Wednesday, March 23, 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, February 23, 2022
3) Financial and Operating Report
4) Engineering and Project Report
   a) No new updates. Construction postponed for the winter season
5) New Business
   a) Discuss and vote – Budget FY2023
   b) Discuss – 15 minute parking spaces
6) Old Business
   a) Areas to move to Pay by Cell only
7) Motion to Adjourn

Next Parking Authority meeting: Wednesday, April 27, 2022

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

PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
FEBRUARY 23, 2022

ATTENDANCE: Eric Rains, Vice Chairman
Jud Aley
Tom Vetter

STAFF	James Travers, Director, TMP Garrett Bolella, Asst. Director, TMP James Emery, Assistant Parking Director, TMP
OTHERS:	Stathis Manousos, LAZ Parking Rocky Legesse, LAZ Parking Julio Castillo, THA, Consulting Reggie Piggée, THA Consulting Jim Zullo, THA Consulting

CALL TO ORDER

Mr. Rains called the meeting to order at 6:18PM.

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, JANUARY 26, 2022.

**** MR. VETTER MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
**** MR. ALEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

3. CHAIRMAN'S REPORT

There was no report given. Mr. Rains requested this item be removed from the agenda going forward.

4. FINANCIAL AND OPERATING REPORT

Mr. Manousos presented and said overall the performance is slightly under budget for the month but are very favorable year to date. He said up until the Omicron variant we were on a recovery line but since then have had a decline in trend and are down 12% compared to pre-Covid levels year to date, and permit levels are still lower compared to pre-Covid levels but are beginning to trend in the right direction as people are coming back to work. He said the transient demands are down 11% systemwide and the non-commuter locations are performing well but the commuter locations are still recovering, and the South Norwalk Railroad Station is still at 50% of pre-Covid levels. Mr. Travers asked what percentage of vehicles are parked at the South Norwalk Railroad Station currently. Mr. Legesse said at peak times the garage is approximately 15%-20% occupied and the overflow lot is 35%- 40% occupied.

Mr. Rains said he knows that efforts are now being spent on the budget and the audit but requested that between now and the next meeting to review the level of reporting that can be expected each month. Mr. Emery said the next plan is to but together on how the numbers will be presented monthly and get input from Mr. Rains and finalize it prior to the next meeting. Mr. Rains requested that the format be discussed at the next meeting so that Mr. Vetter and Mr. Aley can weigh in.

5. ENGINEERING AND PROJECT REPORT

a. No new updates. Construction postponed for the winder season.

Mr. Emery said due to some warm days the contractor was able to come into the Webster Lot and do some work on the green infrastructure project but is now on hold until the spring as is the project at the South Norwalk Railroad Station.

NEW BUSINESS

a. Discuss and vote- THA to present the possible Yankee Doodle Garage Facade Enhancements

Mr. Travers said that THA has been engaged to look at concepts to modernize the Yankee Doodle Garage and learned that the ribs on the garage are not structural but they are attached to each of the layers and if removed will have an ongoing maintenance issue that is not recommended that the Parking Authority take on. He said that THA will be presenting some options and once an option is chosen would like to bring it to the community at large to make sure they have an opportunity to weigh in.

Mr. Zullo presented the aesthetic enhancement report for the Yankee Doodle Garage and said there is great redevelopment going on in this area and the intent is to have this structure contribute to the downtown realm and to be an attractive place for people to park as the area continues to develop. He said the areas that they had focused on were the architectural elements of the façade, the stairwell towers as well as the entry/exit portals and want to make sure the pedestrian access to the facility was enhanced. He the concept of removing the ribs not only presented a maintenance issue but also a fall protection issue so if they were removed there would need to be a significant investment for railings and code to prevent falls. He said they had focused on the lower cost options and want to make sure the design will not add in any significant to the ongoing maintenance. He said the garage was found to be structurally sound and to build a garage of this size today would be over $12 million dollars of investment, so it is a valuable piece of infrastructure.

Mr. Rains asked Mr. Travers to explain why this is being considered. Mr. Travers said there is a LOCIP application in for East Wall Street and have preliminary approval on one application and continue to look at other funding, but the administration is very much committed to making good on the investments and promises to Wall Street so the garage would be left as an eye sore if we do not simultaneously make that investment. He said the estimated city's total investment to the work on Wall Street will be approximately $12 million dollars.

Mr. Pagee presented four design options and proposed site improvements and provided an overview of each of the options.

Mr. Emery urged the members of the Parking Authority to look at pictures of the Yankee Doodle Garage as it looks now specifically the vehicle entrances and exits and the wall at the back side of the garage and match it to the pictures of the design concepts.

Mr. Aley asked if the ribs are colored what effect the sun bleaching will have overtime. Mr. Zullo said in his experience staining the exterior precast elements has lasted for 20 years with periodic power washing.

Mr. Rains suggested to keep the idea of vegetation but look at the sidewalks to carve out areas for soil so that things can be planted in the ground that aren't susceptible to the results of the artificial condition that green walls present.

The members of the Parking Authority agreed on options 1 and 1A. Mr. Vetter said any of the options will be a vast improvement to the garage and requested the report be sent to him. Mr. Travers said he will send the link to all the Parking Authority members and the next step will be to share it with the community and at the next meeting discuss the feedback that was received and discuss advancing the project. Mr. Rains suggested that there is a very strong and clear delineation that the attachment of panels is a future addition at some point and is not being offered as a possibility now. Mr. Travers agreed and said that only options 1 and 1A will be presented. Mr. Rains also requested that the context of the overall effort and direction of Wall Street also be included when presenting to the community.

b. Budget Presentation

Mr. Emery presented and said that it is unfortunate that that the Omicron variant hit when it did because we were seeing some good numbers and were trending in the right direction especially with the commuter lots, but we are still projecting to come out with a positive fund balance at the end of the fiscal year, and can work on decreasing some of the expenses and fine tuning the projections for the revenues that will give us more of a fund balance at the end of next fiscal year. He said the next process is to dig into the budget and see where we can make some changes on the expense side and look at what is being forecasted for the rest of this year and look at the pre-covid levels and during covid levels and fine tune what will show up on the revenue side. He said transient and on-street parking is continuing to trend in the right direction and expect that trend to continue and are continuing to see slow uptick in permitting at the South Norwalk Railroad Station which is due to the pop-up website which lets people know there are permits available and the outreach that is being done with the daily parkers.

Mr. Emery said between the budget and the actuals from last year to this year the numbers stay fairly decent and based on preliminary forecasting are seeing some expense increase but also an increase on the revenue side. He said one of the things they are working hard to do is to be tight on the expense side to help pay down on some of the bonds and the principal and interest on the debt so they could get to where they would not have to bond anymore. Mr. Aley asked what the current debt amount is. Mr. Emery said $1.286 million dollars. Mr. Manousos said what is listed in the debt service is the annual repayment of bonding that the city has done and will have to give them a bond schedule as to when the debt expires so the whole approach of not bonding when they don't need to and using operating funds is a great goal. Mr. Emery said he will work on getting that schedule from the Finance Department and he will share it with the Parking Authority. Mr. Travers clarified that the $1.286 million dollars that Mr. Emery referred to are the payments that are made to debt service based on the schedule that is provided to them by the Finance Department, and the Parking Authority does not bond because the city bonds for them and then the Finance Department provides LAZ with the repayment schedule and the Parking Authority is responsible for the repayment of those. Mr. Rains suggested separate from establishing and approving a budget there is a discussion about bonding.

Mr. Vetter left the meeting at 7:25PM.

Mr. Rains asked if the budget will be ready to be voted on by the Parking Authority at the next meeting. Mr. Emery said "yes". Mr. Travers requested that the final budget be sent to the Parking Authority prior to the meeting so they have time to review it. Mr. Rains said that due to Covid 2020 was a void and requested that a column for 2019 be added to help with context. Mr. Emery agreed and said that they will be using 2019 as part of the forecasting for the budget because it more reliable.

ADJOURNMENT

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

Respectfully submitted,

Dilene Byrd

February 2022

Operations Report

FINANCIAL SUMMARY

For the Period Ending February, 2022

	Month (February)					Year-To-Date (July - February)					FISCAL YEAR	
	Actual	Budget	Var $	Var %	Actual PY	Actual	Budget	Var $	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	468,710	510,399	(41,689)	-8.2%	266,058	4,082,411	3,847,459	234,952	6.1%	2,409,873	6,123,616	5,861,374
Other Revenue	3,673	9,753	(6,080)	-62.3%	5,472	49,258	78,021	(28,763)	-36.9%	28,683	73,887	117,032
Total System Revenue	**472,383**	**520,152**	**(47,769)**	-9.2%	**271,531**	**4,131,669**	**3,925,480**	**206,189**	5.3%	**2,438,556**	**6,197,503**	**5,978,406**
EXPENSES:												
Operations	388,746	343,048	45,698	13.3%	415,065	2,522,036	2,616,399	(94,363)	-3.6%	2,215,962	3,783,054	3,911,143
City Support/Admin Svcs	59,225	63,010	(3,785)	-6.0%	53,658	473,698	504,078	(30,380)	-6.0%	479,952	710,547	756,117
Debt Service	96,635	96,635	0	0.0%	70,149	773,079	773,079	-	0.0%	561,188	1,159,618	1,159,618
Capital Reserve &Replacement	0	11,250	(11,250)	-100.0%	0	67,500	90,000	(22,500)	-25.0%	0	101,250	135,000
Total Expenses	**544,606**	**513,943**	**30,663**	6.0%	**538,871**	**3,836,313**	**3,983,556**	**(147,244)**	-3.7%	**3,257,102**	**5,754,469**	**5,961,879**
Fund Balance	**(72,223)**	**6,209**	**(78,432)**	-1263.2%	**(267,340)**	**295,356**	**(58,077)**	**353,433**	-608.6%	**(818,546)**	**443,034**	**16,527**

Budget Summary

- Parking revenue is **8.2% under** budget for the month and **6.1% over** budget YTD.
- Total expenses are **6.0% over** budget for the month and **3.7% under** budget YTD.
- Transient revenue is **34.4% under** budget for the month and **10.1% under** budget YTD. Compared to the same period last year, YTD transient revenue is **117.2% over** last year.

Month and YTD Comparisons

- Total Revenue for the month is **up 13.9%** compared to last month (January) and is **up 74.1%** compared to February of last year. Compared to the same period last year, YTD revenue is **69.4% over** last year.

- Transient activity for the month is **up 23.8%** compared to last month (January) and is **up 66.2%** compared to February of last year. Transient activity YTD is **up 61.8%** compared to last year.

- Permit activity (number of permits sold) is **down 1.0%** compared to last month (January) and **up 8.8%** compared to February of last year. Permit activity YTD is **up 2.0%** compared to last year.

- Permit Revenue is **up 7.8%** compared to last month (January) and **up 37.6%** compared to February of last year. Permit revenue YTD is **up 14.3%** compared to last year.

Variance Report (Actual v. Budget)

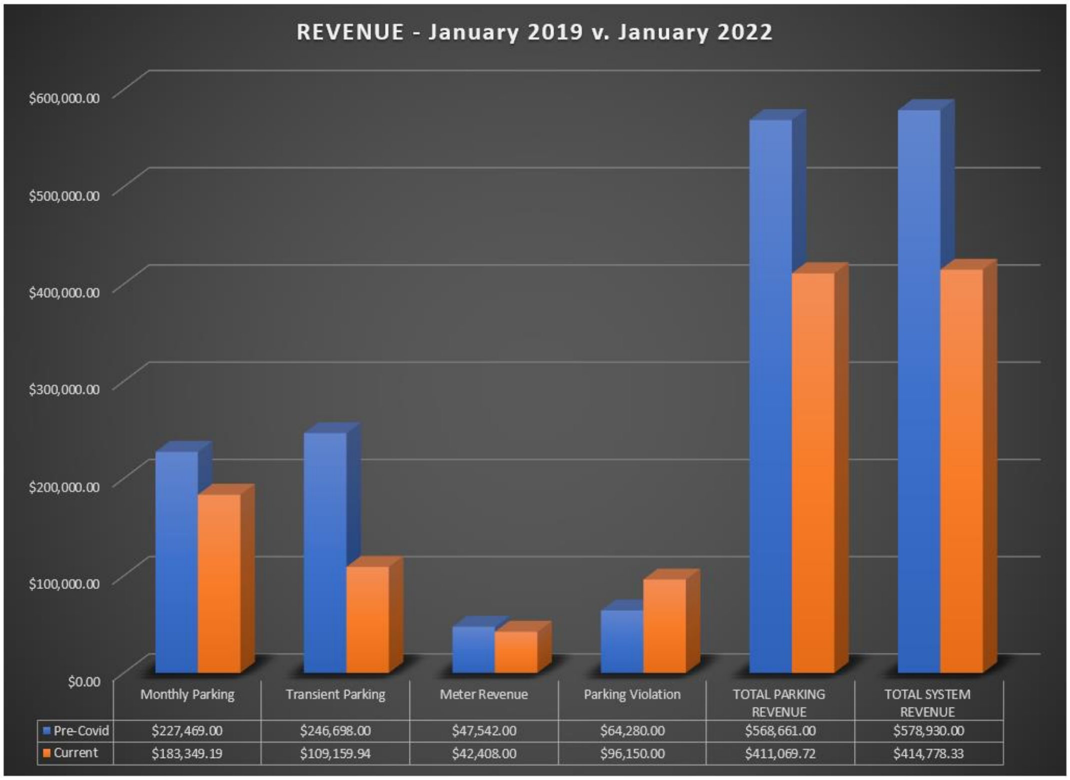
The Variance Report identifies and explains variances that are at least 20% and $5,000 compared to budget.

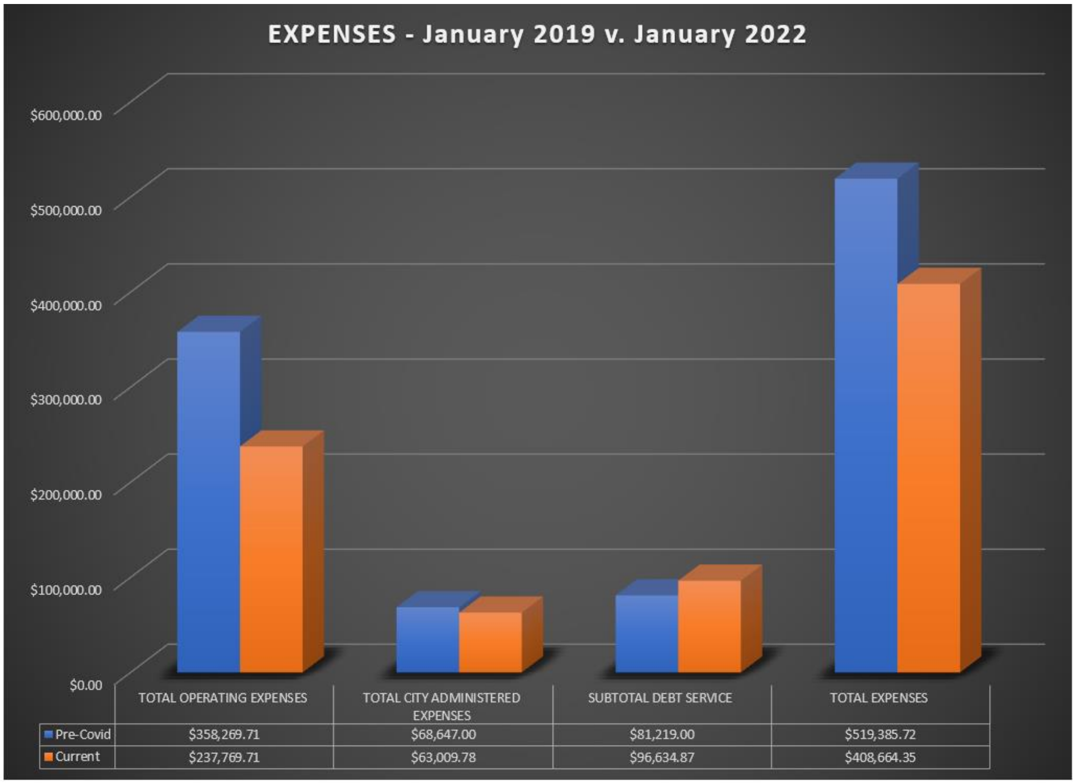
VARIANCE REPORT - Major Variances (+/-20% and $5,000)
Norwalk Parking Authority
For the Month Ending February 28, 2022

	Actual	Budget	Variance ($)	Variance (%)	Comments
REVENUE					
Transient	151,077	230,339	(79,262)	-34.4%	Reduced activity, mainly from railroad facilities SNRR & ENRR
Violations	96,661	58,212	38,448	66.0%	Consistent enforcement combined with non-compliance while activity recovers
EXPENSES					
Security Services	4,170	10,833	(6,664)	-61.5%	Deferred new & replacement cameras until parking operations and financial performance recovers
Equipment Expense	0	8,333	(8,333)	-100.0%	Deferred equip.-related expenditures until parking operations and financial performance recovers
Vehicle Expense	439	7,500	(7,061)	-94.1%	Payments delayed until next month
Building R&M	12,658	21,962	(9,303)	-42.4%	Deferred R&M expenditures until parking operations and financial performance recovers
Service Contract	66,883	10,417	56,466	542.1%	Mainly due to cost of City audit and THA consulting cost for YDG. Approx. $42k
Snow Removal	78,221	58,500	19,721	33.7%	Due to timing of invoice payments. Snow removal cost is under budget YTD
Parking Programs	16,539	8,333	8,205	98.5%	Due to timing of invoice payments (January & February invoices paid in February)

COVID Impact Analysis (Pre-Covid v. Current)

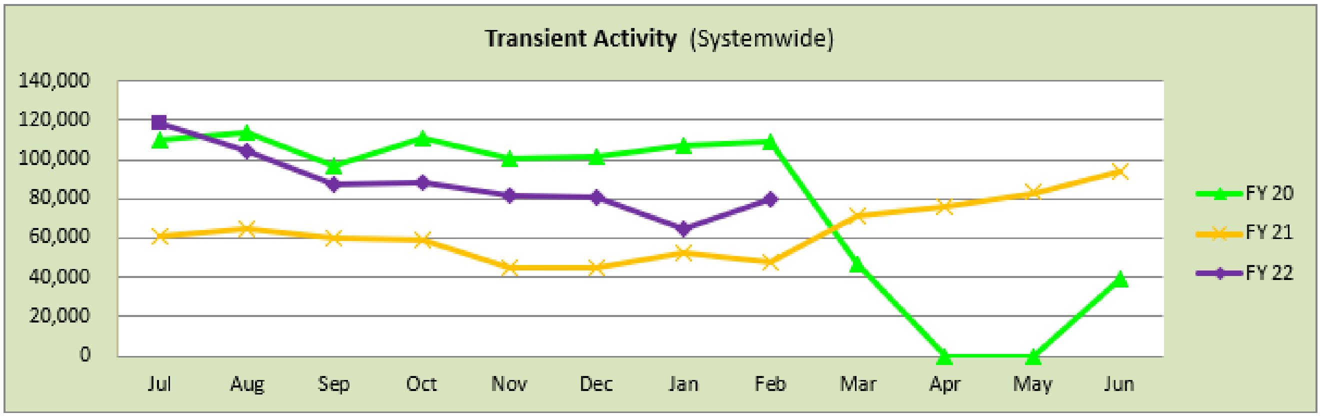
The following graphs illustrate the comparison between pre-COVID and current revenue and a Expense activity.

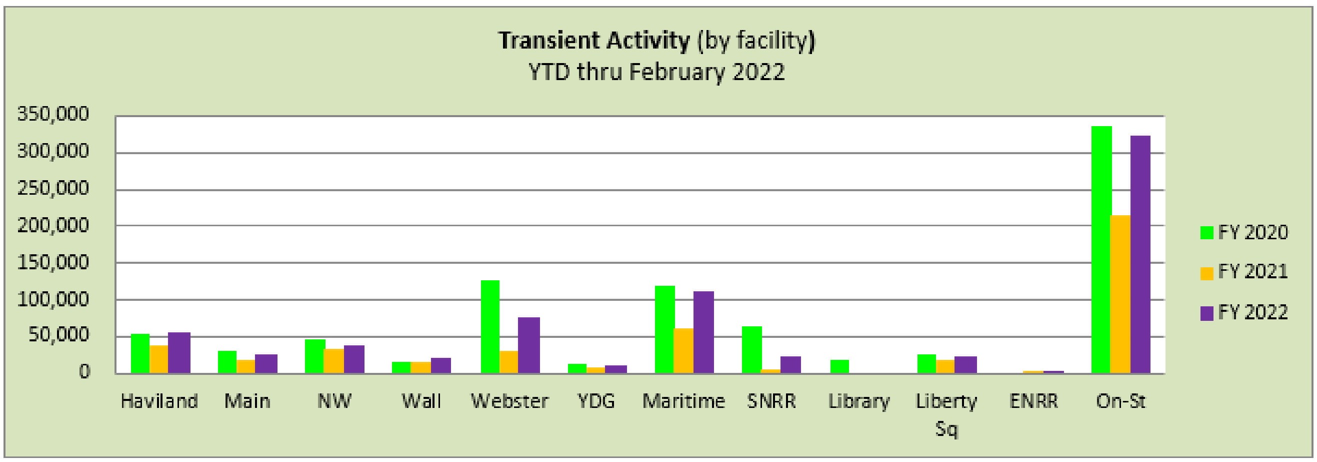


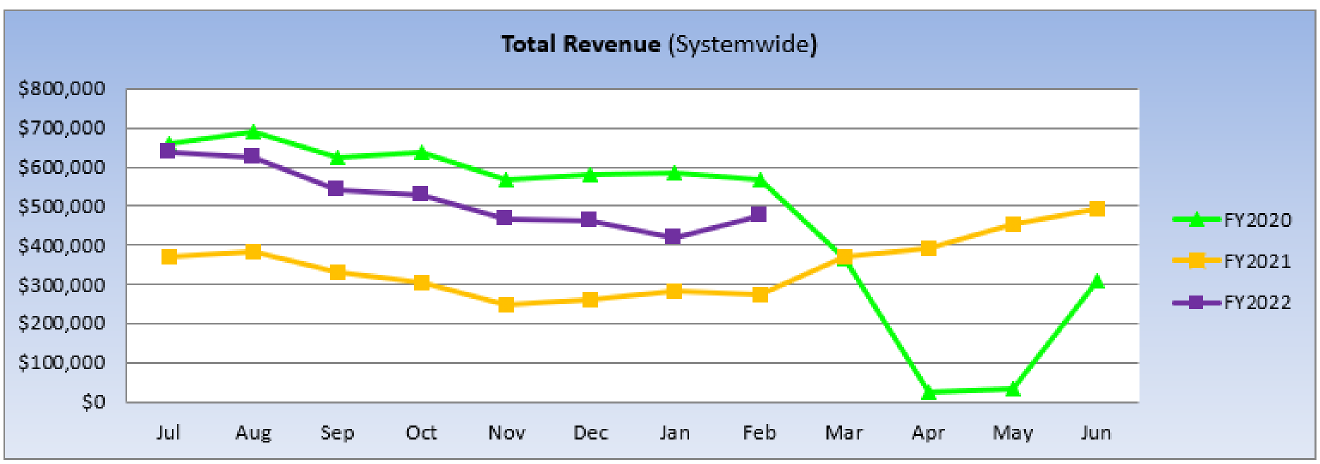


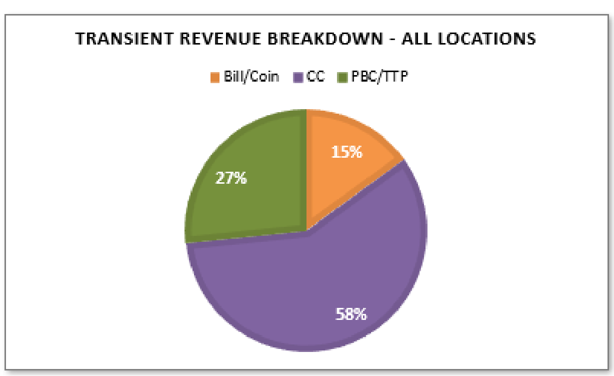
Systemwide Activity

- Overall, systemwide transient activity YTD at 83% of pre-COVID levels despite the temporary drop-off due to the Omicron variant.



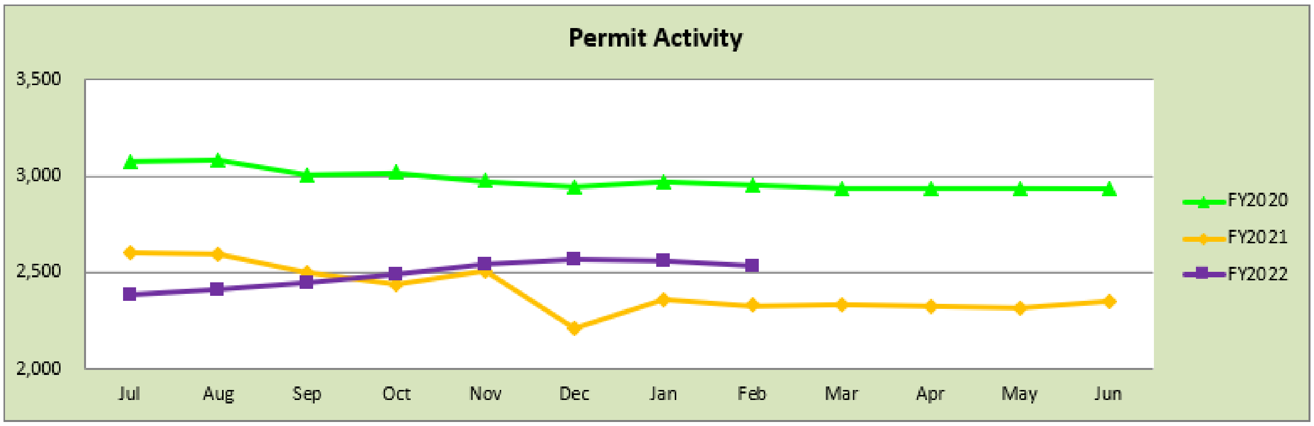


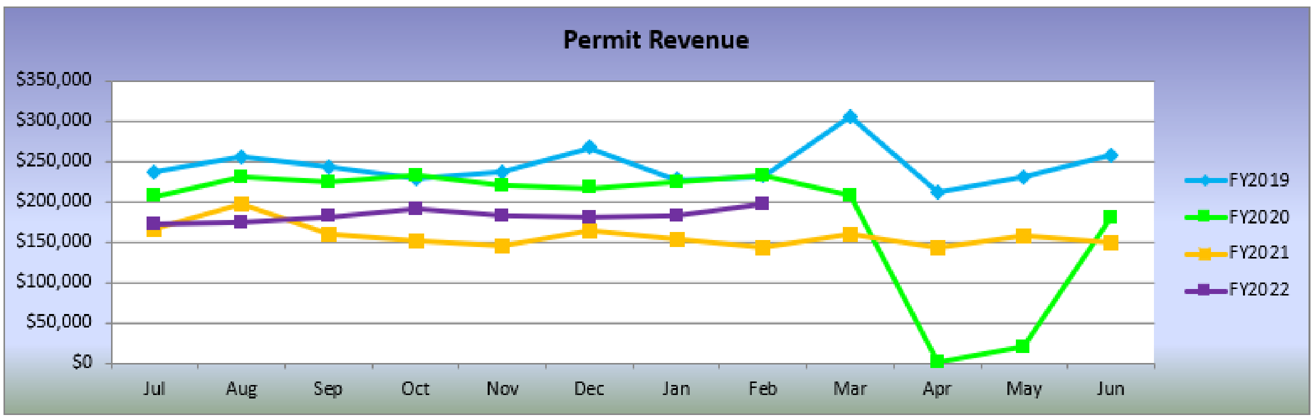


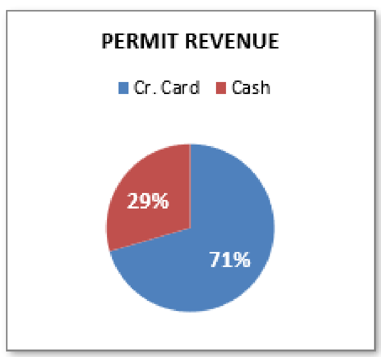


Permit Sales

- Compared to last month, February permits are **down 1.0%** and permit revenues are **up 7.8%**.
- Compared to last year, February permits are **up 8.8%** and permit revenues are **up 37.6%.**
- YTD compared to last year, permit activity is **up 2.0%** and revenue is **up 14.3%**.
- YTD permit revenue is **7.2% under** budget.
- **2,534** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.

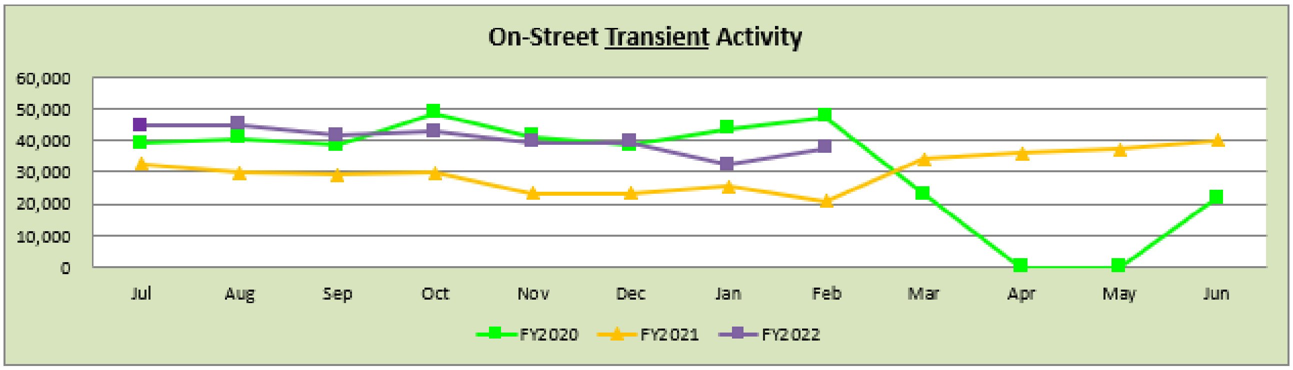


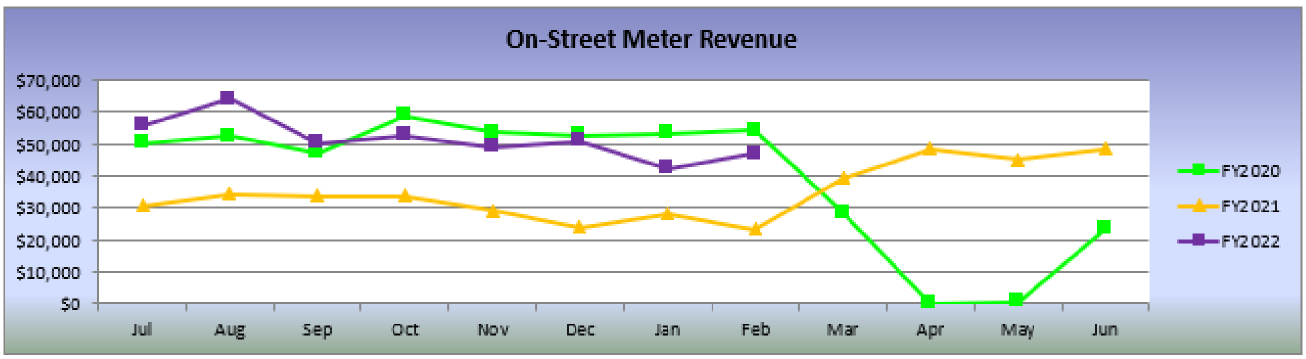


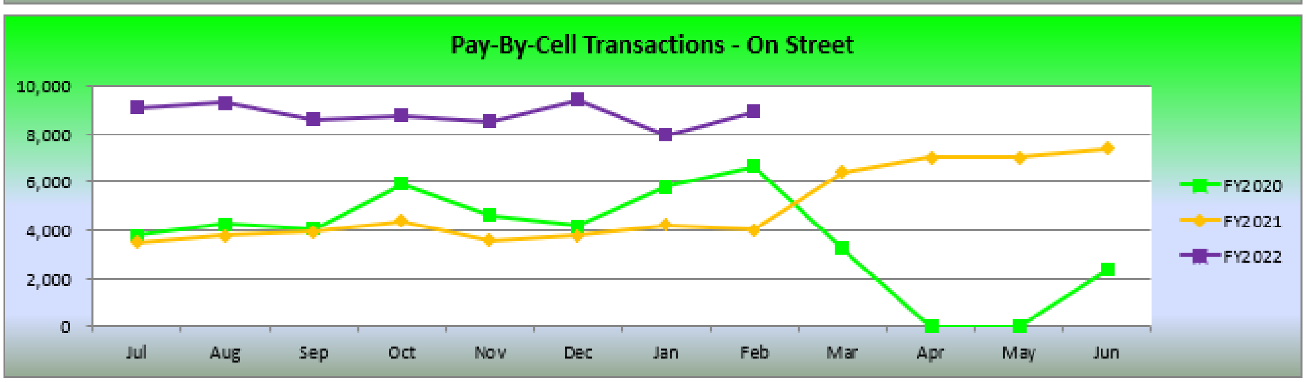


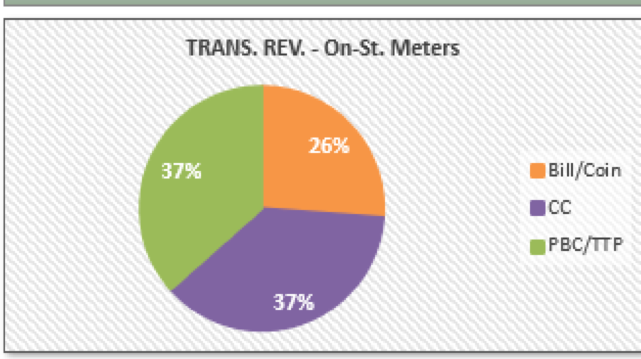
On-Street Parking

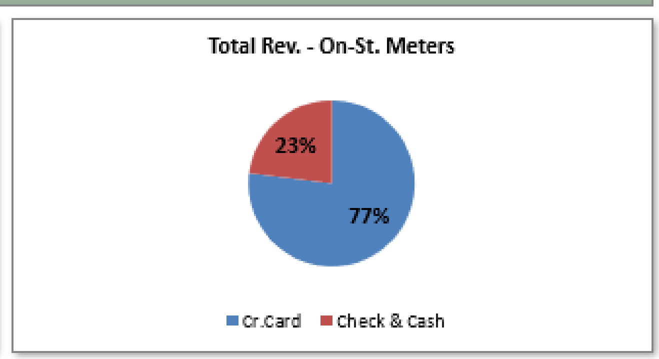
- YTD through February 2022, transient activity was **up 50.6%** and revenue was **up 73.6%** compared to last year.
- For the month of February, transient activity was **up 16.4%** compared to last month and **up 79.9%** compared to last February.
- Revenue was **up 10.7%** compared to last month and **up 101.0%** compared to last February.
- 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 **$0.85** or an Average Stay of **1.7** hours.
- Average Transient Transaction = **$1.25** or an Average Stay of **0.8** hours.





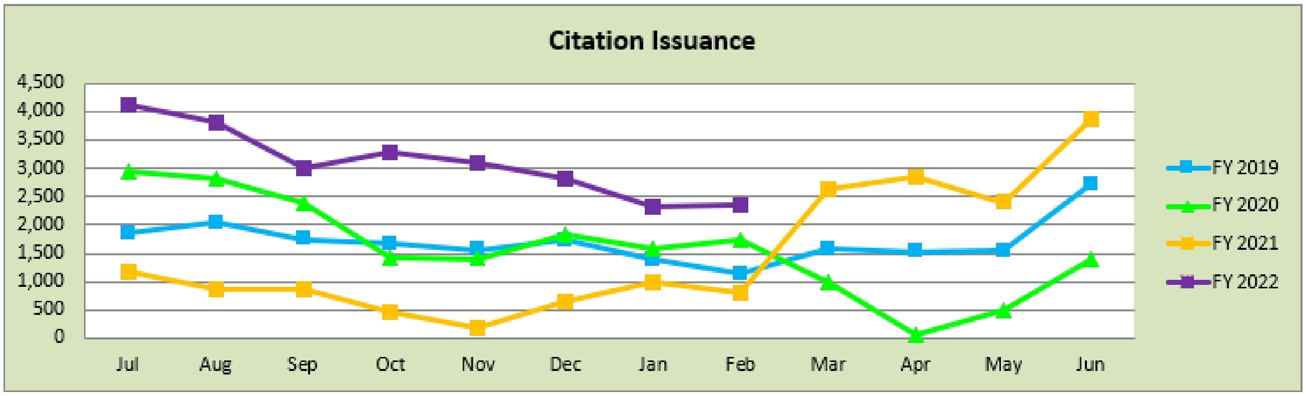


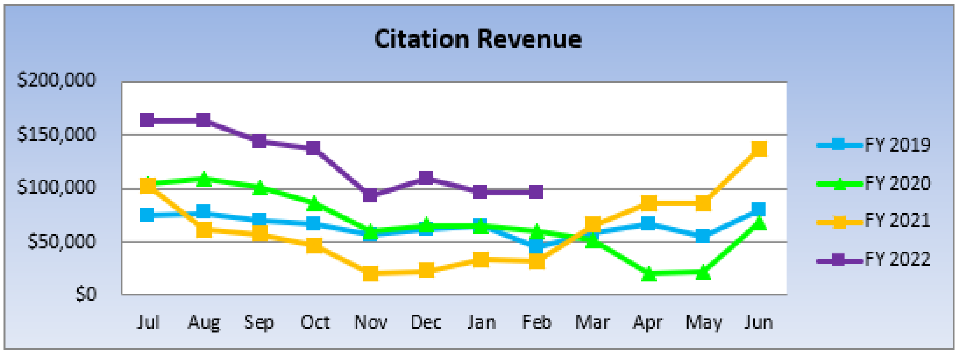


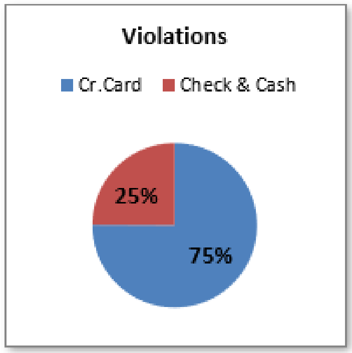


Parking Enforcement

- YTD through February 2021, ticket issuance was **up 312.2%** and citation revenue was **up 165.3%** compared to the same period last year.
- Compared to last month, ticket issuance was **up 1.9%** and citation revenue was **up 0.5%**.
- Citation revenue accounts for **23.3%** of system revenues YTD.







Parking Violations Collection Program

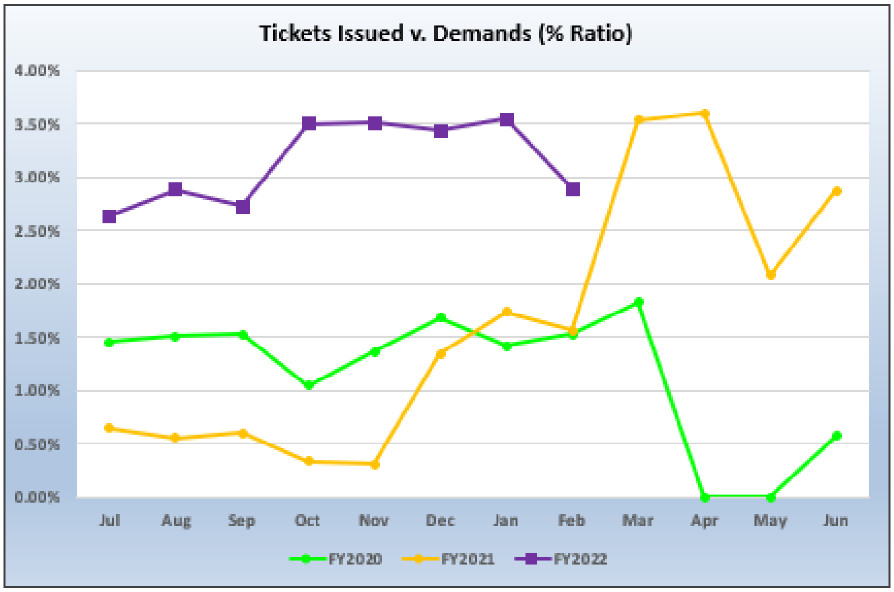
Fiscal Year	Delinquent $ Collected	
2013	$131,458	
2014	$108,435	
2015	$84,233	
2016	$84,628	
2017	$152,412	
2018	$128,025	
2019	$103,032	
2020	$93,378	
2021	$71,346	
2022	$82,888	YTD thru February

Booting Activity

Month	# 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
Total	**65**	**$ 26,680.00**

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					21,833	2,729

Transient Demands (NOT including Beaches)

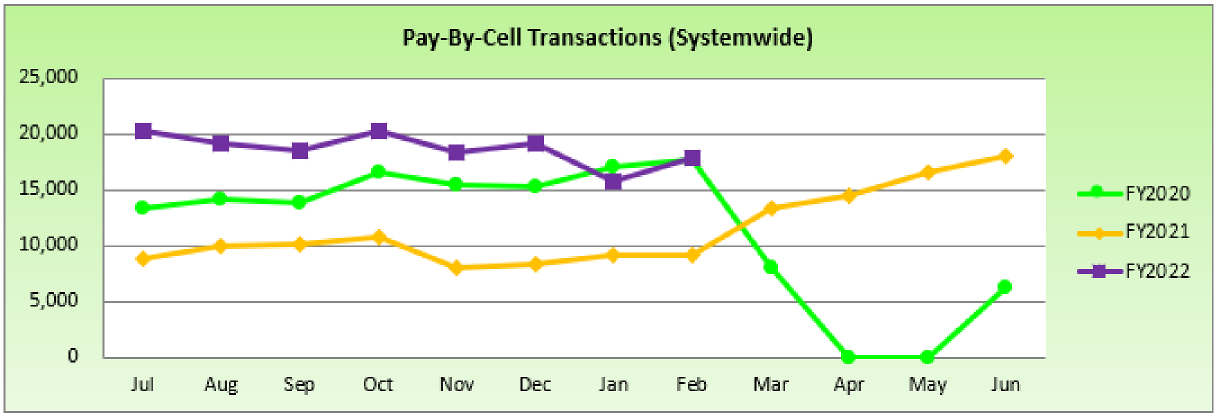
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2019	106,168	112,894	87,811	91,061	86,286	95,118	90,170	86,885	104,945	99,209	101,014	106,576	1,168,137	97,345
FY2020	110,327	113,742	96,762	110,459	100,233	101,475	106,779	108,995	46,453	0	0	39,154	934,379	77,865
FY2021	60,962	65,055	60,234	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					704,639	88,080

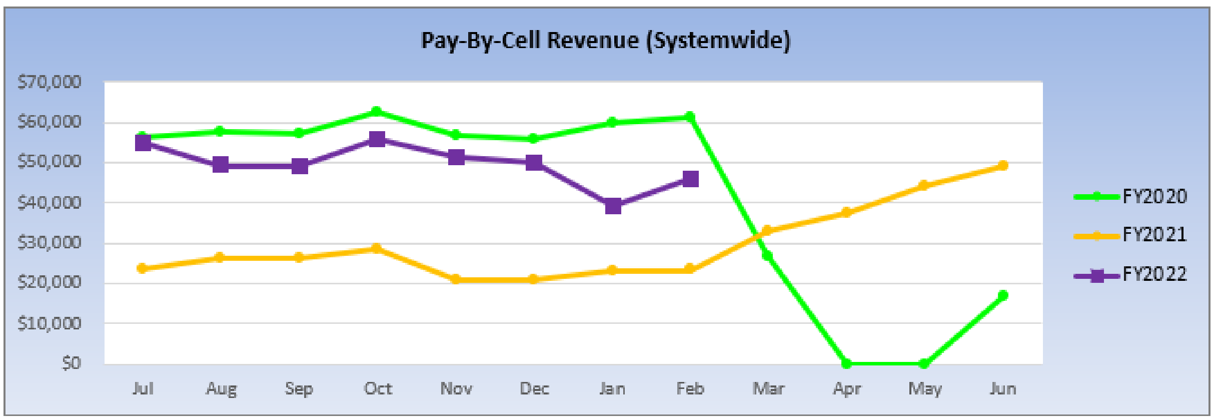
Ratio (%) - Tickets v. Demands

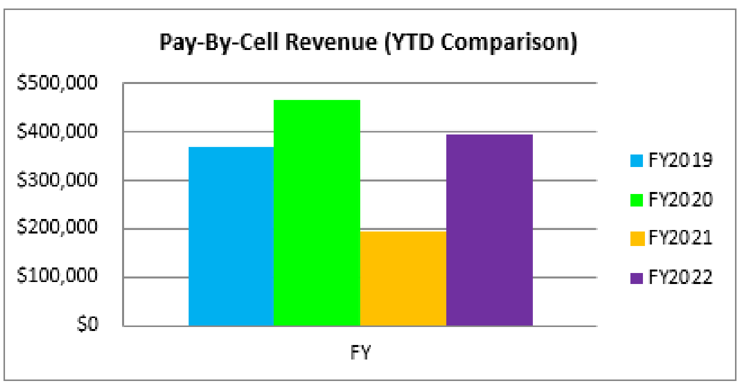
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
FY2019	1.48%	1.63%	1.66%	1.72%	1.76%	1.68%	1.44%	1.23%	1.42%	1.48%	1.12%	1.41%	1.51%
FY2020	1.45%	1.51%	1.53%	1.05%	1.36%	1.69%	1.42%	1.53%	1.83%	0.00%	0.00%	0.57%	1.22%
FY2021	0.65%	0.56%	0.60%	0.34%	0.31%	1.35%	1.74%	1.57%	3.54%	3.60%	2.08%	2.87%	1.48%
FY2022	2.63%	2.88%	2.73%	3.50%	3.51%	3.44%	3.55%	2.89%					3.14%

Pay-By-Cell

- YTD through February, pay by cell activity was **up 100.9%** and revenue was **up 104.4%** compared to the same period last year.
- Compared to last month, February transactions were **up 12.5%** and revenue was **up 16.5%**.
- The average transaction is **up 3.5% from $2.49** in January to **$2.58** per transaction in February.







Norwalk Parking Authority
BUDGET (SUMMARY)
FY 2023

	Actual FY 2021	Budget FY 2022	Budget FY 2023	Variance $ to Budget FY 2022	Variance % to Budget FY 2022
REVENUE:					
Monthly	1,893,122	2,366,571	2,390,394	23,823	1.01%
Transient	1,210,520	2,568,691	2,520,428	(48,263)	-1.88%
Meters	418,857	466,558	614,664	148,106	31.74%
Violations	754,405	782,089	967,437	185,348	23.70%
Sales Tax/Refunds	(211,811)	(322,535)	(329,919)	(7,384)	2.29%
TOTAL PARKING REVENUE	**4,065,093**	**5,861,374**	**6,163,005**	**301,631**	**5.15%**
Other Revenue	62,736	117,032	100,829	(16,203)	-13.84%
TOTAL SYSTEM REVENUE	**4,127,829**	**5,978,406**	**6,263,834**	**285,428**	**4.77%**
EXPENSES:					
Payroll/Benefits	1,586,651	1,632,420	1,722,318	89,897	5.51%
All Other Oper Exp	1,768,756	2,413,723	2,231,230	(182,493)	-7.56%
City Support Charges	794,627	756,117	759,971	3,854	0.51%
Debt Service	1,129,372	1,159,618	1,286,162	126,543	10.91%
Total Expenses	**5,279,407**	**5,961,879**	**5,999,681**	**37,802**	0.63%
Fund Balance	**(1,151,578)**	**16,527**	**264,153**	**247,626**	1498.33%

Norwalk Parking Authority
BUDGET (Detail)
FY 2023

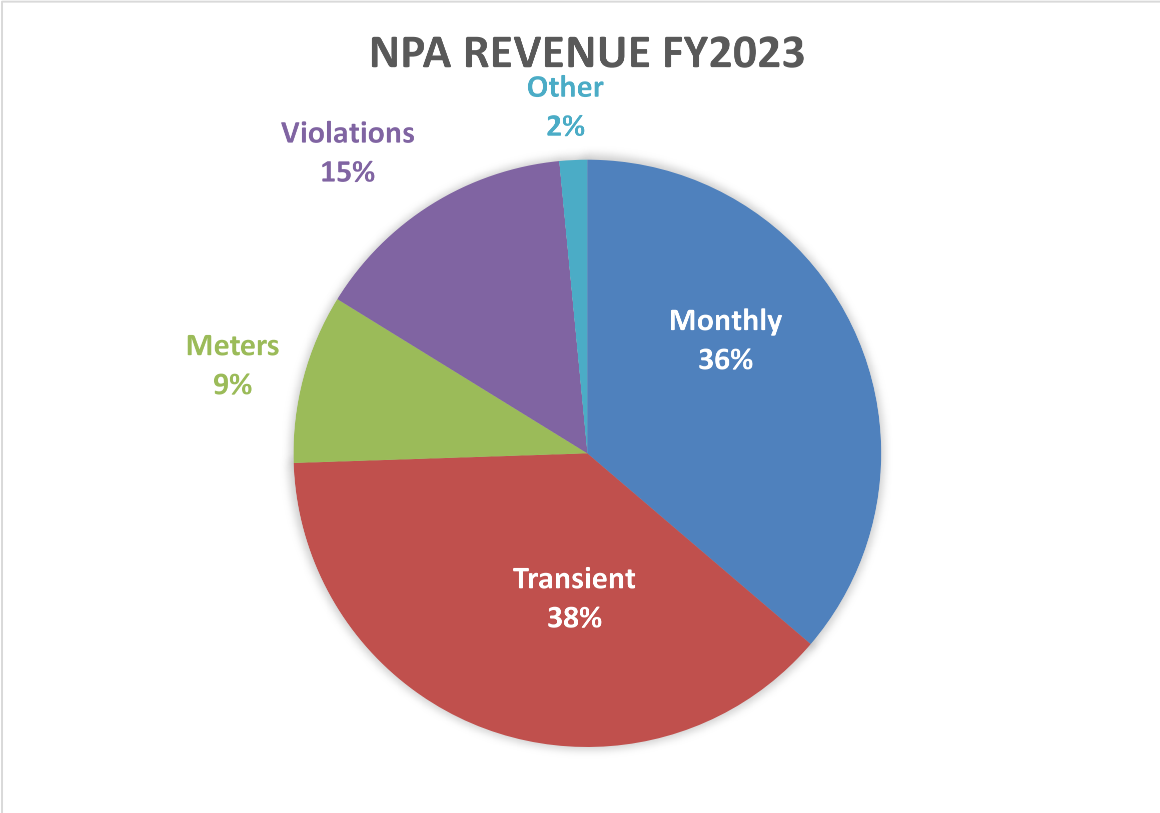
	Actual FY 2021	Budget FY 2022	Budget FY 2023	Variance $ to Budget FY 2022	Variance % to Budget FY 2022
PARKING REVENUE					
Monthly	1,893,122	2,366,571	2,390,394	23,823	1.01%
Transient	1,210,520	2,568,691	2,520,428	(48,263)	-1.88%
Meters	418,857	466,558	614,664	148,106	31.74%
Violations	754,405	782,089	967,437	185,348	23.70%
Less: Refunds	(1,514)	0	0	0	0
Less Sales Tax	(210,297)	(322,535)	(329,919)	(7,384)	2.29%
TOTAL PARKING REVENUE	**4,065,093**	**5,861,374**	**6,163,005**	**301,631**	**5.15%**
OTHER REVENUE					
Art Program - MG	700	1,200	1,800	600	50.00%
Advertising	18,955	14,000	18,000	4,000	28.57%
Lease Income - SNRR	0	35,796	36,477	681	1.90%
Lease Income - YDG	4,598	13,200	5,016	(8,184)	-62.00%
SNRR/ENRR Concessions	34,844	40,836	34,536	(6,300)	-15.43%
Investment Income	140	8,000	1,000	(7,000)	-87.50%
ATM Machines	3,499	4,000	4,000	0	0.00%
TOTAL OTHER REVENUE	**62,736**	**117,032**	**100,829**	**(16,203)**	**-13.84%**
TOTAL SYSTEM REVENUE	**4,127,829**	**5,978,406**	**6,263,834**	**285,428**	**4.77%**
EXPENSES					
Personnel/Benefits (FTE 28.4)	1,586,651	1,632,420	1,722,318	89,897	5.51%
Security Service Contracts	81,602	130,000	120,000	(10,000)	-7.69%
Equipment Expense	21,432	100,000	100,000	0	0.00%
Vehicle Expense	29,163	90,000	50,000	(40,000)	-44.44%
Building & Property R&M	290,527	374,695	356,990	(17,705)	-4.73%
Sanitation Expense	23,797	19,920	19,920	0	0.00%
Operating Expense	82,321	100,000	75,000	(25,000)	-25.00%
Elevator Repair & Maintenance	31,237	27,600	0	(27,600)	-100.00%
Snow Removal	233,051	275,000	177,500	(97,500)	-35.45%
Signage	8,765	50,000	36,000	(14,000)	-28.00%
Tickets	7,950	15,000	15,000	0	0.00%
Liability Insurance	103,288	147,449	155,033	7,584	5.14%
Maritime Garage Condo Fees.	21,353	23,109	23,574	465	2.01%
Uniforms	7,133	10,000	40,000	30,000	300.00%
Utilities	83,133	90,429	77,064	(13,366)	-14.78%
Management Fees	100,000	100,000	100,000	0	0.00%
Office Expense	10,933	18,000	16,000	(2,000)	-11.11%
Service Contracts	125,099	125,000	125,000	0	0.00%
Telephone/Data Communications	110,781	100,000	90,000	(10,000)	-10.00%
Credit Card Fees	186,376	172,521	179,150	6,629	3.84%
Permit/Violation Management	106,490	100,000	150,000	50,000	50.00%
Marketing & Communications	19,914	60,000	40,000	(20,000)	-33.33%
Capital Reserve & Replacement	0	135,000	135,000	0	0.00%
Parking Programs	84,412	100,000	100,000	0	0.00%
Contingency Fund	0	50,000	50,000	0	0.00%
TOTAL OPERATING EXPENSES	**3,355,408**	**4,046,143**	**3,953,548**	**(92,595)**	**-2.29%**
CITY ADMINISTERED EXPENSES					
Personnel/Benefits (city alloc.)	614,449	460,000	460,000	0	0.00%
Electric	176,261	230,551	235,705	5,154	2.24%
Business Exp.	1,846	4,500	3,200	(1,300)	-28.88%
Sewer (WPCA)	2,071	11,066	11,066	0	0.00%
Professional Service	0	45,000	45,000	0	0.00%
Legal Service	0	5,000	5,000	0	0.00%
TOTAL CITY ADMINISTERED	**794,627**	**756,117**	**759,971**	**3,854**	**0.51%**
SUB-TOTAL OPERATING EXP.	**4,150,035**	**4,802,261**	**4,713,519**	**(88,741)**	**-1.85%**
Debt Service Interest	250,569	363,932	284,445	(79,488)	-21.84%
Debt Service Principal	878,803	795,686	1,001,717	206,031	25.89%
SUB-TOTAL DEBT SERVICE	**1,129,372**	**1,159,618**	**1,286,162**	**126,543**	**10.91%**
Capital Outlay	**(1,151,578)**	**16,527**	**264,153**	**247,626**	**1498.33%**
TOTAL EXPENSES	**4,127,829**	**5,978,406**	**6,263,834**	**285,428**	**4.77%**

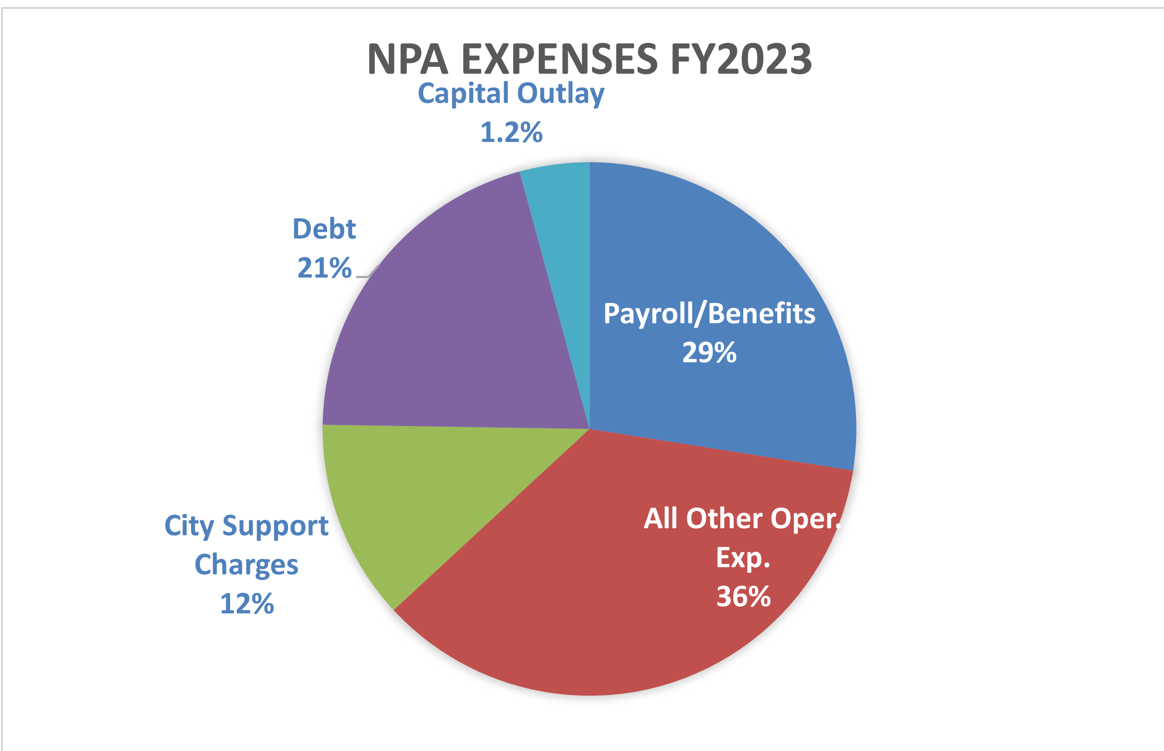
Norwalk Parking Authority
BUDGET NARRATIVE
FY 2023

	Budget FY 2023	Variance % to Budget FY 2022	Notes
PARKING REVENUE			
Monthly	2,390,394	1.01%	Based on anticipation that COVID impact will start to dwindle down. Overall, we are anticipating that we will be at about 87% of our precovid numbers.
Transient	2,520,428	-1.88%	Based on reduced activity. Activity level is assumed at 85% pre COVID-19 pandemic (main lagging locations are SNRR, ENRR, Maritime and Webster).
Meters	614,664	31.74%	360,696 transactions in SONO and Wall area. It includes meter operations from 8am-9pm in SONO at $1.50/hour, and 9am - 9pm in uptown area at $0.50/hour). Anticipated 19% decline in activity for possible COVID recovery.
Parking Violation Revenue	967,437	23.70%	Includes 26% increase in ticket issuance from our pre Covid-19 pandemic level. This is due to expanded enforcement area coupled with consistent enforcement and increased non-compliance.
Less: Refunds	0	0	0
Less Sales Tax	-329,919	2.29%	0
TOTAL PARKING REVENUE	**6,163,005**	**5.15%**	
OTHER REVENUE			
Art Program - MG	1,800	50.00%	Reduced due to reduced Art program
Advertising	18,000	28.57%	Advertising program w/ A Lot Media (20% of Gross Ad sales) & they manage ad content for local
Lease Income - SNRR	36,477	1.90%	$1,305/ month for fashion institute lease, including 1 parking spaces, includes SNEW condo income of $20,340k per year.
Lease Income - YDG	5,016	-62.00%	$4,800/year for Transit district
SNRR/ENRR Concessions	34,536	-15.43%	Concession lease of $10,800 from east bound station and $20,136 from Westbound station.
Investment Income	1,000	-87.50%	city of Norwalk comptroller.
ATM Machines	4,000	0.00%	SNRR. Based on current activity
TOTAL OTHER REVENUE	**100,829**	**-13.84%**	
TOTAL SYSTEM REVENUE	**6,263,834**	**4.77%**	
EXPENSES			
Personnel/Benefits (FTE 28.4)	1,722,318	5.51%	Increased staffing level in anticipation of COVID-19 declining and activity level increasing. We are still under reduced staffing and at 84% of our pre COVID level.
Security Service Contracts	120,000	-7.69%	Stanley, Dunbar services, security cameras
Equipment Expense	100,000	0.00%	Includes equip. purchase and Meter & pay station replacement program.
Vehicle Expense	50,000	-44.44%	Replacement enforcement vehicle as part of Fleet Replacement program.
Building & Property R&M	356,990	-4.73%	Reduced R&M by deferring some expenses (power washing, Line painting, pothole repairs and the likes).
Sanitation Expense	19,920	0.00%	Dumpster services SNRR(1), MG(1), Wall St (1), pest control (SNRR, ENRR)
Operating Expense	75,000	-25.00%	Payroll processing, cleaning garage gallery, janitorial supplies, access cards, coin count main fee. Reduced expenses to compensate for the reduced revenue.
Elevator Repair & Maintenance	0	-100.00%	Moved to R&M expenses line item.
Snow Removal	177,500	-35.45%	Reflects historical trend. Includes Brim and Crown reimbursement at ENRR (pending approval).
Signage	36,000	-28.00%	Reflects 5 years historical trend
Tickets	15,000	0.00%	Citations, spitter tickets, pay station receipt paper. Includes decrease of $5,000 based on current supply on hand
Liability Insurance	155,033	5.14%	based on total revenues
Maritime Garage Condo Fees.	23,574	2.01%	Increase 2% per the condo association
Uniforms	40,000	300.00%	Using 5 years average and increasing by $30k for new logo changes. If this can be completed in 2022, the $30k increase can be a save.
Utilities	77,064	-14.78%	Includes water costs; 2.0% increase based on City proforma
Management Fees	100,000	0.00%	Contractual expenses
Office Expense	16,000	-11.11%	Includes printing, postage, office supplies, professional publications, memberships.
Service Contracts	125,000	0.00%	Includes communications equip., copier, PARCS PM contract, Cale, IPS fees, Amano equipment.
Telephone/Data Communications	90,000	-10.00%	Cell phones, landlines, data lines. Includes customer service/security intercoms in facilities & pay stations. Includes the new Business intelligence dashboard program.
Credit Card Fees	179,150	3.84%	78% of parking revenue is via credit card. Credit card use increase plus new separate EMV charges.

Norwalk Parking Authority
BUDGET NARRATIVE
FY 2023

	Budget FY 2023	Variance % to Budget FY 2022	Notes
Permit/Violation Management	150,000	50.00%	Includes LPR, permit, enforcement & collections costs; software main. Fees; Increase based on upgrade needed for our permitting system.
Marketing & Communications	40,000	-33.33%	Includes website main., public relations, general marketing programs. Reduced based on historical data
Capital Reserve & Replacement	135,000	0.00%	Infrastructure improvements
Parking Programs	100,000	0.00%	Includes engagement with surrounding businesses.
Contingency Fund	50,000	0.00%	0
TOTAL OPERATING EXP.	**3,953,548**	**-2.29%**	
CITY ADMINISTERED EXP.			
Personnel/Benefits (city alloc.)	460,000	0.00%	City of Norwalk contractual obligations. Includes TM&P as separate line item includes assistant director position.
Contingency -unsettled negotiation	0	0.00%	
Electric	235,705	2.24%	SNEW/Eversource utility expenses ; 1.0% increase built in for any usage or change increase.
Business Exp.	3,200	-28.88%	City allocated expenses
Sewer (WPCA)	11,066	0.00%	City expense increased 5.0% per WCPA
Professional Service	45,000	0.00%	Engineering, architectural consulting services.
Legal Service	5,000	0.00%	Contract development
TOTAL CITY ADMINISTERED	**759,971**	**0.51%**	
SUB-TOTAL OPERATING EXP.	**4,713,519**	**-1.85%**	
Debt Service Interest	284,445	-21.84%	Based on DS schedule provided by City
Debt Service Principal	1,001,717	25.89%	Based on DS schedule provided by City
SUB-TOTAL DEBT SERVICE	**1,286,162**	**10.91%**	
capital outlay	**264,153**	**1498.33%**	Parking Capacity planning and building: Multi-meter on street pay stations around the snrr station / Washington village streets, alternative parking strategies, walk bridge, parking access expenses, circulator
TOTAL EXPENSES	**6,263,834**	**4.77%**	


NPA REVENUE FY2023
Other
2%
Violations
15%
Meters
9%
Monthly
36%
Transient
38%


NPA EXPENSES FY2023
Capital Outlay
1.2%
Debt
21%
Payroll/Benefits
29%
City Support
Charges
12%
All Other Oper.
Exp.
36%