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**Regular Meeting**  
**Wednesday, September 27, 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 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 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 July 26, 2023
- 3) Financial and Operating Report
- 4) Engineering and Project Report
  - a) Update – South Norwalk Train Station roof repair
- 5) New Business
  - a) Discuss and Approve – Management of the surface lot of 340 West Ave
- 6) Old Business
  - a) Discussion – 15-minute free option – Jim Travers
  - b) Discuss and Vote – Lease with Norwalk Transit District for bathrooms and Customer Service Space at Yankee Doodle Garage
- 7) Motion to Adjourn

**Next Parking Authority meeting: October 25, 2023**



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## **PARKING AUTHORITY**

### **EXECUTIVE SESSION**

**JULY 26, 2023**

#### **ATTENDANCE:**

Eric Rains, Chair  
Matthew Seebeck, Vice Chair  
Jud Aley  
Peter Fullam  
Pam Parkington

#### **STAFF**

James Travers, Director, TMP

**CALL TO ORDER**

Mr. Rains called the meeting to order at 5:30PM.

**1. DISCUSS REQUEST FOR CONTRACTED PARKING WITH THE NORWALK PARKING  
AUTHORITY**

During executive session there were no motions made and no votes were taken.

**ADJOURNMENT**

The meeting adjourned at 5:55PM.

Respectfully submitted,

Dilene Byrd



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**PARKING AUTHORITY**  
**REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE**  
**AND TELECONFERENCE**  
**JULY 26, 2023**

|                    |                             |
|--------------------|-----------------------------|
| <b>ATTENDANCE:</b> | Eric Rains, Chair           |
|                    | Matthew Seebeck, Vice Chair |
|                    | Jud Aley                    |
|                    | Peter Fullam                |
|                    | Pam Parkington              |

|              |                              |
|--------------|------------------------------|
| <b>STAFF</b> | James Travers, Director, TMP |
|--------------|------------------------------|

**OTHERS:**

Stathis Manousos, LAZ Parking  
Rocky Legesse, LAZ Parking  
Adam Bovinsky, Executive Director, Norwalk Housing Authority

**CALL TO ORDER**

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

Mr. Rains said that there was an executive session held prior to this meeting and that no motions were made, and no votes were taken.

**1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER**

Mr. Bovinsky said that he has an item on the agenda this evening that was discussed last month and is in attendance if anyone on the Parking Authority has any questions.

**2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING, WEDNESDAY MAY 24, 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 the year has been closed out with just over \$100,000 in the fund balance. He said that revenue was slightly down for the month, but compared to last year, and year to date they are up over 5%. He said the transient revenue has rebounded nicely and the only area that has not recovered completely is the monthly revenue and will have to see it that becomes the new normal. He said the expenses are way up at 7.8% because some of the revenue was set aside for some improvements, a lot of them being at the Yankee Doodle Garage and compared to last year the expenses are up almost 10%.

Mr. Manousos reported on the variance report, and they were a little aggressive on the transient revenue at the Maritime Garage, but the transient revenue systemwide has rebounded nicely and are just 1.2% off budget. He said for the parking violations the number of tickets that were collected were 21% higher than what was budgeted, and the average ticket value was 59% higher than what was budgeted and a lot of that is due to the late fees but are hoping not to see these types of variances next year now that there is more history and stabilization coming out of Covid. He said the advertising revenue is up due to the contract revenue that was received. He said on the expense side the gross wages and payroll taxes were above

budget for the month because the month had three pay periods but despite that were still under budget for the year. He said for the vehicle expenses there were repairs to the vehicles and fuel that were over budget for the month. He said the security services was a line item that has been straight-lined but had invoices that were that were received and paid quarterly but has been corrected in the budget for next year. He said for the building repairs and maintenance there have been a lot of improvements that had not started but had allocated revenue for that were expected to have finished. He said for the service contracts that Mr. Legesse had disputed some of the invoices and got the accounts cleared up and the invoices were paid in June as well as expenses that were paid to THA and Dixon that were charged to this account. He said for the signage a final payment was made for the new signs at the railroad stations, and for that some payments were made for the parking programs and two invoices were paid in June but year to date were on budget.

Mr. Seebeck asked if they will be receiving a breakout of the R&M overages and an understanding of that. Mr. Manousos said “yes” and that they have a list by project and can put that together will some associated costs to that and can make adjustments per the board’s instructions. Mr. Travers said that is also highlighted in the Desmond report for the conditions assessment.

Mr. Travers asked if there is an incentive offered for people that pay their ticket within the first 24 hours. Mr. Manousos said “yes” and that a discount of \$5.00 is offered if they pay in person and is also available to pay online. Mr. Travers asked if that discount applies to every ticket. Mr. Legesse said “yes” for every expired meter ticket. Mr. Alely asked if there is still a fee for paying online as opposed to in person. Mr. Rains said “yes” there is a transaction fee. Mr. Alely asked how much the transaction fee is. Mr. Legesse said \$3.00. Mr. Alely said he hopes in the future that fee can be waived and asked if it goes to a vendor. Mr. Legesse said “yes”, and that staff is currently reviewing the policy to see if the vendor can waive the fee and they will keep the board updated.

Mr. Manousos said systemwide the transient activity year to date is just over 3% from last year and is reflected in the revenue, and the railroad stations are up significantly compared to last year and South Norwalk Railroad Station is up 50%, the East Norwalk Railroad Station is up 183%, and the Webster Lot is up 13%.

Mr. Manousos reported on the permit sales and said that it remains flat but has improved over the last few years but is still below where it once was but may be a new normal.

Mr. Manousos reported on the on-street parking and said it has been following seasonal trends and is up 5% compared to last year and the activity was up almost 18% for the month of June compared to last month. He said the revenue is following the same trend. Mr. Travers said they are at an all-time high for Pay by Cell transactions and have been all year. Mr. Manousos said that Pay by Cell transactions represent over 25% of the transactions, and 12.5% systemwide.

Mr. Manousos reported on the on-street comparison for on street parking in SONO compared to the Wall Street area and said that 52% of the transactions in June were in the SONO area and 36% in the Wall Street district, 12% in the West Avenue area.

Mr. Manousos reported on the parking enforcement and said ticket issuance was down through June but has been up over the last month, and the citation revenue is under 20% of the system revenue.

Mr. Manousos reported on the ticket issuance versus demand and said the transient demands have gone down this month and appears to be going back to seasonal trends. Mr. Alely asked why the ticket issuance is high on Orchard Street. Mr. Travers said it is most likely due to the contractors working in the area.

Mr. Fullam asked the status of the removal of the back in angled parking because people are still receiving tickets for parking the wrong way. Mr. Travers said that his staff has been inundated with design plans and have also been reviewing Wall Street Place and in order to keep pedestrian access through construction will need to be moved into the street under a pedestrian shed which will force the parking into parallel parking, but that the removal of the back in angled parking is very much on their list. Mr. Fullam asked if there is anything that can be done in the short term to avoid people from getting a ticket. Mr. Travers said he will do a tour with Mr. Legesse to see what potentially can be done in the short term and will see about moving the removal to a higher priority. Mr. Aley said since the additional signage was installed the ticketing has decreased.

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

a. Update- Condition's Assessment of Garages- Presentation from Desman Associates

Mr. Travers introduced Mr. Sugarman and said he is with Desmond Associates and are working on the conditions assessment and will be providing a high-level overview.

Mr. Sugarman presented and said the reports are intended to be a tool for the Parking Authority and makes suggestions on completing the work over a five-year period. He said the garages are safe and what they are seeing is wear and tear and age. He said the Haviland Street Garage is over 41 years old and over five years they anticipate over \$2 million dollars' worth of work that includes concrete repair and replacement of floor drains. He said the Maritime Garage is 18 years old and they anticipate over \$ 2 million dollars' worth of work over the next five years that includes shear connector repairs, and an epoxy overlay installation. He said the South Norwalk Railroad Station is 28 years old and over the five years anticipate over \$ 2.4 million dollars' worth of work that includes shear connector repairs, epoxy overlay installation, and drainage repairs. He said the Yankee Doodle Garage is 49 years old and they anticipate over \$4.2 million dollars' worth of work that includes \$685,000 for the exterior improvements and also includes concrete slab repairs, concrete and waterproofing repairs related to the exterior improvements. He said whenever they do a conditional assessment for a client that includes budget numbers, they base those number upon experience and other similar projects and always strive for the average but do anticipate the numbers to come in lower when the projects are put out to bid. He said the \$685,000 envisions the cutting of the bottom of the ribs and to repair and waterproof the connections on the inside of the Yankee Doodle garage so there will not be a need to go back later to repair the ribs and damaging the painting. He said it also includes waterproofing the tops of the ribs and to seal the connections on each floor. Mr. Seebeck said they recently made an investment at the Haviland Deck for a traffic coating and asked to what extend the five-year work will affect that traffic code. Mr. Sugarman said it is showing failure and as part of this once the concrete is all repaired, they would recommend recoating the membrane. Mr. Seebeck asked if that is included as part of the project. Mr. Sugarman said "yes" in the second year. Mr. Seebeck asked if there are a sufficient number of competent contractors to do some of these projects simultaneously. Mr. Sugarman said "yes" there are some very good contractors.

b. Update- Yankee Doodle Garage Façade Enhancement- Presentation by THA

There was no discussion.

## **6. OLD BUSINESS**

- b. Discuss and Vote- Norwalk Housing Authority Parking Request

Mr. Rains said there are several things that concern him about this request, and he feels the request would put the Parking Authority on a path that they have been trying to get off of on some of the other assets and he is not in favor of this request. Mr. Aley agreed and said he thinks this would set a bad precedent and there is no shortage of parking nearby and there are many alternatives.

**\*\* MR. ALEY MOVED TO DENY THE REQUEST BY THE NORWALK HOUSING AUTHORITY FOR RESERVED PARKING OUT OF LINE BY THE EXISTING WAITING LIST.**

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

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

Mr. Fullam left the meeting at 6:00PM.

## **5. NEW BUSINESS**

- a. Create Hourly at the SONO Train Station Garage

Mr. Travers said he received a request from the adjacent apartment building inquiring about how they acquire available parking to support their operation and he is proposing an hourly rate in an incremental price that would introduce the ability to offer hourly parking to support some local area residents. Mr. Rains asked if that would mean the train station garage would function like all of the other assets. Mr. Travers said "yes".

**MR. SEEBECK MOVED TO APPROVE THAT HOURLY PARKING FEES ARE INSTITUTED SIMILAR TO THOSE OF THE OTHER STRUCTURED PARKING GARAGES WITHIN THE CITY FOR THE SOUTH NORWALK RAILROAD STATION GARAGE.**

**\*\* MS. PARKINGTON SECONDED THE MOTION.**

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

## **6A. OLD BUSINESS**

- a. Discussion- 15 Minute Free Option

Mr. Travers said that all of the machines are in place and all of the halo's have been added and are working with the designer for adding the "pay here" signs and he is hoping to have this done soon. Mr. Rains requested that on future agenda's this be included as an update rather than a discussion item.

c. Discussion- Sunday Free Parking at the SONO and East Norwalk Railroad Stations

Mr. Aley said the parking has been free on the surface lots in South Norwalk on Sundays' for quite a number of years and suggested including that on the surface lots at the South Norwalk Railroad Station and the East Norwalk Railroad Station, and that it will be a minimal financial impact to the Parking Authority. Mr. Travers said the parking at the East Norwalk Railroad Station is up 183%. Mr. Rains said that will not only create issues for the residents near there but will also create significant issues for the businesses and part of the purpose is to have turnover and to provide the businesses with movement in parking so that their patrons can be accommodated and there and need to be consistent with the way parking is handled and thinks it's a terrible idea for East Norwalk, and a bad idea for South Norwalk because of the inconsistency. Mr. Aley said managed parking doesn't always mean paid parking it means managing the parking so it can be used efficiently and affordably by the largest number of users and being business friendly. Ms. Parkington said that the East Norwalk Railroad Station lot is practically empty on Sundays as most people go to the Saugatuck Trail Station where the parking is free. Mr. Aley requested that staff monitor the number of parkers at the East Norwalk Railroad Station lot and report back. Ms. Parkington said are several restaurants in East Norwalk where fee parking on Sunday's would be an advantage to them and she agrees with Mr. Aley that free parking on Sunday's should be offered on Sundays at the South Norwalk Railroad Station and the East Norwalk Railroad Stations lots as all of the other towns around Norwalk offer it. Mr. Seebeck it comes down to whether the availability of parking supports the Parking Authority's mission and the businesses, and the point is to manage turnover and are short on data to make an informed decision and as representatives owe it to themselves to make an informed decision based on the data that the team comes back with. Mr. Rains requested that this be included on the next agenda as a discussion item.

Mr. Rains said he received several emails from people regarding this matter and he does not find that helpful and their time would be productive if they communicated with the Parking Authority through the avenues of the Parking Authority which is through Mr. Traver's office.

## **7. ADJOURNMENT**

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

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

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

The meeting adjourned at 7:20PM.

Respectfully submitted,

Dilene Byrd



**August  
2023**

# Operations Report

## FINANCIAL SUMMARY

|                               | Month (August) |                |                 |               |                | YTD (July-August) |                  |                 |               |                  | FISCAL YEAR      |                  |
|-------------------------------|----------------|----------------|-----------------|---------------|----------------|-------------------|------------------|-----------------|---------------|------------------|------------------|------------------|
|                               | Actual         | Budget         | Var \$          | Var %         | Actual PY      | Actual            | Budget           | Var \$          | Var %         | Actual PY        | Forecast         | Budget           |
| <b>REVENUES:</b>              |                |                |                 |               |                |                   |                  |                 |               |                  |                  |                  |
| Parking Revenue               | 664,948        | 581,176        | 83,772          | 14.4%         | 569,924        | 1,315,976         | 1,163,209        | 152,767         | 13.1%         | 1,189,911        | 6,518,573        | 6,518,573        |
| Other Revenue                 | 5,580          | 8,115          | (2,534)         | -31.2%        | 3,693          | 12,691            | 16,229           | (3,538)         | -21.8%        | 7,470            | 97,376           | 97,376           |
| <b>Total System Revenue</b>   | <b>670,528</b> | <b>589,290</b> | <b>81,238</b>   | <b>13.8%</b>  | <b>573,617</b> | <b>1,328,667</b>  | <b>1,179,438</b> | <b>149,229</b>  | <b>12.7%</b>  | <b>1,197,381</b> | <b>6,615,949</b> | <b>6,615,949</b> |
| <b>EXPENSES:</b>              |                |                |                 |               |                |                   |                  |                 |               |                  |                  |                  |
| Operations                    | 326,740        | 338,800        | (12,060)        | -3.6%         | 255,738        | 670,720           | 699,240          | (28,520)        | -4.1%         | 575,945          | 4,304,199        | 4,304,199        |
| City Support/Admin Svcs       | 61,949         | 63,377         | (1,428)         | -2.3%         | 61,903         | 123,898           | 126,754          | (2,856)         | -2.3%         | 123,806          | 760,524          | 760,524          |
| Debt Service                  | 104,593        | 104,593        | 0               | 0.0%          | 107,180        | 209,187           | 209,187          | -               | 0.0%          | 214,360          | 1,255,121        | 1,255,121        |
| Capital Reserve & Replacement | 11,250         | 11,250         | 0               | 0.0%          | 11,250         | 22,500            | 22,500           | -               | 0.0%          | 22,500           | 135,000          | 135,000          |
| <b>Total Expenses</b>         | <b>504,533</b> | <b>518,020</b> | <b>(13,487)</b> | <b>-2.6%</b>  | <b>436,071</b> | <b>1,026,306</b>  | <b>1,057,681</b> | <b>(31,376)</b> | <b>-3.0%</b>  | <b>936,611</b>   | <b>6,454,844</b> | <b>6,454,844</b> |
| <b>Fund Balance</b>           | <b>165,995</b> | <b>71,270</b>  | <b>94,725</b>   | <b>132.9%</b> | <b>137,546</b> | <b>302,361</b>    | <b>121,757</b>   | <b>180,604</b>  | <b>148.3%</b> | <b>260,770</b>   | <b>161,105</b>   | <b>161,105</b>   |

### Budget Summary

- Parking revenue is **14.4% over** budget for the month and **13.1% over** budget YTD.
- Total expenses are **2.6% under** budget for the month and **3.0% under** budget YTD.
- Transient revenue is **22.8% over** budget for the month and **25.3% over** budget YTD. Compared to the same period last year, YTD transient revenue is **9.0% above** last year.

### Month and YTD Comparisons

- Total Revenue for the month is **up 1.9%** compared to last month (July) and is **up 16.7%** compared to August of last year. Compared to the same period last year, YTD revenue is **10.9% above** last year.
- Transient activity for the month is **down 1.6%** compared to last month (July) and is **down 2.4%** compared to August of last year. Transient activity YTD is **down 0.9%** compared to last year.
- Permit activity (number of permits sold) is **down 1.4%** compared to last month (July) and **up 4.1%** compared to August of last year. Permit activity YTD is **up 4.9%** compared to last year.
- Permit Revenue is **up 5.6%** compared to last month (July) and **up 27.6%** compared to August of last year. Permit revenue YTD is **up 7.5%** compared to last year.

## Variance Report (Actual v. Budget)

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

|                               | ACTUAL     | BUDGET     | Var. (\$)  | Var. (%) | COMMENTS                                                                                                                                                                                                                      | Actual YTD | Budget YTD |
|-------------------------------|------------|------------|------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| <b>PARKING REVENUE</b>        |            |            |            |          |                                                                                                                                                                                                                               |            |            |
| Transient Parking             | \$274,297  | \$223,456  | \$50,841   | 22.8%    | Increased transient at MG due to free admission for CT residents at the Aquarium.                                                                                                                                             | \$558,730  | \$445,865  |
| Parking Violation             | \$ 165,055 | \$ 131,645 | \$ 33,410  | 25.4%    | The number of tickets collected was 10% less than budgeted; but the average ticket value collected was 39% higher than budgeted due in part to increased collection from beach violation. 26% of collections from latre fees. | \$318,280  | \$263,876  |
| <b>OPERATING EXPENSES</b>     |            |            |            |          |                                                                                                                                                                                                                               |            |            |
| Security Services             | \$450      | \$7,542    | (\$7,092)  | -94.0%   | Timing of payment.                                                                                                                                                                                                            | \$16,313   | \$24,916   |
| Building Repair & Maintenance | \$34,656   | \$53,372   | (\$18,716) | -35.1%   | Ticket purchase for MG and SNRR garages.                                                                                                                                                                                      | \$92,383   | \$114,768  |
| Service Contract              | \$42,352   | \$12,990   | \$29,362   | 226.0%   | Payment for THA service.                                                                                                                                                                                                      | \$72,524   | \$37,353   |

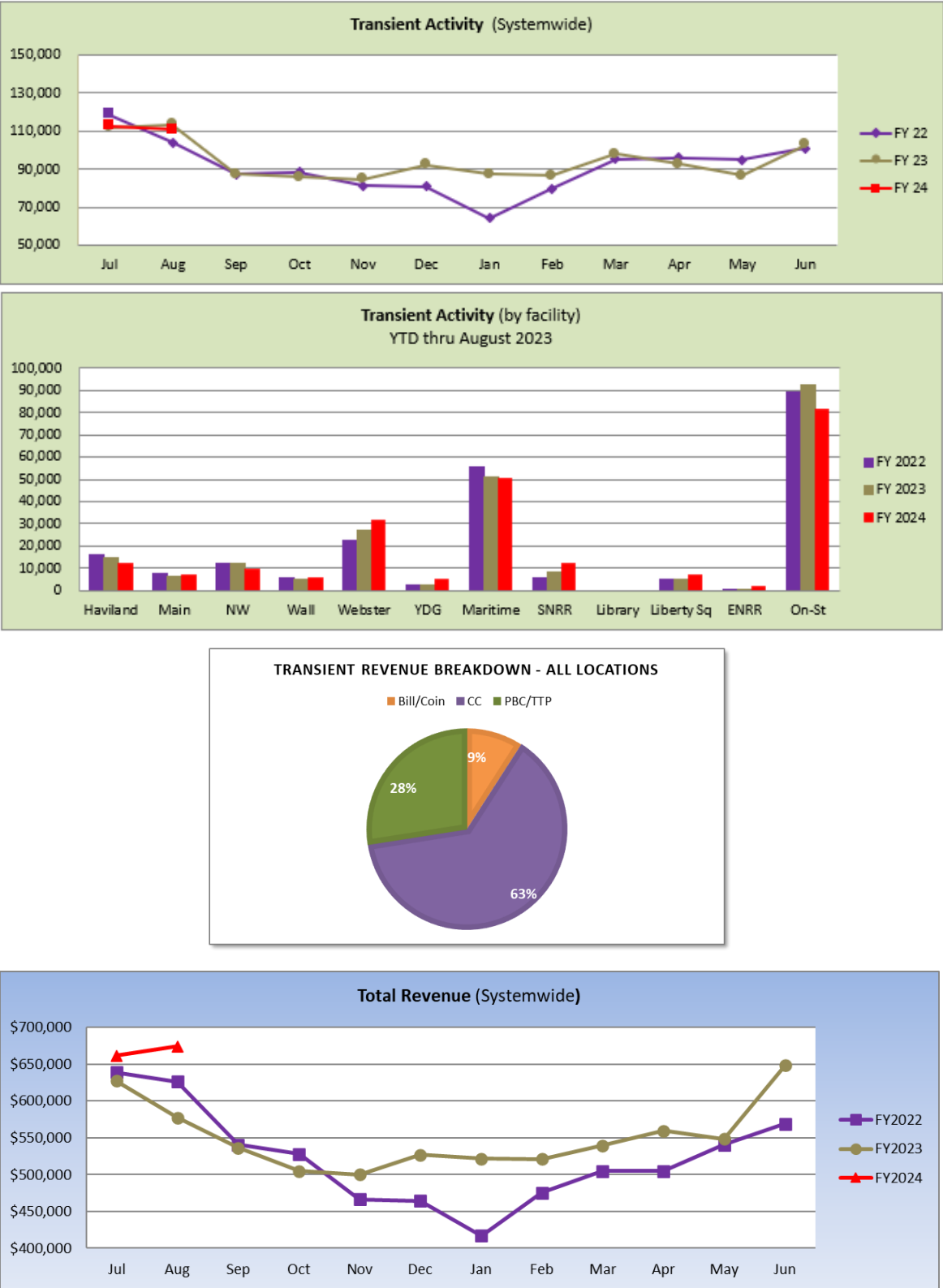
# Financial Statement

## For the Eleven Months ending August 31, 2023

|                                         | Month             |                   |                   |                |                   | Year-to-Date     |                  |                 |                |                  | Fiscal Year      |                  |
|-----------------------------------------|-------------------|-------------------|-------------------|----------------|-------------------|------------------|------------------|-----------------|----------------|------------------|------------------|------------------|
|                                         | ACTUAL            | BUDGET            | VAR               | % VAR          | Prev. ACTUAL      | ACTUAL           | BUDGET           | VAR             | % VAR          | Prev. ACTUAL YTD | FORECAST         | ANNUAL BUDGET    |
| <b>PARKING REVENUE</b>                  |                   |                   |                   |                |                   |                  |                  |                 |                |                  |                  |                  |
| Monthly Parking                         | 200,540.33        | 196,308.22        | 4,232.11          | 2.2%           | 157,217.19        | 390,521          | 392,616          | (2,095)         | (0.5%)         | 363,430          | 2,355,699        | 2,355,699        |
| Transient Parking                       | 274,297.13        | 223,455.94        | 50,841.19         | 22.8%          | 257,581.02        | 558,730          | 445,865          | 112,865         | 25.3%          | 512,579          | 2,428,471        | 2,428,471        |
| Meter Revenue                           | 56,841.66         | 58,312.00         | (1,470.34)        | (2.5%)         | 58,480.47         | 112,688          | 117,958          | (5,270)         | (4.5%)         | 122,260          | 676,028          | 676,028          |
| Parking Violation                       | 165,054.62        | 131,644.60        | 33,410.02         | 25.4%          | 125,375.81        | 318,280          | 263,876          | 54,403          | 20.6%          | 251,311          | 1,384,396        | 1,384,396        |
| Less: Refunds                           | (40.00)           | 0.00              | (40.00)           | 0.0%           | 20.80             | (884)            | 0                | (884)           | 0.0%           | (4)              | 0                | 0                |
| Less: Sales Tax                         | (31,745.76)       | (28,545.20)       | (3,200.56)        | 11.2%          | (28,751.50)       | (63,360)         | (57,108)         | (6,252)         | 10.9%          | (59,665)         | (326,020)        | (326,020)        |
| <b>TOTAL PARKING REVENUE</b>            | <b>664,947.98</b> | <b>581,175.56</b> | <b>83,772.42</b>  | <b>14.4%</b>   | <b>569,923.79</b> | <b>1,315,976</b> | <b>1,163,209</b> | <b>152,767</b>  | <b>13.1%</b>   | <b>1,189,911</b> | <b>6,518,573</b> | <b>6,518,573</b> |
| <b>OTHER REVENUE</b>                    |                   |                   |                   |                |                   |                  |                  |                 |                |                  |                  |                  |
| Lease Income - SNRR/MTG                 | 3,489.17          | 3,080.00          | 409.17            | 13.3%          | 3,039.78          | 8,565            | 6,160            | 2,405           | 39.0%          | 6,080            | 36,960           | 36,960           |
| Lease Income - Webster                  |                   |                   |                   |                |                   |                  |                  |                 |                |                  |                  |                  |
| Lease Income - YDG                      | 418.00            | 418.00            | 0.00              | 0.0%           | 418.00            | 836              | 836              | 0               | 0.0%           | 836              | 5,016            | 5,016            |
| SNRR/ENRR Concessions                   | 1,445.00          | 2,700.00          | (1,255.00)        | (46.5%)        | 0.00              | 2,796            | 5,400            | (2,604)         | (48.2%)        | 0                | 32,400           | 32,400           |
| Advertising Revenue                     | 0.00              | 1,500.00          | (1,500.00)        | (100.0%)       | 0.00              | 0                | 3,000            | (3,000)         | (100.0%)       | 0                | 18,000           | 18,000           |
| Investment Income                       | 0.00              | 83.33             | (83.33)           | (100.0%)       | 0.00              | 0                | 167              | (167)           | (100.0%)       | 0                | 1,000            | 1,000            |
| ATM Machines                            | 228.00            | 333.33            | (105.33)          | (31.6%)        | 235.00            | 494              | 667              | (173)           | (25.9%)        | 554              | 4,000            | 4,000            |
| <b>TOTAL OTHER REVENUE</b>              | <b>5,580.17</b>   | <b>8,114.66</b>   | <b>(2,534.49)</b> | <b>(31.2%)</b> | <b>3,692.78</b>   | <b>12,691</b>    | <b>16,229</b>    | <b>(3,538)</b>  | <b>(21.8%)</b> | <b>7,470</b>     | <b>97,376</b>    | <b>97,376</b>    |
| <b>TOTAL SYSTEM REVENUE</b>             | <b>670,528.15</b> | <b>589,290.22</b> | <b>81,237.93</b>  | <b>13.8%</b>   | <b>573,616.57</b> | <b>1,328,667</b> | <b>1,179,438</b> | <b>149,229</b>  | <b>12.7%</b>   | <b>1,197,381</b> | <b>6,615,949</b> | <b>6,615,949</b> |
| <b>OPERATING EXPENSES</b>               |                   |                   |                   |                |                   |                  |                  |                 |                |                  |                  |                  |
| Gross Wages                             | 104,539           | 110,640           | (6,100)           | (5.5%)         | 94,168.87         | 206,944          | 215,385          | (8,441)         | (3.9%)         | 233,460          | 1,400,000        | 1,400,000        |
| Payroll Taxes                           | 12,827            | 13,996            | (1,169)           | (8.4%)         | 11,514.88         | 25,383           | 27,246           | (1,863)         | (6.8%)         | 28,738           | 177,100          | 177,100          |
| Worker's Compensation                   | 4,259             | 4,647             | (388)             | (8.4%)         | 3,823.14          | 8,428            | 9,046            | (618)           | (6.8%)         | 9,541            | 58,800           | 58,800           |
| Group Health Insurance                  | 12,206            | 11,617            | 589               | 5.1%           | 11,267.08         | 24,185           | 22,615           | 1,570           | 6.9%           | 22,534           | 147,000          | 147,000          |
| 401(k) Company Match                    | 2,028             | 2,213             | (185)             | (8.4%)         | 1,820.52          | 4,013            | 4,308            | (295)           | (6.8%)         | 4,543            | 28,000           | 28,000           |
| Vehicle                                 | 1,979             | 5,833             | (3,854)           | (66.1%)        | 6,919.63          | 6,189            | 11,667           | (5,477)         | (46.9%)        | 12,822           | 70,000           | 70,000           |
| Security Services                       | 450               | 7,542             | (7,092)           | (94.0%)        | 3,185.70          | 16,313           | 24,916           | (8,603)         | (34.5%)        | 20,273           | 129,831          | 129,831          |
| Equipment Expense                       | 118               | 2,500             | (2,382)           | (95.3%)        | 0.00              | 118              | 5,000            | (4,882)         | (97.6%)        | 0                | 30,000           | 30,000           |
| Building Repair & Maintenance           | 34,656            | 53,372            | (18,716)          | (35.1%)        | 21,830.26         | 92,383           | 114,768          | (22,386)        | (19.5%)        | 57,036           | 554,150          | 554,150          |
| Service Contract                        | 42,352            | 12,990            | 29,362            | 226.0%         | 7,703.94          | 72,524           | 37,353           | 35,171          | 94.2%          | 17,321           | 201,373          | 201,373          |
| Sanitation Expense                      | 2,220             | 2,460             | (240)             | (9.8%)         | 1,723.82          | 4,753            | 4,920            | (167)           | (3.4%)         | 3,694            | 29,520           | 29,520           |
| Operating Expenses                      | 14,029            | 10,417            | 3,612             | 34.7%          | 9,489.84          | 21,194           | 20,833           | 361             | 1.7%           | 17,636           | 125,000          | 125,000          |
| Elevator Repair & Maintenance           | 0                 | 0                 | 0                 | 0.0%           | (2,903.94)        | 0                | 0                | 0               | 0.0%           | (372)            | 0                | 0                |
| Snow Removal                            | 0                 | 0                 | 0                 | 0.0%           | 0.00              | 0                | 0                | 0               | 0.0%           | 0                | 177,500          | 177,500          |
| Signage                                 | 4,108             | 4,167             | (58)              | (1.4%)         | 0.00              | 5,555            | 8,333            | (2,778)         | (33.3%)        | 409              | 50,000           | 50,000           |
| Tickets                                 | 0                 | 1,250             | (1,250)           | (100.0%)       | 0.00              | 6,574            | 2,500            | 4,074           | 163.0%         | 0                | 15,000           | 15,000           |
| Liability Insurance                     | 15,959            | 14,676            | 1,283             | 8.7%           | 13,766.82         | 31,586           | 29,377           | 2,209           | 7.5%           | 28,738           | 164,624          | 164,624          |
| Maritime Garage Condo Fees              | 1,779             | 1,965             | (185)             | (9.4%)         | 1,779.45          | 3,559            | 3,929            | (370)           | (9.4%)         | 3,559            | 23,574           | 23,574           |
| Uniforms                                | 0                 | 3,333             | (3,333)           | (100.0%)       | 0.00              | 2,785            | 6,667            | (3,882)         | (58.2%)        | 0                | 40,000           | 40,000           |
| Management Fees LAZ                     | 8,333             | 8,333             | 0                 | 0.0%           | 8,333.33          | 16,667           | 16,667           | 0               | 0.0%           | 16,667           | 100,000          | 100,000          |
| Bank and Credit Card Fees               | 32,582            | 26,406            | 6,175             | 23.4%          | 29,922.95         | 61,848           | 52,825           | 9,024           | 17.1%          | 56,298           | 297,414          | 297,414          |
| Office Expense                          | 2,465             | 1,333             | 1,132             | 84.9%          | 1,093.63          | 3,311            | 2,667            | 645             | 24.2%          | 1,858            | 16,000           | 16,000           |
| Utilities                               | 2,259             | 6,609             | (4,351)           | (65.8%)        | 5,696.37          | 5,547            | 13,219           | (7,672)         | (58.0%)        | 7,455            | 79,314           | 79,314           |
| Telephone                               | 8,216             | 7,500             | 716               | 9.6%           | 7,349.26          | 15,247           | 15,000           | 247             | 1.6%           | 15,442           | 90,000           | 90,000           |
| Permit/Violation Management             | 11,093            | 12,500            | (1,407)           | (11.3%)        | 8,472.48          | 23,165           | 25,000           | (1,835)         | (7.3%)         | 8,472            | 150,000          | 150,000          |
| Marketing and Communication             | 0                 | 4,167             | (4,167)           | (100.0%)       | 300.00            | 4,165            | 8,333            | (4,168)         | (50.0%)        | 1,340            | 50,000           | 50,000           |
| Parking Program                         | 8,283             | 8,333             | (51)              | (0.6%)         | 8,479.50          | 8,283            | 16,667           | (8,384)         | (50.3%)        | 8,480            | 100,000          | 100,000          |
| <b>TOTAL OPERATING EXPENSES</b>         | <b>326,740</b>    | <b>338,800</b>    | <b>(12,060)</b>   | <b>(3.6%)</b>  | <b>255,737.53</b> | <b>670,720</b>   | <b>699,240</b>   | <b>(28,520)</b> | <b>(4.1%)</b>  | <b>575,945</b>   | <b>4,304,199</b> | <b>4,304,199</b> |
| <b>CITY ADMINISTERED EXPENSES</b>       |                   |                   |                   |                |                   |                  |                  |                 |                |                  |                  |                  |
| Other City Payroll Expenses             | 38,333            | 38,333            | 0                 | 0.0%           | 38,333.35         | 76,667           | 76,667           | 0               | 0.0%           | 76,667           | 460,000          | 460,000          |
| Electric                                | 18,214            | 19,642            | (1,428)           | (7.3%)         | 18,214.27         | 36,429           | 39,284           | (2,856)         | (7.3%)         | 36,429           | 235,705          | 235,705          |
| Sewer                                   | 968               | 968               | 0                 | 0.0%           | 922.18            | 1,937            | 1,937            | 0               | 0.0%           | 1,844            | 11,619           | 11,619           |
| Professional Services                   | 3,750             | 3,750             | 0                 | 0.0%           | 3,750.00          | 7,500            | 7,500            | 0               | 0.0%           | 7,500            | 45,000           | 45,000           |
| Business Expense                        | 267               | 267               | 0                 | 0.0%           | 266.65            | 533              | 533              | 0               | 0.0%           | 533              | 3,200            | 3,200            |
| Legal Service Retainer                  | 417               | 417               | 0                 | 0.0%           | 416.66            | 833              | 833              | 0               | 0.0%           | 833              | 5,000            | 5,000            |
| <b>TOTAL CITY ADMINISTERED EXPENSES</b> | <b>61,949</b>     | <b>63,377</b>     | <b>(1,428)</b>    | <b>(2.3%)</b>  | <b>61,903.11</b>  | <b>123,898</b>   | <b>126,754</b>   | <b>(2,856)</b>  | <b>(2.3%)</b>  | <b>123,806</b>   | <b>760,524</b>   | <b>760,524</b>   |
| <b>SUBTOTAL OPERATING EXPENSES</b>      | <b>388,689</b>    | <b>402,177</b>    | <b>(13,487)</b>   | <b>(3.4%)</b>  | <b>317,640.64</b> | <b>794,619</b>   | <b>825,994</b>   | <b>(31,376)</b> | <b>(3.8%)</b>  | <b>699,751</b>   | <b>5,064,723</b> | <b>5,064,723</b> |
| Debt Service Interest                   | 17,977            | 17,977            | 0                 | 0.0%           | 23,703.72         | 35,953           | 35,953           | 0               | 0.0%           | 47,407           | 215,719          | 215,719          |
| Debt Service Principle                  | 86,617            | 86,617            | 0                 | 0.0%           | 83,476.44         | 173,234          | 173,234          | 0               | 0.0%           | 166,953          | 1,039,402        | 1,039,402        |
| <b>SUBTOTAL DEBT SERVICE</b>            | <b>104,593</b>    | <b>104,593</b>    | <b>0</b>          | <b>0.0%</b>    | <b>107,180.16</b> | <b>209,187</b>   | <b>209,187</b>   | <b>0</b>        | <b>0.0%</b>    | <b>214,360</b>   | <b>1,255,121</b> | <b>1,255,121</b> |
| Capital Reserve and Replacement         | 11,250            | 11,250            | 0                 | 0.0%           | 11,249.99         | 22,500           | 22,500           | 0               | 0.0%           | 22,500           | 135,000          | 135,000          |
| <b>TOTAL EXPENSES</b>                   | <b>504,533</b>    | <b>518,020</b>    | <b>(13,487)</b>   | <b>(2.6%)</b>  | <b>436,070.79</b> | <b>1,026,306</b> | <b>1,057,681</b> | <b>(31,376)</b> | <b>(3.0%)</b>  | <b>936,611</b>   | <b>6,454,844</b> | <b>6,454,844</b> |
| <b>Fund Balance</b>                     | <b>165,995</b>    | <b>71,270</b>     | <b>94,725</b>     | <b>132.9%</b>  | <b>137,545.78</b> | <b>302,361</b>   | <b>121,757</b>   | <b>180,604</b>  | <b>148.3%</b>  | <b>260,770</b>   | <b>161,105</b>   | <b>161,105</b>   |

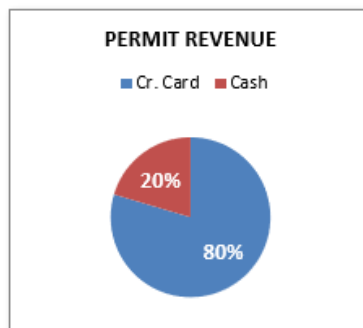
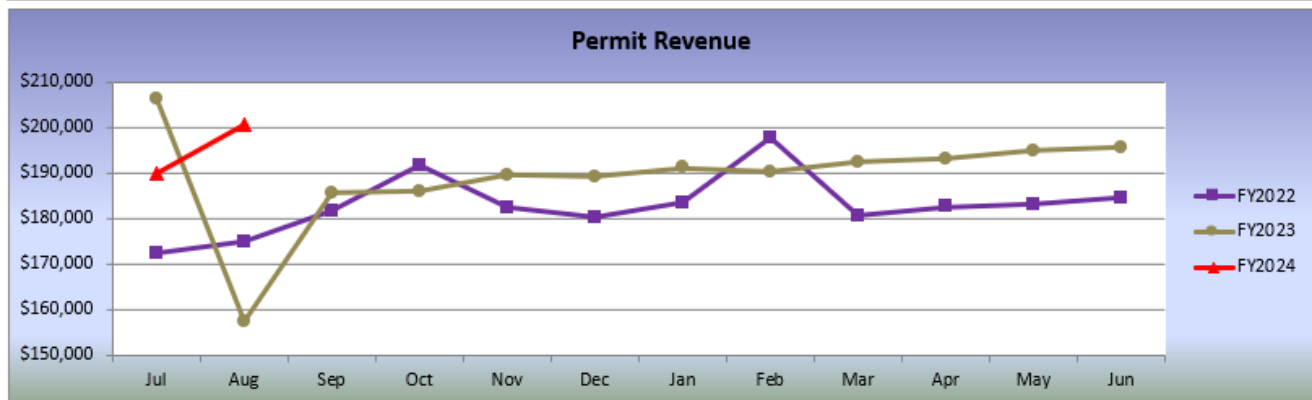
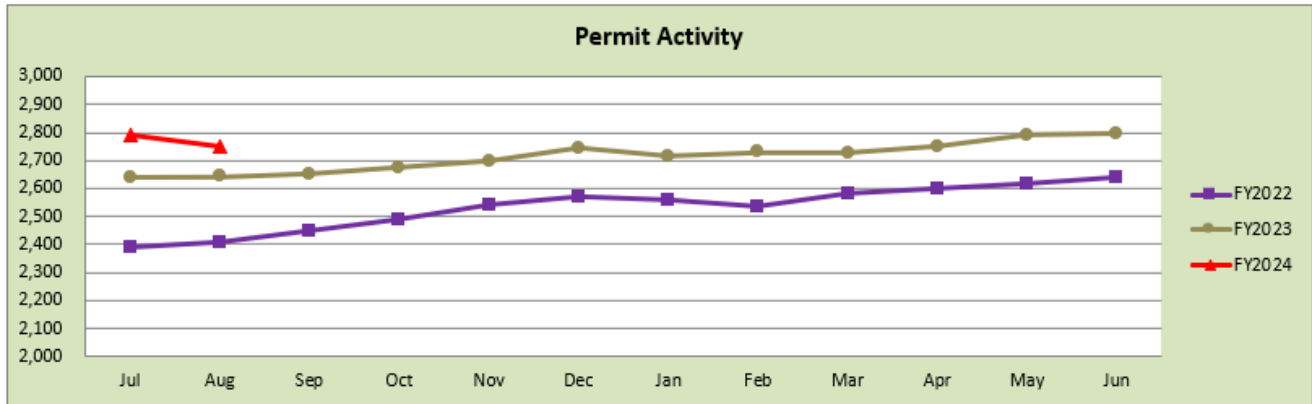
Systemwide Activity

- Overall, systemwide transient activity YTD is **0.9% above** last year and revenue is **10.9% above** last year.



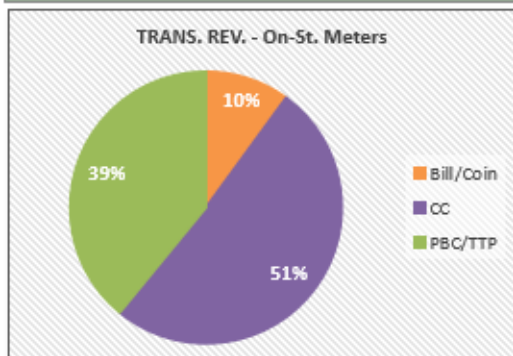
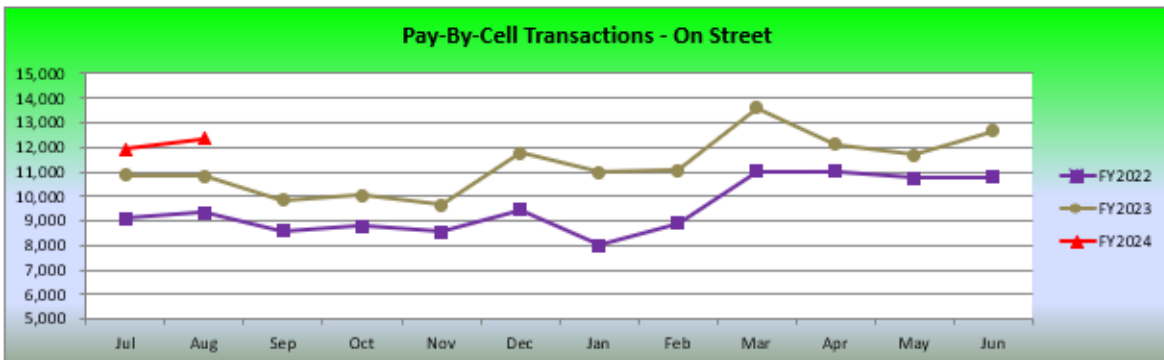
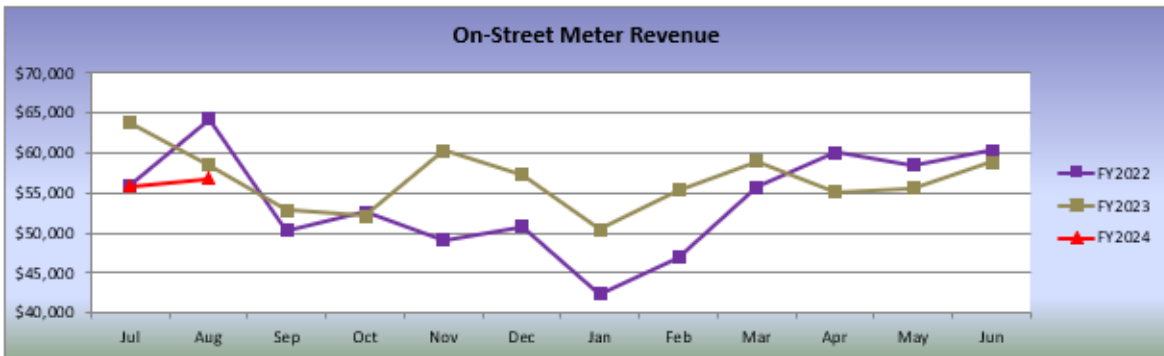
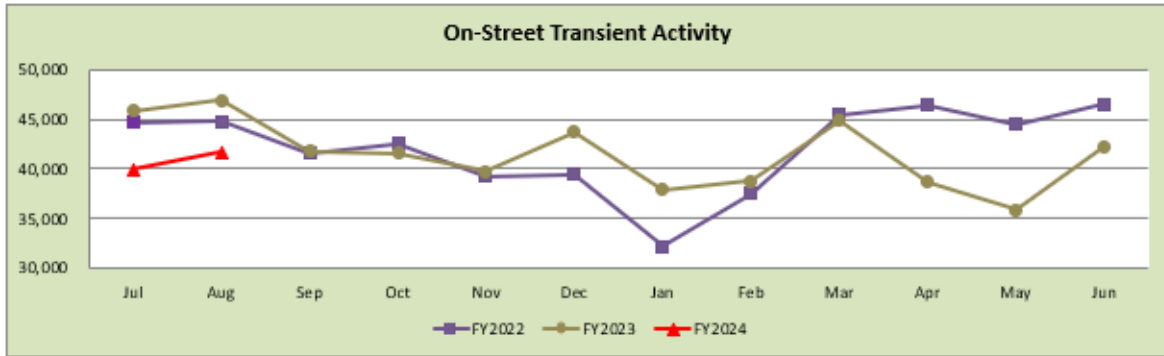
## Permit Sales

- Compared to last month, August permits are **down 1.4%** and permit revenues are **up 5.6%**.
- Compared to last year, August permits are **up 4.1%** and permit revenues are **up 27.6%**.
- YTD compared to last year, permit activity is **up 4.9%** and revenue is **up 7.5%**.
- YTD permit revenue is **0.5% under** budget.
- **2,752** 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

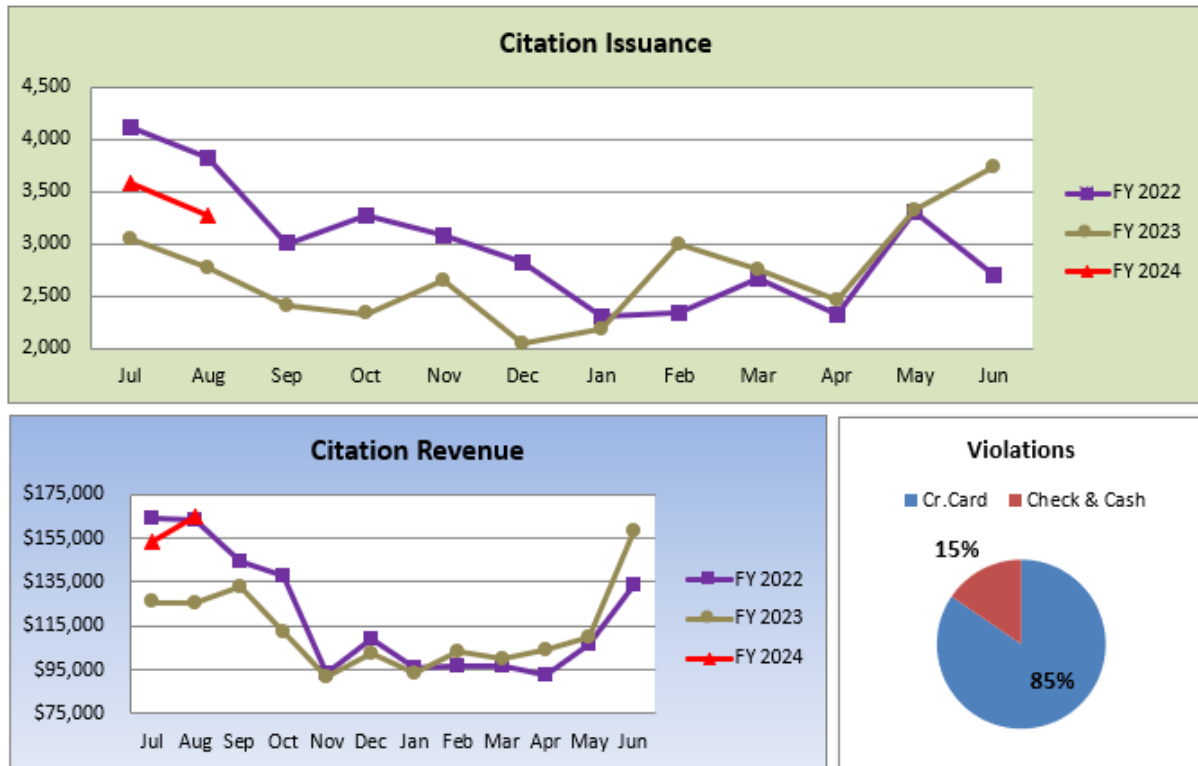
- YTD through August, transient activity was **down 12.0%** and revenue was **down 7.8%** compared to last year.
- For the month of August, transient activity was **up 4.4%** compared to last month and **down 11.2%** compared to last August.
- Revenue was **up 1.8%** compared to last month and **down 2.8%** compared to last August.
- In SONO, the average PBC transaction was **\$2.26** or an Average Stay of **1.5** hours.
- In the Wall District, the average PBC transaction was **\$1.08** or an Average Stay of **2.2** hours.



| On-Street Comparison (by Area) |          |          |          |        |
|--------------------------------|----------|----------|----------|--------|
| Area                           | # Trans. | Revenue  | % Trans. | % Rev. |
| Sono                           | 22,966   | \$45,105 | 55%      | 68%    |
| Wall                           | 13,916   | \$11,552 | 33%      | 18%    |
| West Ave.                      | 4,802    | \$9,320  | 12%      | 14%    |
| Total                          | 41,684   | \$65,977 | 100%     | 100%   |

## Parking Enforcement

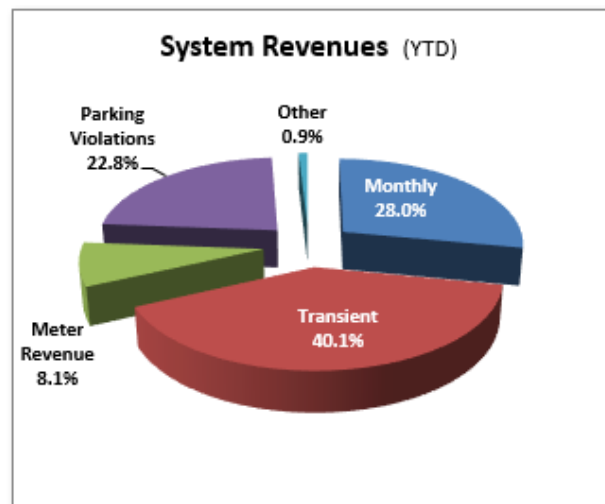
- YTD through August, ticket issuance was **up 17.6%** and citation revenue was **up 26.6%** compared to the same period last year.
- Compared to last month, ticket issuance was **down 8.8%** and citation revenue was **up 7.7%**.
- Citation revenue accounts for **22.8%** of system revenues YTD.



## Parking Violations Collection Program

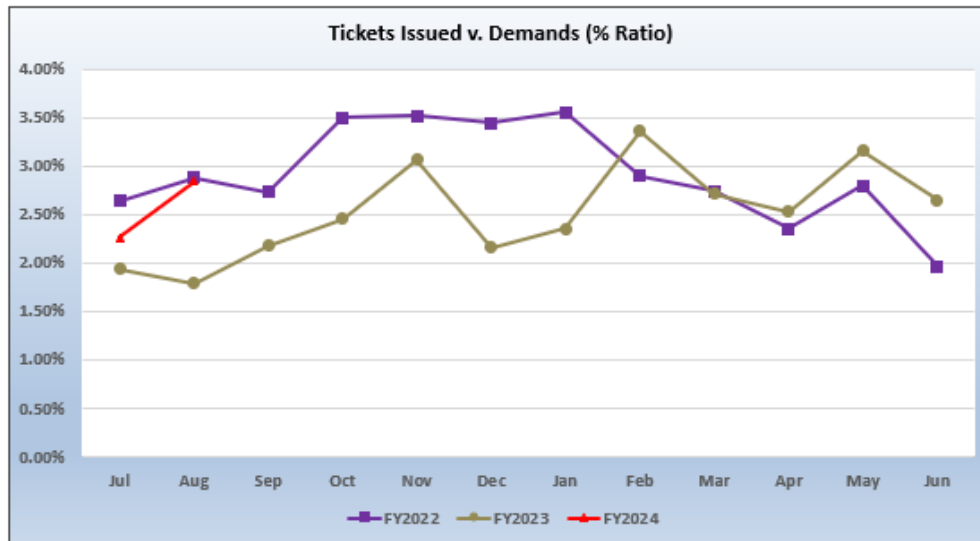
| Fiscal Year | Delinquent \$ Collected |
|-------------|-------------------------|
| 2013        | \$131,458               |
| 2014        | \$108,435               |
| 2015        | \$84,233                |
| 2016        | \$84,628                |
| 2017        | \$152,412               |
| 2018        | \$128,025               |
| 2019        | \$103,032               |
| 2020        | \$93,378                |
| 2021        | \$71,346                |
| 2022        | \$137,355               |
| 2023        | \$129,477               |
| 2024        | \$26,775                |

YTD thru August



## 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.  |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| <b>FY2019</b> | 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 |
| <b>FY2020</b> | 1,602 | 1,718 | 1,484 | 1,160 | 1,367 | 1,710 | 1,514 | 1,667 | 851   | 17    | 17    | 223   | 13,330 | 1,111 |
| <b>FY2021</b> | 397   | 362   | 360   | 201   | 136   | 601   | 916   | 752   | 2,529 | 2,745 | 1,728 | 2,689 | 13,416 | 1,118 |
| <b>FY2022</b> | 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 |
| <b>FY2023</b> | 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 |
| <b>FY2024</b> | 2,540 | 3,146 |       |       |       |       |       |       |       |       |       |       | 5,686  | 2,843 |

**Transient Demands (NOT including Beaches)**

|               | Jul     | Aug     | Sep    | Oct     | Nov     | Dec     | Jan     | Feb     | Mar     | Apr    | May     | Jun     | TOTAL     | AVG.   |
|---------------|---------|---------|--------|---------|---------|---------|---------|---------|---------|--------|---------|---------|-----------|--------|
| <b>FY2019</b> | 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 |
| <b>FY2020</b> | 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 |
| <b>FY2021</b> | 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 |
| <b>FY2022</b> | 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 |
| <b>FY2023</b> | 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 |
| <b>FY2024</b> | 112,565 | 110,796 | 0      | 0       | 0       | 0       | 0       | 0       | 0       | 0      | 0       | 0       | 223,361   | 18,613 |

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

|               | Jul   | Aug   | Sep     | Oct     | Nov     | Dec     | Jan     | Feb     | Mar     | Apr     | May     | Jun     | AVG.    |
|---------------|-------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>FY2019</b> | 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%   |
| <b>FY2020</b> | 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%   |
| <b>FY2021</b> | 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%   |
| <b>FY2022</b> | 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%   |
| <b>FY2023</b> | 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%   |
| <b>FY2024</b> | 2.26% | 2.84% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

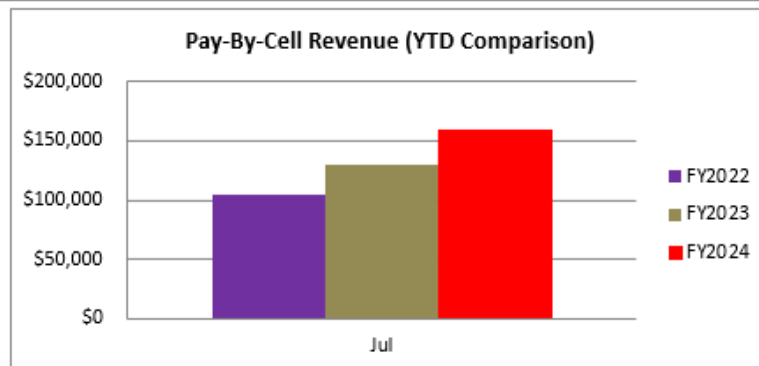
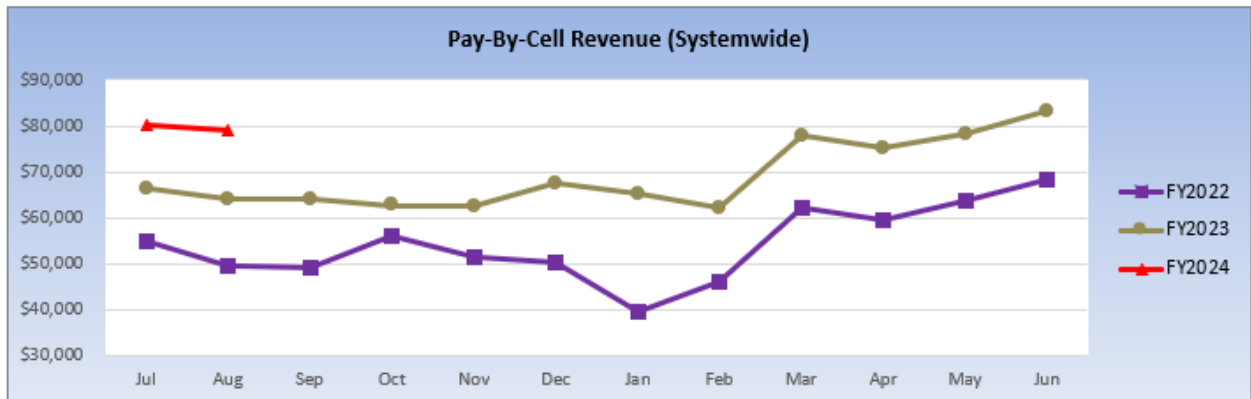
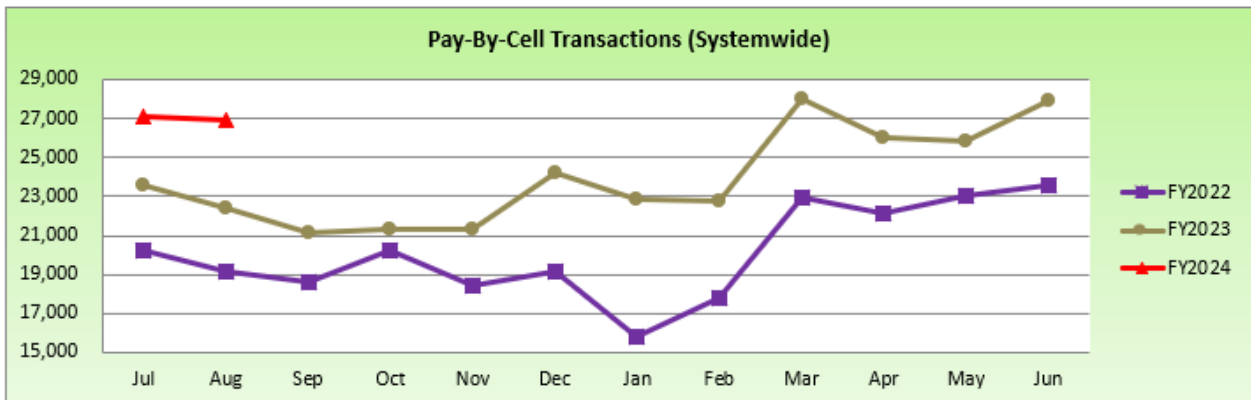
## Tickets Issued v. Demands Analysis (continued)

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

|                                                           |                    | 5 Years Summary (Expired meter violations only) |         |         |         |         |
|-----------------------------------------------------------|--------------------|-------------------------------------------------|---------|---------|---------|---------|
| Zone Number                                               | Row Labels         | Current<br>2022/23                              | 2021/22 | 2020/21 | 2019/20 | 2018/19 |
| 2011                                                      | Ann St.            | 2.5%                                            | 1.6%    | 2.5%    | 2.2%    | 1.0%    |
| 2033                                                      | Berkeley St.       | 9.1%                                            | 1.5%    | 1.8%    | 4.4%    | 2.5%    |
| 2012                                                      | Haviland St.       | 3.2%                                            | 2.9%    | 5.6%    | 4.5%    | 3.8%    |
| 2021                                                      | Madison St.        | 3.4%                                            | 1.7%    | 5.2%    | 4.1%    | 3.8%    |
| 2030                                                      | Maple St.          | 1.7%                                            | 1.0%    | 2.1%    | 0.4%    | 0.3%    |
| 2010                                                      | Marshall St.       | 1.2%                                            | 1.7%    | 2.4%    | 2.1%    | 0.8%    |
| 2026                                                      | Merwin St          | 4.3%                                            | 2.1%    | 4.1%    | 2.1%    | 1.0%    |
| 2024                                                      | Monroe St.         | 0.3%                                            | 0.4%    | 1.1%    | 2.9%    | 2.1%    |
| 2017                                                      | N. Main St.        | 2.3%                                            | 1.8%    | 3.2%    | 3.6%    | 3.5%    |
| 2018                                                      | N. Water St.       | 2.3%                                            | 1.4%    | 2.8%    | 2.4%    | 1.9%    |
| 2027                                                      | Orchard St         | 4.8%                                            | 4.3%    | 7.2%    | 1.8%    | 0.7%    |
| 2032                                                      | Quincy St.         | 0.0%                                            | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| 2020                                                      | S. Main St.        | 1.1%                                            | 1.1%    | 2.1%    | 1.9%    | 1.6%    |
| 2016                                                      | W. Washington St.  | 0.5%                                            | 1.3%    | 0.9%    | 1.2%    | 0.6%    |
| 2014                                                      | Washington St.     | 5.3%                                            | 5.7%    | 8.7%    | 4.6%    | 3.5%    |
| 2031                                                      | West Ave           | 1.9%                                            | 1.5%    | 3.7%    | 0.9%    | 0.5%    |
| 2040                                                      | Wall St. Area      | 3.3%                                            | 3.9%    | 10.5%   | 4.7%    | 0.0%    |
| 2002                                                      | Webster Lot        | 2.3%                                            | 2.8%    | 3.7%    | 1.3%    | 1.3%    |
| 2004                                                      | Haviland Deck      | 2.1%                                            | 2.8%    | 4.8%    | 2.4%    | 1.8%    |
| 2022                                                      | North Water Lot    | 2.6%                                            | 3.5%    | 4.9%    | 3.6%    | 2.6%    |
| 2023                                                      | SNRR Lot           | 5.0%                                            | 6.1%    | 8.9%    | 3.9%    | 4.2%    |
| 2005                                                      | YDG                | 2.0%                                            | 3.2%    | 5.2%    | 0.9%    | 1.7%    |
| 2028                                                      | Wall Street Lot    | 1.6%                                            | 2.5%    | 6.4%    | 2.4%    | 4.7%    |
| 2029                                                      | Main Street Lot    | 2.1%                                            | 2.7%    | 4.5%    | 1.6%    | 2.4%    |
| 2015                                                      | Liberty Square Lot | 0.6%                                            | 0.7%    | 1.9%    | 1.0%    | 0.1%    |
| Grand Total                                               |                    | 2.6%                                            | 2.8%    | 4.8%    | 2.6%    | 2.2%    |
| ** Current year data is from September 2022 - August 2023 |                    |                                                 |         |         |         |         |

## Pay-By-Cell

- YTD through August, pay by cell activity was **up 17.4%** and revenue was **up 21.8%** compared to the same period last year.
- Compared to last month, August transactions were **down 0.8%** and revenue was **down 1.4%**.
- The average transaction is **down 0.6%** from **\$2.95** in July to **\$2.94** per transaction in August.
- By comparison, the average transaction systemwide (all payment methods) is **\$2.36** per transaction.
- PBC transactions represent **20.6%** of system demands and **10.8%** of systemwide revenue.



**LICENSE AGREEMENT  
BY AND BETWEEN  
THE NORWALK PARKING AUTHORITY  
AND  
THE NORWALK TRANSIT DISTRICT  
FOR  
THE USE OF CUSTOMER SERVICE ROOM AND RESTROOMS AT THE YANKEE  
DOODLE PARKING GARAGE**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2023 (the “Effective Date”), by and between the **NORWALK PARKING AUTHORITY**, a municipal parking authority created under Chapter 73A of the Norwalk Code, which is enacted pursuant to Chapter 100 of the Connecticut General Statutes, acting herein by Richard Brescia, its Chairman, duly authorized (hereinafter, the “Authority”), and the **NORWALK TRANSIT DISTRICT**, a body corporate and politic formed pursuant to Chapter 103A of the Connecticut General Statutes, acting herein by Matt Pentz, its Chief Executive Officer, duly authorized (hereinafter, the “Transit District”).

WHEREAS, the Authority is the operator of the Yankee Doodle Parking Garage, located at 10 Burnell Street in Norwalk, Connecticut (the “Garage”);

WHEREAS, the Transit District has requested permission to use the Customer Service Room and Restrooms depicted in Exhibit 1 and located first floor of the Garage; and

WHEREAS, the Authority has agreed to permit such use of the Licensed Area by the Transit District based on the terms and conditions set forth in this License Agreement.

NOW, THEREFORE, for good and valuable compensation received to its full satisfaction from the Transit District, the Authority hereby agrees as follows:

**1. PERMISSION GRANTED**

The Authority hereby grants to the Transit District an exclusive license to use Customer Service Room together with a non-exclusive license for its employees and invitees to use the Men’s Restroom and Women’s Restroom (the “Restrooms”) depicted in Exhibit 1 and located first floor of the Garage (collectively, the “Licensed Area”) for appropriate purposes in ordinary course of its legitimate business operation consistent with the terms and conditions set forth herein. The Authority makes no representation regarding the condition of the Licensed Area or its suitability for any particular purpose and the Transit District acknowledges that the Licensed Area are suitable and appropriate in their current –“as is”- condition and represents that it will not look to the Authority to make any changes, renovations or improvements to the Licensed Area at any time.

## **2. TERM, RENEWAL**

The License shall commence on the Effective Date hereof and continue for a period of three (3) years (the “Initial Term”). Thereafter, the term of the License may be extended for up to two (2) additional one (1) year terms by the parties executing a signed, written extension agreement (each, an “Extension Term”). The Initial Term and Extension Term referred to collectively herein as, the “Term”.

## **3. LICENSE FEES**

Throughout the Term of this Agreement, the Transit District shall pay as a fee for the permission granted herein the Annual Fee set forth in the “Fee Table” below, payable in equal monthly installments of the first day of the first month following the Effective Date, and thereafter on or before the first day of each month, in advance, at the Authority’s address set forth in Section 5 below, or at such other place as the Authority may designate to the Transit District in writing.

### **Fee Table:**

#### **Initial Term:**

| <b>Year(s)</b> | <b>Annual Fee</b> | <b>Monthly Fee</b> |
|----------------|-------------------|--------------------|
| 1              | \$17,016.00       | \$1,418.00         |
| 2              | \$17,356.00       | \$1,446.00         |
| 3              | \$17,703.00       | \$1,475.00         |

#### **First Extension Term:**

| <b>Year(s)</b> | <b>Annual Fee</b> | <b>Monthly Fee</b> |
|----------------|-------------------|--------------------|
| 4              | \$18,058.00       | \$1,505.00         |

**Second Extension Term:**

| <b>Year(s)</b> | <b>Annual<br/>Fee</b> | <b>Monthly<br/>Fee</b> |
|----------------|-----------------------|------------------------|
| 5              | \$18,419.00           | \$1,534.89             |

**4. POWERS OF THE AUTHORITY**

In accepting this license, the Transit District acknowledges that its rights hereunder are subject to the Authority's powers to adopt and enforce general regulations and rules necessary to protect the safety and welfare of the public; and the Transit District agrees to comply with all applicable regulations and rules enacted by the Authority pursuant to such power.

**5. NOTICES**

All notices of any nature pursuant to this License shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

**To the Transit District:** Matt Pentz  
Chief Executive Officer  
Norwalk Transit District  
275 Wilson Avenue  
Norwalk, CT 06854

**To the Authority:** James Travers  
Director of Transportation, Mobility and Parking  
Norwalk Parking Authority  
125 East Avenue  
Norwalk, CT 06856

**With a copy to:** Office of Corporation Counsel  
City of Norwalk  
125 East Avenue, Room 237  
Norwalk, CT 06856-0798

**6. INSURANCE**

The Transit District shall, during the entire Term of this Agreement or holdover period, maintain in force, at its own expense, a policy of comprehensive liability insurance approved by the Authority and naming the Authority and the City of Norwalk, their respective officers and employees, as additional insureds with regard to the use of the Licensed Area. The required coverage shall be evidenced by a certificate of insurance filed with the City of Norwalk's Office of

Corporation Counsel. Minimum coverage types and limits shall comply with the requirements set out in the attached Insurance Rider (**Exhibit 2**).

## **7. INDEMNIFICATION**

(a) The Transit District, its employees and agents hereby release, indemnify, defend and save harmless the Authority, the City of Norwalk, and their officers, commissions and employees from any and all claims, suits, actions, liability and judgments for damages (including but not limited to expenses for reasonable legal fees)(collectively, “Claims”), for any and all injuries and damages relating to, arising from or in connection with (i) the use of the Licensed Area by the Transit District, its officers, agents, contractors or employees, or arising out of the exercise of any other right or privilege under this License, or (ii) breach of this Agreement, except to the extent such Claims are~~unless~~ caused by the negligence of the Authority, City of Norwalk or their respective officers, employees or agents.

(b) In furtherance of the above indemnity provisions, the Transit District hereby expressly and specifically agrees that its obligation to indemnify, defend and save harmless as provided herein shall not in any way be affected or diminished by any statutory or constitutional immunity it enjoys, including from suits by its own employees or from limitations of liability or recovery under worker’s compensation laws.

(c) The provisions of this paragraph shall not be limited by reason of any insurance coverage and shall survive the expiration or earlier termination of this Agreement.

## **8. ASSIGNMENT OR TRANSFER**

This License shall not be sold, assigned or transferred, either in whole or in part, or any interest herein conveyed or encumbered in any manner, without the prior written consent of the Authority.

## **9. RESPONSIBILITY OF TRANSIT DISTRICT**

The Transit District shall at all times hereunder be responsible for any and all damages to persons and real and/or personal property situated at or affixed to the Garage, which may in any way result from the use of the Garage by the Transit District and its employees, except to the extent such damages are~~unless~~ caused by the negligence of the Authority, City of Norwalk or their respective officers, employees or agents. In the event that the Authority becomes aware of any such damage to the Garage or its property, it shall notify the Transit District in writing and indicate the corrective action necessary. The Transit District shall promptly correct or repair the reported damage to the reasonable satisfaction of the Authority. Failure to do so will be cause for termination of this License.

## **10. TERMINATION**

The Authority has, in addition to any other rights and remedies, the right to declare that the Transit District has forfeited its rights and privileges hereunder in the event of a material breach of the terms and conditions of this License, including, but not limited to, the following :

- i) If the Transit District assigns, transfers or attempts to assign or transfer this License, without the required prior written approval of the Authority;
- ii) If the Transit District refuses or neglects to comply with any reasonable order of the Authority; and
- iii) If the Transit District or any of its employees persists in any course of conduct in violation of any provision of this License.

In any such event, the Authority may make a written demand by certified mail, that the Transit District comply with any provision, rule, order or determination related to this Agreement. If the violation by the Transit District continues following the date of such written demand, without having been corrected or remedied, the Authority has the right to declare a forfeiture and termination of this License. The Authority shall cause to be served upon the Transit District at least fifteen (15) days prior to the effective date of termination and/or forfeiture a written notice of intent to terminate, which notice shall state the effective date of termination and reason therefor. No further action on the part of the Authority is needed to effectuate termination of this License and all rights and privileges hereby granted.

Either Party shall have the right to terminate this Agreement with or without cause upon ninety (90) days advance written notice to the other Party.

## **11. CIVIL RIGHTS**

The Transit District shall at all times comply with applicable provisions of the Norwalk Code, all applicable rules and regulations of the Authority and all applicable federal and state laws and regulations regarding nondiscrimination and civil rights.

## **12. SEVERABILITY**

If any section, subsection, sentence, clause, phrase or portion of this License is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Agreement.

**IN WITNESS WHEREOF**, this Agreement has been executed in two (2) counterparts, to be effective as of the day and year first above written.

[SIGNATURE PAGE FOLLOWS]

Signed, Sealed and Delivered  
in the Presence of:

Witnesses' Signatures

**NORWALK TRANSIT DISTRICT**

\_\_\_\_\_

By: \_\_\_\_\_  
Matt Pentz  
Its Chief Executive Officer,  
Duly Authorized

\_\_\_\_\_

Signed, Sealed and Delivered  
in the Presence of:

Witnesses' Signatures

**NORWALK PARKING AUTHORITY**

\_\_\_\_\_

By: \_\_\_\_\_  
Eric Rains  
Its Chairman  
Duly Authorized

\_\_\_\_\_

APPROVED AS TO FORM:  
OFFICE OF CORPORATION COUNSEL

By: \_\_\_\_\_

Date: \_\_\_\_\_