------------------------|
| <b>PARKING REVENUE</b>            |                   |                   |                   |                                     |                                    |
| Monthly                           | 2,270,766         | 2,355,698         | 2,445,246         | 89,548                              | 3.80%                              |
| Transient                         | 2,490,530         | 2,428,471         | 2,553,030         | 124,559                             | 5.13%                              |
| Meters                            | 678,995           | 676,027           | 681,260           | 5,232                               | 0.77%                              |
| Violations                        | 1,359,590         | 1,384,396         | 1,414,045         | 29,649                              | 2.14%                              |
| Less: Refunds                     | (34)              | 0                 | 0                 | 0                                   | 0                                  |
| Less Sales Tax                    | (324,890)         | (326,020)         | (339,117)         | (13,096)                            | 4.02%                              |
| <b>TOTAL PARKING REVENUE</b>      | <b>6,474,958</b>  | <b>6,518,572</b>  | <b>6,754,464</b>  | <b>235,892</b>                      | <b>3.62%</b>                       |
| <b>OTHER REVENUE</b>              |                   |                   |                   |                                     |                                    |
| Advertising                       | 24,100            | 18,000            | 21,600            | 3,600                               | 20.00%                             |
| Lease Income - SNRR               | 54,493            | 36,960            | 37,968            | 1,008                               | 2.73%                              |
| Lease Income - YDG                | 5,016             | 5,016             | 17,356            | 12,340                              | 246.01%                            |
| SNRR/ENRR Concessions             | 8,640             | 32,400            | 56,096            | 23,696                              | 73.14%                             |
| Investment Income                 | 2,578             | 1,000             | 1,000             | 0                                   | 0.00%                              |
| ATM Machines                      | 3,256             | 4,000             | 4,000             | 0                                   | 0.00%                              |
| <b>TOTAL OTHER REVENUE</b>        | <b>98,083</b>     | <b>97,376</b>     | <b>138,020</b>    | <b>40,644</b>                       | <b>41.74%</b>                      |
| <b>TOTAL SYSTEM REVENUE</b>       | <b>6,573,041</b>  | <b>6,615,948</b>  | <b>6,892,484</b>  | <b>276,536</b>                      | <b>4.18%</b>                       |
| <b>EXPENSES</b>                   |                   |                   |                   |                                     |                                    |
| Personnel/Benefits (FTE)          | 1,652,234         | 1,810,900         | 1,828,170         | 17,270                              | 0.95%                              |
| Security Service Contracts        | 82,864            | 129,831           | 129,867           | 35                                  | 0.03%                              |
| Equipment Expense                 | 0                 | 30,000            | 30,000            | 0                                   | 0.00%                              |
| Vehicle Expense                   | 73,499            | 70,000            | 70,000            | 0                                   | 0.00%                              |
| Building & Property R&M           | 1,086,334         | 554,150           | 603,510           | 49,360                              | 8.91%                              |
| Sanitation Expense                | 24,475            | 29,520            | 30,000            | 480                                 | 1.63%                              |
| Operating Expense                 | 124,625           | 125,000           | 150,000           | 25,000                              | 20.00%                             |
| Elevator Repair & Maintenance     | (372)             | 0                 | 0                 | 0                                   | 0                                  |
| Snow Removal                      | 25,178            | 177,500           | 177,500           | 0                                   | 0.00%                              |
| Signage                           | 53,344            | 50,000            | 50,000            | 0                                   | 0.00%                              |
| Tickets                           | 4,036             | 15,000            | 7,500             | (7,500)                             | -50.00%                            |
| Liability Insurance               | 157,371           | 164,624           | 171,368           | 6,744                               | 4.10%                              |
| Maritime Garage Condo Fees.       | 21,353            | 23,574            | 23,574            | 0                                   | 0.00%                              |
| Uniforms                          | 7,869             | 40,000            | 40,000            | 0                                   | 0.00%                              |
| Utilities                         | 89,771            | 79,314            | 80,898            | 1,585                               | 2.00%                              |
| Management Fees                   | 100,000           | 100,000           | 100,000           | 0                                   | 0.00%                              |
| Office Expense                    | 11,005            | 16,000            | 16,000            | 0                                   | 0.00%                              |
| Service Contracts                 | 210,382           | 201,373           | 201,574           | 201                                 | 0.10%                              |
| Telephone/Data Communications     | 86,471            | 90,000            | 80,000            | (10,000)                            | -11.11%                            |
| Credit Card Fees                  | 307,080           | 297,414           | 309,532           | 12,118                              | 4.07%                              |
| Permit/Violation Management       | 119,983           | 150,000           | 125,000           | (25,000)                            | -16.67%                            |
| Marketing & Communications        | 20,720            | 50,000            | 50,000            | 0                                   | 0.00%                              |
| Capital Reserve & Replacement     | 112,500           | 135,000           | 135,000           | 0                                   | 0.00%                              |
| Parking Programs                  | 101,982           | 100,000           | 100,000           | 0                                   | 0.00%                              |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>4,472,702</b>  | <b>4,439,200</b>  | <b>4,509,493</b>  | <b>70,293</b>                       | <b>1.58%</b>                       |
| <b>CITY ADMINISTERED EXPENSES</b> |                   |                   |                   |                                     |                                    |
| Personnel/Benefits (city alloc.)  | 462,366           | 460,000           | 460,000           | 0                                   | 0.00%                              |
| Electric                          | 184,671           | 235,705           | 235,705           | 0                                   | 0.00%                              |
| Business Exp.                     | 3,200             | 3,200             | 3,184             | (17)                                | -0.52%                             |
| Sewer (WPCA)                      | 11,066            | 11,619            | 11,619            | 0                                   | 0.00%                              |
| Professional Service              | 45,000            | 45,000            | 45,000            | 0                                   | 0.00%                              |
| Legal Service                     | 5,000             | 5,000             | 5,000             | 0                                   | 0.00%                              |
| <b>TOTAL CITY ADMINISTERED</b>    | <b>711,303</b>    | <b>760,524</b>    | <b>760,507</b>    | <b>(17)</b>                         | <b>0.00%</b>                       |
| <b>SUB-TOTAL OPERATING EXP.</b>   | <b>5,184,006</b>  | <b>5,199,724</b>  | <b>5,270,000</b>  | <b>70,276</b>                       | <b>1.35%</b>                       |
| Debt Service Interest             | 284,445           | 215,719           | 215,719           | 0                                   | 0.00%                              |
| Debt Service Principal            | 1,001,717         | 1,039,402         | 1,039,402         | 0                                   | 0.00%                              |
| <b>SUB-TOTAL DEBT SERVICE</b>     | <b>1,286,162</b>  | <b>1,255,121</b>  | <b>1,255,121</b>  | <b>0</b>                            | <b>0.00%</b>                       |
| <b>Capital Outlay</b>             | <b>102,873</b>    | <b>161,104</b>    | <b>367,364</b>    | <b>206,260</b>                      | <b>128.03%</b>                     |
| <b>TOTAL EXPENSES</b>             | <b>6,573,041</b>  | <b>6,615,948</b>  | <b>6,892,484</b>  | <b>276,536</b>                      | <b>4.18%</b>                       |

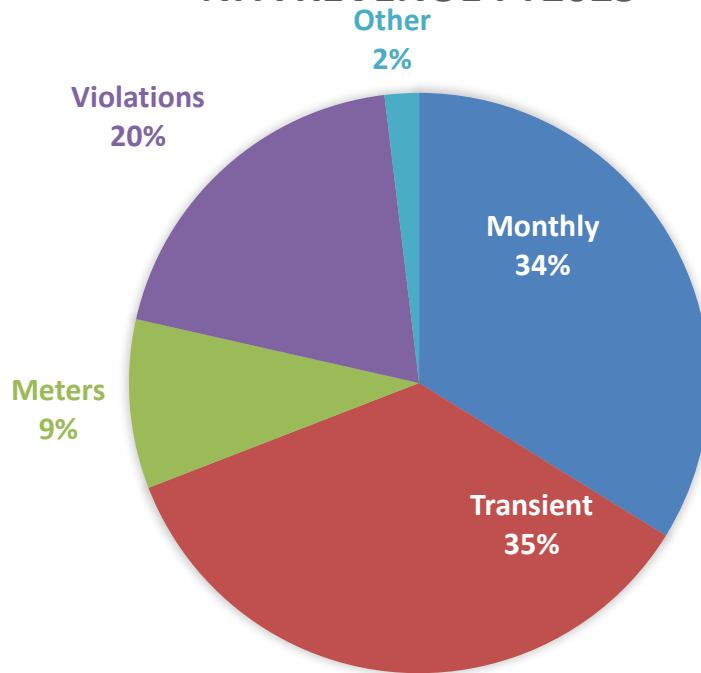
**Norwalk Parking Authority**  
**BUDGET NARRATIVE**  
**FY 2025**

|                               | <b>Budget<br/>FY 2025</b> | <b>Variance %<br/>to Budget<br/>FY 2024</b> | <b>Notes</b>                                                                                                                                                                                                                                  |
|-------------------------------|---------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PARKING REVENUE</b>        |                           |                                             |                                                                                                                                                                                                                                               |
| Monthly                       | 2,445,246                 | 3.80%                                       | Increased permit demand from SONO railroad station following current trend. Increased Monthly revenue at the Maritime garage in an anticipation of some bridge project workers parking at the garage.                                         |
| Transient                     | 2,553,030                 | 5.13%                                       | Increased transient revenue coming mainly from SNRR garage, ENRR lots and YDG based on current activity.                                                                                                                                      |
| Meters                        | 681,260                   | 0.77%                                       | Slight increase based on current demand.                                                                                                                                                                                                      |
| Parking Violation Revenue     | 1,414,045                 | 2.14%                                       | Based on five months of actual ticket payment and 7 months of forecasted number of collections.                                                                                                                                               |
| Less: Refunds                 | 0                         | 0                                           | 0                                                                                                                                                                                                                                             |
| Less Sales Tax                | -339,117                  | 4.02%                                       | 0                                                                                                                                                                                                                                             |
| <b>TOTAL PARKING REVENUE</b>  | <b>6,754,464</b>          | <b>3.62%</b>                                |                                                                                                                                                                                                                                               |
| <b>OTHER REVENUE</b>          |                           |                                             |                                                                                                                                                                                                                                               |
| Art Program - MG              | 0                         | 0                                           | 0                                                                                                                                                                                                                                             |
| Advertising                   | 21,600                    | 20.00%                                      | Advertising program w/ A Lot Media (20% of Gross Ad sales) & they manage ad content for local businesses                                                                                                                                      |
| Lease Income - SNRR           | 37,968                    | 2.73%                                       | \$1,469/ month for fashion institute lease, including 1 parking spaces, includes SNEW condo income of \$20,340 per year.                                                                                                                      |
| Lease Income - YDG            | 17,356                    | 246.01%                                     | Transit district new contract.                                                                                                                                                                                                                |
| SNRR/ENRR Concessions         | 56,096                    | 73.14%                                      | Concession lease of \$21,912 from East bound station, \$19,776 from West bound station and \$14,400 from vending machine.                                                                                                                     |
| Investment Income             | 1,000                     | 0.00%                                       | Figure provided by City of Norwalk comptroller.                                                                                                                                                                                               |
| ATM Machines                  | 4,000                     | 0.00%                                       | Based on current activity. ATM located in SNRR                                                                                                                                                                                                |
| <b>TOTAL OTHER REVENUE</b>    | <b>138,020</b>            | <b>41.74%</b>                               |                                                                                                                                                                                                                                               |
| <b>TOTAL SYSTEM REVENUE</b>   | <b>6,892,484</b>          | <b>4.18%</b>                                |                                                                                                                                                                                                                                               |
| <b>EXPENSES</b>               |                           |                                             |                                                                                                                                                                                                                                               |
| Personnel/Benefits (FTE)      | 1,828,170                 | 0.95%                                       | Remains consistent.                                                                                                                                                                                                                           |
| Security Service Contracts    | 129,867                   | 0.03%                                       | Contract for existing camera system, security call boxes, alarm system.                                                                                                                                                                       |
| Equipment Expense             | 30,000                    | 0.00%                                       | Place holder for possible equipment purchase.                                                                                                                                                                                                 |
| Vehicle Expense               | 70,000                    | 0.00%                                       | Vehicle expense includes repair of vehicles. Remain Consistent.                                                                                                                                                                               |
| Building & Property R&M       | 603,510                   | 8.91%                                       | Based on current trend. We are expecting major repair to Overhead gates and electrical repairs at SNRR Garage. Based on how we finish current fiscal year, we also would like to finish some projects that have been deferred due to COVID19. |
| Sanitation Expense            | 30,000                    | 1.63%                                       | Price remains consistent.                                                                                                                                                                                                                     |
| Operating Expense             | 150,000                   | 20.00%                                      | Based on 5 years trend and in anticipation of condition appraisals.                                                                                                                                                                           |
| Elevator Repair & Maintenance | 0                         | 0                                           | Moved under R&M                                                                                                                                                                                                                               |
| Snow Removal                  | 177,500                   | 0.00%                                       | Place holder for possible snow. We have not incurred much snow expense this year but would like to keep a reasonable budget number similar to previous years with more snow accumulation.                                                     |
| Signage                       | 50,000                    | 0.00%                                       | New On-Street sign upgrade and way finding signs.                                                                                                                                                                                             |
| Tickets                       | 7,500                     | -50.00%                                     | Based on current supply.                                                                                                                                                                                                                      |
| Liability Insurance           | 171,368                   | 4.10%                                       | Function of revenue                                                                                                                                                                                                                           |
| Maritime Garage Condo Fees.   | 23,574                    | 0.00%                                       | Increased 2% per condo association.                                                                                                                                                                                                           |
| Uniforms                      | 40,000                    | 0.00%                                       | Purchase of new uniforms with new logo.                                                                                                                                                                                                       |
| Utilities                     | 80,898                    | 2.00%                                       | 2% increase based on current rate and usage.                                                                                                                                                                                                  |
| Management Fees               | 100,000                   | 0.00%                                       | Contractual expense                                                                                                                                                                                                                           |
| Office Expense                | 16,000                    | 0.00%                                       | Includes printing, postage, office supplies, professional publications, memberships.                                                                                                                                                          |
| Service Contracts             | 201,574                   | 0.10%                                       | Includes communications equip., copier, PARCS PM contract, Cale, IPS fees, Amano equipment.                                                                                                                                                   |
| Telephone/Data Communications | 80,000                    | -11.11%                                     | Cell phones, landlines, data lines/internet. Includes customer service/security intercoms in facilities & pay stations.                                                                                                                       |
| Credit Card Fees              | 309,532                   | 4.07%                                       | Function of revenue. Increased credit card usage, EMV charges.                                                                                                                                                                                |
| Permit/Violation Management   | 125,000                   | -16.67%                                     | Includes LPR, permit, enforcement & collections costs; software maintenance fees; decrease based on upgrade needed for our permitting system gets completed in current fiscal year.                                                           |
| Marketing & Communications    | 50,000                    | 0.00%                                       | Contractual expense and increased budget for outreach, Park Norwalk branding, and various events throughout the year.                                                                                                                         |
| Capital Reserve & Replacement | 135,000                   | 0.00%                                       | Reserve for Infrastructure improvements.                                                                                                                                                                                                      |

**Norwalk Parking Authority**  
**BUDGET NARRATIVE**  
FY 2025

|                                    | Budget<br>FY 2025 | Variance %<br>to Budget<br>FY 2024 | Notes                                                                                                              |
|------------------------------------|-------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Parking Programs                   | 100,000           | 0.00%                              | Engagement with surrounding businesses                                                                             |
| <b>TOTAL OPERATING EXP.</b>        | <b>4,509,493</b>  | <b>1.58%</b>                       |                                                                                                                    |
| <b>CITY ADMINISTERED EXP.</b>      |                   |                                    |                                                                                                                    |
| Personnel/Benefits (city alloc.)   | 460,000           | 0.00%                              | City of Norwalk contractual obligations. Includes TM&P as separate line item includes assistant director position. |
| Contingency -unsettled negotiation | 0                 | 0.00%                              |                                                                                                                    |
| Electric                           | 235,705           | 0.00%                              | SNEW/Eversource utility expenses ; 2.0% increase built in for any usage or change increase.                        |
| Business Exp.                      | 3,184             | -0.52%                             | City allocated expenses                                                                                            |
| Sewer (WPCA)                       | 11,619            | 0.00%                              | City expense increased 5.0% per WCPA                                                                               |
| Professional Service               | 45,000            | 0.00%                              | Engineering, architectural consulting services.                                                                    |
| Legal Service                      | 5,000             | 0.00%                              | Contract development                                                                                               |
| <b>TOTAL CITY ADMINISTERED</b>     | <b>760,507</b>    | <b>0.00%</b>                       |                                                                                                                    |
| <b>SUB-TOTAL OPERATING EXP.</b>    | <b>5,270,000</b>  | <b>1.35%</b>                       |                                                                                                                    |
| Debt Service Interest              | 215,719           | 0.00%                              | Based on Debt Service schedule provided by City                                                                    |
| Debt Service Principal             | 1,039,402         | 0.00%                              | Based on Debt Service schedule provided by City                                                                    |
| <b>SUB-TOTAL DEBT SERVICE</b>      | <b>1,255,121</b>  | <b>0.00%</b>                       |                                                                                                                    |
| <b>capital outlay</b>              | <b>367,364</b>    | <b>128.03%</b>                     | Net Operating Surplus                                                                                              |
| <b>TOTAL EXPENSES</b>              | <b>6,892,484</b>  | <b>4.18%</b>                       |                                                                                                                    |

## NPA REVENUE FY2025



## NPA EXPENSES FY2025

