REGULAR MEETING – PARKING AUTHORITY
AGENDA
APRIL 23, 2025, 6:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.

Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Bryan Lutz at blutz@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: March 26, 2025

IV. PUBLIC PARTICIPATION

V. REPORTS

A. Engineering and Project Report

1. Update: NPA2025-01 Repairs and Improvements at Haviland Parking Deck

B. Financial and Operating Report - LAZ

VI. NEW BUSINESS

VII. <u>OLD BUSINESS</u>

A. Discuss and Vote: Procurement of Flash/Parkonect PARC System

B. Update: SNRR Lease

VIII. <u>ADJOURNMENT</u>

UPCOMING MEETINGS

March 2025

Operations/Financial Report

FINANCIAL SUMMARY

Summary Income Statement												
Norwalk Parking Authority												
For the Period Ending March 2025												
	March-25					**FOR THE MONTH ENDING MARCH 2025**					**FISCAL YEAR**	
	Actual 2025	**Budget 2025**	**Var $**	**Var %**	**Actual PY**	**Actual 2025**	**Budget 2025**	**Var $**	**Var %**	**Actual PY**	**Forecast**	**Budget**
REVENUES:												
Parking Revenue	580,433	555,234	25,199	4.5%	517,609	5,089,017	5,054,161	34,856	0.7%	4,962,172	6,785,356	6,754,464
Other Revenue	9,317	11,502	(2,185)	-19.0%	9,369	66,391	103,515	(37,124)	-35.9%	78,956	113,522	138,020
Total System Revenue	**589,749**	**566,735**	**23,014**	4.1%	**526,978**	**5,155,408**	**5,157,676**	**(2,267)**	0.0%	**5,041,128**	**6,898,878**	**6,892,484**
EXPENSES:												
Operations	304,409	368,829	(64,420)	-17.5%	298,870	2,938,797	3,270,418	(331,621)	-10.1%	2,921,375	4,168,396	4,407,250
City Support/Admin Svcs	71,126	71,126	0	0.0%	61,949	640,130	640,130	-	0.0%	557,543	853,506	853,506
Debt Service	106,513	106,513	0	0.0%	104,593	958,617	958,617	-	0.0%	941,341	1,278,156	1,278,156
Capital Reserve &Replacement	11,250	11,250	0	0.0%	11,250	90,000	101,250	(11,250)	-11.1%	90,000	120,000	135,000
Total Expenses	**493,298**	**557,717**	**(64,420)**	-11.6%	**476,662**	**4,627,544**	**4,970,415**	**(342,871)**	-6.9%	**4,510,259**	**6,420,058**	**6,673,913**
Fund Balance	**96,452**	**9,018**	**87,434**	969.5%	**50,316**	**527,865**	**187,261**	**340,603**	181.9%	**530,869**	**478,819**	**218,571**

Budget Summary

- Parking revenue is **4.5% over** budget for the month and **0.7% over** budget YTD.
- Transient revenue is **4.4% over** budget for the month and **0.3% over** budget YTD.
- Meter revenue is **0.1% under** budget for the month and **6.1% over** budget YTD.
- Monthly revenue is **5.0% over** budget for the month and **3.8% over** budget YTD.
- Parking violation is **7.0% over** budget for the month and **5.7% under** budget YTD.
- Total expenses are **11.6% under** budget for the month and **6.9% under** budget YTD.

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 March 31, 2025

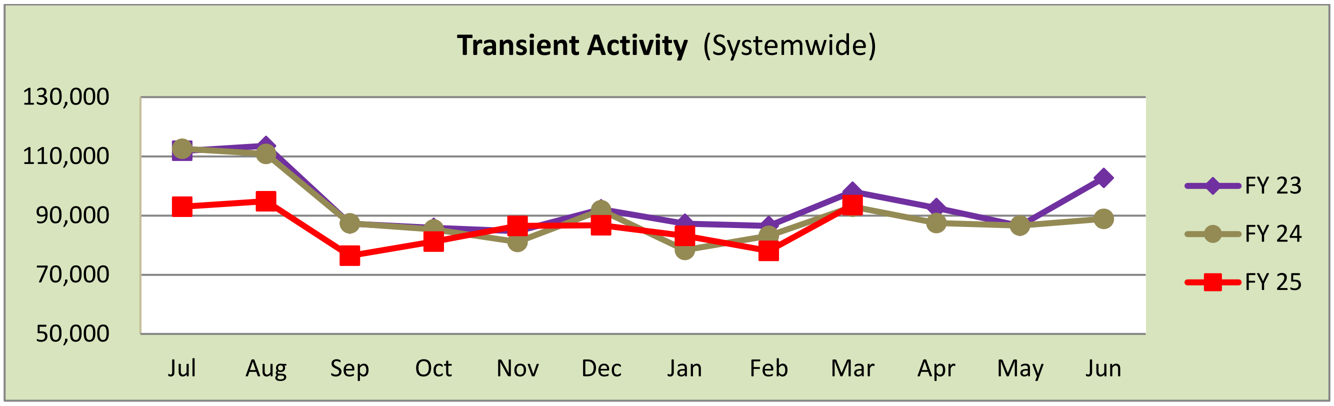
	ACTUAL	BUDGET	Var. ($)	Var. (%)	COMMENTS	Actual YTD	Budget YTD
PARKING REVENUE							
N/A							
OPERATING EXPENSES							
Snow Removal	$20,470	$37,500	($17,030)	-45.4%	Expense for the month is under budget due to no snow in the month.	$189,469	$165,500
Service Contract	$7,105	$12,940	($5,835)	-45.1%	Expense for the month is under budget due to termination of service contract for the old parking equipment..	$138,967	$151,181
Building Repair & Maintenance	$10,084	$48,545	($38,461)	-79.2%	Expenses for the month are under budget due to anticipated overhead gate repair jobs, light bulb replacement, landscaping and electrical repairs that were budgeted and were not incurred. We have received prcing on the repair of the overhead gate, and we expect this to get accomplished before the end of this fiscal year.	$248,649	$421,305
Vehicle Expense	$16,883	$5,833	$11,050	189.4%	Expense for the month is over budget. This is due to repair of two enforcement vehicle and a maintenance truck.	$101,602	$52,500

Financial Statement
For the Month ending March 31, 2025

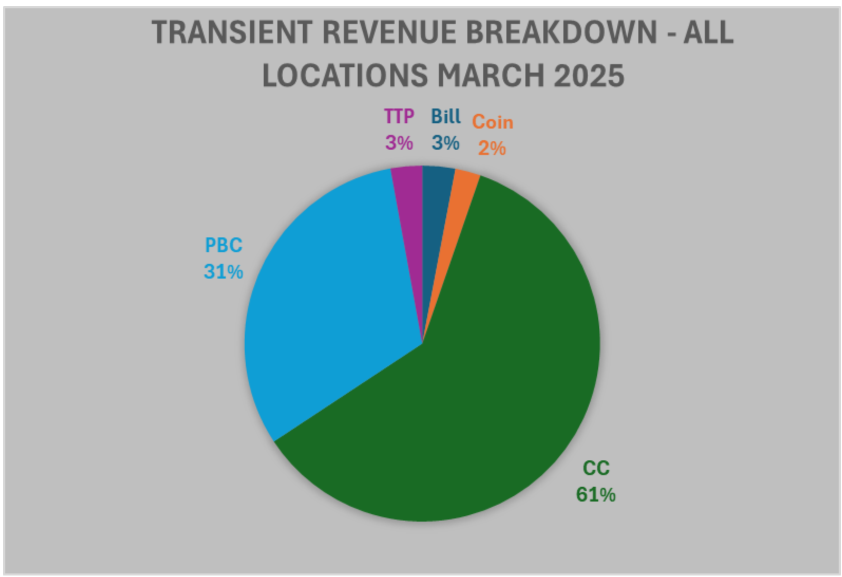
LAZ Karp Associates, LLC and Subsidiaries Norwalk Parking Authority For the Nine Months Ending March 31, 2025									
Description	Actual	Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Annual Budget
PARKING REVENUE									
Meter Revenue	64,361.94	64,452.92	(90.98)	-0.1%	544,136.58	512,998.32	31,138.26	6.1%	681,259.61
Transient Parking	226,585.46	217,132.82	9,452.64	4.4%	1,891,254.08	1,886,289.29	4,964.79	0.3%	2,553,030.23
Monthly Parking	213,985.87	203,770.51	10,215.36	5.0%	1,903,655.67	1,833,934.59	69,721.08	3.8%	2,445,246.12
Less: Refunds	(168.99)	0.00	(168.99)	0.0%	(3,979.79)	0.00	(3,979.79)	0.0%	0.00
Parking Violation	105,807.00	98,857.24	6,949.76	7.0%	1,012,996.00	1,073,697.89	(60,701.89)	-5.7%	1,414,044.99
Less: Sales Tax	(30,138.73)	(28,979.88)	(1,158.85)	4.0%	(259,045.74)	(252,759.38)	(6,286.36)	2.5%	(339,116.62)
TOTAL PARKING REVENUE	**580,432.55**	**555,233.61**	**25,198.94**	**4.5%**	**5,089,016.80**	**5,054,160.71**	**34,856.09**	**0.7%**	**6,754,464.33**
OTHER REVENUE									
Marketing/Advertising	0.00	1,800.00	(1,800.00)	-100.0%	0.00	16,200.00	(16,200.00)	-100.0%	21,600.00
ATM Machines	213.00	333.33	(120.33)	-36.1%	1,919.00	2,999.97	(1,080.97)	-36.0%	3,999.96
Lease Income - SNRR/MG	4,457.82	3,164.00	1,293.82	40.9%	33,127.44	28,476.00	4,651.44	16.3%	37,968.00
Lease Income_YDG	1,446.00	1,446.33	(0.33)	0.0%	12,902.00	13,016.97	(114.97)	-0.9%	17,355.96
SNRR Concessions Income	3,200.00	4,674.67	(1,474.67)	-31.5%	18,443.00	42,072.03	(23,629.03)	-56.2%	56,096.04
Investment Income	0.00	83.33	(83.33)	-100.0%	0.00	749.97	(749.97)	-100.0%	999.96
TOTAL OTHER REVENUE	**9,316.82**	**11,501.66**	**(2,184.84)**	**-19.0%**	**66,391.44**	**103,514.94**	**(37,123.50)**	**-35.9%**	**138,019.92**
TOTAL SYSTEM REVENUE	**589,749.37**	**566,735.27**	**23,014.10**	**4.1%**	**5,155,408.24**	**5,157,675.65**	**(2,267.41)**	**0.0%**	**6,892,484.25**
OPERATING EXPENSES									
Gross Wages	101,471.24	108,719.32	7,248.08	6.7%	950,837.96	1,032,833.53	81,995.57	7.9%	1,413,351.14
Payroll Tax Expense	12,438.65	13,753.01	1,314.36	9.6%	116,261.70	130,653.60	14,391.90	11.0%	178,789.14
Group Health Insurance	13,298.99	11,415.53	(1,883.46)	-16.5%	103,000.72	108,447.52	5,446.80	5.0%	148,401.86
Worker's Compensation Expense	4,129.80	4,566.22	436.42	9.6%	38,600.88	43,379.08	4,778.20	11.0%	59,360.84
401K Match Expense	1,966.57	2,174.39	207.82	9.6%	18,381.43	20,656.70	2,275.27	11.0%	28,267.06
Operating Expenses	10,621.57	12,499.98	1,878.41	15.0%	76,026.95	112,499.82	36,472.87	32.4%	149,999.76
Maritime Condo fees	2,404.45	1,964.52	(439.93)	-22.4%	21,015.05	17,680.68	(3,334.37)	-18.9%	23,574.24
Management Fee Expense	8,333.33	8,333.35	0.02	0.0%	74,999.97	75,000.15	0.18	0.0%	100,000.20
Uniforms	0.00	3,333.34	3,333.34	100.0%	7,585.21	30,000.06	22,414.85	74.7%	40,000.08
Signage	6,184.21	4,166.66	(2,017.55)	-48.4%	7,605.01	37,499.94	29,894.93	79.7%	49,999.92
Tickets	0.00	625.01	625.01	100.0%	14,931.00	5,625.09	(9,305.91)	-165.4%	7,500.12
Office Expense	1,575.49	1,333.34	(242.15)	-18.2%	20,529.81	12,000.06	(8,529.75)	-71.1%	16,000.08
Snow Removal	20,470.38	37,500.00	17,029.62	45.4%	189,469.14	165,500.00	(23,969.14)	-14.5%	177,500.00
Service Contract	7,104.82	12,939.88	5,835.06	45.1%	138,967.23	151,180.50	12,213.27	8.1%	201,574.00
Sanitation	1,597.31	2,500.00	902.69	36.1%	16,790.23	22,500.00	5,709.77	25.4%	30,000.00
Building Repair & Maintenance	10,084.00	48,545.00	38,461.00	79.2%	248,648.55	421,305.00	172,656.45	41.0%	603,510.00
Security Services	512.05	7,533.33	7,021.28	93.2%	68,894.75	97,399.98	28,505.23	29.3%	129,866.64
Permit/Violation Management	10,778.24	10,416.65	(361.59)	-3.5%	89,715.23	93,749.85	4,034.62	4.3%	124,999.80
Utilities Expense	11,664.84	6,741.52	(4,923.32)	-73.0%	65,868.98	60,673.68	(5,195.30)	-8.6%	80,898.24
Vehicle Expense	16,883.11	5,833.32	(11,049.79)	-189.4%	101,602.24	52,499.88	(49,102.36)	-93.5%	69,999.84
Telephone	10,258.22	6,666.67	(3,591.55)	-53.9%	84,912.29	60,000.03	(24,912.26)	-41.5%	80,000.04
Equipment Expense	0.00	2,499.99	2,499.99	100.0%	0.00	22,499.91	22,499.91	100.0%	29,999.88
Bank and Credit Card Fees	27,440.13	28,197.24	757.11	2.7%	256,397.69	256,057.39	(340.30)	-0.1%	342,289.50
Liability Insurance	13,930.37	14,070.41	140.04	1.0%	122,136.46	128,275.11	6,138.65	4.8%	171,367.69
Parking Program	8,336.25	8,788.96	452.71	5.2%	74,976.25	79,100.64	4,124.39	5.2%	105,467.52
Marketing and Communication	2,925.00	3,711.05	786.05	21.2%	30,642.05	33,399.45	2,757.40	8.3%	44,532.60
TOTAL OPERATING EXPENSES	**304,409.02**	**368,828.69**	**64,419.67**	**17.5%**	**2,938,796.78**	**3,270,417.65**	**331,620.87**	**10.1%**	**4,407,250.19**
CITY ADMINISTERED EXPENSES									
Other City Payroll Expenses	46,083.23	46,083.23	0.00	0.0%	414,749.07	414,749.07	0.00	0.0%	552,998.76
Electric	19,642.10	19,642.10	0.00	0.0%	176,778.90	176,778.90	0.00	0.0%	235,705.20
Sewer	968.26	968.26	0.00	0.0%	8,714.34	8,714.34	0.00	0.0%	11,619.12
Professional Services	3,750.01	3,750.01	0.00	0.0%	33,750.09	33,750.09	0.00	0.0%	45,000.12
Legal Service Retainer	416.65	416.65	0.00	0.0%	3,749.85	3,749.85	0.00	0.0%	4,999.80
Business Expense	265.27	265.27	0.00	0.0%	2,387.43	2,387.43	0.00	0.0%	3,183.24
TOTAL CITY ADMINISTERED EXPENSES	**71,125.52**	**71,125.52**	**0.00**	**0.0%**	**640,129.68**	**640,129.68**	**0.00**	**0.0%**	**853,506.24**
SUBTOTAL OPERATING EXPENESES	**375,534.54**	**439,954.21**	**64,419.67**	**14.6%**	**3,578,926.46**	**3,910,547.33**	**331,620.87**	**8.5%**	**5,260,756.43**
Debt Service Interest	14,769.03	14,769.03	0.00	0.0%	132,921.27	132,921.27	0.00	0.0%	177,228.36
Debt Service Principle	91,743.99	91,743.99	0.00	0.0%	825,695.91	825,695.91	0.00	0.0%	1,100,927.88
SUBTOTAL DEBT SERVICES	**106,513.02**	**106,513.02**	**0.00**	**0.0%**	**958,617.18**	**958,617.18**	**0.00**	**0.0%**	**1,278,156.24**
Capital Reserve and Replacement	11,250.01	11,250.01	0.00	0.0%	90,000.08	101,250.09	11,250.01	11.1%	135,000.12
TOTAL EXPENSES	**493,297.57**	**557,717.24**	**64,419.67**	**11.6%**	**4,627,543.72**	**4,970,414.60**	**342,870.88**	**6.9%**	**6,673,912.79**
Fund Balance	**96,451.80**	**9,018.03**	**87,433.77**	**969.5%**	**527,864.52**	**187,261.05**	**340,603.47**	**181.9%**	**218,571.46**

Systemwide Transient Activity

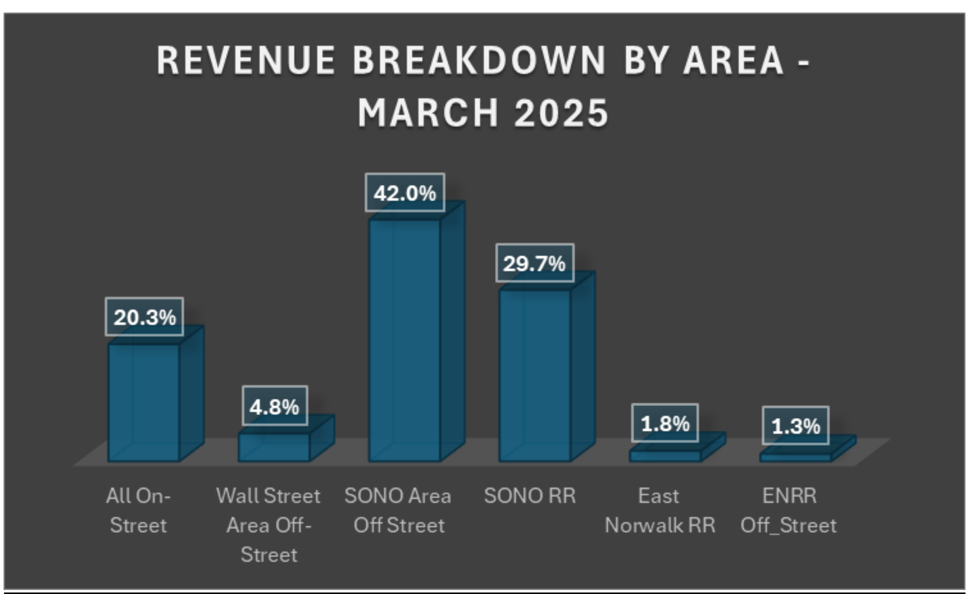
- Overall, systemwide transient activity for YTD is **6.05% below** the previous year.



Systemwide transient payment breakdown for the month

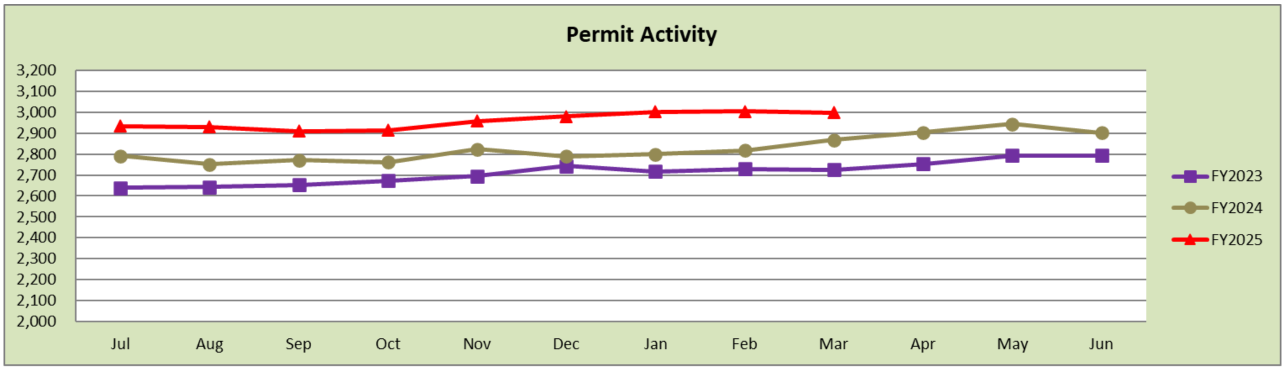


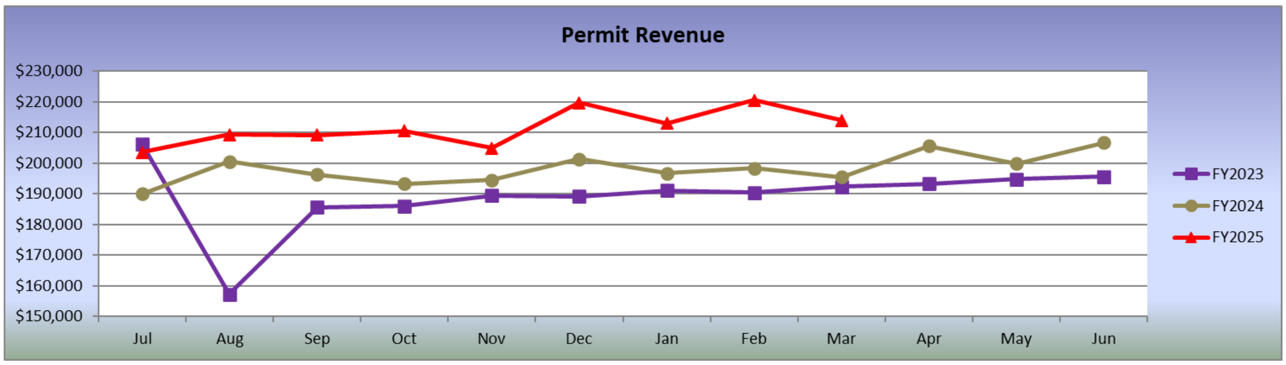
Systemwide transient revenue breakdown by area for the month

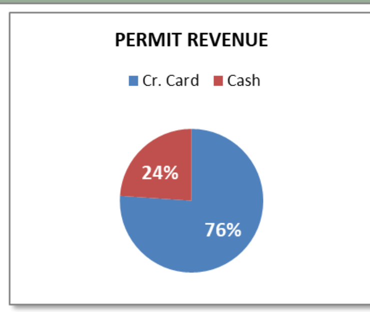


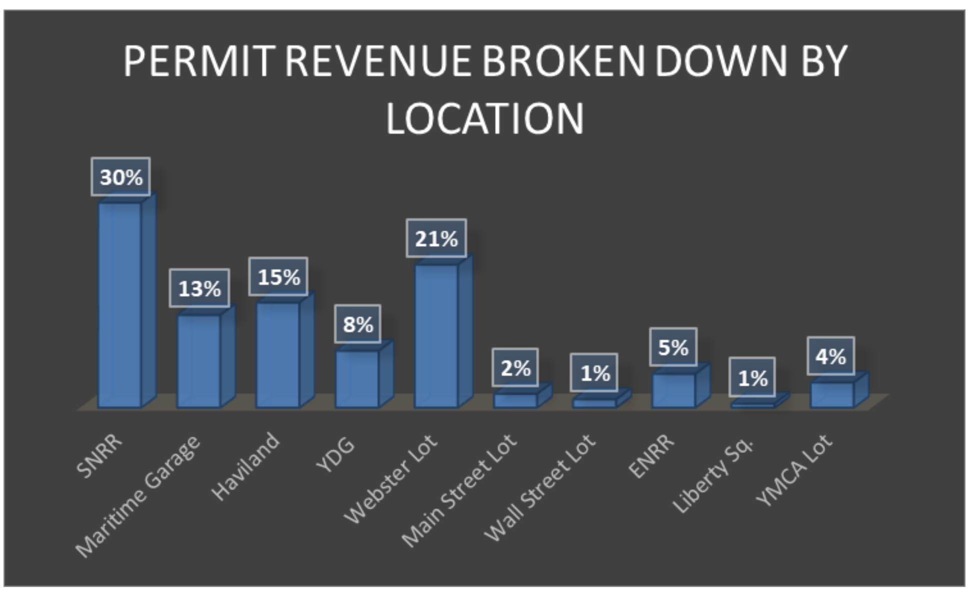
Permit Sales

- YTD compared to last year, permit activity is **up 5.8%** and revenue is **up 7.8%**.
- **For the month, 2,998** permits were sold systemwide. There are 3,092 spaces available for permits and 4,359 total spaces systemwide, including non-metered spaces. Permit Revenue for the month represents 35% of the total gross revenue.



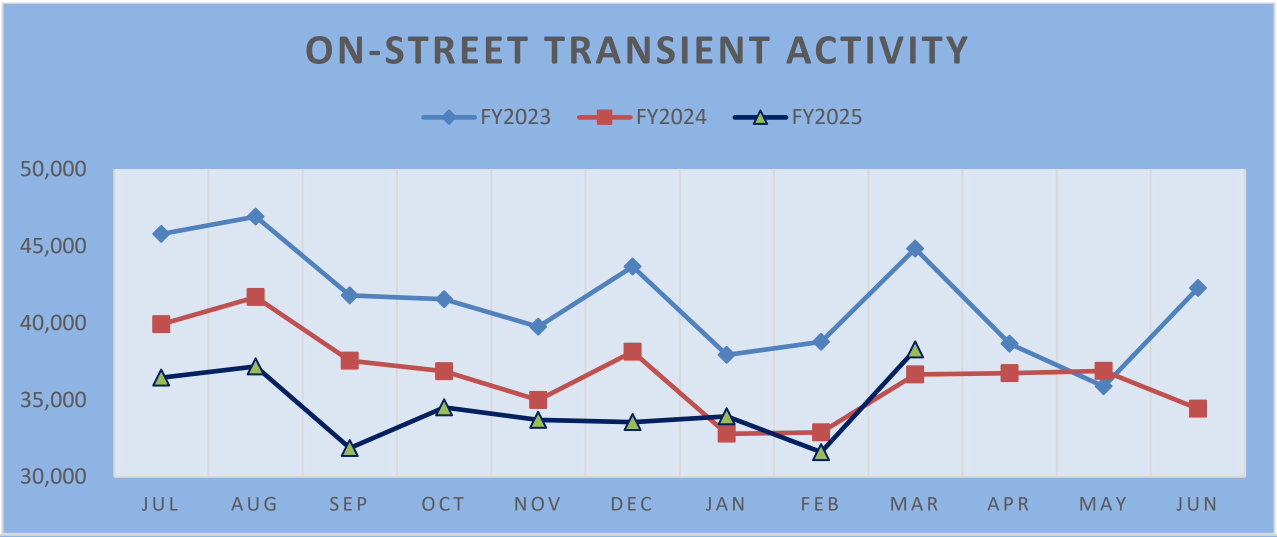


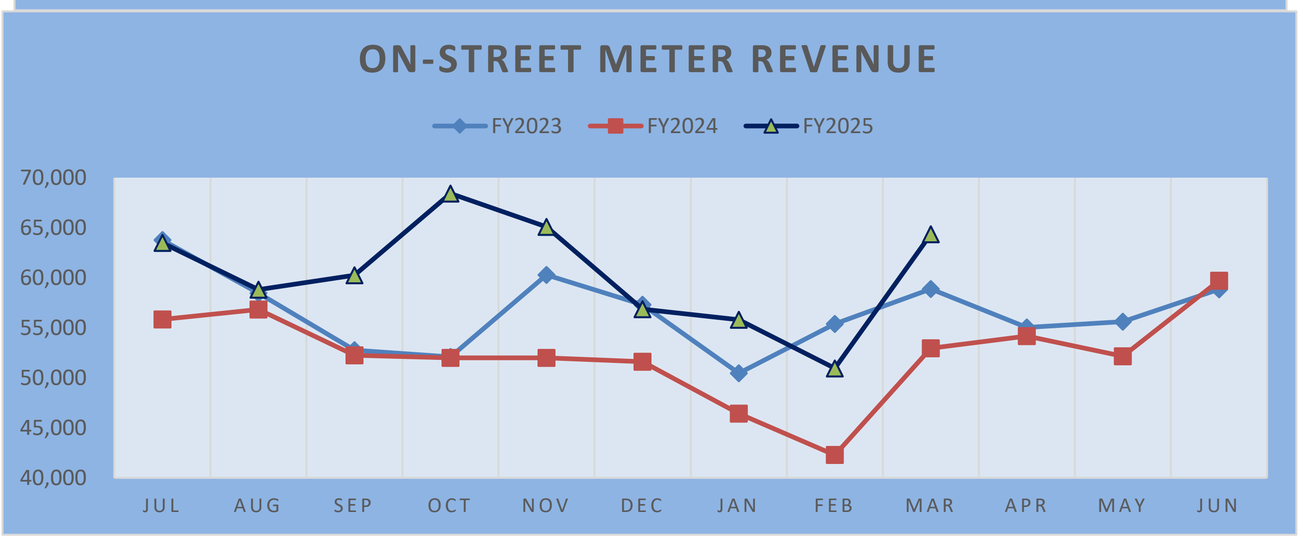


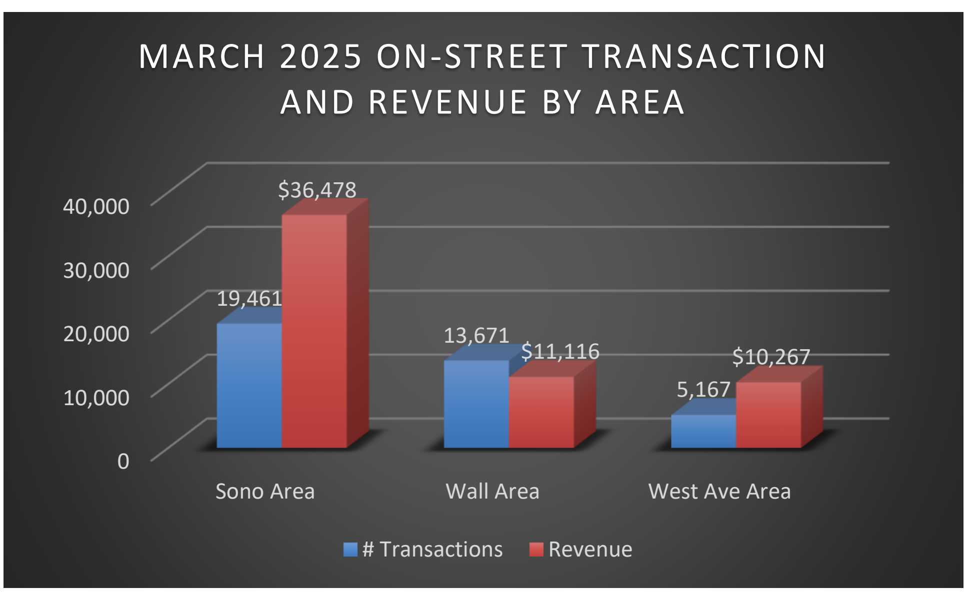


On-Street Parking

- YTD through March, on-street transient activity was **down 6.2%** and revenue was **up 17.7%** compared to last year.
- For the month of March, on-street transient activity was **up 21.1%** compared to last month.

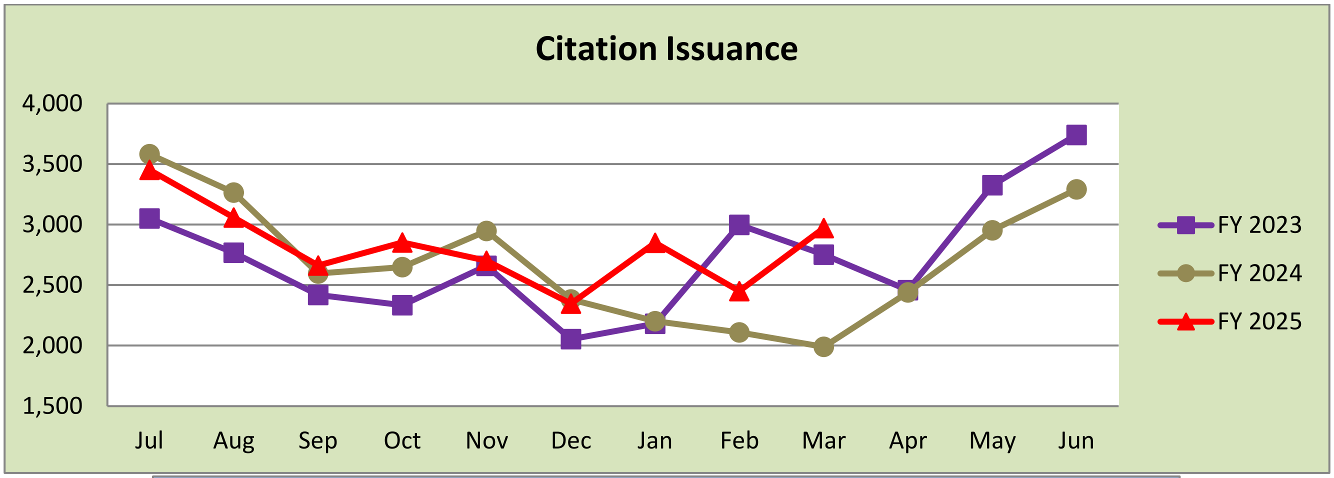


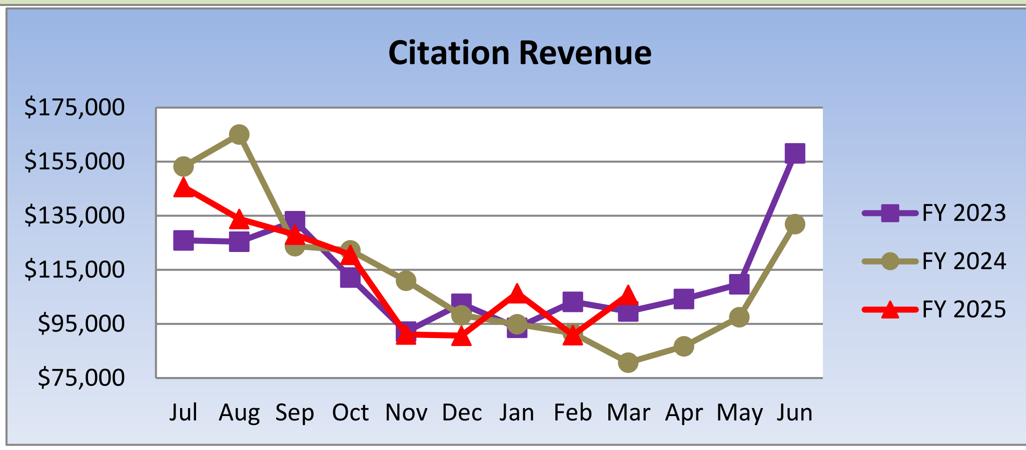


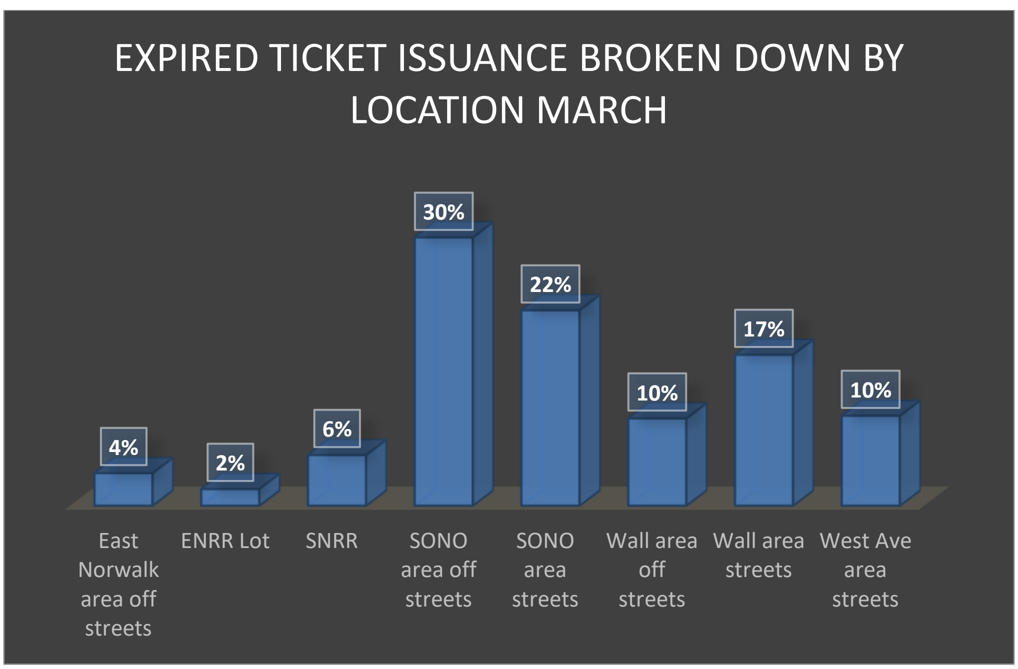


Parking Enforcement

- Compared to last month, ticket issuance was **up 21.3%** and citation revenue was **up 16.4%**.

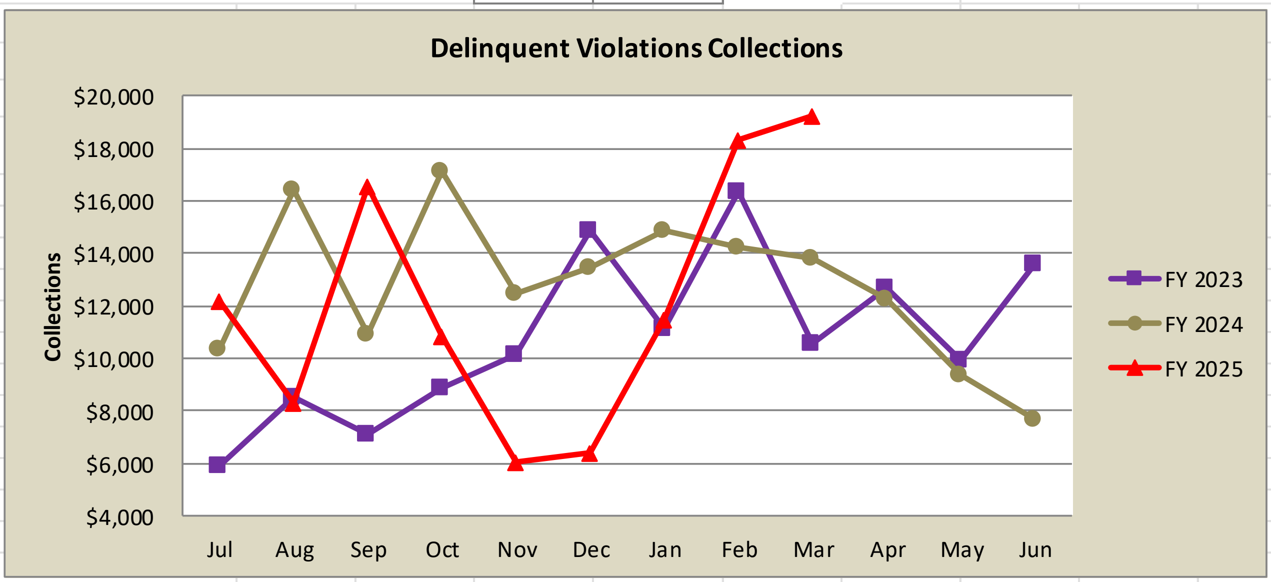






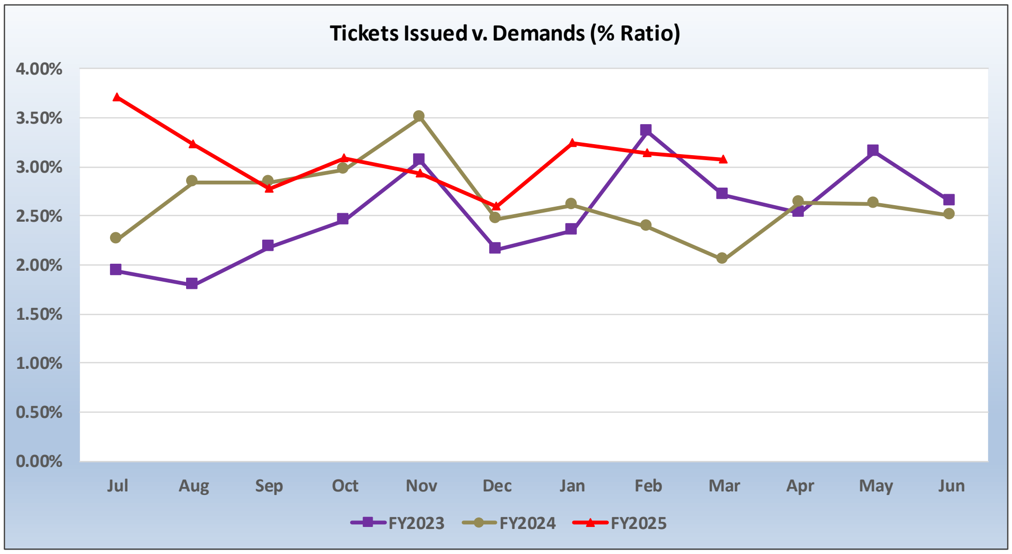
Parking Violations Collection Program

Fiscal Year	Delinquent $	
2013	$131,458	
2014	$108,435	
2015	$84,233	
2016	$84,628	
2017	$152,412	
2018	$128,025	
2019	$103,032	
2020	$93,378	
2021	$71,346	
2022	$137,355	
2023	$129,477	
2024	$152,931	
2025	$109,358	YTD thru March



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.
FY2023	2,164	2,033	1,897	2,104	2,595	1,986	2,053	2,903	2,655	2,342	2,730	2,713	20,390	2,266
FY2024	2,540	3,146	2,482	2,534	2,838	2,266	2,047	1,984	1,909	2,307	2,271	2,230	21,746	2,416
FY2025	3,452	3,058	2,119	2,504	2,539	2,250	2,692	2,451	2,867				23,932	2,659

Transient Demands (NOT including Beaches)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2023	111,814	113,560	87,199	85,804	84,706	92,082	87,283	86,518	98,079	92,535	86,456	102,660	847,046	94,116
FY2024	112,565	110,796	87,317	85,255	81,074	91,771	78,338	83,167	92,950	87,443	86,570	88,859	823,233	91,470
FY2025	92,995	94,839	76,405	81,209	86,488	86,748	83,130	78,111	93,471	0	0	0	773,397	85,933

Ratio (%) - Tickets v. Demands

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
FY2023	1.94%	1.79%	2.18%	2.45%	3.06%	2.16%	2.35%	3.36%	2.71%	2.53%	3.16%	2.64%	2.44%
FY2024	2.26%	2.84%	2.84%	2.97%	3.50%	2.47%	2.61%	2.39%	2.05%	2.64%	2.62%	2.51%	2.66%
FY2025	3.71%	3.22%	2.77%	3.08%	2.94%	2.59%	3.24%	3.14%	3.07%				3.09%

Tickets Issued v. Demands Analysis (continued)

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

5 Years Summary (Expired meter violations only)					
Locatoin Name	Current 2024/25	2023/24	2022/23	2021/22	2020/21
Ann St.	3%	3.9%	2.5%	1.6%	2.5%
Berkeley St.	7%	11.7%	9.1%	1.5%	1.8%
Haviland St.	5%	4.2%	3.2%	2.9%	5.6%
Madison St.	5%	8.8%	3.4%	1.7%	5.2%
Maple St.	3%	3.9%	1.7%	1.0%	2.1%
Marshall St.	1%	0.9%	1.2%	1.7%	2.4%
Merwin St	6%	6.2%	4.3%	2.1%	4.1%
Monroe St.	1%	0.8%	0.3%	0.4%	1.1%
N. Main St.	4%	3.4%	2.3%	1.8%	3.2%
N. Water St.	4%	3.5%	2.3%	1.4%	2.8%
Orchard St	5%	3.6%	4.8%	4.3%	7.2%
Quincy St.	0%	0.0%	0.0%	0.0%	0.0%
S. Main St.	2%	1.9%	1.1%	1.1%	2.1%
W. Washington St.	2%	1.9%	0.5%	1.3%	0.9%
Washington St.	5%	4.9%	5.3%	5.7%	8.7%
West Ave	2%	2.2%	1.9%	1.5%	3.7%
Wall St. Area	2%	1.8%	3.3%	3.9%	10.5%
Webster Lot	3%	2.1%	2.3%	2.8%	3.7%
Haviland Deck	2%	2.0%	2.1%	2.8%	4.8%
North Water Lot	3%	3.0%	2.6%	3.5%	4.9%
SNRR Lot	4%	4.7%	5.0%	6.1%	8.9%
YDG	2%	2.4%	2.0%	3.2%	5.2%
Wall Street Lot	1%	1.9%	1.6%	2.5%	6.4%
Main Street Lot	2%	1.8%	2.1%	2.7%	4.5%
Liberty Square Lot	1%	0.9%	0.6%	0.7%	1.9%
Grand Total	2.7%	2.6%	**2.6%**	**2.8%**	**4.8%**
** Current year data is from September - March					

Pay-By-Cell

- YTD through March, pay by cell activity was **up 6.9%** and revenue was **up 2.4%** compared to the same period last year.
- Compared to last month, March transactions were **up 26.4%** and revenue was **up 27.9%**.