Regular Meeting
Wednesday, June 28, 2023
6:00 p.m.
By Zoom Virtual Video Conference and Tele Conference

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.

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

AGENDA

1) Public Comment, limited to three minutes each speaker
2) Discussion and action related to minutes from the Parking Authority meeting, Wednesday May 24, 2023
3) Financial and Operating Report
4) Engineering and Project Report
    a) Update – Haviland construction projects – Jim Travers
    b) Update – Yankee Doodle Garage Façade enhancement – Presentation from THA
5) New Business
    a) Haviland Parking request – Norwalk Parking Authority – Adam Bovinsky
    b) Update – Discussion on IPMI Conference – Jim Travers
    c) Discussion – Norwalk Transit District proposal to lease the Customer Service space in the YDG – Jim Travers
    d) Discussion – SNRR surface lot count on Sunday's – Jim Travers
6) Old Business
    a) Discussion – 15-minute free option – Jim Travers
    b) Update – Status of paystation delivery – Sirak Legesse
    c) Discuss and Approve – Enter into lease agreement with Black By Demand (lease attached)– Jim Travers
7) Motion to Adjourn

Next Parking Authority meeting: July 26, 2023

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email James Travers at jtravers@norwalkct.gov to provide written comment prior to the meeting.

PARKING AUTHORITY

REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE
MAY 24, 2023

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

STAFF James Travers, Director, TMP
Vanessa Valadares, Chief of Operations and Public Works

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Eric Feldblum, CTDOT

CALL TO ORDER

Mr. Seebeck 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 MARCH 22, 2023.

**** MR. FULLAM 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 April the fund balance was favorable to budget and that the parking revenue was 2.7% under budget for the month, but 7.0% over budget year to date, and the expenses were down 2.3% for the month and 4.7% year to date.

Mr. Manousos reported on the variance report and said there was not much to highlight and there were only two items to report on for the parking revenue side. He said there was some increased collection effort, and 30% more notices were sent out and the average ticket collected was 59% higher than what was budgeted and 1/3 of the collection was from late fees. Mr. Seebeck asked if the amount on the variance report is what the Parking Authority actually receives Mr. Manousos said “no” and that is the gross collection. He said the other item on the revenue side of the variance report was due to the back rent that was received from Lobster Craft. He said on the expense side was down due to the deferred expenses through Covid, the redeployment of the customer service vehicle, and there were no expenses related to snow removal.

Mr. Travers said the $450,000 in the fund balance and there are savings more than what was budgeted and suggested to transfer that into the capital reserve and replacement given the extent of concrete work that is needed at the Yankee Doodle Garage.

Mr. Manousos reported on the Covid impact analysis and said the revenues and expenses are still a little below pre-Covid levels. Mr. Rains asked if we are at a point where we no longer need to compare to pre-Covid levels. Mr. Manousos said he was going to suggest that at the end of this fiscal year and return to comparing the last few fiscal years. Mr. Manousos said the overall systemwide transient activity is 2.5% below pre-Covid levels and revenue is 9% below pre-Covid levels but is still following seasonal trends.

Mr. Manousos reported on the permit sales and said they are up 1% compared to last month and revenues are up .05%, and permit sales and expenses are both up 5.8% compared to last year.

Mr. Manousos reported on the on-street parking and said that transient parking is up 1.4% compared to last year and revenue was up 6.9%. Mr. Travers said that he has requested that the team work with the marketing group to create posters to advertise permits. Mr. Manousos said at the last meeting Mr. Fullam requested the on-street comparison for the SONO and Wall Street area and said the SONO district represented 58% of the on-street transactions compared to 29% of the Wall Street district and will track that going forward.

Mr. Manousos reported on the parking enforcement and said ticket issuance was down 13.7% and citation revenue was down 8.5% compared to the same period last year.

Mr. Manousos reported on the ticket issuance versus analysis and said they were down compared to last month. Mr. Rains asked what percentage of related to activity are receiving tickets. Mr. Manousos said that 2.5% of tickets are issued for every 100 transient transactions that take place in the system. Mr. Aley said the percentage is running higher than in past years, which concerns him. Mr. Travers said the food delivery drivers have increased the amount of usage and are not paying to park and are receiving tickets so to compare the ticket issuance from a few years ago is not necessarily a fair comparison. Mr. Rains suggested setting a threshold of 5% or greater for the report since the percentages are so low.

Mr. Manousos reported on the Pay by Cell activity and said it was up 20.1% year to date and the revenue was up 29.1% compared to the same period last year.

4. ENGINEERING AND PROJECT REPORT

a) Update- Haviland construction projects

Mr. Travers provided an update and said that they have received the three quotes and are in the process of reviewing them for the Haviland Deck options for the improvements that include enhancements to the walkway to Washington Street as well as to the staircase.

b) Update- Yankee Doodle Garage Façade enhancement

Mr. Travers provided an update and said that THA has been tasked with developing the construction plans while simultaneously entered into an agreement with consultant who has been doing the conditions assessment because he wanted to have the assessment done prior to the façade improvements and will have to do some level of repairs and will be putting the bids out to see what the actual costs will be, and will also modify the bid to include the removing the concreate ribs.

Mr. Fullam asked if any of the improvements include lights. Mr. Travers said they are looking for enhancements to the lighting on the first level highlights the entrance, exits, and stairwells and THA (the aesthetic contractor) has sent some sample lights that will be installed.

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

5. NEW BUSINESS

a) Discuss and Approve- Extension of LAZ contract through October 15, 2024

**** MR. SEEBECK MOVED TO APPROVE THE EXTENSION OF LAZ CONTRACT THROUGH OCTOBER 15, 2024.**
**** MR. ALEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

b) Discussion- NPA managed facility impacts with Walk Bridge Construction

Ms. Valadares said that she has invited Eric Feldblum who is the project engineer from the CTDOT and have put a presentation together and will provide an overview of the right of ways that the State of Connecticut has been taken in regard to the Walk Bridge program as well as the right of ways that reflect on the Parking Authority.

Mr. Feldblum presented and provided an overview of the project and said construction began in 2018, and is projected to end in 2029, and some of the work has already been completed. He said the next project will start in August that will be starting is the Fort Point bridge replacement, Osborne replacement, the East Norwalk Train Station and a small portion of East Avenue to lower the road for the widening of the bridge. He said the Walk Bridge project consists of many packages and that package A is currently under construction and had the groundbreaking ceremony last week which included a lot of in-water work. He said the East Avenue project has been in the works for over 20 years and the first project that will be put out to bid is the beautification around the cemetery and will be installing sidewalks and fixing the roadway around the cemetery area and are hoping to start construction next spring.

Mr. Feldblum provided an overview of right of way acquisitions and said that during the construction of the Walk Bridge they will not be impeding on any traffic or parking, but in some cases the contractor will need some of the parking so in those cases there was an agreement with the City of Norwalk for when the contractor needs to take spaces for any reason the city would first be notified within 48 hours and will pay the city per parking space for the length of time that is needed, so there is no lost revenue and the only time that it would be a long period of time is will be when the crane is built and when the crane gets disassembled. Mr. Travers said with the deconstruction of the IMAX theatre the project has taken approximately 1/3 of the parking spaces and were told it wasn't a factor and asked if the contractor is supposed to be paying for the spaces. Mr. Feldblum said "no" the CTDOT already paid the city $46,600 for the construction easement that includes the use of the parking spaces. Mr. Travers asked once the project is complete if the parking spaces will return to the city. Mr. Feldblum said "yes" and if they are needed again, they would be pay per parking space for the time frame they are needed and per the contract they have to give advance notice for any paid parking spaces that need to be closed and will reimburse the city for those parking spaces.

Mr. Feldblum provided an overview of the construction staging behind Liberty Square and said the construction staging and fencing will not impede the businesses and access to Goldstein Place and Liberty Square is maintained. He said the property that is being blocked was never part of the Liberty Square property and they made sure the fence line stayed within the right of way, but unfortunately a lot of the businesses in Liberty Square were using the property and were asked to move everything. He said to make it safer they will be installing a temporary traffic signal across the street so people can exit out of Liberty Square. Ms. Valadares said there were negotiations between the CTDOT and the city and the CTDOT made a lot of accommodations for Liberty

Square and some of the parking issues that they are hearing about that although the CTDOT has owned the property for many years but never enforced as a courtesy because the businesses were using it but now with the construction eminent, they have to limit the access.

Ms. Valadares said that all of the easements had to be approved by the Common Council and there is a third party that does the appraisal for the properties and the city looks at every aspect on who will be effected by those easements and that is why on the North Water Street lot it was decided only to give the CTDOT a temporary construction easement while the IMAX is being demolished, and following that get what will be the market rate per space as is done with everything else because it is hard to get a true value of the spaces to be fair to both parties and that money goes to the Parking Authority.

Mr. Rains said that it seems that the city has received money for parking spaces that were taken out of commission and for the Parking Authority that is lost revenue and requested that Mr. Travers follow up on how the flow of reimbursements are going to work because one of the Parking Authority's primary concerns is lost revenue. He said the Parking Authority should be involved in those discussions with the Common Council if and when they are occurring to help them understand when they see a line item for the cost of the acquisitions that the money is not for the city and that it is money for the Parking Authority. He also said the program has come together well and it is good to see all of the work that has been put into it because this is a massive project and there are so many good things that are going to come out of it not only for the city as a whole but also for South and East Norwalk. He said if LAZ is going to be notified when the parking spaces go offline, we will be adding some tracking or accounting onto LAZ's responsibility which means that some reporting should be added to the monthly meetings so the Parking Authority can understand what is happening. Ms. Valadares said she is happy to work with LAZ and try to establish the best system for the Parking Authority to implement and she will also work with Mr. Travers to come up with a plan and there will be a meeting with all the construction that will be happening so a protocol can be established and then request that the construction team follow it. Ms. Valadares said there is already a system in place for when there is construction in the right of way and there is total communication between DPW permits and LAZ.

Mr. Rains said so far there have not been concentrations of people working around the city and even the demolition seems to be contained and he doesn't see contractors driving the streets looking for parking but asked if that does happen if it can be projected out so the Parking Authority can make some arrangements to make use of some of the other Parking Authority facilities for when it does happen. Mr. Feldblum said the contractor is responsible for finding parking for their own employees and cannot just park on the street or garages and take up available parking unless arrangements are made with the city in advance. Mr. Travers said that he wants to be sure the parking spaces in Maritime Garage remain accessible for patrons of the Maritime Aquarium and would like to work with him to acquire spaces at additional locations to be sure those spaces remain open.

Mr. Rains asked if all the permits are in place to complete the Walk Bridge project. Mr. Feldblum said "yes"

c) Discuss and Approve- Desmond Associates Condition Assessment for YDG

Mr. Travers said that Desmond Associates will present the conditions assessment to review the expenses.

6. OLD BUSINESS

a) Discussion- 15-minute free option

Mr. Legesse said the installation began yesterday but there was a glitch in the programming and the vendor is working to repair it. Mr. Travers said there will be a press conference held for the free 15-minute parking option.

b) Update- Status of delivery

This was discussed under item 6b of the agenda.

c) Update- Coffee shop lease

Mr. Travers said that there is a leak that will need to be repaired but the negotiations have been finalized. Mr. Aley asked if Lobster Craft is current in their lease payments. Mr. Travers said "yes" but they still have to pay the security deposit and owe the lease payment for June.

Mr. Travers said there are new vending machines that have been moved into one location and staff is engaging Metro North on a new ticket station into the station. Mr. Legesse said they have received positive feedback regarding the machines.

Mr. Seebeck said the Governor is recommending a reduction in train service on the New Haven Line and should further explore how to respond. Mr. Travers said he was not aware of that announcement and requested that Mr. Seebeck send it to him, and he will share it with the administration.

Mr. Seebeck asked what the city's intension is regarding acquiring the parking lot next to the library and what that would mean for the Parking Authority. Mr. Travers said it was just switching from one lease to another and it is a non-paid lot today and will be in the future and has no impact to the Parking Authority.

7. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN.**
**** MR. FULLAM SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:55PM

Respectfully submitted,

Dilene Byrd

May

2023

Operations Report

FINANCIAL SUMMARY

	Month (May)					YTD (July-May)					FISCAL YEAR	
	Actual	Budget	Var $	Var %	Actual PY	Actual	Budget	Var $	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	539,158	563,769	(24,611)	-4.4%	514,216	5,861,427	5,535,841	325,585	5.9%	5,591,910	6,394,284	6,163,005
Other Revenue	5,839	8,402	(2,563)	-30.5%	22,668	64,444	92,427	(27,982)	-30.3%	79,387	88,303	100,829
Total System Revenue	**544,997**	**572,171**	**(27,174)**	-4.7%	**536,884**	**5,925,871**	**5,628,268**	**297,603**	5.3%	**5,671,297**	**6,482,586**	**6,263,834**
EXPENSES:												
Operations	283,307	314,432	(31,126)	-9.9%	283,049	3,271,470	3,513,349	(241,879)	-6.9%	3,418,016	4,024,264	3,818,549
City Support/Admin Svcs	61,903	63,331	(1,428)	-2.3%	61,617	680,934	696,640	(15,706)	-2.3%	637,211	742,837	759,971
Debt Service	107,180	107,180	0	0.0%	96,635	1,178,982	1,178,982	-	0.0%	1,062,984	1,286,162	1,286,162
Capital Reserve &Replace	11,250	11,250	0	0.0%	11,250	112,500	123,750	(11,250)	-9.1%	101,250	122,727	135,000
Total Expenses	**463,640**	**496,193**	**(32,554)**	-6.6%	**452,551**	**5,243,886**	**5,512,721**	**(268,835)**	-4.9%	**5,219,461**	**6,175,990**	**5,999,682**
Fund Balance	**81,358**	**75,978**	**5,380**	7.1%	**84,333**	**681,985**	**115,547**	**566,438**	490.2%	**451,836**	**306,596**	**264,152**

Budget Summary

- Parking revenue is **4.4% under** budget for the month and **5.9% over** budget YTD.
- Total expenses are **6.6% under** budget for the month and **4.9% under** budget YTD.
- Transient revenue is **22.0% under** budget for the month and **2.4% over** budget YTD. Compared to the same period last year, YTD transient revenue is **15.3% above** last year.

Month and YTD Comparisons

- Total Revenue for the month is **down 2.0%** compared to last month (April) and is **up 1.5%** compared to May of last year. Compared to the same period last year, YTD revenue is **4.5% above** last year.

- Transient activity for the month is **down 6.6%** compared to last month (April) and is **down 8.9%** compared to May of last year. Transient activity YTD is **up 3.9%** compared to last year.

- Permit activity (number of permits sold) is **up 1.5%** compared to last month (April) and **up 6.8%** compared to May of last year. Permit activity YTD is **up 7.3%** compared to last year.

- Permit Revenue is **up 0.5%** compared to last month (April) and **up 6.4%** compared to May of last year. Permit revenue YTD is **up 3.2%** 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.

VARIANCE REPORT - Major Variances (+/- 20% and $5,000)
Norwalk Parking Authority
For the Month Ending May 31, 2023

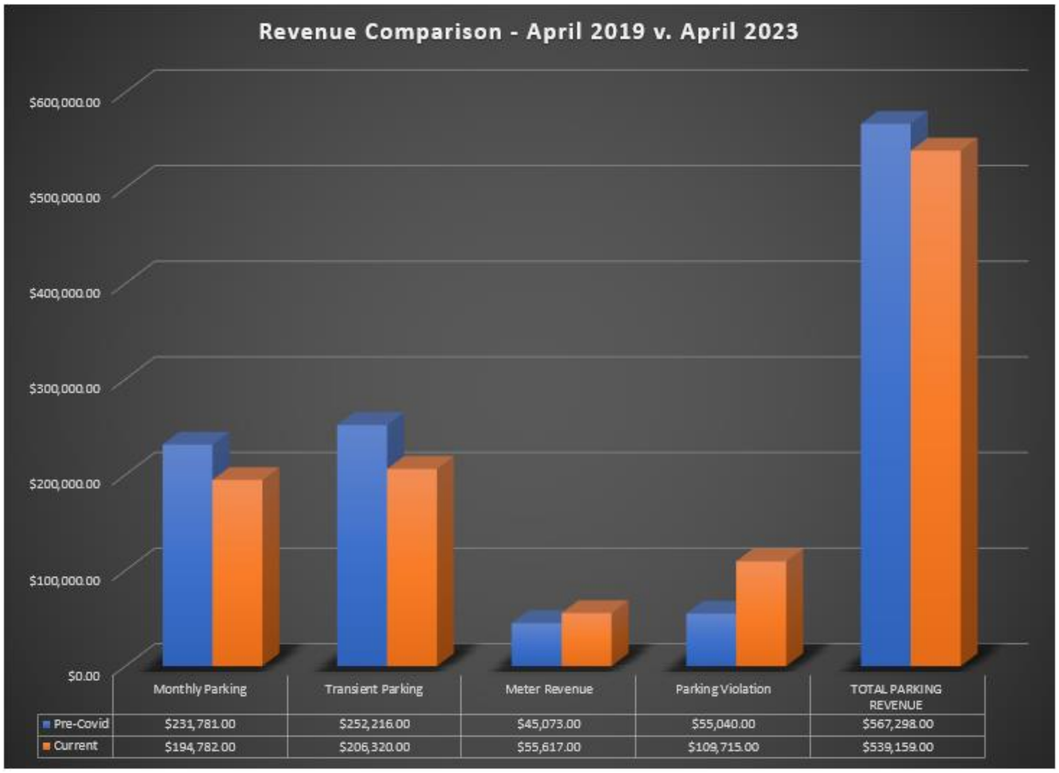
	ACTUAL	BUDGET	Var. ($)	Var. (%)	COMMENTS	Actual YTD	Budget YTD
PARKING REVENUE							
Transient Parking	$206,320	$264,502	($58,182)	-22.0%	MG, Haviland Deck, and N. Water lot under budget offset by gains at SNRR, ENRR, and Wall St. Lot	$2,260,634	$2,206,599
Parking Violations	$109,715	$ 69,455	$40,260	58.0%	The number of tickets collected was 21% higher than budgeted; and the average ticket value collected was 30% higher than budgeted due in part to late fees.	$1,201,474	$885,534
OPERATING EXPENSES							
Security Services	$3,371	$10,000	($6,629)	-66.3%	Timing of payments. Budget was straight lined and invoices are paid quarterly.	$82,801	$110,000
Equipment Expense	$0	$8,333	($8,333)	-100.0%	Deferred expenses through COVID. Redeploying customer service vehicles in fleet to eliminate need to purchase new vehicles	$0	$91,667
Building Repair & Maintenance	$39,201	$49,125	($9,924)	-20.2%	Some repair and maintenance projects are not completed yet. We are going to accrue additional expense for projects that are planned but not completed by end of June.	$368,427	$320,545
Parking Program	$0	$8,333	($8,333)	-100.0%	Timing of payment. Once invoices are processed in June, we will finish on budget.	$76,958	$91,667

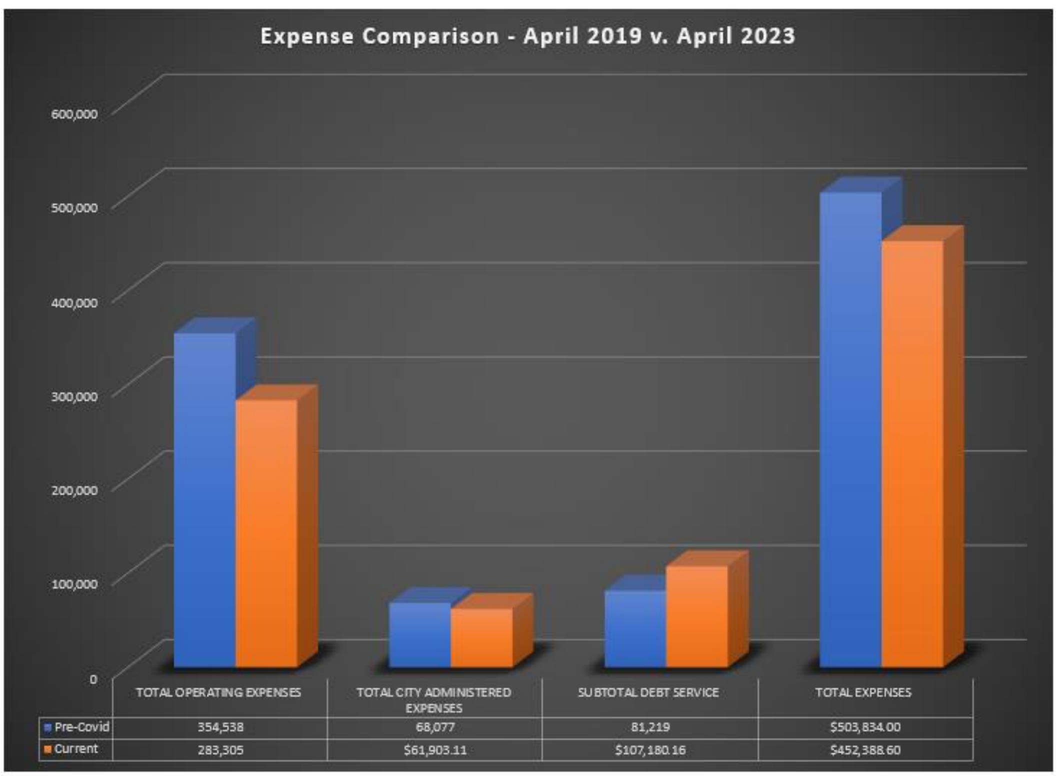
Financial Statement
For the Eleven Months ending May 31, 2023

	Month					Year-to-Date					Fiscal Year	
					Prev.					Prev.		ANNUAL
	ACTUAL	BUDGET	VARIANCE	% VARIANCE	ACTUAL	ACTUAL	BUDGET	VARIANCE	% VARIANCE	ACTUAL YTD	FORECAST	BUDGET
PARKING REVENUE												
Monthly Parking	194,782	199,200	(4,417)	(2.22%)	183,011	2,075,191	2,191,195	(116,004)	(5.29%)	2,010,638	2,263,845	2,390,395
Transient Parking	206,320	264,502	(58,182)	(22.00%)	191,694	2,260,634	2,206,599	54,035	2.45%	1,961,016	2,466,146	2,520,428
Meter Revenue (Sono)	55,617	62,001	(6,385)	(10.30%)	58,478	620,133	547,808	72,325	13.20%	586,632	676,509	614,664
Parking Violation	109,715	69,455	40,260	57.97%	106,899	1,201,474	885,534	315,940	35.68%	1,306,230	1,310,698	967,437
Less: Refunds	(5)	0	(5)	0.00%	0	(34)	0	(34)	0.00%	(451)	(37)	0
Less: Sales Tax	(27,270)	(31,389)	4,119	(13.12%)	(25,865)	(295,971)	(295,294)	(676)	0.23%	(272,154)	(322,877)	(329,918)
TOTAL PARKING REVENUE	**539,158**	**563,769**	(24,611)	(4.37%)	**514,216**	**5,861,427**	**5,535,841**	325,585	5.88%	**5,591,910**	**6,394,284**	**6,163,005**
OTHER REVENUE												
Art Program	0	150	(150)	(100.00%)	0	0	1,650	(1,650)	(100.00%)	0	0	1,800
Lease Income - SNRR/MTG	3,060	3,040	21	0.68%	3,040	49,659	33,437	16,222	48.51%	33,720	54,174	36,477
Lease Income - Webster											0	
Lease Income - YDG	1,254	418	836	200.00%	418	4,598	4,598	0	0.00%	4,550	5,016	5,016
SNRR/ENRR Concessions	1,269	2,878	(1,609)	(55.91%)	0	7,206	31,658	(24,452)	(77.24%)	0	7,861	34,536
Advertising Revenue	0	1,500	(1,500)	(100.00%)	18,955	0	16,500	(16,500)	(100.00%)	37,910	18,000	18,000
Investment Income	0	83	(83)	(100.00%)	0	0	917	(917)	(100.00%)	0	0	1,000
ATM Machines	256	333	(77)	(23.20%)	255	2,981	3,667	(686)	(18.70%)	3,207	3,252	4,000
TOTAL OTHER REVENUE	**5,839**	**8,402**	**(2,563)**	**(30.51%)**	**22,668**	**64,444**	**92,427**	**(27,982)**	**(30.28%)**	**79,387**	**88,303**	**100,829**
TOTAL SYSTEM REVENUE	**544,997**	**572,171**	**(27,174)**	**(4.75%)**	**536,884**	**5,925,871**	**5,628,268**	**297,603**	**5.29%**	**5,671,297**	**6,482,586**	**6,263,834**
OPERATING EXPENSES												
Gross Wages	98,254	102,424	(4,170)	(4.07%)	97,642	1,121,873	1,229,093	(107,220)	(8.72%)	1,161,419	1,268,861	1,331,517
Payroll Taxes	12,032	12,957	(925)	(7.14%)	11,954	137,948	155,480	(17,532)	(11.28%)	140,000	155,489	168,437
Worker's Compensation	3,995	4,302	(307)	(7.14%)	3,969	45,799	51,622	(5,823)	(11.28%)	47,191	51,463	55,924
Group Health Insurance	12,324	10,755	1,570	14.59%	10,390	130,694	129,055	1,639	1.27%	115,793	148,575	139,809
401(k) Company Match	1,902	2,048	(146)	(7.14%)	1,890	21,809	24,582	(2,773)	(11.28%)	22,472	24,792	26,630
Security Services	3,371	10,000	(6,629)	(66.29%)	2,751	82,801	110,000	(27,200)	(24.73%)	78,789	90,328	120,000
Equipment Expense	0	8,333	(8,333)	(100.00%)	0	0	91,667	(91,667)	(100.00%)	1,922	0	100,000
Vehicle Expense	3,468	4,167	(699)	(16.77%)	1,524	61,204	45,833	15,371	33.54%	47,226	66,768	50,000
Building Repair & Maintenance	39,201	49,125	(9,924)	(20.20%)	38,789	368,427	320,545	47,882	14.94%	356,742	746,921	356,990
Service Contract	13,676	10,417	3,259	31.29%	37,895	176,871	114,583	62,288	54.36%	240,289	192,950	125,000
Sanitation Expense	1,907	1,660	247	14.91%	2,043	22,255	18,260	3,995	21.88%	24,595	24,279	19,920
Operating Expenses	10,564	6,250	4,314	69.03%	7,173	113,961	68,750	45,211	65.76%	85,423	124,321	75,000
Elevator Repair & Maintenance	0	0	0	0.00%	0	(372)	0	(372)	0.00%	14,411	(372)	0
Snow Removal	0	0	0	0.00%	0	29,145	177,500	(148,355)	(83.58%)	142,404	29,145	177,500
Signage	65	3,000	(2,935)	(97.82%)	1,169	41,144	33,000	8,144	24.68%	21,416	64,884	36,000
Tickets	0	1,250	(1,250)	(100.00%)	0	4,036	13,750	(9,714)	(70.65%)	20,942	4,403	15,000
Liability Insurance	13,081	14,133	(1,052)	(7.44%)	12,888	141,900	139,329	2,570	1.84%	136,140	154,800	155,033
Maritime Garage Condo Fees	1,779	1,965	(185)	(9.42%)	1,779	19,574	21,610	(2,036)	(9.42%)	19,574	21,353	23,574
Uniforms	0	3,333	(3,333)	(100.00%)	0	2,254	36,667	(34,413)	(93.85%)	4,180	32,459	40,000
Management Fees LAZ	8,333	8,333	0	0.00%	8,333	91,667	91,667	0	0.00%	91,667	100,000	100,000
Bank and Credit Card Fees	27,824	16,392	11,432	69.74%	24,444	281,287	160,881	120,406	74.84%	253,941	306,859	179,150
Office Expense	780	1,333	(554)	(41.53%)	2,594	10,265	14,667	(4,402)	(30.01%)	12,876	11,198	16,000
Utilities	7,830	6,422	1,408	21.93%	7,309	84,197	70,642	13,556	19.19%	77,104	91,852	77,064
Telephone	7,139	7,500	(361)	(4.81%)	7,578	79,405	82,500	(3,095)	(3.75%)	90,099	86,623	90,000
Permit/Violation Management	15,780	12,500	3,280	26.24%	0	109,898	137,500	(27,602)	(20.07%)	113,902	119,889	150,000
Marketing and Communication	0	3,333	(3,333)	(100.00%)	933	16,470	36,667	(20,197)	(55.08%)	12,223	22,470	40,000
Parking Program	0	8,333	(8,333)	(100.00%)	0	76,958	91,667	(14,709)	(16.05%)	85,277	83,954	100,000
Contingency Fund	0	4,167	(4,167)	(100.00%)	0	0	45,833	(45,833)	(100.00%)	0	0	50,000
TOTAL OPERATING EXPENSES	**283,307**	**314,432**	**(31,126)**	**(9.90%)**	**283,049**	**3,271,470**	**3,513,349**	**(241,879)**	**(6.88%)**	**3,418,016**	**4,024,264**	**3,818,549**
CITY ADMINISTERED EXPENSES												
Other City Payroll Expenses	38,333	38,333	0	0.00%	38,333	421,667	421,667	0	0.00%	421,667	460,000	460,000
Electric	18,214	19,642	(1,428)	(7.27%)	17,820	200,357	216,063	(15,706)	(7.27%)	158,609	218,571	235,705
Sewer	922	922	0	0.00%	922	10,144	10,144	0	0.00%	6,978	11,066	11,066
Professional Services	3,750	3,750	0	0.00%	3,750	41,250	41,250	0	0.00%	41,250	45,000	45,000
Business Expense	267	267	0	0.00%	375	2,933	2,933	0	0.00%	4,125	3,200	3,200
Legal Service Retainer	417	417	0	0.00%	417	4,583	4,583	0	0.00%	4,583	5,000	5,000
TOTAL CITY ADMINISTERED EXPENSES	**61,903**	**63,331**	(1,428)	(2.25%)	**61,617**	**680,934**	**696,640**	(15,706)	(2.25%)	**637,211**	**742,837**	**759,971**
SUBTOTAL OPERATING EXPENESES	**345,210**	**377,763**	(32,554)	(8.62%)	**344,666**	**3,952,404**	**4,209,989**	(257,585)	(6.12%)	**4,055,228**	**4,767,101**	**4,578,520**
Debt Service Interest	23,704	23,704	0	0.00%	30,328	260,741	260,741	0	0.00%	333,605	284,445	284,445
Debt Service Principle	83,476	83,476	0	0.00%	66,307	918,241	918,241	0	0.00%	729,379	1,001,717	1,001,717
SUBTOTAL DEBT SERVICE	**107,180**	**107,180**	0	0.00%	**96,635**	**1,178,982**	**1,178,982**	0	0.00%	**1,062,984**	**1,286,162**	**1,286,162**
Capital Reserve and Replacement	11,250	11,250	0	0.00%	11,250	112,500	123,750	(11,250)	(9.09%)	101,250	122,727	135,000
TOTAL EXPENSES	**463,640**	**496,193**	(32,554)	(6.56%)	**452,551**	**5,243,886**	**5,512,721**	(268,835)	(4.88%)	**5,219,461**	**6,175,990**	**5,999,682**
Fund Balance	**81,358**	**75,978**	5,380	7.08%	**84,333**	**681,985**	**115,547**	566,438	490.22%	**451,836**	**306,596**	**264,152**

COVID Impact Analysis (Pre-Covid v. Current)

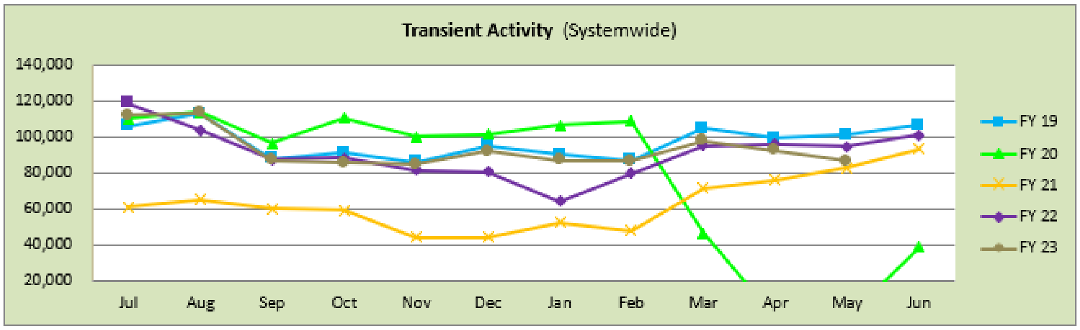
The following graphs illustrate the comparison between pre-COVID and current revenue and expense activity. Compared to pre-COVID May 2019, total system **revenue** is **4.5% below** pre-COVID levels and **expenses** are **9.9% below** pre-COVID levels.

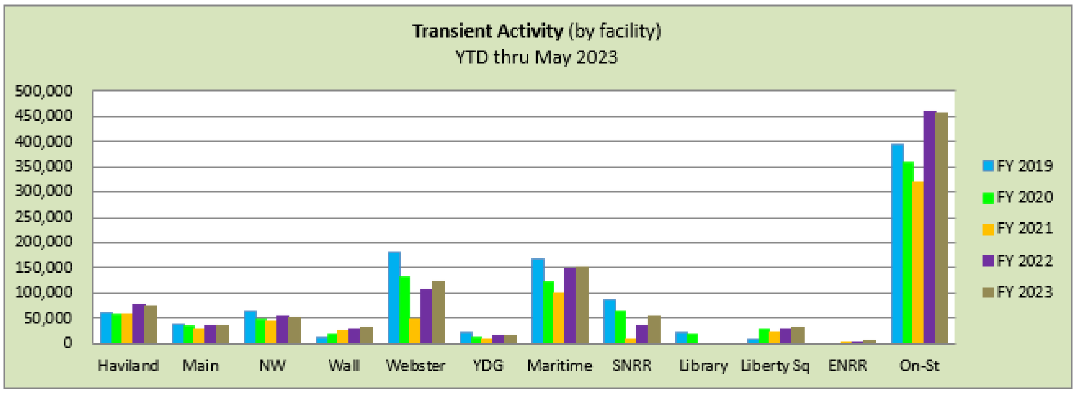


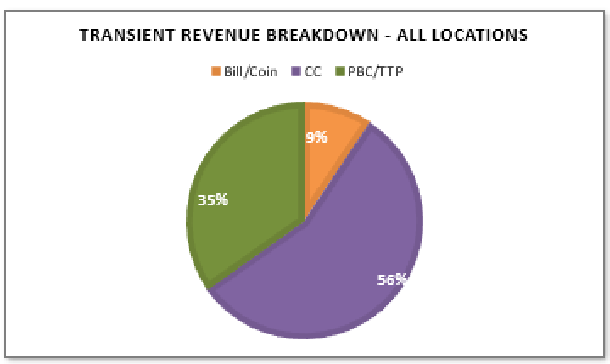


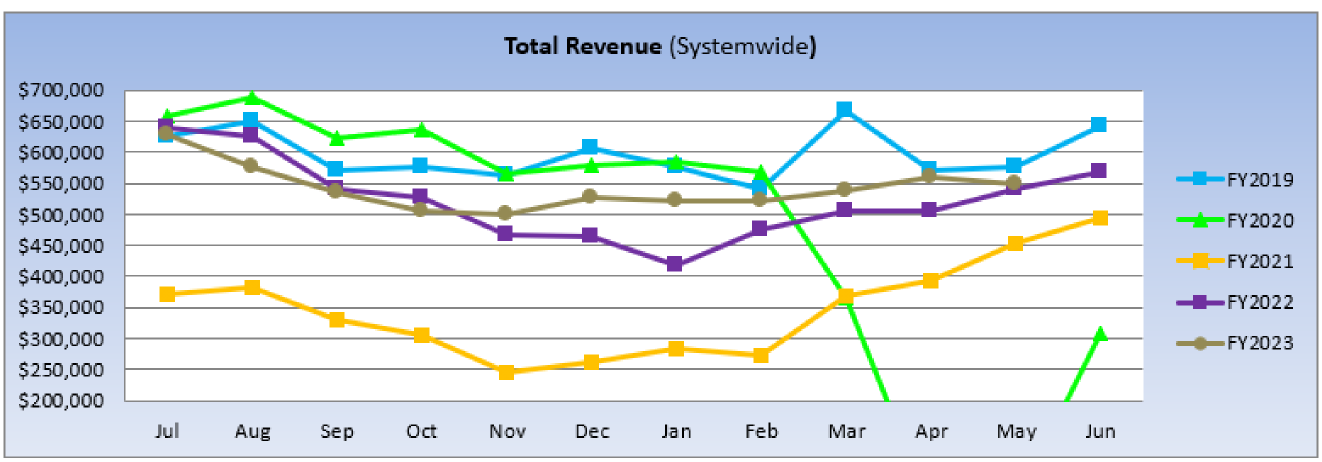
Systemwide Activity

- Overall, systemwide transient activity YTD is **3.3% below** pre-COVID levels and revenue is at **8.6% below** pre-COVID levels.



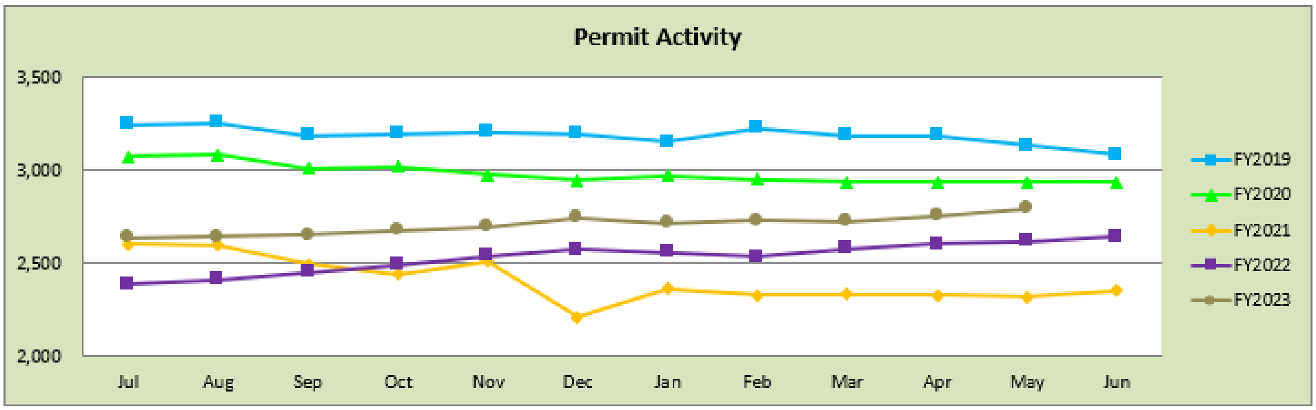


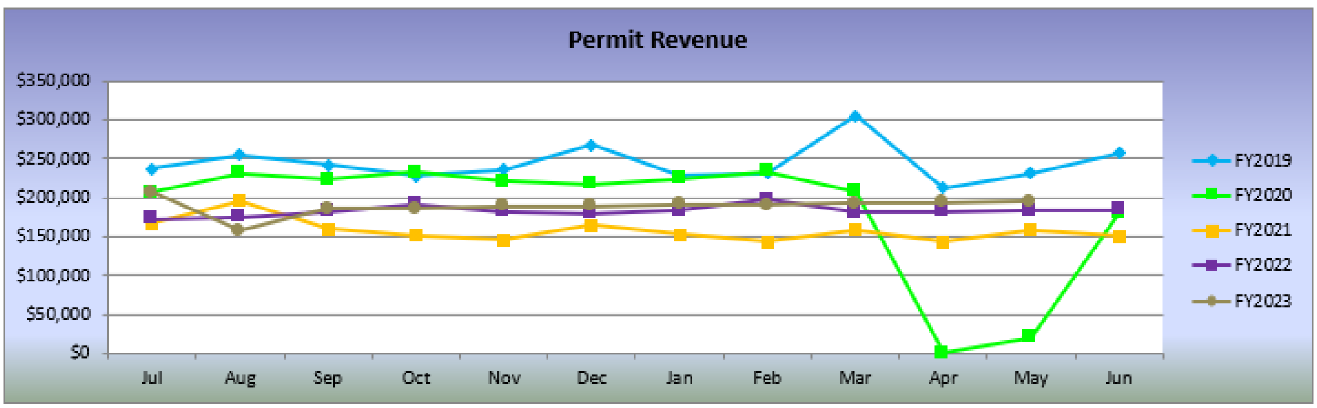


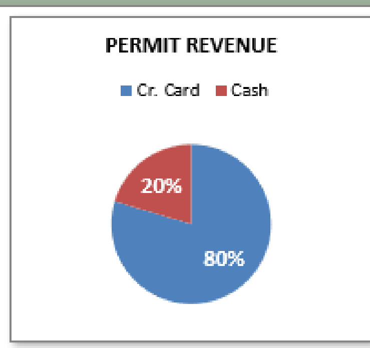


Permit Sales

- Compared to last month, May permits are **up 1.5%** and permit revenues are **up 0.8%**.
- Compared to last year, May permits are **up 6.7%** and permit revenues are **up 6.4%.**
- YTD compared to last year, permit activity is **up 7.3%** and revenue is **up 3.2%**.
- YTD permit revenue is **5.3% under** budget.
- YTD Permit activity is **15.4% below** pre-COVID levels and permit revenue is **22.4% below** pre-COVID levels.
- **2,793** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.

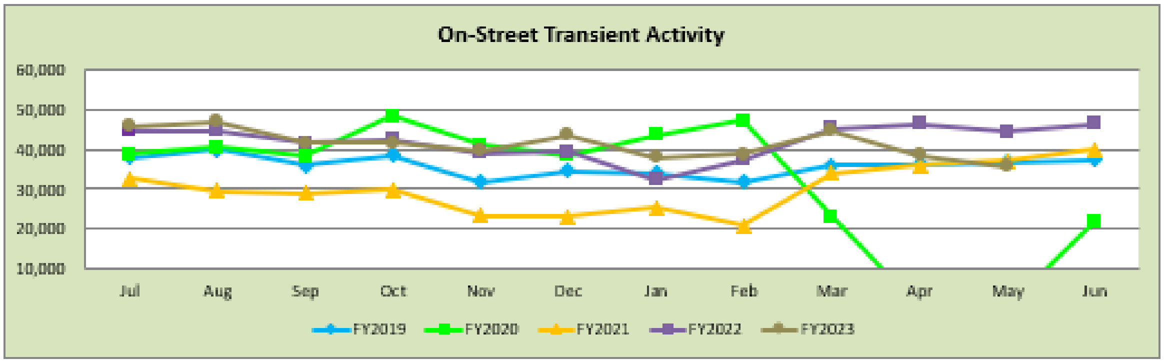


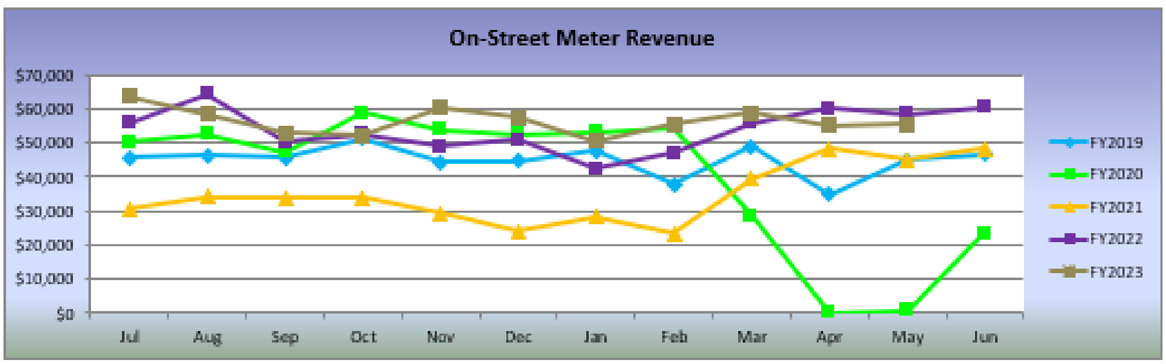


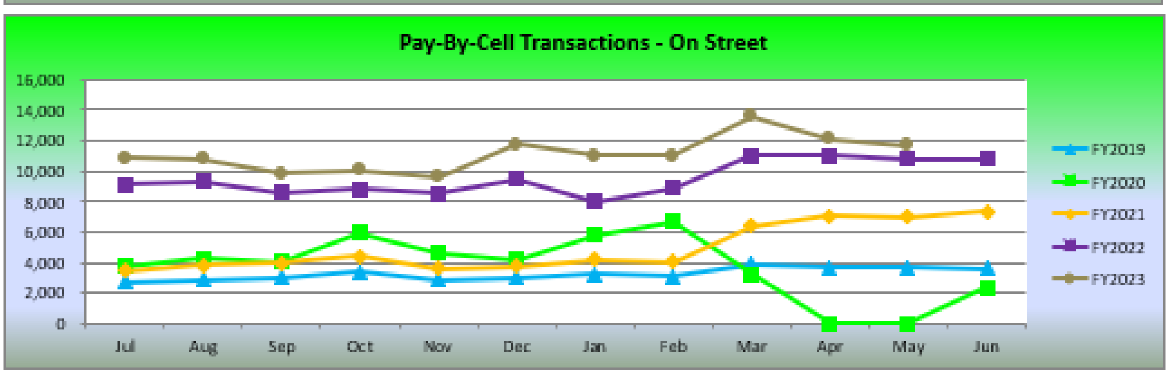


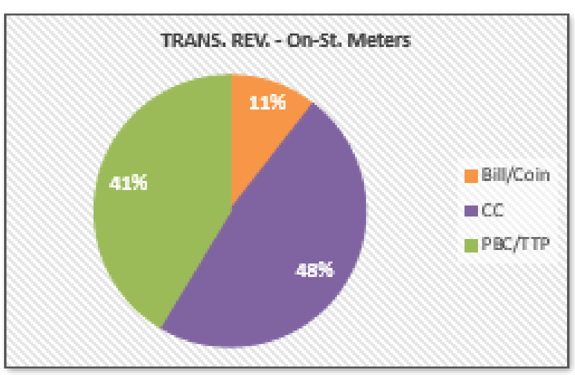
On-Street Parking

- YTD through May 2022, transient activity was **down 0.6%** and revenue was **up 5.7%** compared to last year.
- For the month of May, transient activity was **down 7.2%** compared to last month and **down 19.4%** compared to last May and **up 2.9%** compared to pre-COVID.
- Revenue was **up 1.0%** compared to last month and **down 4.9%** compared to last May and up **23.4%** compared to pre-COVID May.
- In SONO, the average PBC transaction was **$2.24** 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.



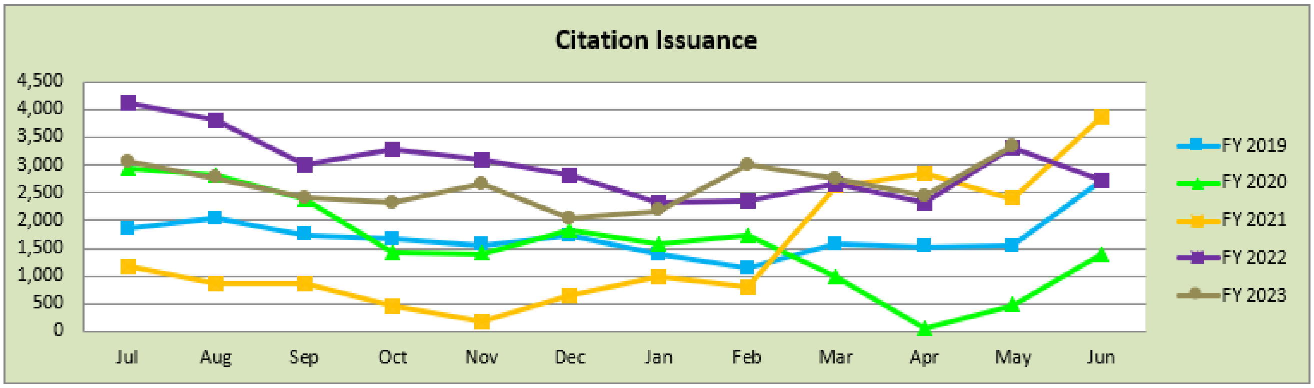


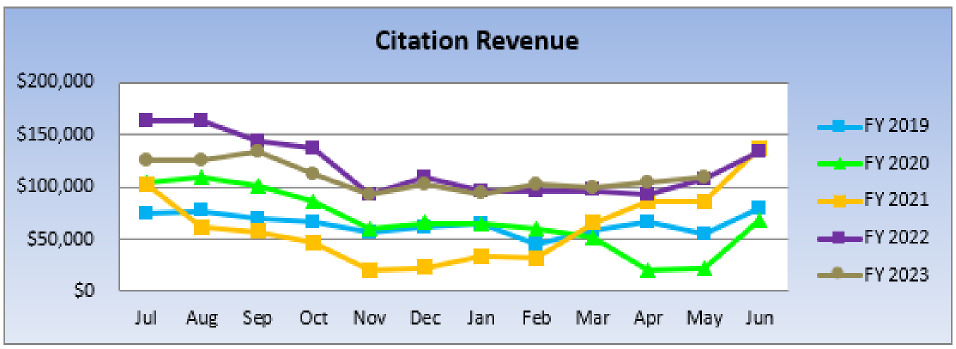


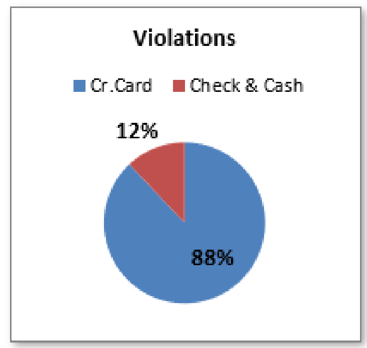


Parking Enforcement

- YTD through May 2022, ticket issuance was **down 12.3%** and citation revenue was **down 7.6%** compared to the same period last year.
- Compared to last month, ticket issuance was **up 35.3%** and citation revenue was **up 5.3%**.
- Citation revenue accounts for **19.3%** of system revenues YTD.

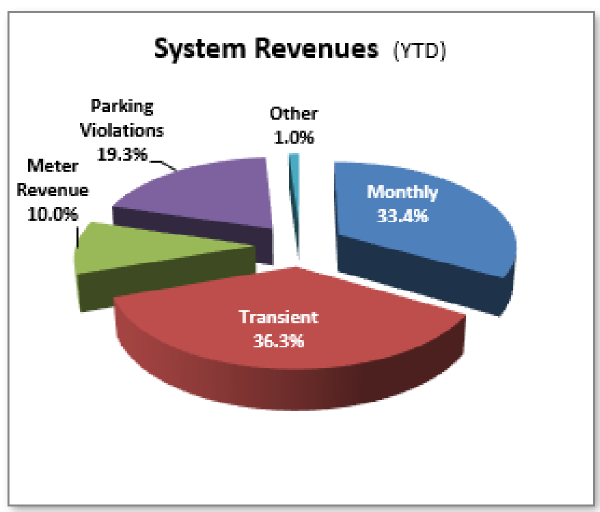






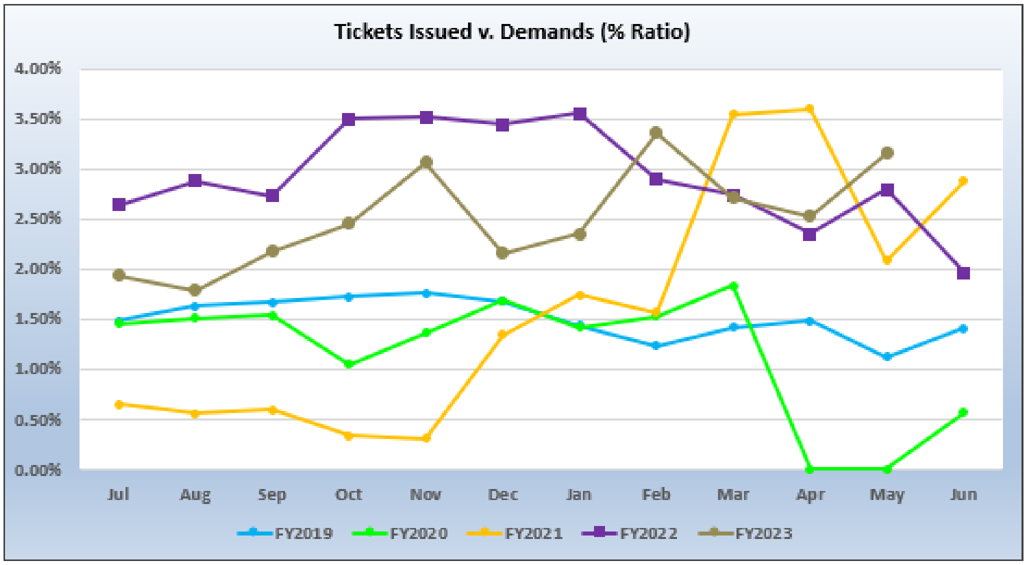
Parking Violations Collection Program

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	$115,897	YTD thru May



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	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		25,462	2,315

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		1,026,037	93,276

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%		2.52%

Tickets Issued v. Demands Analysis (continued)

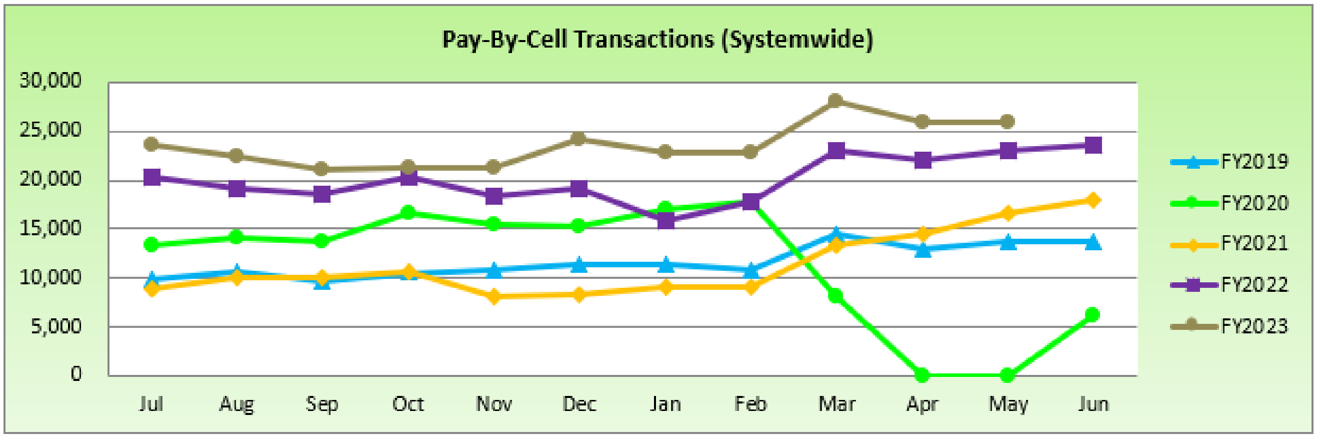
Analysis of the ratio of tickets issued compared to transient demands by street:

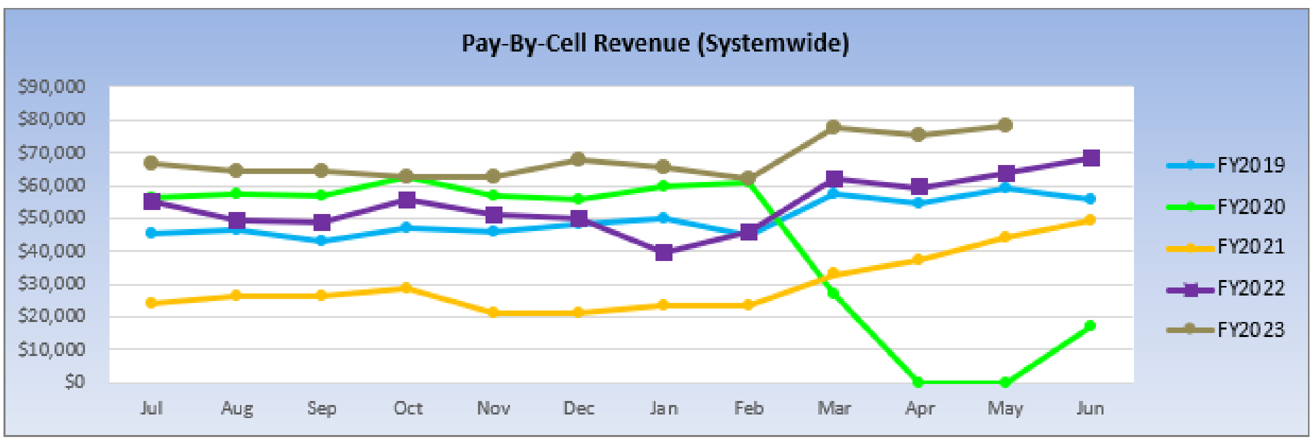
			5 Years Summary (Expired meter violations only)			
Zone Number	Row Labels	Current 2022/23	2021/22	2020/21	2019/20	2018/19
2011	Ann St.	1.4%	1.6%	2.5%	2.2%	1.0%
2033	Berkeley St.	5.8%	1.5%	1.8%	4.4%	2.5%
2012	Haviland St.	3.0%	2.9%	5.6%	4.5%	3.8%
2021	Madison St.	1.4%	1.7%	5.2%	4.1%	3.8%
2030	Maple St.	1.2%	1.0%	2.1%	0.4%	0.3%
2010	Marshall St.	1.4%	1.7%	2.4%	2.1%	0.8%
2026	Merwin St	3.6%	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.	1.7%	1.8%	3.2%	3.6%	3.5%
2018	N. Water St.	1.4%	1.4%	2.8%	2.4%	1.9%
2027	Orchard St	4.7%	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.	0.9%	1.1%	2.1%	1.9%	1.6%
2016	W. Washington St.	0.6%	1.3%	0.9%	1.2%	0.6%
2014	Washington St.	5.1%	5.7%	8.7%	4.6%	3.5%
2031	West Ave	1.6%	1.5%	3.7%	0.9%	0.5%
2040	Wall St. Area	3.6%	3.9%	10.5%	4.7%	0.0%
2002	Webster Lot	2.5%	2.8%	3.7%	1.3%	1.3%
2004	Haviland Deck	2.3%	2.8%	4.8%	2.4%	1.8%
2022	North Water Lot	2.9%	3.5%	4.9%	3.6%	2.6%
2023	SNRR Lot	5.3%	6.1%	8.9%	3.9%	4.2%
2005	YDG	2.4%	3.2%	5.2%	0.9%	1.7%
2028	Wall Street Lot	1.8%	2.5%	6.4%	2.4%	4.7%
2029	Main Street Lot	2.5%	2.7%	4.5%	1.6%	2.4%
2015	Liberty Sqaure Lot	0.6%	0.7%	1.9%	1.0%	0.1%
Grand Total		**2.6%**	**2.8%**	**4.8%**	**2.6%**	**2.2%**

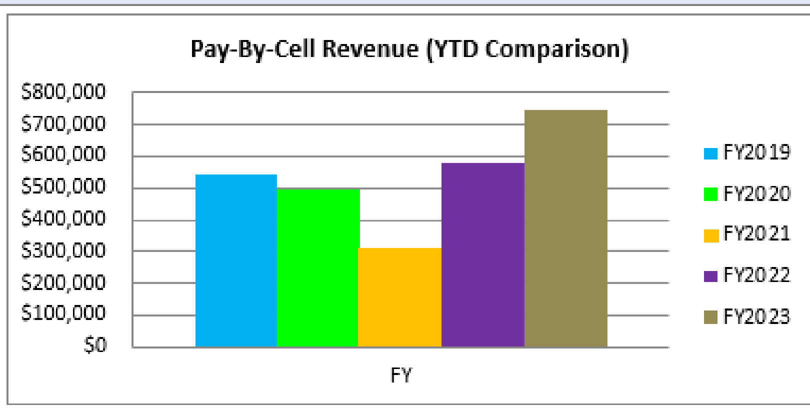
** Current year data is from September 2022 - May 2023

Pay-By-Cell

- YTD through May, pay by cell activity was **up 19.3%** and revenue was **up 28.4%** compared to the same period last year.
- Compared to last month, May transactions were **down 0.6%** and revenue was **up 4.3%**.
- Compared to pre-COVID May 2019, transactions were **up 87.1%** and revenue was **up 31.8%**.
- The average transaction is **up 4.9%** from **$2.89** in April to **$3.03** per transaction in May.
- By comparison, the average transaction systemwide (all payment methods) is **$2.41** per transaction.
- PBC transactions represent **25.3%** of system demands and **12.5%** of systemwide revenue.







NORWALK.
Transit District

Commissioners: David L. Jaeger, Jr., Alice McQuaid, Esq.
Chief Executive Officer: Matt Pentz, CPA
275 Wilson Avenue, Norwalk, CT 06854
Tel: 203-852-0000 • Fax: 203-299-5166
www.norwalktransit.com

Dear Mr. Travers,

The Norwalk Transit District appreciates your willingness to advocate for our interests in securing the customer service space near our transportation hub. In our on-going efforts to strengthen and improve all aspects of our operation to better serve the community, we would like to lease this vacant customer service space, however due to the quick nature in learning about this opportunity, we have some constraints on our budget in the upcoming year.

However, if you would be willing to seek approval to lease the space for $1,000 a month inclusive of utilities, I will make the budget adjustments necessary to meet this valuable expenditure. My goal is to enhance our presence in the community, be demonstrably more responsive to customer inquiries and issues, and provide a space for a field supervisor to better manage the very busy transit operations on Belden Ave. With your support and approval of this lease request, NTD will be positioned to deliver on these essential improvements.

Thank you for your consideration,

Matt Pentz
Chief Executive Officer
Norwalk Transit District

SNRR Lot - Empty Space Count																
	8am	10am	12pm	2pm	4pm	6pm	8pm	10pm	8am	10am	12pm	2pm	4pm	6pm	8pm	10pm
Sunday, May 07, 2023	202	196	193	187	183	193	206	219	86%	84%	82%	80%	78%	82%	88%	94%
Sunday, May 14, 2023	215	206	195	183	189	193	220	222	92%	88%	83%	78%	81%	82%	94%	95%
Sunday, May 21, 2023	206	198	194	189	186	197	212	212	88%	85%	83%	81%	79%	84%	91%	91%
Sunday, May 28, 2023	210	213	186	183	187	192	198	211	90%	91%	79%	78%	80%	82%	85%	90%
Sunday, June 04, 2023	208	192	184	185	181	200	201	218	89%	82%	79%	79%	77%	85%	86%	93%
Sunday, June 11, 2023	212	198	189	182	186	198	212	220	91%	85%	81%	78%	79%	85%	91%	94%

***Empty space less than 20% is highlighted in red.