



Wednesday, May 25, 2022

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, April 27, 2022
- 3) Financial and Operating Report
- 4) Introduction of New Board Members – Jim Travers
- 5) Engineering and Project Report
 - a) Webster Lot Update – James Emery
 - b) South Norwalk Railroad Garage – Vanessa Valadares

Discuss and vote: AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY AND/OR THE MAYOR, HARRY W. RILLING TO EXECUTE AN AMENDMENT NO. 1 TO THE JULY 22, 2021 AGREEMENT WITH G.L. CAPASSO, INC. FOR PROJECT 4120/ TMP 2021-2 EXTERIOR REPAIRS AND IMPROVEMENTS AT THE SOUTH NORWALK RAILROAD STATION PARKING GARAGE FOR METRO-NORTH RAILROAD EXPENSES FOR A SUM NOT TO EXCEED \$150,000.00.

ACCOUNT NO.

0919-4095-5777-C0303

0920-4095-5777-C0303

0921-4095-5777-C0303

- c) Calf Pasture Parking – James Emery
- 6) New Business
- 7) Old Business
 - a) Discuss and Vote - SNRR Lease Updates
 - b) Enforcement SOP update
- 8) Motion to Adjourn

Next Parking Authority meeting: Wednesday, June 22, 2022



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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
APRIL 27, 2022**

ATTENDANCE: Eric Rains, Chairman
Jud Aley
Tom Vetter

STAFF

James Emery, Assistant Parking Director, TMP

OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking

CALL TO ORDER

Mr. Rains called the meeting to order at 6:10PM.

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES PER SPEAKER

Farhan Memon-15 Pequot Drive

Mr. Memon said he would like to thank the mayor as well as Mr. Travers and Mr. Emery for being responsive to the concerns of The Connecticut Chapter of the Council on American Islamic Relations regarding parking on Mott Avenue where the parking fees were impeding the abilities for people to attend Friday prayers at the church, as well as the celebration that will take place at the end of Ramadan. He said in December of 2019 there were changes made in response to the parking plan in the Wall Street area which imposed new parking fees on Mott Avenue and as a result has affected the ability for people to worship at the Cornerstone Community Church and the Al Madany Islamic Center. He said prior to 2019 there were no fees to park on Mott Avenue and the new charges place a burden on the free exercise of religion both for Muslims and Christians and believes there are both ethical as well as legal issues regarding the charges for parking. He again thanked the mayor and staff for placing a pause and a temporary moratorium on collecting fees during the times of worship and look forward to working together to find a long-term solution to this problem.

Tanner Thompson

Mr. Thompson said he is the Chair of the Bike/Walk Commission and had recently been approached by the Redevelopment Agency regarding various improvements around the South Norwalk Railroad Station related to walking, driving, and biking. He said one of their proposals was to add additional parking capacity to the south side of the station in which he opposes on the grounds that this can potentially increase car traffic in the area. He said the best response to the long wait list at the station would be to increase the cost of parking especially for the monthly permits and that the current cost is low, and the wait list indicates that the demand for parking at that price for outweighs the supply.

2.

2. DISCUSSION AND ACTION RELATED TO THE MINUTES FROM THE PARKING AUTHORITY MEETING ON WEDNESDAY, MARCH 23, 2022.

- ** MR. VETTER 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 they again had another good month and the year to date the operations are still going strong and are in a definite recovery phase and are approaching pre-covid levels. He said that parking revenue for the month is a little under budget and is mainly due to the transient activity reductions at the railroad station facilities. He said the expenses have been consistently under budget as they are coming out of covid, and the main drivers have been to building repairs and maintenance and snow removal expenses.

Mr. Manousos said that the total revenue for the month is up 6.2% compared to last month and is up 37.1% compared to March of last year and the year-to-date revenue is 65.2% over last year which is a good sign. He reported on the variance report and said that the report identifies and explains the variances that are both positive or negative and are at least 20% and \$5,000 compared to budget. He said it will be a standing report going forward but is still a work in progress and he continues to work on the report with Mr. Legesse and Mr. Emery on what will be most impactful for the board. He said that all categories are still approaching pre-covid levels for total parking revenue and the expenses have been favorable because expenses have been deferred where they could as well as the savings in snow removal costs due to a mild winter.

Mr. Manousos said they are seeing an increase in requests for monthly parking at the train station facilities as well an uptick in nighttime activity especially at Haviland Deck. He also said that staff is continuing to work on the changes to the report as requested last month.

Mr. Manousos reported on the Pay by Cell activity and said that it has spiked at every location except for the Main Street Lot.

Mr. Aley requested a high-level overview on the ratio of ticketing in the South Norwalk and Wall Street areas at the next meeting.

4. ENGINEERING AND PROJECT REPORT

a. Webster Lot Update

Mr. Emery reported and said the lot has been milled and are expecting the asphalt to be laid by the middle of next week at the latest. He said once that is completed the only thing left for the project is for the landscaping which will be done shortly after the asphalt has been laid.

b. South Norwalk Railroad Station

Mr. Emery reported and said the project is progressing well and approximately 90% of the northwest façade has been power washed, and 80% of that has been recalked. He also said that 50% of the southern helix has been power washed and caulked, and they are currently working on the joint sealant installation for the two towers, as well as installing the windows on the southbound platform and 17 of the 25 windows have been replaced and the work is expected to be completed by the end of this week. He said the scaffolding will need to be raised for the bird control netting system once the windows have all been installed and have requested that Eversource also be onsite to ensure safety.

c. Calf Pasture Beach Parking

Mr. Emery said the charges for parking at Calf Pasture Beach will begin on May 15th and have reduced the signage and are installing the new signage so that it clearer and more concise and expect compliance to be up and violations down. He said the signage installation should be completed by the end of the week and encouraged he members of the Parking Authority look at the new signage.

5. NEW BUSINESS

a. Wall Street Meetings

i. 5/31/22 Parking Concerns

Mr. Emery said the meetings are held once a month in which he will be attending for at least the next two months and the next meeting will be regarding parking and he has begun to go to the businesses to get an understanding of how they are feeling as well as to get their feedback.

ii. 6/28/22- Yankee Doodle Garage Façade Enhancements

Mr. Emery said the following month they will be discussing the façade enhancements for the Yankee Doodle Garage, and he has already shown them some designs at the last meeting that were very well received.

6. OLD BUSINESS

a. Leasing Agent Contract

Mr. Emery said that the contract has been sent to the legal department as requested and they had some requests on the verbiage and the changes have been made and have all agreed that the contract is favorable and he recommends moving forward to take a vote. Mr. Rains asked if there is line in the budget related to income from rental properties. Mr. Emery said “yes”.

**** MR. VETTER MOVED TO APPROVE THE LEASING AGENT CONTRACT**

**** MR. ALEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

b. Enforcement Review Progress

Mr. Emery said that he has been meeting with Mr. Legesse and the enforcement officers and he will be conducting some ride along with the enforcement officers and will be pulling the enforcement records for the past five years and within the next couple of weeks he should have a full enforcement report that will allow them to have a good understanding of the enforcement program as a whole. Mr. Emery asked the Parking Authority members if there is anything they would like to see in the report. Mr. Aley said as he had mentioned earlier, he would like to see the ticketing ratio. Mr. Rains asked, if possible, to separate the transaction versus non-transactions to put the numbers in the right perspective.

c. Areas to PBC only and Signage

Mr. Emery said that Parking Authority had voted and agreed to change some locations from metered parking to Pay by Cell only because of demand but was put on hold due to the cost of signage and suggested simplifying some things such as minimizing the ways to pay. He said currently there are two options for text to pay and one is through LAZ Parking, and one is through Park Mobile and recommended to eliminate the LAZ Parking text to pay which would provide minimal ways to pay which would minimize the verbiage that will be needed on the signage, and if the signage is minimized to a regular size sign all of the signage can be provided by Park Mobile. He said this will allow significant savings on signage and also make things clearer and more concise because each business that he visited and speaking with the enforcement officers the signage is confusing. Mr. Rains said he would be in favor of reducing the ways to pay signage. Mr. Aley said by eliminating LAZ Parking there will still be three ways to pay for parking. Mr. Emery said "yes" but it will allow us to reduce the verbiage. Mr. Aley asked what percentage of transient parking is paid via text to pay. Mr. Legesse said that Laz Parking is approximately 3% and is 5% of the total revenue and ParkMobile is 28% of the total transactions and 38% of the total revenue.

**** MR. ALEY MOVED TO REMOVE LAZ PARKING AS A TEXT TO PAY OPTION AND CONSOLIDATE IT WITH PARKMOBILE WITH THE ASSUMPTION THAT THE PARKING AUTHORITY WILL EVALUATE THE TRIAL AREAS BEFORE CONTINUING WITH THE REST OF THE CITY.**

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

d. Brim and Crown Parking Agreement

Mr. Emery said staff has been having discussions with Brim and Crown regarding a parking program for the East Norwalk Railroad Station on the New Haven bound side and are very close to coming to an agreement. He said he is excited the East Norwalk Railroad Station lot will be open to taking payment again and is fully confident that by the next time there is a Parking

Authority meeting there will be a charge for parking at the lot and will provide more detail at the next meeting.

Mr. Aley said it has been five years since the rates have been raised and although now is not the time, he requested that staff begin to find ways to clean up the waiting list at the South Norwalk Railroad Station. Mr. Emery said that staff will explore options for the hybrid work situations as well as discount programs as well as work with LAZ on an SOP for the wait list.

7. ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:15PM.

Respectfully submitted,

Dilene Byrd



**April
2022**

Operations Report

FINANCIAL SUMMARY

	MONTH (April)					YTD (July-April)					FISCAL YEAR	
	Actual	Budget	Var \$	Var %	Actual PY	Actual	Budget	Var \$	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	497,270	481,136	16,134	3.4%	385,273	5,077,694	4,834,976	242,717	5.0%	3,157,427	6,093,233	5,861,374
Other Revenue	4,183	9,753	(5,570)	-57.1%	4,037	56,719	97,526	(40,807)	-41.8%	36,180	68,063	117,032
Total System Revenue	501,452	490,889	10,564	2.2%	389,310	5,134,413	4,932,503	201,910	4.1%	3,193,608	6,161,296	5,978,406
EXPENSES:												
Operations	327,284	323,038	4,246	1.3%	240,481	3,134,967	3,287,835	(152,868)	-4.6%	2,746,617	3,761,961	3,911,143
City Support/Admin Svcs	40,280	63,010	(22,730)	-36.1%	89,509	575,595	630,098	(54,503)	-8.6%	644,117	690,713	756,117
Debt Service	96,635	96,635	0	0.0%	142,046	966,349	966,349	-	0.0%	845,280	1,159,618	1,159,618
Capital Reserve & Replacement	11,250	11,250	0	0.0%	0	90,000	112,500	(22,500)	-20.0%	0	108,000	135,000
Total Expenses	475,448	493,933	(18,484)	-3.7%	472,036	4,766,910	4,996,782	(229,871)	-4.6%	4,236,014	5,720,293	5,961,879
Fund Balance	26,004	(3,044)	29,048	-954.2%	(82,726)	367,503	(64,279)	431,782	-671.7%	(1,042,406)	441,003	16,527

Budget Summary

- Parking revenue is **3.4% over** budget for the month and **5.0% over** budget YTD.
- Total expenses are **3.7% under** budget for the month and **4.6% under** budget YTD.
- Transient revenue is **25.9% under** budget for the month and **13.6% under** budget YTD. Compared to the same period last year, YTD transient revenue is **100.2% over** last year.

Month and YTD Comparisons

- Total Revenue for the month is **up 0.1%** compared to last month (March) and is **up 28.8%** compared to April of last year. Compared to the same period last year, YTD revenue is **60.8% over** last year.
- Transient activity for the month is **up 1.1%** compared to last month (March) and is **up 26.2%** compared to April of last year. Transient activity YTD is **up 53.7%** compared to last year.
- Permit activity (number of permits sold) is **up 0.8%** compared to last month (March) and **up 11.8%** compared to April of last year. Permit activity YTD is **up 2.9%** compared to last year.
- Permit Revenue is **up 1.0%** compared to last month (March) and **up 27.8%** compared to April of last year. Permit revenue YTD is **up 14.2%** compared to last year.

Variance Report (Actual v. Budget)

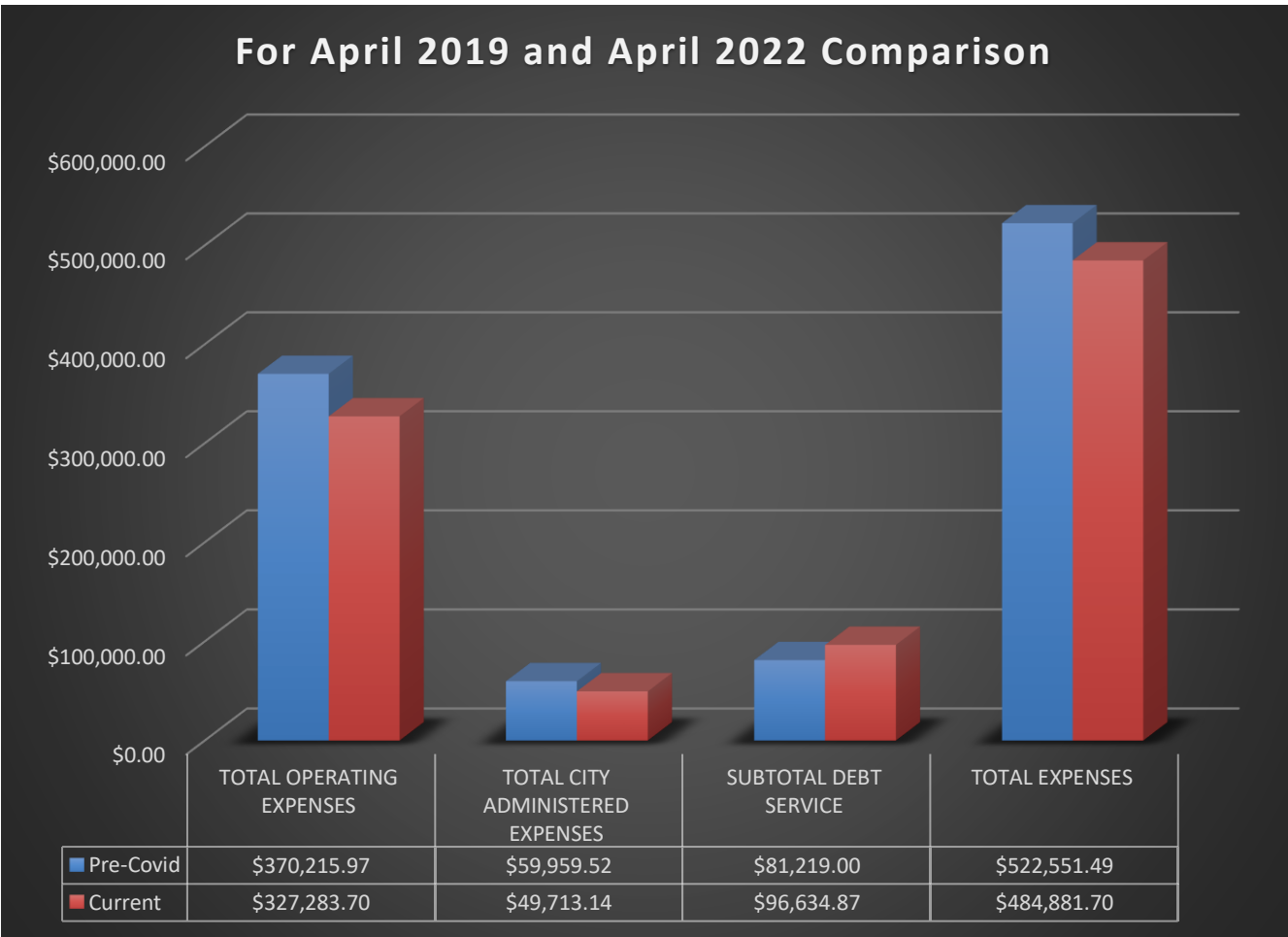
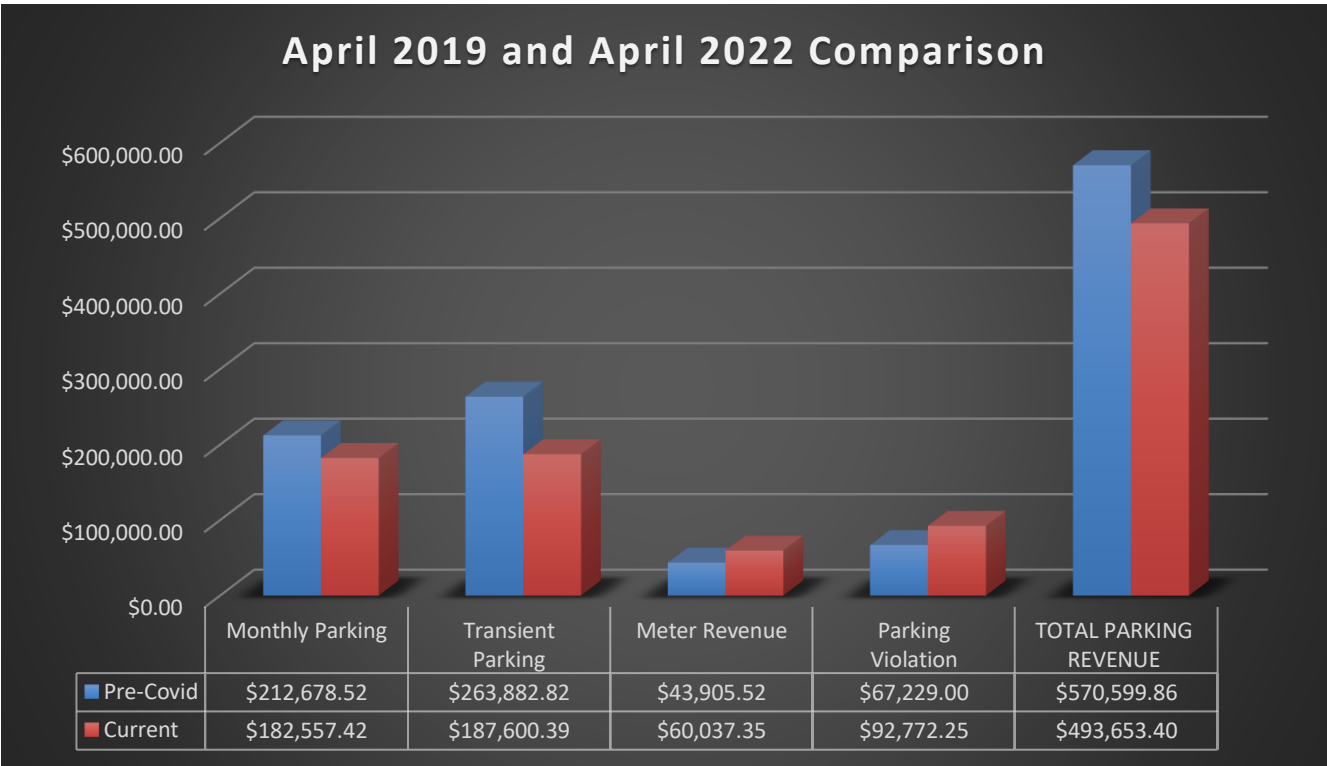
The Variance Report identifies and explains variances that are at least 20% and \$5,000 compared to budget.

VARIANCE REPORT - Major Variances (+/- 20% and \$5,000)
Norwalk Parking Authority
For the Month Ending April 30, 2022

	ACTUAL	BUDGET	VAR.(\$)	VAR.(%)	COMMENTS
PARKING REVENUE					
Transient Parking	187,600	253,145	(65,545)	(25.89%)	Reduced activity coming mainly from railroad facilities
Meter Revenue	60,037	40,923	19,115	46.71%	Increased activity mainly weekends and nights
Parking Violation	92,772	19,187	73,585	383.51%	Consistent enforcement, reduced compliance, customer courtesy program back to normal
OPERATING EXPENSES					
Service Contract	26,292	10,417	15,875	152.40%	
Snow Removal	2,700	20,250	(17,550)	(86.67%)	Milder winter
Bank and CC Fees	24,482	14,342	10,140	70.70%	Function of revenue & type of CC used
Utilities	13,822	7,536	6,287	83.42%	Timing of payments
Parking Program	16,192	8,333	7,858	94.30%	March & April invoices paid in April

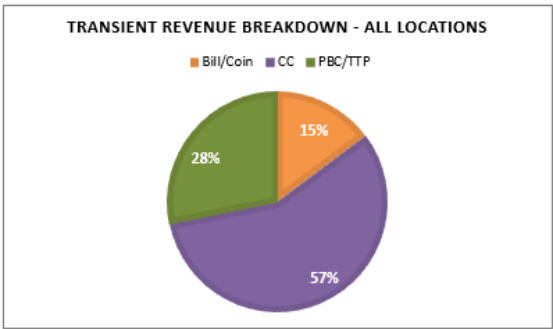
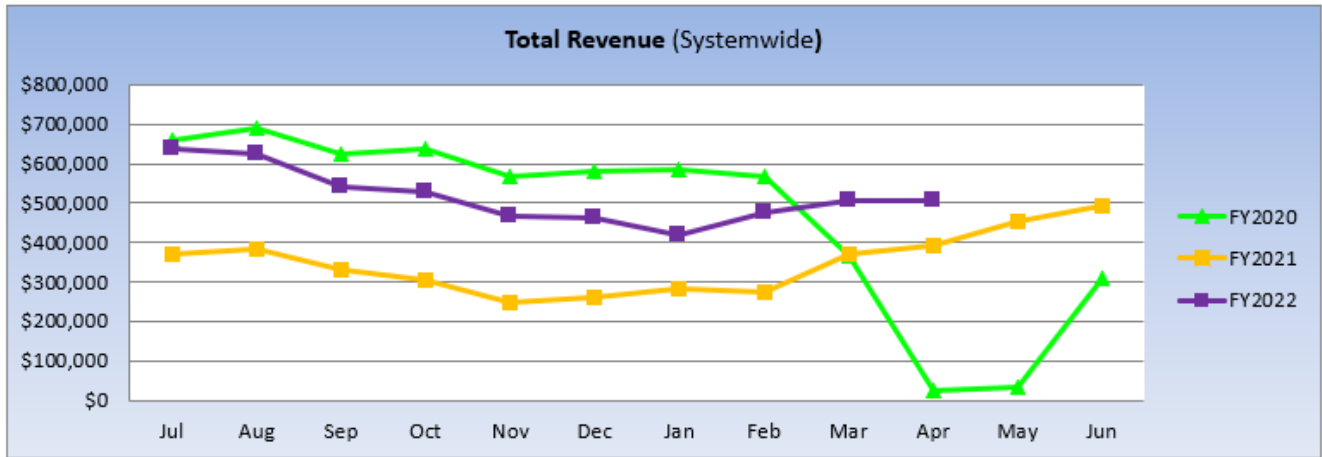
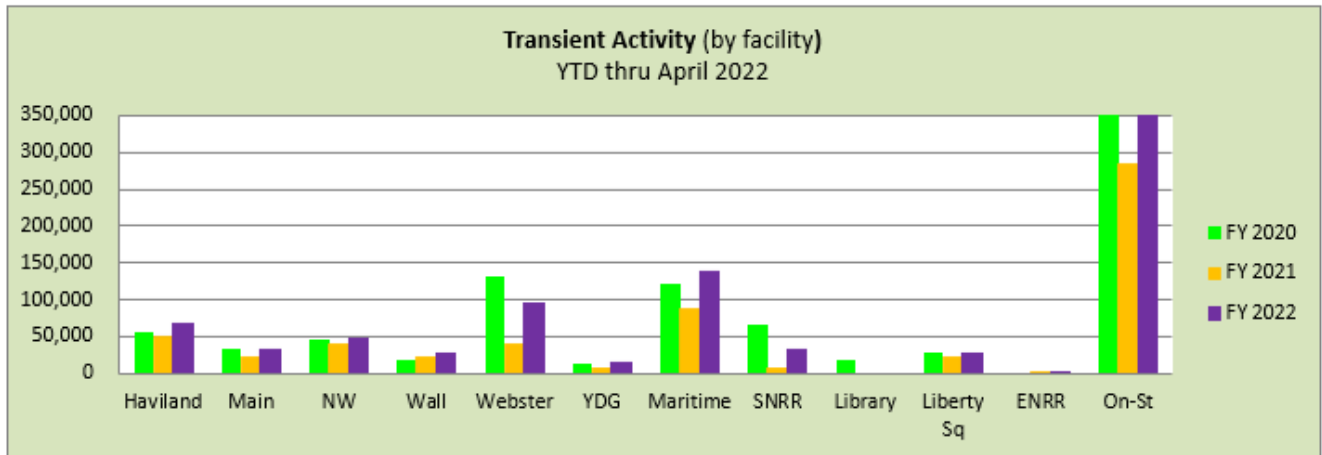
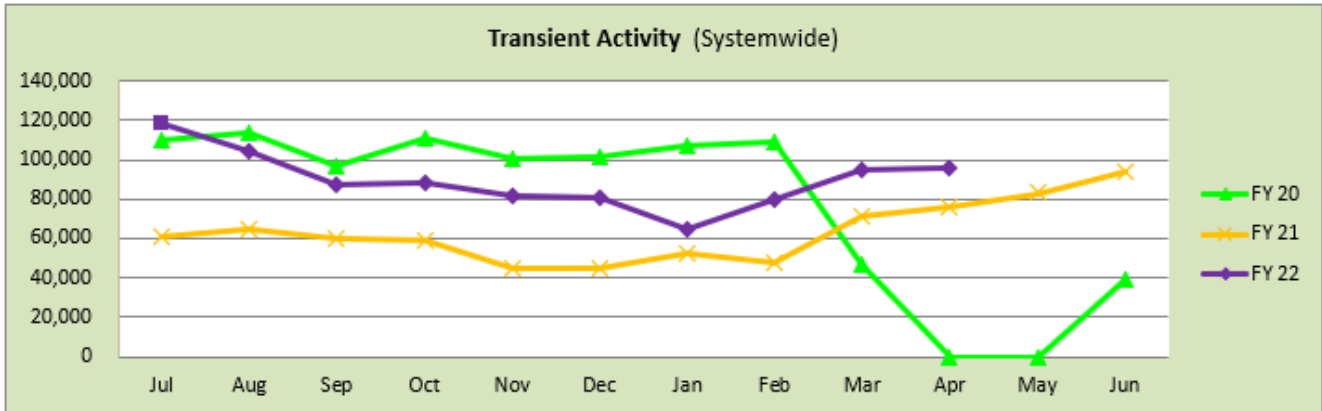
COVID Impact Analysis (Pre-Covid v. Current)

The following graphs illustrate the comparison between pre-COVID and current revenue and a expense activity.



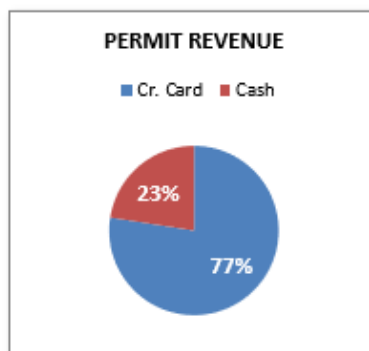
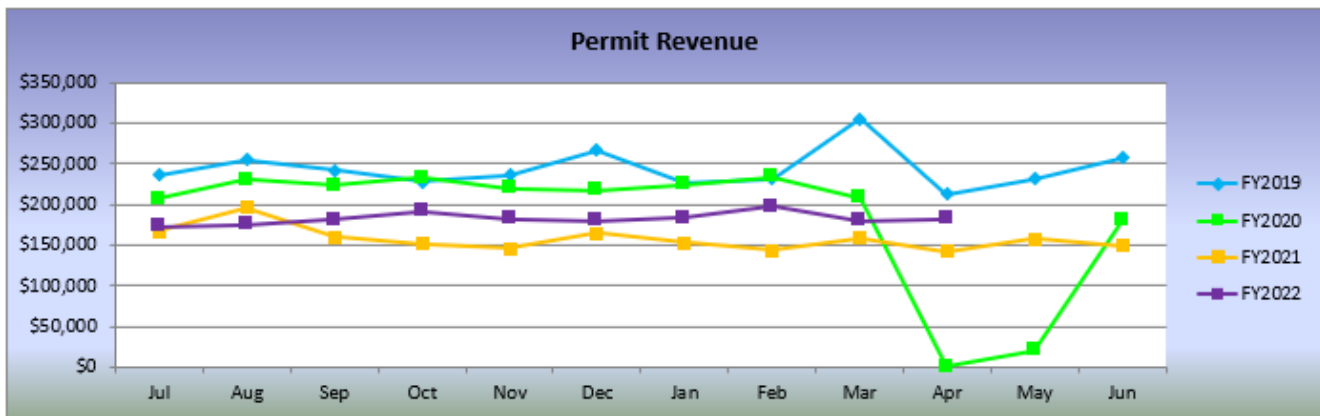
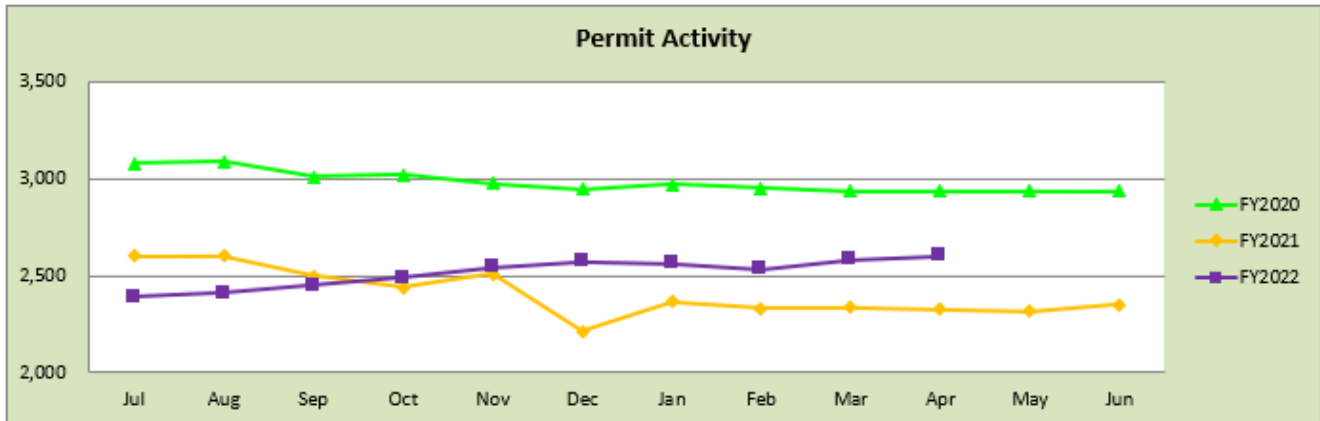
Systemwide Activity

- Overall, systemwide transient activity YTD at near pre-COVID levels despite the temporary drop-off due to the Omicron variant.



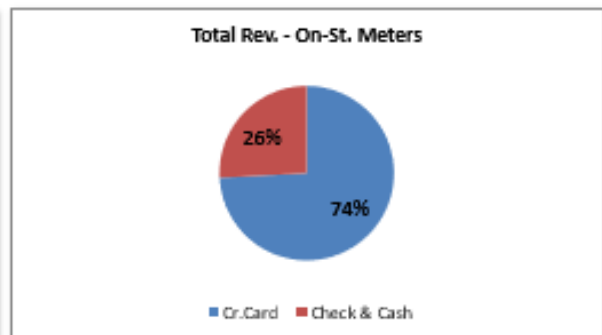
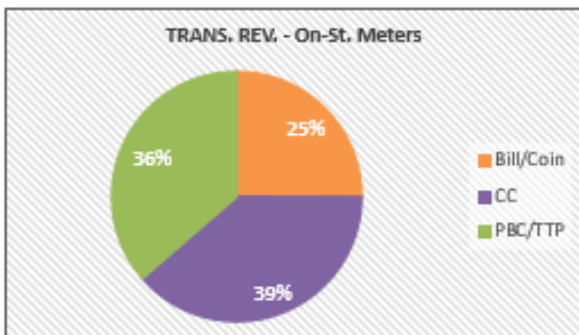
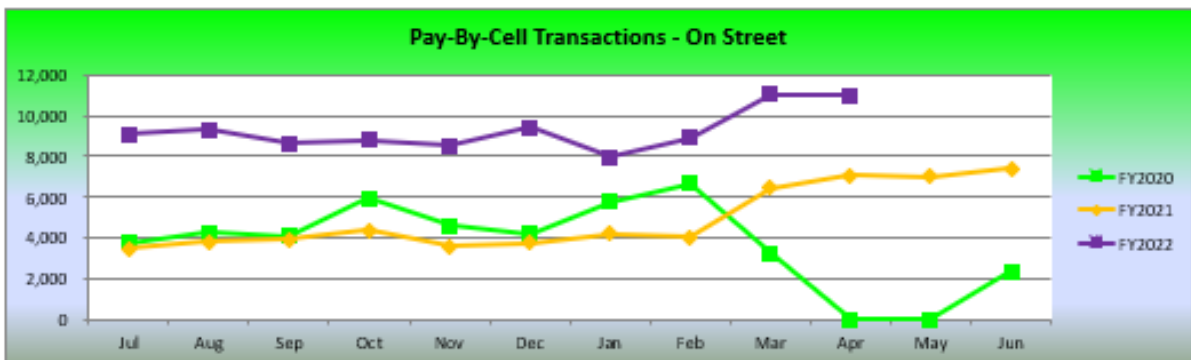
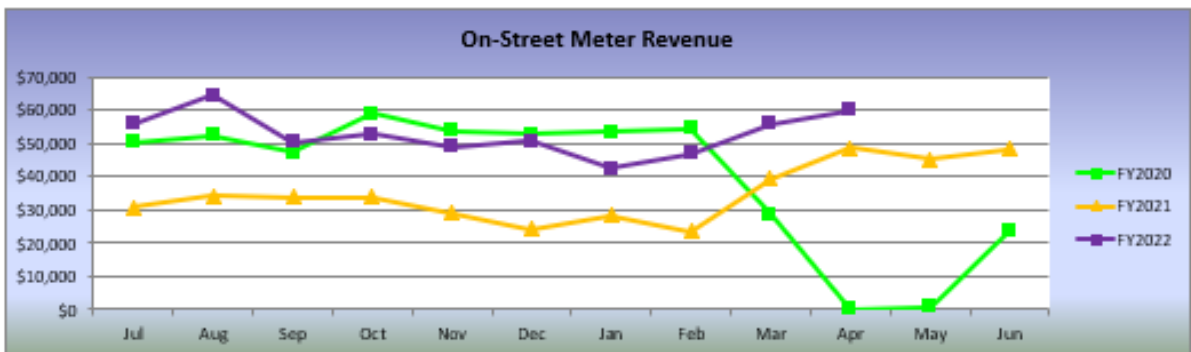
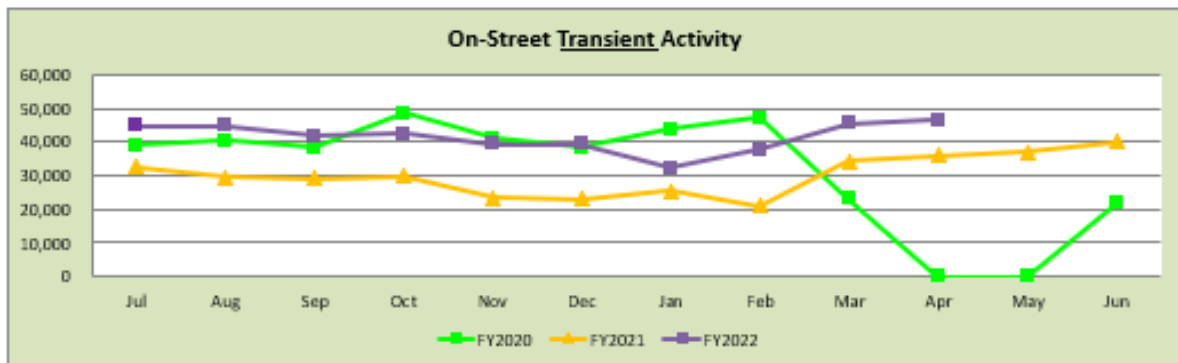
Permit Sales

- Compared to last month, April permits are **up 0.8%** and permit revenues are **up 1.0%**.
- Compared to last year, April permits are **up 11.8%** and permit revenues are **up 27.8%**.
- YTD compared to last year, permit activity is **up 3.8%** and revenue is **up 15.4%**.
- YTD permit revenue is **7.3% under** budget.
- **2,602** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.



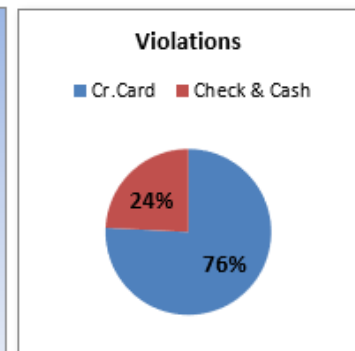
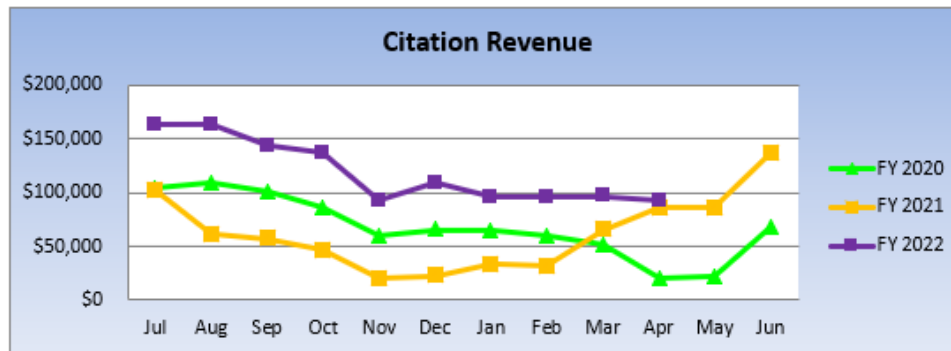
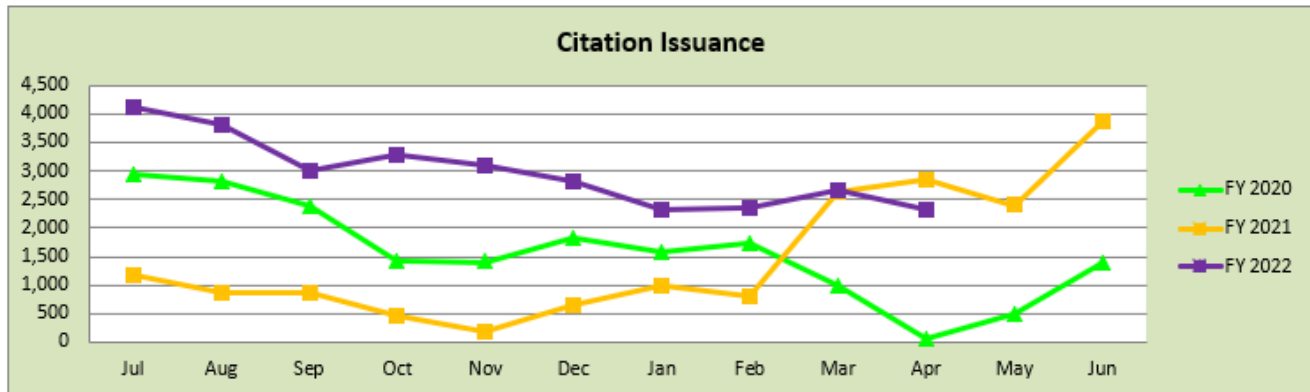
On-Street Parking

- YTD through April 2022, transient activity was **up 45.9%** and revenue was **up 62.3%** compared to last year.
- For the month of April, transient activity was **up 2.2%** compared to last month and **up 29.3%** compared to last April.
- Revenue was **up 7.7%** compared to last month and **up 23.9%** compared to last April.
- In SONO, the average PBC transaction was **\$2.30** or an Average Stay of **1.5** hours.
- In the Wall District, the average PBC transaction was **\$0.80** or an Average Stay of **1.6** hours.
- Average Transient Transaction = **\$1.29** or an Average Stay of **0.9** hours.



Parking Enforcement

- YTD through April 2021, ticket issuance was **up 159.7%** and citation revenue was **up 124.8%** compared to the same period last year.
- Compared to last month, ticket issuance was **down 12.7%** and citation revenue was **down 4.3%**.
- Citation revenue accounts for **22.3%** 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	\$106,938

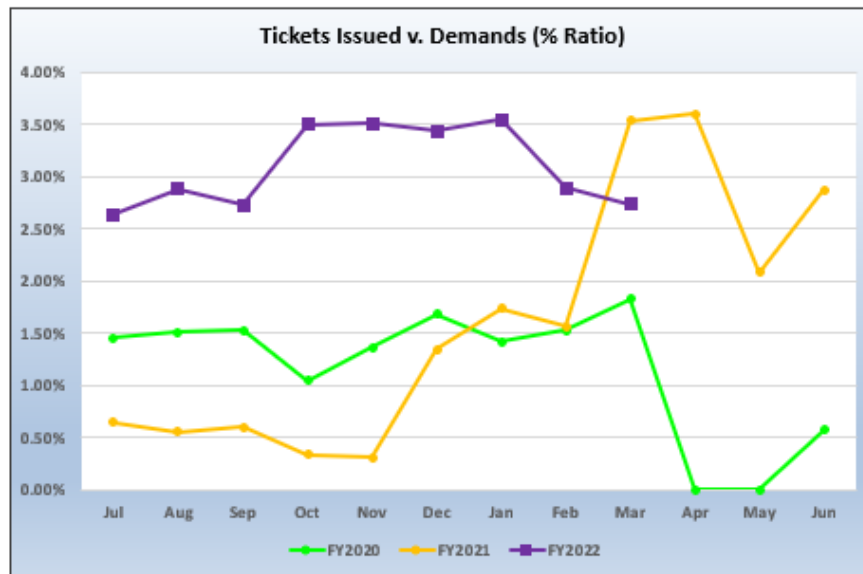
YTD thru April

Booting Activity

Month	Number of vehicles booted	Amount Paid
Jul-21	6	\$ 1,850.00
Aug-21	4	\$ 1,650.00
Sep-21	8	\$ 3,250.00
Oct-21	14	\$ 7,500.00
Nov-21	20	\$ 6,860.00
Dec-21	13	\$ 5,570.00
Jan-22	12	\$ 1,500.00
Feb-22	12	\$ 1,500.00
Total	89	\$ 29,680.00

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			26,696	2,670

Transient Demands (NOT including Beaches)

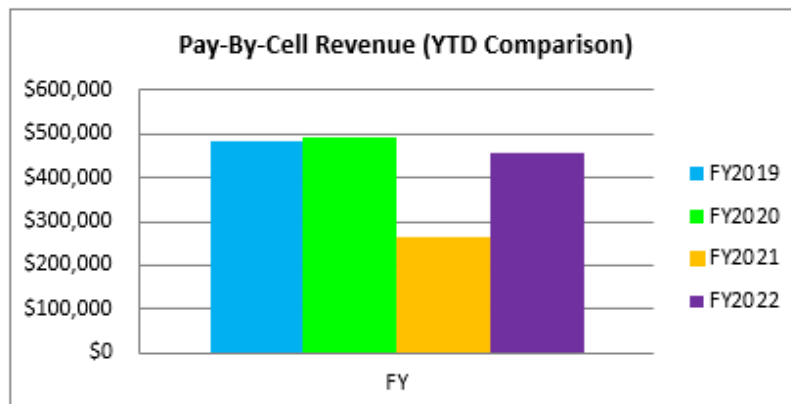
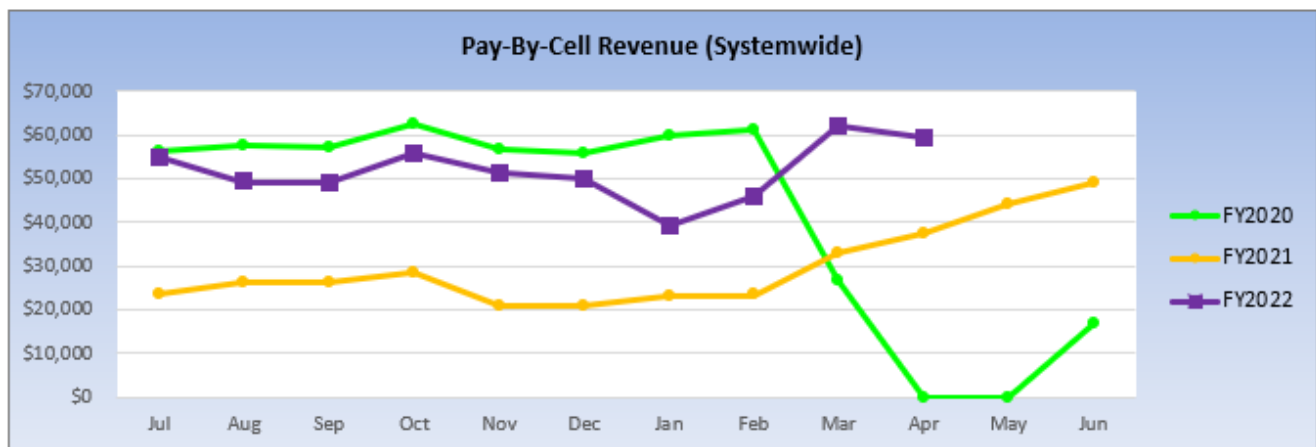
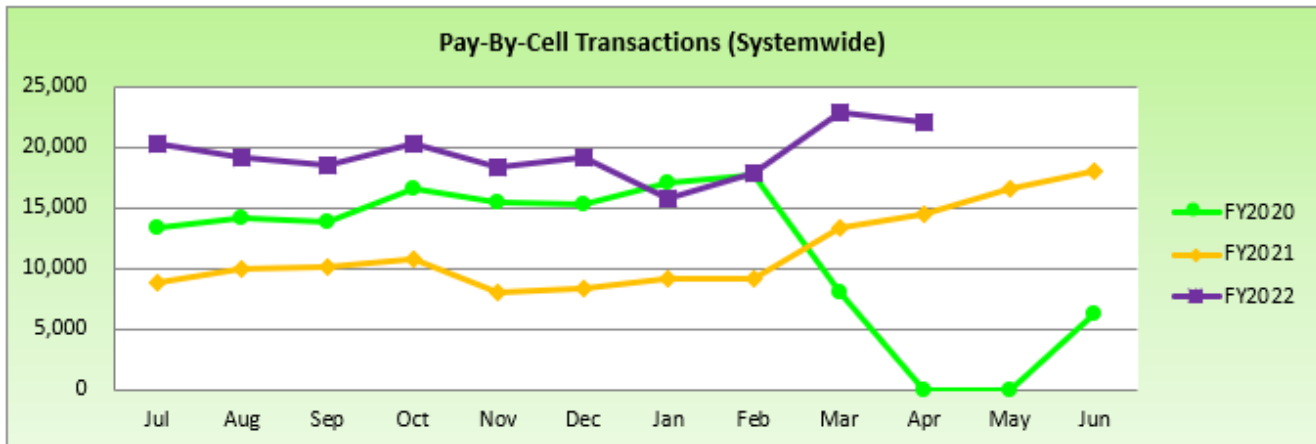
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2019	106,168	112,894	87,811	91,061	86,286	95,118	90,170	86,885	104,945	99,209	101,014	106,576	1,168,137	97,345
FY2020	110,327	113,742	96,762	110,459	100,233	101,475	106,779	108,995	46,453	0	0	39,154	934,379	77,865
FY2021	60,962	65,055	60,234	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			895,872	89,587

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%	1.51%
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%	1.22%
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%	1.48%
FY2022	2.63%	2.88%	2.73%	3.50%	3.51%	3.44%	3.55%	2.89%	2.74%	2.35%			3.02%

Pay-By-Cell

- YTD through April, pay by cell activity was **up 90.1%** and revenue was **up 96.1%** compared to the same period last year.
- Compared to last month, April transactions were **down 3.7%** and revenue was **down 4.5%**.
- The average transaction is **down 0.8% from \$2.71** in March to **\$2.69** per transaction in April.



LOBSTERCRAFT CURRENT LEASE		
	Sep 21 - Aug 22	Sep 22 - Aug 23
Rate Increase	N/A	3%
Square footage	350	350
Price Per Square Foot	30.85	30.85
Monthly Total	\$927.00	\$954.81
Yearly Total	\$11,124.00	\$11,457.72

LOBSTERCRAFT PROPOSED LEASE		
	Sep 21 - Aug 22	Sep 22 - Aug 23
Rate Increase	N/A	3%
Square Footage - First Floor	540	540
Price Per Square Foot - First Floor	30.85	30.85
Monthly Total - First Floor	\$1,388.25	\$1,429.90
Yearly Total - First Floor	\$16,659.00	\$17,158.77
Square Footage - Basement	519	519
Price Per Square Foot - Basement	7.71	7.71
Monthly Total - Basement	\$333.57	\$343.57
Yearly Total - Basement	\$4,002.79	\$4,122.87
Combined Square Footage Total	1059	1059
Combined Monthly Total	\$1,721.82	\$1,773.47
Combined Yearly Total	\$20,661.79	\$21,281.64

LOBSTERCRAFT CURRENT EXTENSION OPTION					
	Sep 23 - Aug 24	Sep 24 - Aug 25	Sep 25 - Aug 26	Sep 26 - Aug 27	Sep 27 - Aug 28
Rate Increase	3%	3%	3%	3%	3%
Square footage	350	350	350	350	350
Price Per Square Foot	30.85	30.85	30.85	30.85	30.85
Monthly Total	\$981.45	\$1,010.89	\$1,041.21	\$1,072.44	\$1,104.61
Yearly Total	\$11,777.40	\$12,130.68	\$12,494.52	\$12,869.28	\$13,255.32

LOBSTERCRAFT PROPOSED EXTENSION OPTION					
	Sep 23 - Aug 24	Sep 24 - Aug 25	Sep 25 - Aug 26	Sep 26 - Aug 27	Sep 27 - Aug 28
Rate Increase	3%	3%	3%	3%	3%
Square Footage - First Floor	540	540	540	540	540
Price Per Square Foot - First Floor	30.85	30.85	30.85	30.85	30.85
Monthly Total - First Floor	\$1,472.79	\$1,516.98	\$1,562.49	\$1,609.36	\$1,657.64
Yearly Total - First Floor	\$17,673.53	\$18,203.74	\$18,749.85	\$19,312.35	\$19,891.72
Square Footage - Basement	519	519	519	519	519
Price Per Square Foot - Basement	7.71	7.71	7.71	7.71	7.71
Monthly Total - Basement	\$353.88	\$364.50	\$375.43	\$386.69	\$398.30
Yearly Total - Basement	\$4,246.56	\$4,373.96	\$4,505.18	\$4,640.33	\$4,779.54
Combined Square Footage Total	1059	1059	1059	1059	1059
Combined Monthly Total	\$1,826.67	\$1,881.47	\$1,937.92	\$1,996.06	\$2,055.94
Combined Yearly Total	\$21,920.09	\$22,577.70	\$23,255.03	\$23,952.68	\$24,671.26