Regular Meeting
Wednesday, February 22, 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, January 25, 2023
3) Discussion and action related to minutes from the Parking Authority Special meeting, Tuesday, February 7, 2023.
4) Financial and Operating Report
5) Engineering and Project Report
   a) Update – Haviland construction projects – Jim Travers
   b) Update – Yankee Doodle Garage Façade enhancement – Jim Travers
6) New Business
   a) Discussion – Back in Angle Parking – Jim Travers
   b) Discussion – ParkMobile payment minimum – Jim Travers
   c) Discussion – St. Patrick's event for SoNo train station – Jim Travers
7) Old Business
   a) Discussion – 15-minute free option – Jim Travers
   b) Update – Status of paystation delivery – Sirak Legesse
   c) Update – Wall Street Sign change data discussion – Jim Travers
   d) Update – Coffee Shop lease – Jim Travers
8) Motion to Adjourn

Next Parking Authority meeting: Wednesday, March 22, 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.org to provide written comment prior to the meeting.

PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE
JANUARY 25, 2023

ATTENDANCE: Eric Rains, Chairman
Jud Aley
Matthew Seebeck
Pamela Parkington

STAFF Jessica Vonashek, Chief, Economic and Community Development
James Travers, Director, TMP
James Emery, Asst. Parking Director, TMP

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

CALL TO ORDER

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

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER

There were no public comments this evening.

2. DISCUSSION AND ACTION RELATED TO MINUTES FRO THE PARKING AUTHORITY MEETING WEDNESDAY, DECEMBER 28, 2022.

**** MR. SEEBECK MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
**** MS. PARKINGTON SECOND THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

3. FINANCIAL AND OPERATING REPORT

Mr. Manousos reported and said that the performance for the month has been very favorable as well as year to date and each location was either at or above budget except for some minor variances at the Yankee Doodle Garage and Webster Lot. He said the expenses are also favorable to budget, and the net operating surplus that has been healthy and has adjusted the forecast so that more building repair and maintenance projects can be added.

Mr. Manousos reported on the variances and said the first one was on transient parking which was mainly due to commuter facilities and the Maritime Garage. He said that meter revenue and parking violations were also up compared to budget, and that there was an increase in meter bag fees that came from the Wall Street area, as well as increased demand in on street parking. Mr. Aley asked why the meter bag revenue had increased. Mr. Legesse said it was construction related in the uptown area and when a meter is bagged the fee is $25/day per space which equated to an increase of $8,000 for the month. Mr. Travers noted that transient activity was also up and may be due to the two large successful events that were held that drew people into the areas that may have translated into more people visiting the area. Mr. Legesse said the improved signage in the area may have also contributed to increased compliance with people paying at the meters and they will track and report on that as well.

Mr. Legesse said there was a repair to one of the older vehicles so they will be doing another analysis of the vehicles and expenses related to each vehicle to determine whether to get back to the fleet replacement program because at some point the expenses will be more than the cost of a new vehicle. Mr. Rains asked why there is still a vehicle from 2011 still in the fleet. Mr. Manousos said because it was still in good condition at the time and had extended its life. Mr. Legesse added that when the fleet replacement program was implemented in 2018, they were replacing one vehicle each year and the vehicles were more than five years old when the program began but it was stopped in 2020 due to Covid. Mr. Rains said that replacing one vehicle per year may not be enough if the fleet is aging in spite of being updated. Mr. Emery said he has requested that all the historical data from the vehicles be pulled so they can evaluate what will be most cost effective in the long run.

Mr. Manousos said that a major sign repair was done at the Maritime Garage and some landscaping work at Webster Lot that contributed to the variance, but the entrance sign repair was offset by an insurance payment so there was a net zero effect. Mr Rains said since it is part of the condominium why is the Parking Authority responsible. Mr. Manousos said the payment was received prior to the work being done and said that sign is the responsibility of the garage's condominium unit, and the Parking Authority is a member of the condominium association and was the responsibility of the Parking Authority but was paid by a third-party insurance. Mr. Rains asked how clear that arrangement is in the bylaws on who is responsible for what. Mr. Manousos said he will research it and send it the members of the Parking Authority. Mr. Seebeck said the Parking Authority would be interested in seeing the condominium declaration showing a map showing the limited common areas etc. Mr. Rains asked who pays for all of the flowerpots that are outside the garage. Mr. Legesse said the Parking Authority. Mr. Travers said that there are also flowers at the Yankee Doodle Garage and Webster Lot that the Parking Authority also pays for. Ms. Vonashek said the Parking Authority has a contract with Meticulous Landscaping that was brought over from the Redevelopment Agency, and it is a three-year contract with two-one year options and is in the first year and they do a lot of the urban core landscaping and if the Parking Authority is interested the beautification can be picked up under that contract.

Mr. Manousos said the service contract is over budget due to the quarterly invoice for the permit system and a few months of the meter company's service invoice that was paid, and that is another one of those allocated expenses that have been strait-lined and will look at it in the next budget cycle. He said the operating expense line-item variance was mainly due to the consultant that was hired to create the RFP as well as some miscellaneous items including the insurance deductible for a motor vehicle accident. Mr. Rains said this is the first he is hearing of an accident and asked it will have further involvement and if the Parking Authority is at risk. Mr. Legesse said as of now it is closed out by the insurance company.

Mr. Manousos said permit violation management was under budget and that is credited to Mr. Legesse for viewing the invoices and catching an error that they received a credit for.

Mr. Manousos presented the profit and loss statement. Mr. Seebeck asked that some of the forecast lines be looked at especially for the repairs and maintenance because his concern is that double the budget is being forecasted. He also said the credit card associated fees are budgeted at 2.9% and they seen to be coming in at just over 4%. Mr. Manousos said the repairs and maintenance line moves around a lot especially during the third quarter for projects that there was no funding for earlier in the year but always plan for them at the end of the year, and some of them may be related to the condition assessments that Desmond did for the Parking Authority and there was a repair plan so the projected surplus allows some work in the facilities. Mr. Rains said when there are funds left in the snow account line where do they go. Mr. Manousos said goes into the fund balance. Mr. Travers said at the end of the year the funds go into a larger fund balance that the city maintains. Mr. Rains asked if there is currently money in the contingency fund. Mr. Travers said the contingency fund was budgeted at $50,000 for the year and do date have not used any of those funds and in addition to that there is $384,000 that is in the fund balance. Mr. Aley requested that each line be numbered on the profit and loss statement so that it will be easier to follow. Mr. Seebeck suggested that if there is an expectation that would be undertaken that would otherwise be capital and deploy funds from operating to conduct those repairs in the fourth quarter to have a list of those projects as part of the capital run and have the team prepared to present those next to the available funds with some sort of schedule that can be approved. Mr. Manousos said in the next few months they will work with staff to identify the projects and associating a cost to them based on the future strategic plan. Mr. Travers said they are also undergoing a conditions assessment of the facilities so that Desmond can give the priority of work that needs to be done.

Mr. Manousos reported on the effects of Covid to the system revenue and said they are at almost 10% below pre Covid levels but the expenses are also below pre Covid levels. ‘

Mr. Manousos reported on the systemwide activity and said it has been improving since last month and does follow seasonal trends and 88% of the revenue received are non-cash transactions and permit sales are stable but are still below pre Covid levels, but on street parking demands are better than pre-Covid levels for the month and a lot of that is being seen by the leisure activity side.

Mr. Rains said since there is no fee for parking on holidays is there a way to load the holidays into the Park Mobile app. so people are aware that they do not need to pay. Mr. Manousos said “yes” they should be able to do that.

Mr. Manousos reported on the tickets issuance versus demand and said the ratio dropped in December. Mr. Emery said that they are doing the three-month trial period with the new signage standardization in the Wall Street area but it is still too early to begin to compile and look at the data, but it will be interesting to see if there is a direct correlation but should be able to report on the trends at the next meeting. Mr. Aley said earlier this week he had requested that the report include which streets the tickets were being issued. Mr. Manousos said that will be included in next months report.

Mr. Manousos reported on the Pay by Cell and said that it has been very successful and is only getting better.

4. ENGINEERING AND PROJECT REPORT

a) SNRR Concession Area Build Out

Mr. Emery said they have begun construction but there is no timeframe as of yet on when they think the construction will be completed, but that it will come as they begin demolition on the eastbound side and will have a timeframe to report at the next Parking Authority meeting. Mr Aley asked if the area is just for vending machines or if there will be a concessioner going in the space. Mr. Emery said this area is strictly for vending machines, but the eastbound side will allow them to have a customer service booth. Mr. Aley asked how often that will be staffed. Mr. Emery said they have not yet decided and will need to look at data on the ridership numbers and have a better understanding of when most people are going through as well as the budget to be sure there are means to staff it properly.

b) Yankee Doodle Garage

Mr. Travers reported and said they met with the contractor today and they said they have received the survey of the property back and are now working on the design of the rear side, and the team was on site a few weeks ago and the electrical analysis was done. He said the goal is the to receive the 50% design drawings by March 1, 2023, and have the project out to bid later this year.

Mr. Rains asked how this is being communicated to the Wall Street area. Mr. Travers said there was a session done at the library and they also reached out to them via their newsletter so they have been up to date on the time frame of the project and when the 50% drawings are received it will be a good time to touch base with them and they also do a large outreach via their newsletter.

5. NEW BUSINESS

a) Discuss and Vote- Norwalk Parking Authority Vice President

Mr. Rains said the position of the Vice Chairman of the Parking Authority has been vacant for some time and Mr. Seebeck said he would be interested in assuming that role and would like to bring it for a vote tonight. Mr. Seebeck said it is an honor to have the opportunity to participate in this organization and it is incredibly important, and they do such fantastic work and looks forward to continuing to work with the Parking Authority throughout the coming years and is honored to be considered the Vice Chairman. Mr. Travers said it has been wonderful having Mr. Seebeck as part of the team and it is an exciting time for the Parking Authority and the work that has been done is outstanding.

**** MR. ALEY MOVED TO NOMINATE MR. SEEBECK AS VICE CHAIRMAN OF THE PARKING AUTHORITY.**
**** MS. PARKINGTON SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

b) Discuss and Vote- Tenant Selection of the Commercial Space, Westbound of South Norwalk Train Station

Mr. Emery said there has been a surprising amount of interest in the space and is working with the leasing agent and they have narrowed it down to a handful of small businesses but are not ready to take a vote as of yet and will be involve the Economic and Community Development team to see what kind of partnership can be done to help facilitate these small businesses and provide support to them. Mr. Seebeck asked if more detail is anticipated between now and the next scheduled meeting. Mr. Emery said “yes”. Mr. Seebeck requested scheduling a special Parking Authority meeting between now and the next scheduled meeting for the purpose of reviewing any lease details that the team brings forward. Mr. Travers requested that Mr. Emery coordinate with the Parking Authority members to schedule a special meeting in two weeks. He also said that the information will be provided to the Parking Authority members prior to the special meeting.

6. OLD BUSINESS

a) Update- Request for Proposal for Parking Operator

Mr. Emery said they are at the tail end of the release of the RFP and will be reviewing it to send back to the consultant to finalize and will hopefully have it released in the next few days. He said they are still on schedule and don’t anticipate having any scheduling issues moving forward throughout the entire process. Mr. Rains requested the RFP be shared with the members of the Parking Authority once it has been finalized.

7. ADJOURNMENT

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

The meeting adjourned at 7:10PM.

Respectfully submitted,

Dilene Byrd

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.org to provide written comment prior to the meeting.

PARKING AUTHORITY
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE
FEBRUARY 7, 2023

ATTENDANCE: Eric Rains, Chairman
Jud Aley
Matthew Seebeck
Pamela Parkington

STAFF James Travers, Director, TMP
James Emery, Asst. Parking Director, TMP

CALL TO ORDER

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

1. PUBLIC COMMENT, LIMITED TO THREE MINUTES EACH SPEAKER

There were no public comments this evening.

2. NEW BUSINESS- REQUEST TO MOVE INTO EXECUTIVE SESSION- DISCUSSION ON LEASES AT THE SOUTH NORWALK RAILROAD STATION

**** MR. SEEBECK MOVED TO ENTER INTO EXECUTIVE SESSION.**
**** MS. PARKINGTON SECOND THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 6:15PM
Executive session ended at 6:55PM.
There were no motions made and no votes were taken.

3. ADJOURNMENT

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

The meeting adjourned at 7:10PM.

Respectfully submitted,

Dilene Byrd

January
2023

Operations Report

FINANCIAL SUMMARY

	Month (January)					YTD (July - January)					FISCAL YEAR	
	Actual	Budget	Var $	Var %	Actual PY	Actual	Budget	Var $	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	510,250	487,808	22,443	4.6%	411,070	3,740,303	3,414,866	325,436	9.5%	3,613,700	6,361,947	6,163,005
Other Revenue	8,589	8,402	186	2.2%	3,709	30,897	58,817	(27,920)	-47.5%	45,585	99,189	100,829
Total System Revenue	**518,839**	**496,210**	**22,629**	4.6%	**414,778**	**3,771,199**	**3,473,683**	**297,516**	8.6%	**3,659,285**	**6,461,136**	**6,263,834**
EXPENSES:												
Operations	344,717	328,476	16,241	4.9%	237,770	2,130,206	2,241,776	(111,569)	-5.0%	2,133,290	3,582,022	3,818,549
City Support/Admin Svcs	61,903	63,331	(1,428)	-2.3%	63,010	433,322	443,317	(9,995)	-2.3%	414,473	742,837	759,971
Debt Service	107,180	107,180	0	0.0%	96,635	750,261	750,261	-	0.0%	676,444	1,286,162	1,286,162
Capital Reserve &Replacemen	0	11,250	(11,250)	-100.0%	11,250	67,500	78,750	(11,250)	-14.3%	67,500	115,714	135,000
Total Expenses	**513,801**	**510,237**	**3,563**	0.7%	**408,664**	**3,381,289**	**3,514,103**	**(132,814)**	-3.8%	**3,291,707**	**5,726,736**	**5,999,682**
Fund Balance	**5,039**	**(14,027)**	**19,065**	-135.9%	**6,114**	**389,910**	**(40,420)**	**430,330**	-1064.6%	**367,579**	**734,400**	**264,152**

Budget Summary

- Parking revenue is **4.6% over** budget for the month and **9.5% over** budget YTD.
- Total expenses are **0.7% over** budget for the month and **3.8% under** budget YTD.
- Transient revenue is **3.8% over** budget for the month and **15.4% over** budget YTD. Compared to the same period last year, YTD transient revenue is **16.4% above** last year.

Month and YTD Comparisons

- Total Revenue for the month is **down 1.0%** compared to last month (December) and is **up 25.1%** compared to January of last year. Compared to the same period last year, YTD revenue is **3.1% above** last year.

- Transient activity for the month is **down 20.4%** compared to last month (December) and is **up 22.1%** compared to January of last year. Transient activity YTD is **up 6.0%** compared to last year.

- Permit activity (number of permits sold) is **down 0.9%** compared to last month (December) and **up 6.2%** compared to January of last year. Permit activity YTD is **up 7.8%** compared to last year.

- Permit Revenue is **up 1.1%** compared to last month (December) and **up 4.2%** compared to January of last year. Permit revenue YTD is **up 3.0%** 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 January 31, 2023

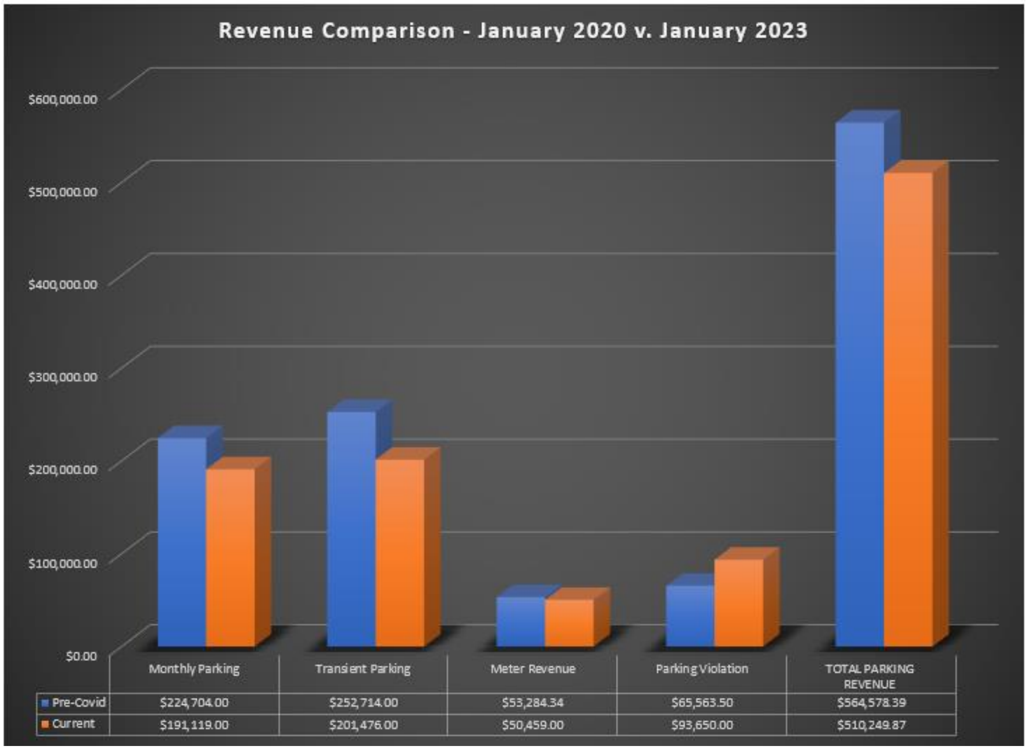
	ACTUAL	BUDGET	Var. ($)	Var. (%)	COMMENTS	YTD Actual	YTD Budget
PARKING REVENUE							
Parking Violation	$93,650	$77,373	$16,277	21.0%	Citation issuance was under budget, but the avg. $ collected per ticket issued was higher than budgeted, creating the variance.	$784,754	$614,473
OPERATING EXPENSES							
Security Services	$16,200	$10,000	$6,200	62.0%	Quarterly service payment on security camera system was made this month.	$63,377	$70,000
Equipment Expense	$0	$8,333	($8,333)	-100.0%	Expenses lower than projected. Deferred expenses through COVID.	$0	$58,333
Service Contract	$52,155	$10,417	$41,738	400.7%	Expense is over budget due to payment of several vendors during the month. Cale ($20k), THA, Otis Elevator, (total of 7 invoices) and THA consulting.	$123,546	$72,917
Snow Removal	$0	$38,500	($38,500)	-100.0%	No snow	$6,899	$89,250
Signage	$19,964	$3,000	$16,964	565.5%	Expense is over budget due to down payment of entrance signage at SNRR and ENRR parking facilites.	$21,536	$21,000
Utilities	$11,827	$6,422	$5,405	84.2%	Rate increases + higher usage	$45,156	$44,954

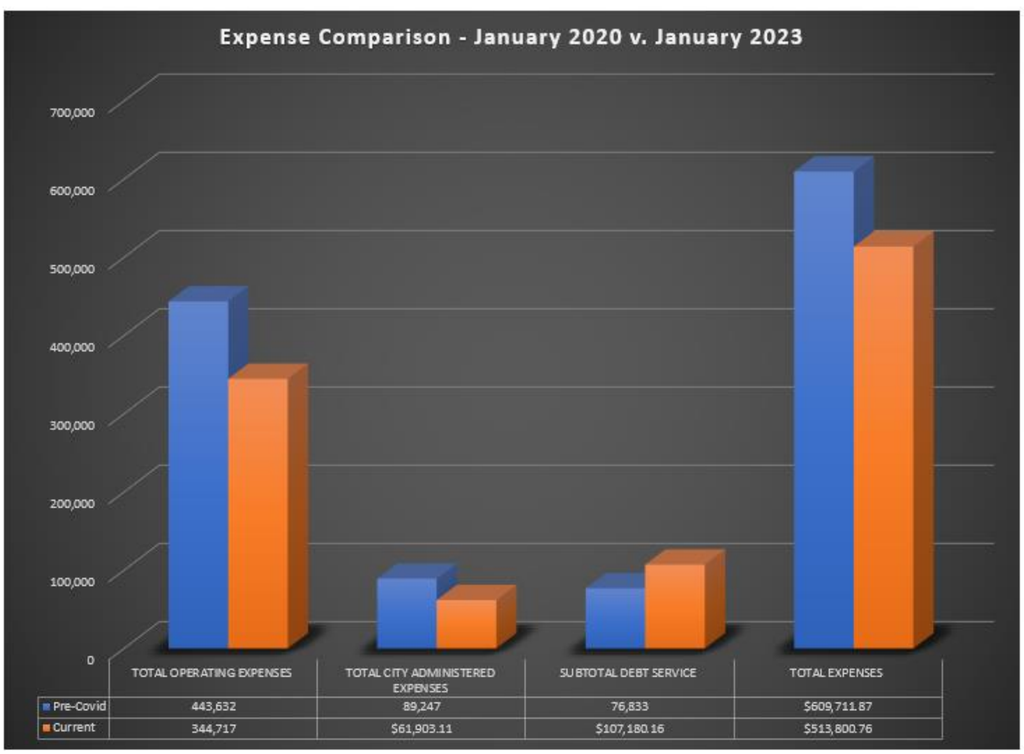
Financial Statement
For the Six Months ending January 31, 2022

	Month					Year-to-Date					Fiscal Year	
	ACTUAL	BUDGET	VAR	% VAR	Prev. ACTUAL	ACTUAL	BUDGET	VAR	% VAR	Prev. ACTUAL YTD	FORECAST	ANNUAL BUDGET
PARKING REVENUE												
Monthly Parking	191,119	199,200	(8,080)	(4.1%)	183,349	1,304,599	1,394,397	(89,798)	(6.4%)	1,266,687	2,236,456	2,390,395
Transient Parking	201,476	194,152	7,324	3.8%	109,160	1,443,540	1,250,686	192,853	15.4%	1,240,509	2,474,640	2,520,428
Meter Revenue	50,459	43,146	7,313	16.9%	42,408	395,180	333,134	62,045	18.6%	365,421	677,451	614,664
Parking Violation	93,650	77,373	16,277	21.0%	96,150	784,754	614,473	170,280	27.7%	912,979	1,295,292	967,437
Less: Refunds	0	0	0	0.0%	0	(29)	0	(29)	0.0%	(389)	(50)	0
Less: Sales Tax	(26,454)	(26,063)	(392)	1.5%	(19,997)	(187,741)	(177,825)	(9,916)	5.6%	(171,506)	(321,841)	(329,918)
TOTAL PARKING REVENUE	**510,250**	**487,808**	22,443	4.6%	**411,070**	**3,740,303**	**3,414,866**	325,436	9.5%	**3,613,700**	**6,361,947**	**6,163,005**
OTHER REVENUE												
Art Program	0	150	(150)	(100.0%)	0	0	1,050	(1,050)	(100.0%)	0	0	1,800
Lease Income - SNRR/MTG	6,613	3,040	3,573	117.5%	3,001	23,488	21,278	2,210	10.4%	21,552	38,488	36,477
Lease Income - Webster											0	
Lease Income - YDG	418	418	0	0.0%	418	2,926	2,926	0	0.0%	2,878	5,016	5,016
SNRR/ENRR Concessions	1,235	2,878	(1,643)	(57.1%)	0	2,432	20,146	(17,714)	(87.9%)	0	34,169	34,536
Advertising Revenue	0	1,500	(1,500)	(100.0%)	0	0	10,500	(10,500)	(100.0%)	18,955	18,000	18,000
Investment Income	0	83	(83)	(100.0%)	0	0	583	(583)	(100.0%)	0	0	1,000
ATM Machines	323	333	(10)	(3.1%)	290	2,051	2,333	(282)	(12.1%)	2,200	3,516	4,000
TOTAL OTHER REVENUE	**8,589**	**8,402**	**186**	**2.2%**	**3,709**	**30,897**	**58,817**	**(27,920)**	**(47.5%)**	**45,585**	**99,189**	**100,829**
TOTAL SYSTEM REVENUE	**518,839**	**496,210**	**22,629**	**4.6%**	**414,778**	**3,771,199**	**3,473,683**	**297,516**	**8.6%**	**3,659,285**	**6,461,136**	**6,263,834**
OPERATING EXPENSES												
Gross Wages	91,110	104,286	(13,176)	(12.6%)	102,015	731,657	819,395	(87,738)	(10.7%)	765,430	1,254,270	1,331,517
Payroll Taxes	11,134	13,192	(2,058)	(15.6%)	12,729	90,176	103,654	(13,478)	(13.0%)	92,056	154,587	168,437
Worker's Compensation	3,695	4,380	(685)	(15.6%)	3,895	29,938	34,415	(4,477)	(13.0%)	31,273	51,322	55,924
Group Health Insurance	12,879	10,950	1,929	17.6%	9,884	78,812	86,036	(7,225)	(8.4%)	75,246	135,106	139,809
401(k) Company Match	1,759	2,086	(326)	(15.6%)	1,855	14,256	16,388	(2,132)	(13.0%)	14,892	24,439	26,630
Security Services	16,200	10,000	6,200	62.0%	1,322	63,377	70,000	(6,624)	(9.5%)	58,309	108,645	120,000
Equipment Expense	0	8,333	(8,333)	(100.0%)	0	0	58,333	(58,333)	(100.0%)	1,922	0	100,000
Vehicle Expense	3,479	4,167	(688)	(16.5%)	2,671	39,237	29,167	10,071	34.5%	27,919	50,264	50,000
Building Repair & Maintenance	30,628	26,350	4,278	16.2%	5,426	265,766	191,200	74,566	39.0%	254,661	455,599	356,990
Service Contract	52,155	10,417	41,738	400.7%	3,272	123,546	72,917	50,629	69.4%	91,442	136,793	125,000
Sanitation Expense	2,335	1,660	675	40.6%	1,581	15,286	11,620	3,666	31.5%	16,596	23,286	19,920
Operating Expenses	10,659	6,250	4,409	70.5%	6,134	78,331	43,750	34,581	79.0%	55,665	98,331	75,000
Elevator Repair & Maintenance	0	0	0	0.0%	0	(372)	0	(372)	0.0%	9,541	(638)	0
Snow Removal	0	38,500	(38,500)	(100.0%)	17,777	6,899	89,250	(82,351)	(92.3%)	20,720	81,899	177,500
Signage	19,964	3,000	16,964	565.5%	0	21,536	21,000	536	2.6%	20,139	36,919	36,000
Tickets	3,829	1,250	2,579	206.3%	0	3,829	8,750	(4,921)	(56.2%)	20,942	11,564	15,000
Liability Insurance	12,453	12,273	181	1.5%	9,957	90,517	86,132	4,386	5.1%	87,841	155,172	155,033
Maritime Garage Condo Fees	1,779	1,965	(185)	(9.4%)	1,779	12,456	13,752	(1,295)	(9.4%)	12,456	21,353	23,574
Uniforms	840	3,333	(2,493)	(74.8%)	0	2,254	23,333	(21,079)	(90.3%)	4,180	12,254	40,000
Management Fees LAZ	8,333	8,333	0	0.0%	8,333	58,333	58,333	0	0.0%	58,333	100,000	100,000
Bank and Credit Card Fees	24,943	14,163	10,781	76.1%	21,171	178,294	99,230	79,064	79.7%	164,922	253,294	179,150
Office Expense	1,396	1,333	63	4.7%	147	6,913	9,333	(2,420)	(25.9%)	8,465	11,851	16,000
Utilities	11,827	6,422	5,405	84.2%	7,139	45,156	44,954	202	0.5%	34,610	77,410	77,064
Telephone	7,064	7,500	(436)	(5.8%)	7,792	50,566	52,500	(1,934)	(3.7%)	59,272	86,685	90,000
Permit/Violation Management	8,873	12,500	(3,627)	(29.0%)	12,726	61,548	87,500	(25,952)	(29.7%)	88,237	135,511	150,000
Marketing and Communication	165	3,333	(3,168)	(95.1%)	165	9,895	23,333	(13,438)	(57.6%)	5,674	16,963	40,000
Parking Program	7,217	8,333	(1,116)	(13.4%)	0	52,000	58,333	(6,333)	(10.9%)	52,547	89,143	100,000
Contingency Fund	0	4,167	(4,167)	(100.0%)	0	0	29,167	(29,167)	(100.0%)	0	0	50,000
TOTAL OPERATING EXPENSES	**344,717**	**328,476**	**16,241**	**4.9%**	**237,770**	**2,130,206**	**2,241,776**	**(111,569)**	**(5.0%)**	**2,133,290**	**3,582,022**	**3,818,549**
CITY ADMINISTERED EXPENSES												
Other City Payroll Expenses	38,333	38,333	0	0.0%	38,333	268,333	268,333	0	0.0%	268,333	460,000	460,000
Electric	18,214	19,642	(1,428)	(7.3%)	19,213	127,500	137,495	(9,995)	(7.3%)	111,059	218,571	235,705
Sewer	922	922	0	0.0%	922	6,455	6,455	0	0.0%	3,289	11,066	11,066
Professional Services	3,750	3,750	0	0.0%	3,750	26,250	26,250	0	0.0%	26,250	45,000	45,000
Business Expense	267	267	0	0.0%	375	1,867	1,867	0	0.0%	2,625	3,200	3,200
Legal Service Retainer	417	417	0	0.0%	417	2,917	2,917	0	0.0%	2,917	5,000	5,000
TOTAL CITY ADMINISTERED EXPE	**61,903**	**63,331**	(1,428)	(2.3%)	**63,010**	**433,322**	**443,317**	(9,995)	(2.3%)	**414,473**	**742,837**	**759,971**
SUBTOTAL OPERATING EXPENES	**406,620**	**391,807**	14,813	3.8%	**300,779**	**2,563,528**	**2,685,092**	(121,564)	(4.5%)	**2,547,763**	**4,324,860**	**4,578,520**
Debt Service Interest	23,704	23,704	0	0.0%	30,328	165,926	165,926	0	0.0%	212,294	284,445	284,445
Debt Service Principle	83,476	83,476	0	0.0%	66,307	584,335	584,335	0	0.0%	464,150	1,001,717	1,001,717
SUBTOTAL DEBT SERVICE	**107,180**	**107,180**	0	0.0%	**96,635**	**750,261**	**750,261**	0	0.0%	**676,444**	**1,286,162**	**1,286,162**
Capital Reserve and Replacemei	0	11,250	(11,250)	(100.0%)	11,250	67,500	78,750	(11,250)	(14.3%)	67,500	115,714	135,000
TOTAL EXPENSES	**513,801**	**510,237**	3,563	0.7%	**408,664**	**3,381,289**	**3,514,103**	(132,814)	(3.8%)	**3,291,707**	**5,726,736**	**5,999,682**
Fund Balance	**5,039**	**(14,027)**	19,065	(135.9%)	**6,114**	**389,910**	**(40,420)**	430,330	(1,064.6%)	**367,579**	**734,400**	**264,152**

COVID Impact Analysis (Pre-Covid v. Current)

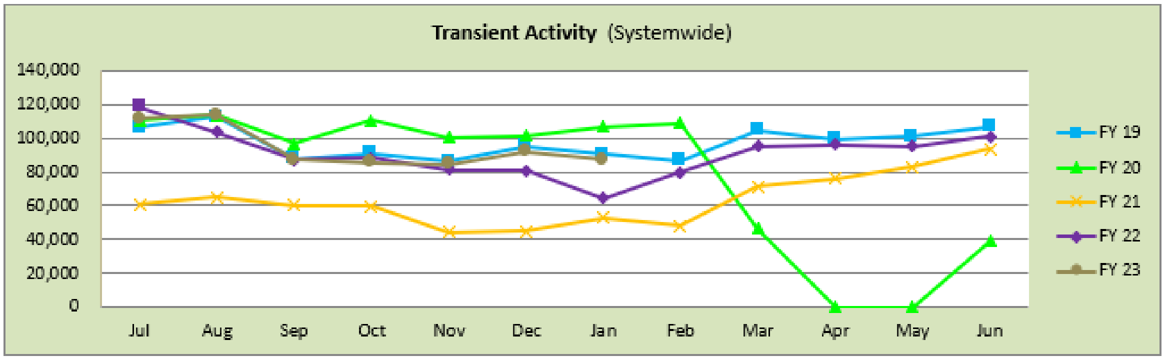
The following graphs illustrate the comparison between pre-COVID and current revenue and expense activity. Compared to pre-COVID January 2020, total system **revenue** is **11.3% below** pre-COVID levels and **expenses** are **17.3% below** pre-COVID levels.

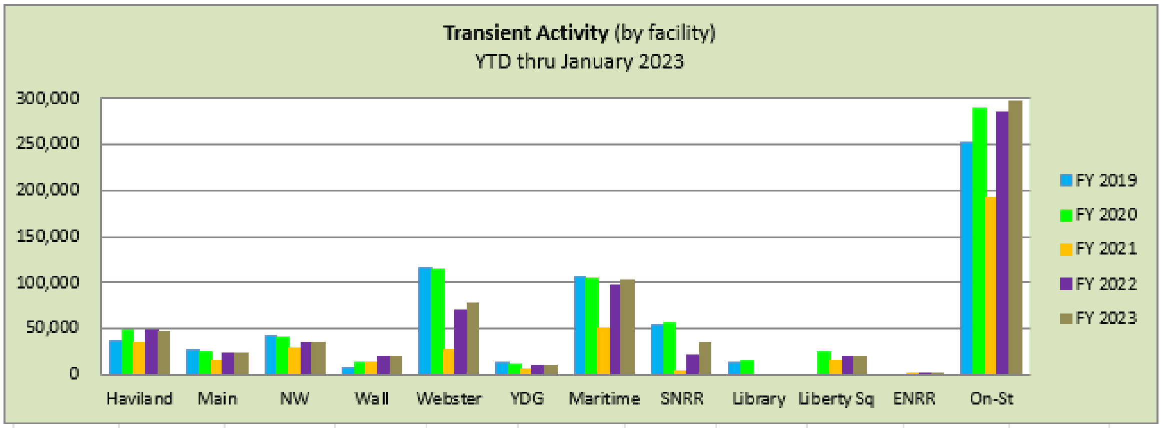


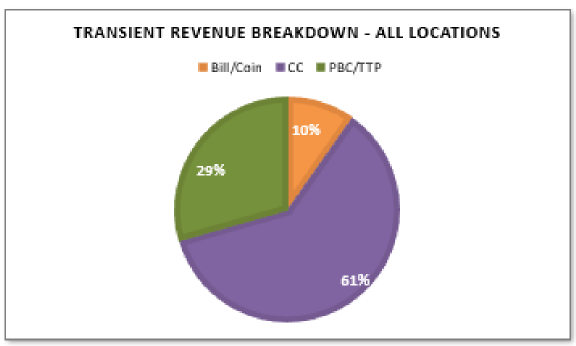


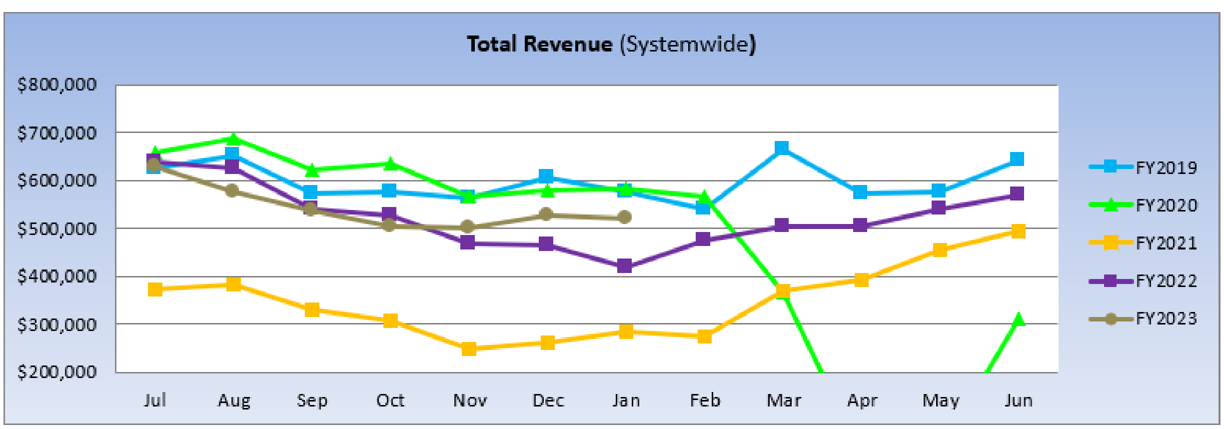
Systemwide Activity

- Overall, systemwide transient activity YTD is **1.1% below** pre-COVID levels and revenue is at **9.0% below** pre-COVID levels.



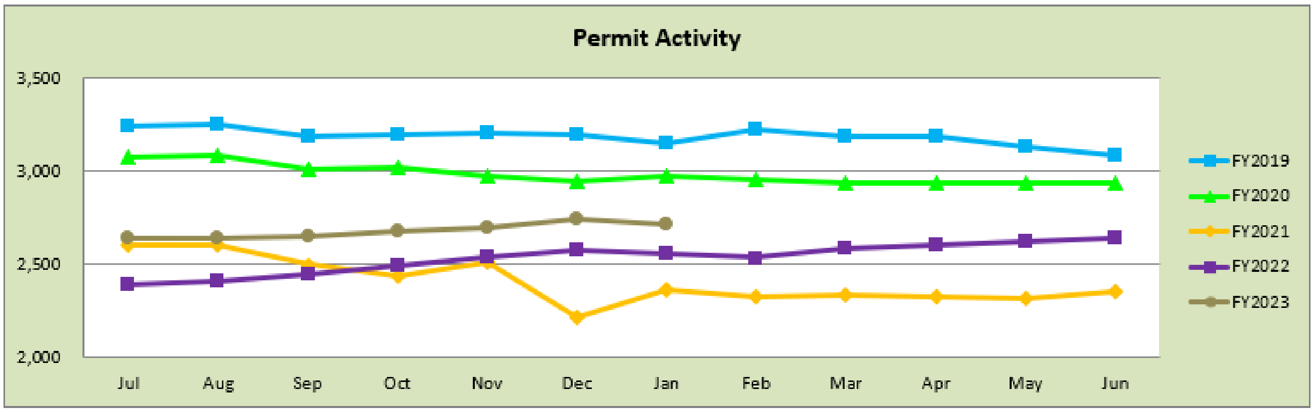


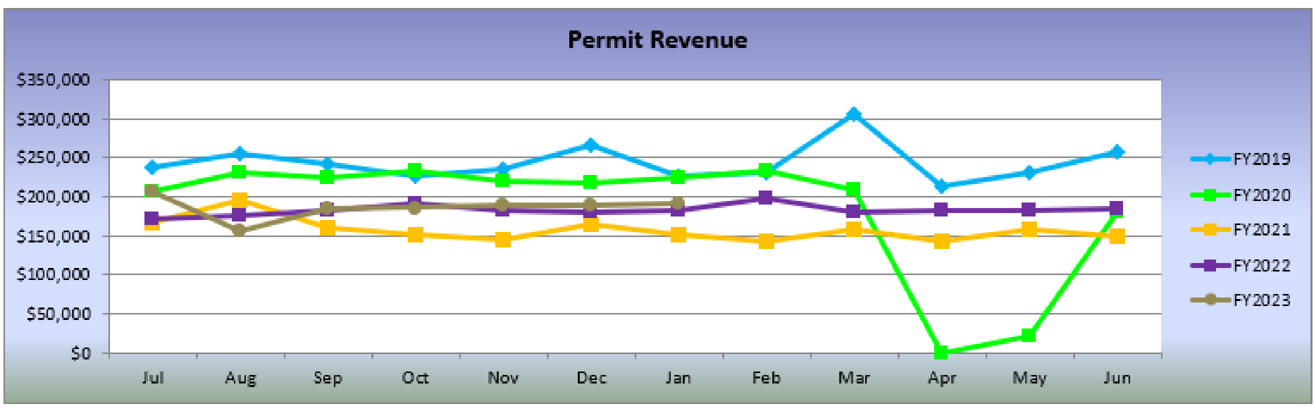


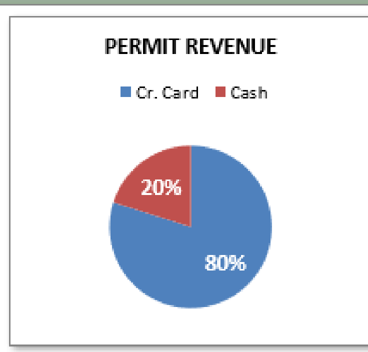


Permit Sales

- Compared to last month, January permits are **down 0.9%** and permit revenues are **up 1.1%**.
- Compared to last year, January permits are **up 6.2%** and permit revenues are **up 4.2%.**
- YTD compared to last year, permit activity is **up 7.8%** and revenue is **up 3.0%**.
- YTD permit revenue is **6.4% under** budget.
- Permit activity is **16.4% below** pre-COVID levels and permit revenue is **23.0% below** pre-COVID levels.
- **2,718** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.

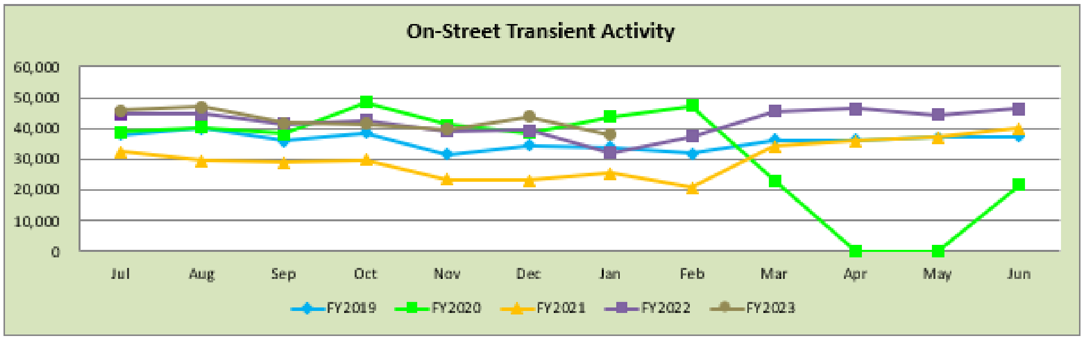


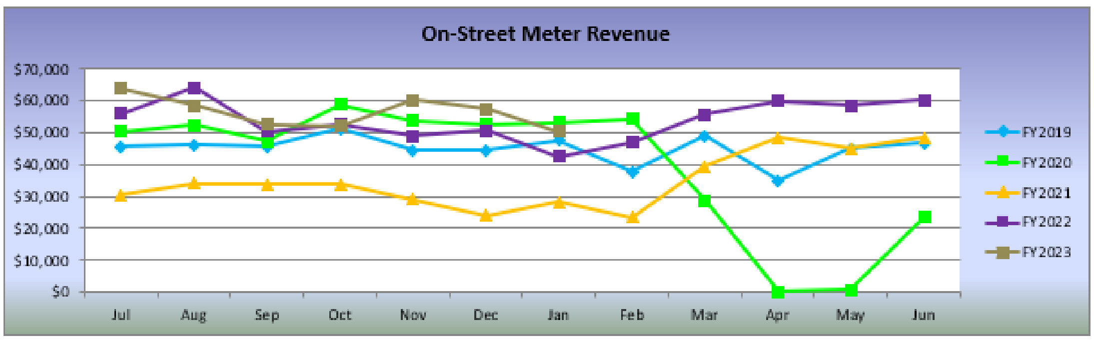


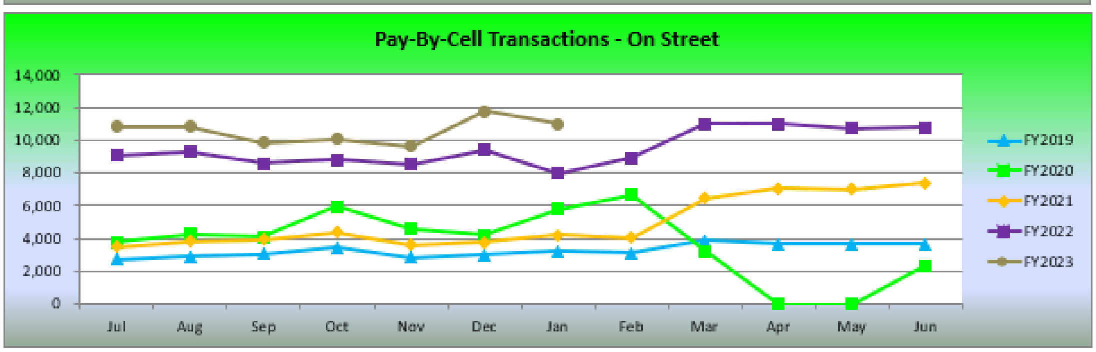


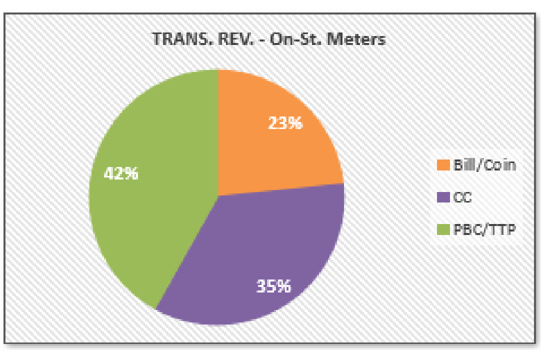
On-Street Parking

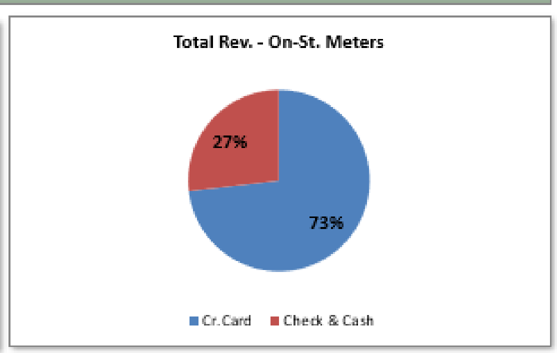
- YTD through January 2022, transient activity was **up 4.6%** and revenue was **up 8.1%** compared to last year.
- For the month of January, transient activity was **down 13.2%** compared to last month and **up 17.6%** compared to last January and **down 13.1%** compared to pre-COVID.
- Revenue was **down 11.9%** compared to last month and **up 19.0%** compared to last January and **down 5.3%** compared to pre-COVID January.
- In SONO, the average PBC transaction was **$2.23** or an Average Stay of **1.5** hours.
- In the Wall District, the average PBC transaction was **$0.82** or an Average Stay of **1.6** hours.
- Average Transient Transaction = **$1.33** or an Average Stay of **0.9** hours.





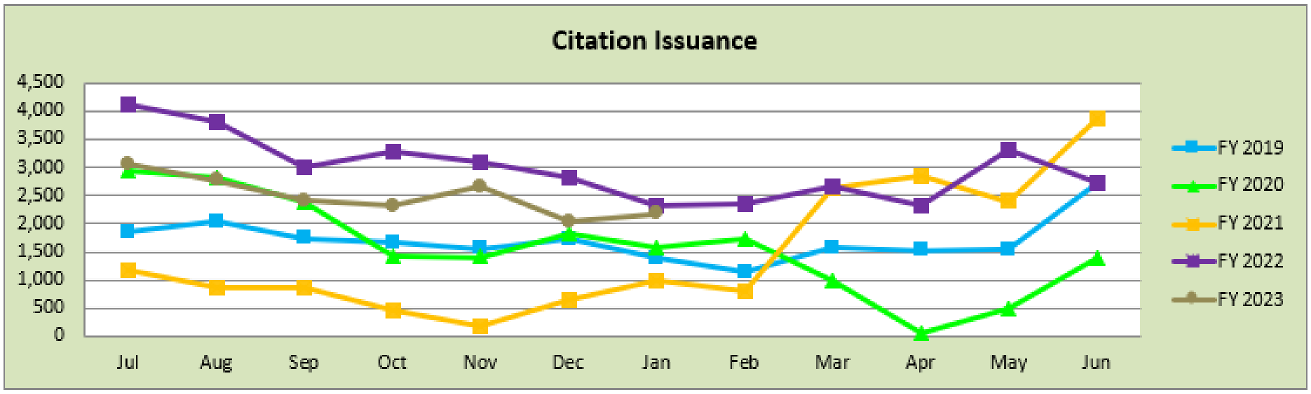


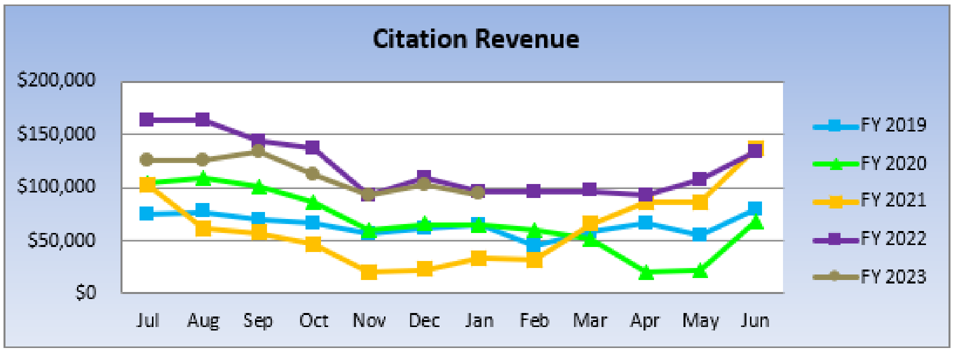


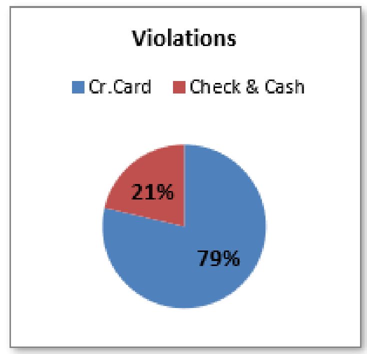


Parking Enforcement

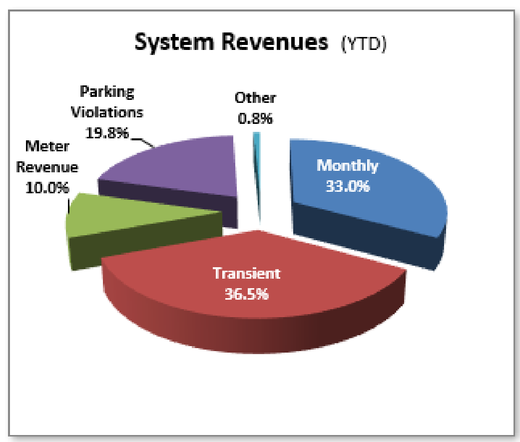
- YTD through January 2022, ticket issuance was **down 22.1%** and citation revenue was **down 13.5%** compared to the same period last year.
- Compared to last month, ticket issuance was **up 6.3%** and citation revenue was **down 8.6%**.
- Citation revenue accounts for **19.8%** of system revenues YTD.







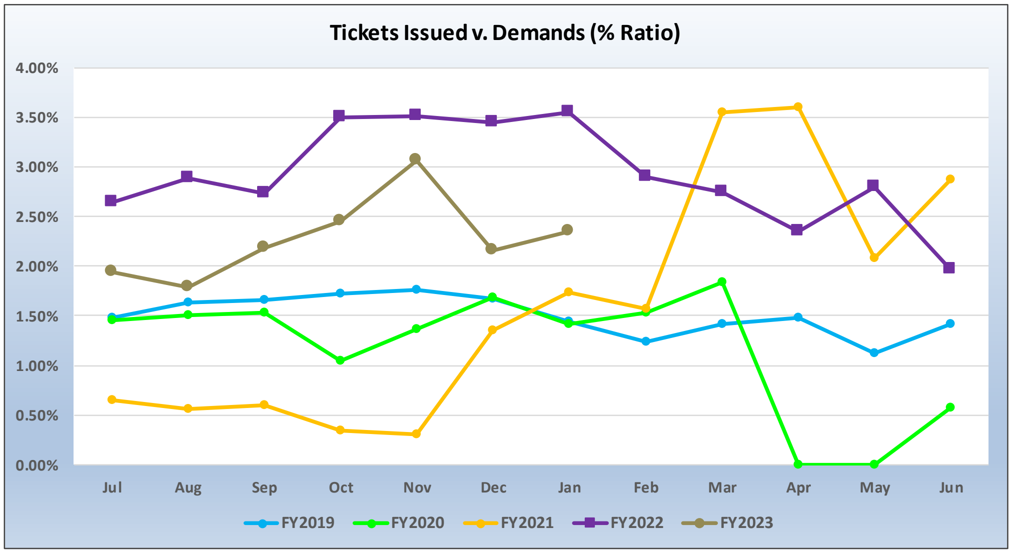
Parking Violations Collection Program



Fiscal Year	Delinquent $ Collected	
2013	$131,458	
2014	$108,435	
2015	$84,233	
2016	$84,628	
2017	$152,412	
2018	$128,025	
2019	$103,032	
2020	$93,378	
2021	$71,346	
2022	$137,355	
2023	$66,457	YTD thru Jan.

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						14,832	2,119

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						662,449	94,636

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%						2.28%

			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.	0.6%	1.6%	2.5%	2.2%	1.0%
2033	Berkeley St.	1.7%	1.5%	1.8%	4.4%	2.5%
2012	Haviland St.	2.9%	2.9%	5.6%	4.5%	3.8%
2021	Madison St.	1.4%	1.7%	5.2%	4.1%	3.8%
2030	Maple St.	0.6%	1.0%	2.1%	0.4%	0.3%
2010	Marshall St.	0.9%	1.7%	2.4%	2.1%	0.8%
2026	Merwin St	2.6%	2.1%	4.1%	2.1%	1.0%
2024	Monroe St.	0.4%	0.4%	1.1%	2.9%	2.1%
2017	N. Main St.	1.2%	1.8%	3.2%	3.6%	3.5%
2018	N. Water St.	0.9%	1.4%	2.8%	2.4%	1.9%
2027	Orchard St	4.2%	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.	0.8%	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.	4.3%	5.7%	8.7%	4.6%	3.5%
2031	West Ave	0.8%	1.5%	3.7%	0.9%	0.5%
2040	Wall St. Area	2.9%	3.9%	10.5%	4.7%	0.0%
Grand Total		2.1%	2.7%	5.1%	3.1%	2.5%

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

Pay-By-Cell

- YTD through January, pay by cell activity was **up 19.2%** and revenue was **up 29.4%** compared to the same period last year.
- Compared to last month, January transactions were **down 5.5%** and revenue was **down 3.4%**.
- Compared to pre-COVID January 2020, transactions were **up 34.4%** and revenue was **up 9.5%**.
- The average transaction is **up 2.2%** from **$2.80** in December to **$2.86** per transaction in January.
- PBC transactions represent **23.7%** of system demands and **11.9%** of systemwide revenue.