



## REGULAR MEETING – PARKING AUTHORITY AGENDA

MAY 28, 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](https://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](mailto: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**
  - A. **Introduction of Commissioner Jessica Larche**
- III. **ACCEPTANCE OF MINUTES**
  - A. **Regular Meeting: April 23, 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**

- A. Discuss and Vote: Acquisition of Parking Meters for West Ave Developments**
- B. Discuss: Public Meeting June 5th at 5pm at Cheese and Bread 68 Washington St**
- C. Discuss and Vote: 2026 Projects**

**VII. OLD BUSINESS**

- A. Update: Chapter 73A Parking Authority Ordinance Change**
- B. Discuss: Regulation Update -"15-Min Free Option"**

**VIII. ADJOURNMENT**

**UPCOMING 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 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 Brian Lutz [blutz@norwalkct.gov](mailto:blutz@norwalkct.gov) to provide written comment prior to the meeting.

**PARKING AUTHORITY  
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE  
AND TELECONFERENCE  
APRIL 23, 2025**

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

**STAFF** Bryan Lutz, Asst. Parking Director, TMP

**OTHERS:** Rocky Legesse, LAZ Parking  
Louis Henriques, LAZ Parking  
Cara Hyder, LAZ Parking

**I. CALL TO ORDER**

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

## **II. ROLL CALL**

Mr. Lutz called the roll, and those listed in the attendance were present.

## **III. ACCEPTANCE OF MINUTES**

### **A. Regular Meeting: March 26, 2025**

**\*\* MR. SEEBECK MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**\*\* MR. FULLAM SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **IV. PUBLIC PARTICIPATION**

There was no public participation this evening.

## **V. REPORTS**

### **A. Engineering and Project Report**

#### **1. Update: NPA 2025-01 Repairs and Improvements at Haviland Parking Deck**

Mr. Lutz provided an update on the Haviland parking deck project and said that the legal department is drafting the contract, which, once executed, will have a start date. He hopes the contract will be sent out by next week, and he can report on a start date at the next meeting.

Mr. Rains said he knows the team has done excellent outreach for the people who have permits and the business owners who have clients that park there and asked if there is a milestone coming up where they need to be informed again. Mr. Lutz asked Mr. Legesse to have an email sent out by Friday, reminding people that this is upcoming, and will send out another reminder once there is a start date. He suggested alternatives for allowing people to park in several parking spaces on the deck during the day if needed. Mr. Rains suggested sending the information to the Chamber of Commerce so they can include it in their communications.

## **B. Financial and Operating Report-LAZ**

Mr. Legesse reported and said overall the performance was strong for the month and was 4.1% over budget in revenue, and 11.6% under budget for expenses, leading to a fund balance of \$96,451. The parking revenue was 4.5% above budget. Transient revenue was 4.4% over budget, and the leading performers were the Maritime Garage, the South Norwalk Railroad Station, and the Yankee Doodle Garage. The meter revenue was just under budget at 0.1% due to the construction on East Wall Street, but we have seen an increase at the Main Street lot, so we captured the loss of meter revenue. The monthly revenue was over budget, and the leading performers were the Yankee Doodle Garage and the YMCA lot, which was unbudgeted for the month. The parking violations were 7% over budget and were mainly due to the ticket insurance increase on Orchard and Merwin Street for construction in that area. The expenses for the month were under budget at 11.6%, and the main savings came from building repairs, maintenance, and snow.

Mr. Legesse reported on the variance report and said the snow expenses came under budget due to no snowstorms. The service contract was under budget for the month due to the service contract with the old equipment being terminated. The building repairs and maintenance were under budget due to some of the landscaping work scheduled to begin in March being pushed to April due to the weather. The vehicle expenses for the month were over budget due to repairs for the two enforcement vehicles and the maintenance truck.

Mr. Fullam said the vehicle expenses seem high and asked Mr. Legesse to elaborate. Mr. Legesse provided an overview of the vehicle repair expenses, which included preventative maintenance costs. He said higher expenses are mainly on the enforcement vehicles due to their idle time and age, and a request in the budget to replace those two vehicles to reduce the repair costs. Mr. Fullam asked if leasing the vehicles has been looked into. Mr. Henriques said they have a large fleet in the state and tend to purchase vehicles on a national level. They have gotten away from leasing because it doesn't make sense in most cases, but they can price out leasing the vehicles. Mr. Rains, due to COVID, the purchase of new vehicles was deferred, and now we have some ground to regain. The decisions that were made at the time were good ones because the timeframe of the situation was unknown, and the strategy was to take the most vulnerable vehicles offline and replace them with new ones. Mr. Rains asked if there is a future view that can be shared with the Parking Authority for the rest of the vehicles. Mr. Henriques said they can provide an analysis that would give a ballpark idea of what life is left on the current fleet.

Mr. Seebeck said it is the expectation that LAZ is managing the fleet, and he is frustrated that the budget has been busted by 100%, and it troubles him that massive overhaul work is being done on equipment that is not slated for replacement. He asked what the approved budget is for next year for repairs and maintenance, because if it is anything less than what has been spent year to date and is maintaining the same fleet of equipment, he does not think there is an appropriate amount. He also requested the approved budget for next year to acquire new vehicles. In his recollection, this is why they are not looking at leasing: they are following the city's acquisition policy for new fleet assets, which he believes Mr. Travers said was a requirement. Mr. Legesse said the budget to purchase new equipment for next year is \$160,000, and the budget for vehicle repairs and expenses is \$40,000. Mr. Seebeck asked to be clear that two new vehicles will be acquired, replacing two older vehicles of the eight-vehicle fleet. Mr. Legesse said that it is correct. Mr. Seebeck noted that this will leave six vehicles with \$12,000 less in the budget and \$60,000 less than spent year-to-date for next year's forecast for vehicle expenses on a year-to-date basis. He said it is a problem and suggested referring and requesting that LAZ reconcile the forecast. Mr. Rains agreed and said they may need some interim conversations about that. Mr. Rains requested that Mr. Legesse and Mr. Henriques provide an appraisal of where they stand, including the repairs that were discussed this evening and the repairs that have been completed. He could make himself available if they need assistance to prepare it for the next meeting.

Mr. Aley said the cost per mile is also important and requested a report showing that and a recommendation for vehicle replacement.

Mr. Legesse reported on the free 15-minute usage and said they have seen a 27% increase from February and an increase in all areas. Staff are continuing to educate business owners and their customers about the free 15-minute option.

Mr. Legesse shared photos of LAZ employees assisting customers at the South Norwalk Railroad Station garage with the new equipment, which was received positively by customers. Mr. Rains said he has also received phone calls from people who are ecstatic about the new system. Mr. Lutz said the equipment installation went very smoothly compared to what he has seen in his past experiences, and it was a good transition. The team was great.

## **VI. NEW BUSINESS**

There was no new business discussed.

Mr. Lutz noted that the LAZ team has been out over the past week and went door-to-door to over 80 local businesses for feedback. Ms. Hyder reported on some of the initiatives. She said they have made many strides over the last couple of weeks and have come up with some unique ideas to advertise and market the parking options on a focused basis, rather than pushing one program to everyone. She said they received a lot of feedback on some excellent ideas. She is putting together some recommendations around that which include cross promotions through advertisements within the facilities, updates to the website, and will be putting together a forum by district for a more open discussion in different areas and get an idea if there are any additional programs to build given the fact the equipment was just updated and highlight the free 15-minute option and drive more business overarchingly as a whole.

Mr. Rains said it would be helpful to understand the parameters of the primary objective for various parts of the city that would be implemented over time. They suggested it be implemented in the monthly meetings to understand progress and accomplishments. Ms. Hyder agreed and suggested presenting a proposal to the Parking Authority with options for pricing, and that the discussions they have been having with the local businesses in the area have been for fact-finding so that they can build the plan and present it to the Parking Authority for approval. Mr. Rains asked Ms. Hyder if she would be ready by the next meeting to present the framework. She said “yes” she should be able to that and has started on a few generalized recommendations to provide to the team but have also put together a detailed marketing plan into the proposal and will put a schedule to how each of the programs will work and have an elaborate discussion with the Parking Authority and a vote to proceed.

## **VII. OLD BUSINESS**

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

Mr. Lutz said last week was very busy at the Maritime Garage and served over 5,000 transient customers. There were no traffic backups like the ones we used to experience, which was a significant achievement, and he is happy to see that the early success of the new system is happening.

Mr. Lutz said the proposal approved last November was \$581,000 for this system. Still, he inadvertently admitted a 10% contingency on that proposal and is requesting an increase to the purchase order to cover the necessary change orders experienced during the installation. Mr. Rains asked if the project had been completed. Mr. Lutz said “yes,” but is still going through some operational changes while working with Flash and would like to wait two more weeks to be fully confident in signing off on this project. Mr. Rains asked if there would be any further expenses. Mr. Lutz said “no”. Mr. Aley asked what the dollar amount is. Mr. Lutz said there are four invoices totaling \$33,200, and he is

comfortable requesting to increase the purchase order by that number, and Flash has assured him that there will not be any more change orders. Mr. Aley requested that the invoices be emailed to him.

Mr. Seebeck asked about the source of funding. Mr. Lutz said that capital funds were used for this project and are still under budget in the capital account.

**\*\*MR. SEEBECK MOVED TO APPROVE THE REQUEST FOR FUNDING FOR THE CHANGE ORDERS IN THE AMOUNT OF \$33,200 FOR THE FLASH PARK CONNECT PARK SYSTEM.**

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

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **B. Update: SNRR Lease**

Mr. Lutz said he went through all the committees for approval to lease the space to The Taco Guy. The Common Council approved it last night, and the lease was sent to him today for their review. They hope to have the new tenant by May 1st and will likely hold a ribbon-cutting ceremony once he opens for business.

Mr. Lutz said that Earth Day will be celebrated this Saturday with two events. Jim Travers will guide a walking tour of Wall Street, beginning at 10:00 AM, and meet at Factory Underground. Following that, there will be an Earth Day Festival on the Norwalk Green from 11:00 AM to 3:00 PM.

### **VIII. ADJOURNMENT**

**\*\* MR. SEEBECK MOVED TO ADJOURN.**

**\*\* MR. FULLAM SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:55 PM.

Respectfully submitted,

Dilene Byrd



**April  
2025**

# Operations/Financial Report

## FINANCIAL SUMMARY

Summary Income Statement												
Norwalk Parking Authority												
For the Period Ending April 2025												
	April-25				FOR THE MONTH ENDING APRIL 2025					FISCAL YEAR		
	Actual 2025	Budget 2025	Var \$	Var %	Actual PY	Actual 2025	Budget 2025	Var \$	Var %	Actual PY	Forecast	Budget
<b>REVENUES:</b>												
Parking Revenue	585,578	538,928	46,650	8.7%	522,618	5,674,595	5,593,089	81,506	1.5%	5,484,790	6,809,514	6,754,464
Other Revenue	8,431	11,502	(3,071)	-26.7%	9,544	74,822	115,017	(40,194)	-34.9%	88,501	114,787	138,020
<b>Total System Revenue</b>	<b>594,009</b>	<b>550,430</b>	<b>43,580</b>	<b>7.9%</b>	<b>532,162</b>	<b>5,749,418</b>	<b>5,708,105</b>	<b>41,312</b>	<b>0.7%</b>	<b>5,573,291</b>	<b>6,924,301</b>	<b>6,892,484</b>
<b>EXPENSES:</b>												
Operations	297,121	367,262	(70,142)	-19.1%	306,830	3,235,917	3,637,680	(401,763)	-11.0%	3,228,205	4,068,101	4,407,250
City Support/Admin Svcs	71,126	71,126	0	0.0%	61,949	711,255	711,255	-	0.0%	619,492	853,506	853,506
Debt Service	106,513	106,513	0	0.0%	104,593	1,065,130	1,065,130	-	0.0%	1,045,934	1,278,156	1,278,156
Capital Reserve & Replacement	11,250	11,250	0	0.0%	11,250	101,250	112,500	(11,250)	-10.0%	101,250	121,500	135,000
<b>Total Expenses</b>	<b>486,009</b>	<b>556,151</b>	<b>(70,142)</b>	<b>-12.6%</b>	<b>484,622</b>	<b>5,113,553</b>	<b>5,526,566</b>	<b>(413,013)</b>	<b>-7.5%</b>	<b>4,994,881</b>	<b>6,321,264</b>	<b>6,673,913</b>
<b>Fund Balance</b>	<b>108,000</b>	<b>(5,721)</b>	<b>113,721</b>	<b>-1987.6%</b>	<b>47,540</b>	<b>635,865</b>	<b>181,540</b>	<b>454,325</b>	<b>250.3%</b>	<b>578,410</b>	<b>603,037</b>	<b>218,571</b>

### Budget Summary

- Parking revenue is **8.7% over** budget for the month and **1.5% over** budget YTD.
- Transient revenue is **7.1% over** budget for the month and **1.0% over** budget YTD.
- Meter revenue is **15% under** budget for the month and **6.9% over** budget YTD.
- Monthly revenue is **0.2% over** budget for the month and **3.4% over** budget YTD.
- Parking violation is **25.4% over** budget for the month and **3.1% under** budget YTD.
- Total expenses are **12.6% under** budget for the month and **7.5% 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 April 30, 2025

	ACTUAL	BUDGET	Var. (\$)	Var. (%)	COMMENTS	Actual YTD	Budget YTD
<b>PARKING REVENUE</b>							
Parking Violation	\$118,701	\$94,628	\$24,073	25.4%	Violation revenue is over budget for the month due to ticket increased ticket issuance around construction area (mainly in West Avenue area constructions.	\$1,131,697	\$1,168,326
<b>OPERATING EXPENSES</b>							
Snow Removal	\$0	\$12,000	(\$12,000)	-100.0%	Expense for the month is under budget due to no snow in the month.	\$189,469	\$177,500
Building Repair & Maintenance	\$10,214	\$52,345	(\$42,131)	-80.5%	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 pricing 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

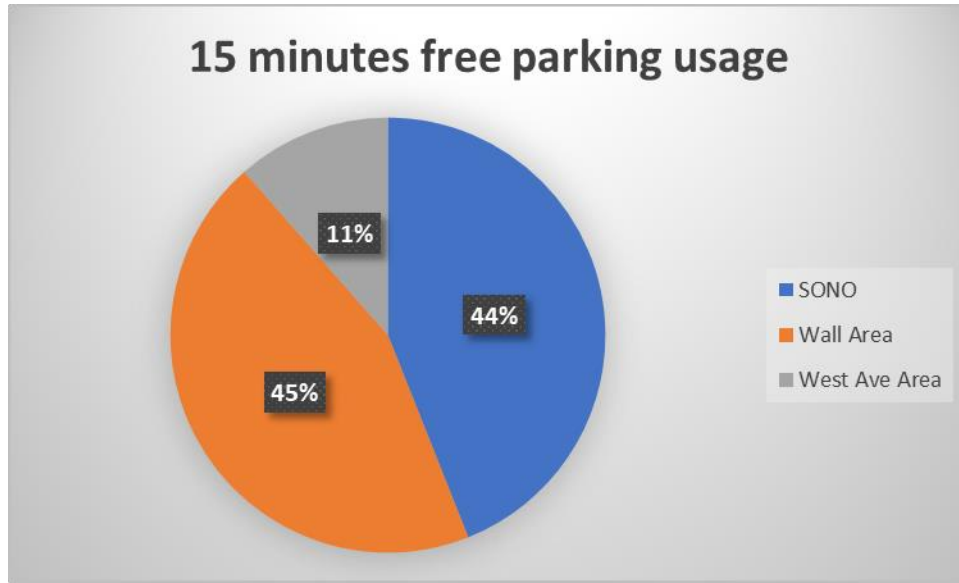
# Financial Statement

## For the Month ending April 30, 2025

LAZ Karp Associates, LLC and Subsidiaries									
Norwalk Parking Authority									
For the Ten Months Ending April 30, 2025									
Description	Actual	Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Annual Budget
<b>PARKING REVENUE</b>									
Meter Revenue	64,045.41	55,690.10	8,355.31	15.0%	608,181.99	568,688.42	39,493.57	6.9%	681,259.61
Transient Parking	228,274.47	213,052.64	15,221.83	7.1%	2,119,528.55	2,099,341.93	20,186.62	1.0%	2,553,030.23
Monthly Parking	204,212.97	203,770.51	442.46	0.2%	2,107,868.64	2,037,705.10	70,163.54	3.4%	2,445,246.12
Less: Refunds	(8.80)	0.00	(8.80)	0.0%	(3,988.59)	0.00	(3,988.59)	0.0%	0.00
Parking Violation	118,701.00	94,627.70	24,073.30	25.4%	1,131,697.00	1,168,325.59	(36,628.59)	-3.1%	1,414,044.99
Less: Sales Tax	(29,646.74)	(28,213.05)	(1,433.69)	5.1%	(288,692.48)	(280,972.43)	(7,720.05)	2.7%	(339,116.62)
<b>TOTAL PARKING REVENUE</b>	<b>585,578.31</b>	<b>538,927.90</b>	<b>46,650.41</b>	<b>8.7%</b>	<b>5,674,595.11</b>	<b>5,593,088.61</b>	<b>81,506.50</b>	<b>1.5%</b>	<b>6,754,464.33</b>
<b>OTHER REVENUE</b>									
Marketing/Advertising	0.00	1,800.00	(1,800.00)	-100.0%	0.00	18,000.00	(18,000.00)	-100.0%	21,600.00
ATM Machines	173.00	333.33	(160.33)	-48.1%	2,092.00	3,333.30	(1,241.30)	-37.2%	3,999.96
Lease Income - SNRR/MG	5,019.97	3,164.00	1,855.97	58.7%	38,147.41	31,640.00	6,507.41	20.6%	37,968.00
Lease Income_YDG	1,446.00	1,446.33	(0.33)	0.0%	14,348.00	14,463.30	(115.30)	-0.8%	17,355.96
SNRR Concessions Income	1,792.00	4,674.67	(2,882.67)	-61.7%	20,235.00	46,746.70	(26,511.70)	-56.7%	56,096.04
Investment Income	0.00	83.33	(83.33)	-100.0%	0.00	833.30	(833.30)	-100.0%	999.96
<b>TOTAL OTHER REVENUE</b>	<b>8,430.97</b>	<b>11,501.66</b>	<b>(3,070.69)</b>	<b>-26.7%</b>	<b>74,822.41</b>	<b>115,016.60</b>	<b>(40,194.19)</b>	<b>-34.9%</b>	<b>138,019.92</b>
<b>TOTAL SYSTEM REVENUE</b>	<b>594,009.28</b>	<b>550,429.56</b>	<b>43,579.72</b>	<b>7.9%</b>	<b>5,749,417.52</b>	<b>5,708,105.21</b>	<b>41,312.31</b>	<b>0.7%</b>	<b>6,892,484.25</b>
<b>OPERATING EXPENSES</b>									
Gross Wages	106,858.38	108,719.32	1,860.94	1.7%	1,057,696.34	1,141,552.85	83,856.51	7.3%	1,413,351.14
Payroll Tax Expense	13,120.11	13,753.01	632.90	4.6%	129,381.81	144,406.61	15,024.80	10.4%	178,789.14
Group Health Insurance	13,299.02	11,415.53	(1,883.49)	-16.5%	116,299.74	119,863.05	3,563.31	3.0%	148,401.86
Worker's Compensation Expense	4,356.07	4,566.22	210.15	4.6%	42,956.95	47,945.30	4,988.35	10.4%	59,360.84
401K Match Expense	2,074.29	2,174.39	100.10	4.6%	20,455.72	22,831.09	2,375.37	10.4%	28,267.06
Operating Expenses	10,933.69	12,499.98	1,566.29	12.5%	86,960.64	124,999.80	38,039.16	30.4%	149,999.76
Maritime Condo fees	2,404.45	1,964.52	(439.93)	-22.4%	23,419.50	19,645.20	(3,774.30)	-19.2%	23,574.24
Management Fee Expense	8,333.33	8,333.35	0.02	0.0%	83,333.30	83,333.50	0.20	0.0%	100,000.20
Uniforms	0.00	3,333.34	3,333.34	100.0%	7,585.21	33,333.40	25,748.19	77.2%	40,000.08
Signage	0.00	4,166.66	4,166.66	100.0%	7,605.01	41,666.60	34,061.59	81.7%	49,999.92
Tickets	2,670.25	625.01	(2,045.24)	-327.2%	17,601.25	6,250.10	(11,351.15)	-181.6%	7,500.12
Office Expense	3,385.68	1,333.34	(2,052.34)	-153.9%	23,915.49	13,333.40	(10,582.09)	-79.4%	16,000.08
Snow Removal	0.00	12,000.00	12,000.00	100.0%	189,469.14	177,500.00	(11,969.14)	-6.7%	177,500.00
Service Contract	25,245.98	24,513.74	(732.24)	-3.0%	164,213.21	175,694.24	11,481.03	6.5%	201,574.00
Sanitation	288.08	2,500.00	2,211.92	88.5%	17,078.31	25,000.00	7,921.69	31.7%	30,000.00
Building Repair & Maintenance	10,214.05	52,345.00	42,130.95	80.5%	258,862.60	473,650.00	214,787.40	45.3%	603,510.00
Security Services	13,005.77	17,400.00	4,394.23	25.3%	81,900.52	114,799.98	32,899.46	28.7%	129,866.64
Permit/Violation Management	12,382.76	10,416.65	(1,966.11)	-18.9%	102,097.99	104,166.50	2,068.51	2.0%	124,999.80
Utilities Expense	5,856.90	6,741.52	884.62	13.1%	71,725.88	67,415.20	(4,310.68)	-6.4%	80,898.24
Vehicle Expense	958.76	5,833.32	4,874.56	83.6%	102,561.00	58,333.20	(44,227.80)	-75.8%	69,999.84
Telephone	9,462.02	6,666.67	(2,795.35)	-41.9%	94,374.31	66,666.70	(27,707.61)	-41.6%	80,000.04
Equipment Expense	0.00	2,499.99	2,499.99	100.0%	0.00	24,999.90	24,999.90	100.0%	29,999.88
Bank and Credit Card Fees	29,837.26	27,312.30	(2,524.96)	-9.2%	286,234.95	283,369.69	(2,865.26)	-1.0%	342,289.50
Liability Insurance	14,053.85	13,648.59	(405.26)	-3.0%	136,190.31	141,923.70	5,733.39	4.0%	171,367.69
Parking Program	8,305.00	8,788.96	483.96	5.5%	83,281.25	87,889.60	4,608.35	5.2%	105,467.52
Marketing and Communication	75.00	3,711.05	3,636.05	98.0%	30,717.05	37,110.50	6,393.45	17.2%	44,532.60
<b>TOTAL OPERATING EXPENSES</b>	<b>297,120.70</b>	<b>367,262.46</b>	<b>70,141.76</b>	<b>19.1%</b>	<b>3,235,917.48</b>	<b>3,637,680.11</b>	<b>401,762.63</b>	<b>11.0%</b>	<b>4,407,250.19</b>
<b>CITY ADMINISTERED EXPENSES</b>									
Other City Payroll Expenses	46,083.23	46,083.23	0.00	0.0%	460,832.30	460,832.30	0.00	0.0%	552,998.76
Electric	19,642.10	19,642.10	0.00	0.0%	196,421.00	196,421.00	0.00	0.0%	235,705.20
Sewer	968.26	968.26	0.00	0.0%	9,682.60	9,682.60	0.00	0.0%	11,619.12
Professional Services	3,750.01	3,750.01	0.00	0.0%	37,500.10	37,500.10	0.00	0.0%	45,000.12
Legal Service Retainer	416.65	416.65	0.00	0.0%	4,166.50	4,166.50	0.00	0.0%	4,999.80
Business Expense	265.27	265.27	0.00	0.0%	2,652.70	2,652.70	0.00	0.0%	3,183.24
<b>TOTAL CITY ADMINISTERED EXPENSES</b>	<b>71,125.52</b>	<b>71,125.52</b>	<b>0.00</b>	<b>0.0%</b>	<b>711,255.20</b>	<b>711,255.20</b>	<b>0.00</b>	<b>0.0%</b>	<b>853,506.24</b>
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>368,246.22</b>	<b>438,387.98</b>	<b>70,141.76</b>	<b>16.0%</b>	<b>3,947,172.68</b>	<b>4,348,935.31</b>	<b>401,762.63</b>	<b>9.2%</b>	<b>5,260,756.43</b>
Debt Service Interest	14,769.03	14,769.03	0.00	0.0%	147,690.30	147,690.30	0.00	0.0%	177,228.36
Debt Service Principle	91,743.99	91,743.99	0.00	0.0%	917,439.90	917,439.90	0.00	0.0%	1,100,927.88
<b>SUBTOTAL DEBT SERVICES</b>	<b>106,513.02</b>	<b>106,513.02</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,065,130.20</b>	<b>1,065,130.20</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,278,156.24</b>
Capital Reserve and Replacement	11,250.01	11,250.01	0.00	0.0%	101,250.09	112,500.10	11,250.01	10.0%	135,000.12
<b>TOTAL EXPENSES</b>	<b>486,009.25</b>	<b>556,151.01</b>	<b>70,141.76</b>	<b>12.6%</b>	<b>5,113,552.97</b>	<b>5,526,565.61</b>	<b>413,012.64</b>	<b>7.5%</b>	<b>6,673,912.79</b>
<b>Fund Balance</b>	<b>108,000.03</b>	<b>(5,721.45)</b>	<b>113,721.48</b>	<b>-1987.6%</b>	<b>635,864.55</b>	<b>181,539.60</b>	<b>454,324.95</b>	<b>250.3%</b>	<b>218,571.46</b>

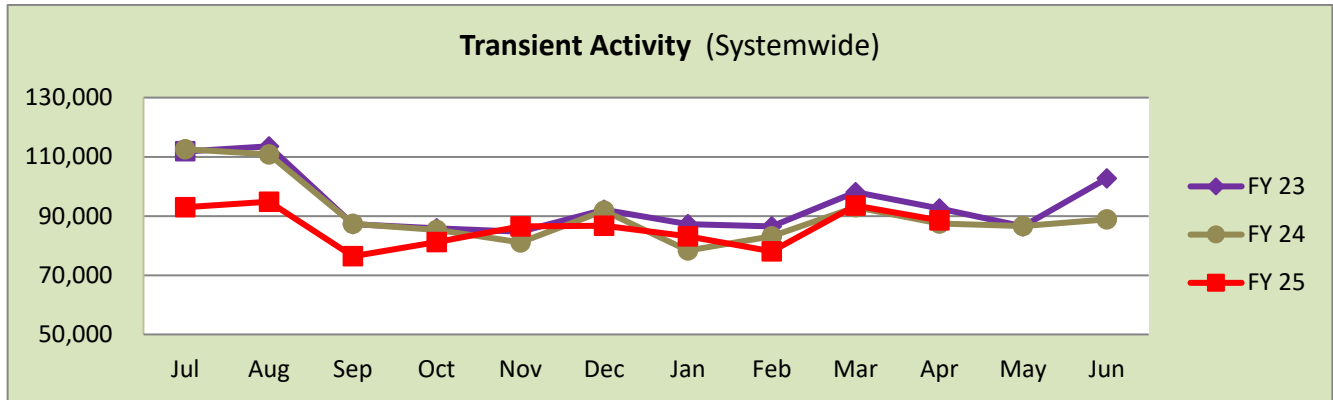
**15 Minutes Usage update**

	Apr-25		Mar-25	
	<b># of Transactions</b>		<b># of Transactions</b>	
<b>Total for the month</b>	<b>3652</b>		<b>3317</b>	
Increase in usage from Prior month	10%			
<b>Sub Area</b>	<b># of Transactions</b>		<b># of Transactions</b>	
SONO	1606	44%	1423	43%
Wall Area	1627	45%	1560	47%
West Ave Area	419	11%	334	10%
<b>Grand Total</b>	<b>3652</b>		<b>3317</b>	

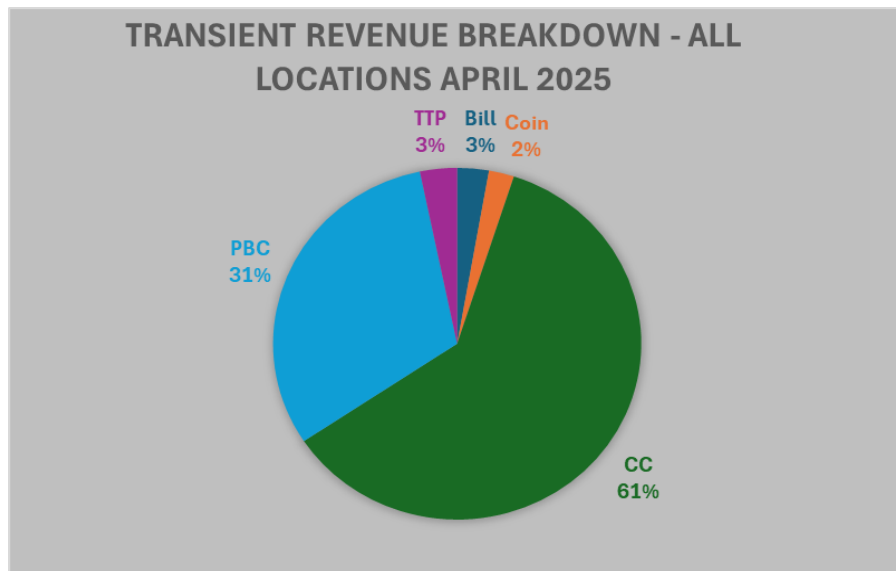


Systemwide Transient Activity

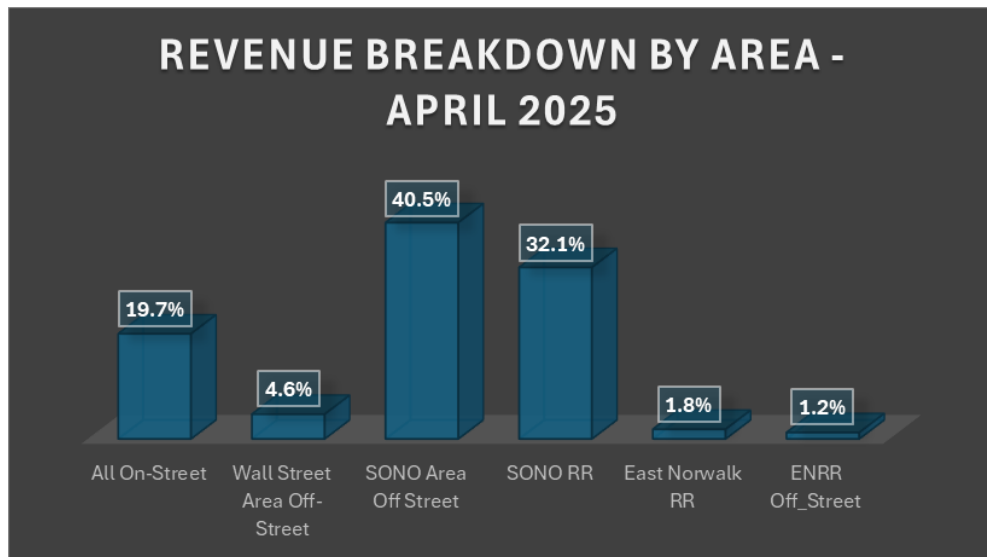
- Overall, systemwide transient activity for YTD is **5.35% below** the previous year.



Systemwide transient payment breakdown for the month

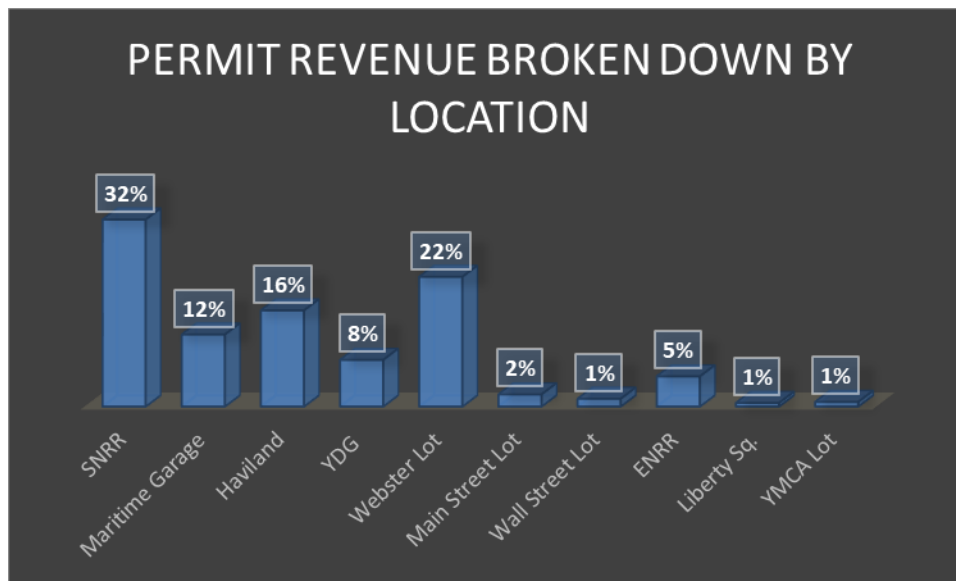
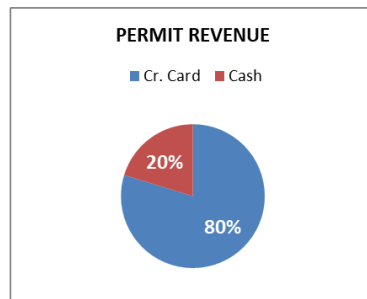
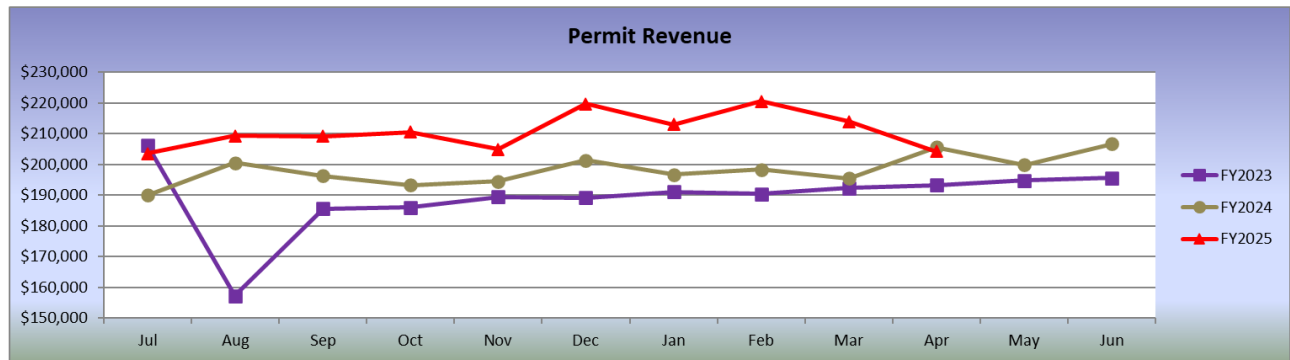
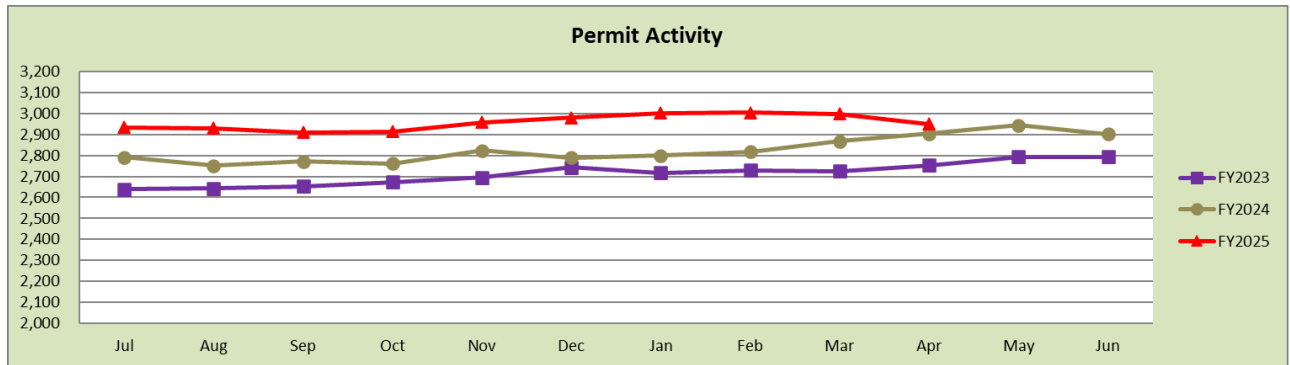


Systemwide transient revenue breakdown by area for the month



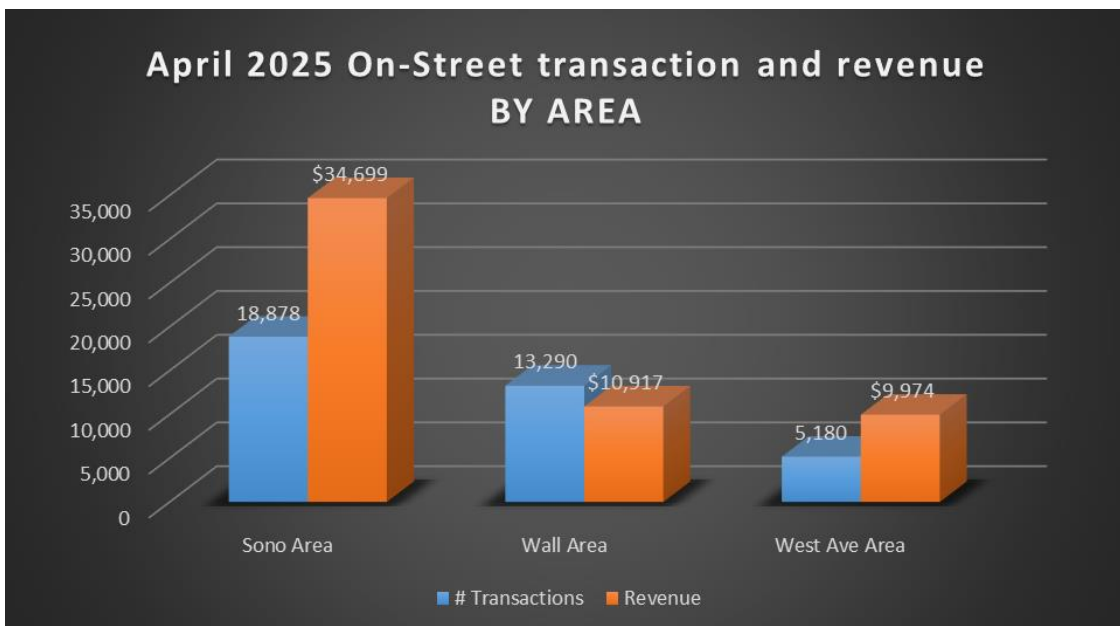
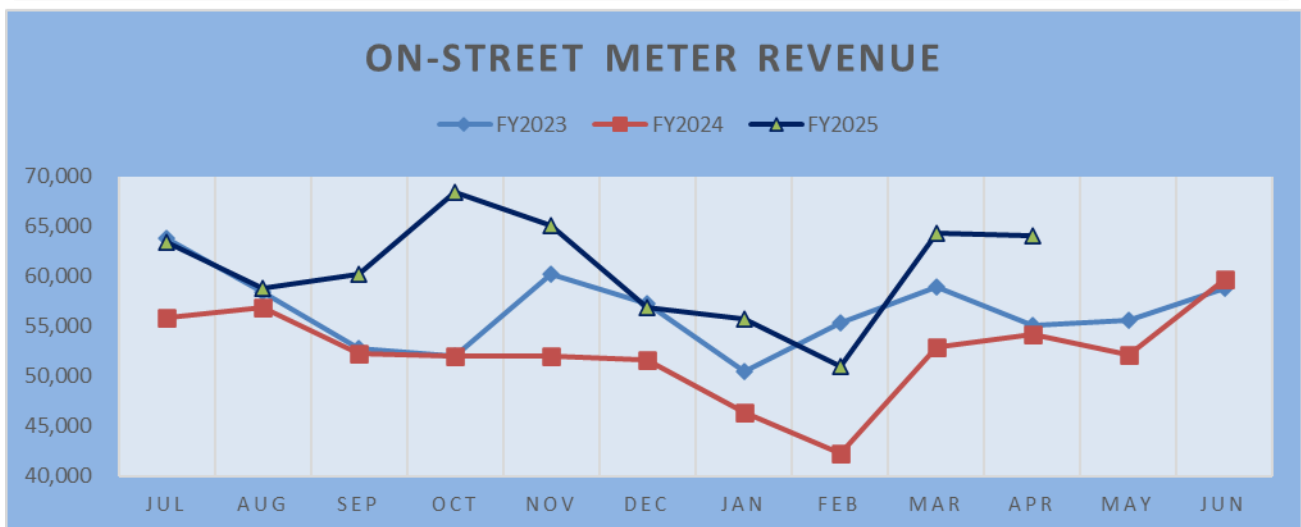
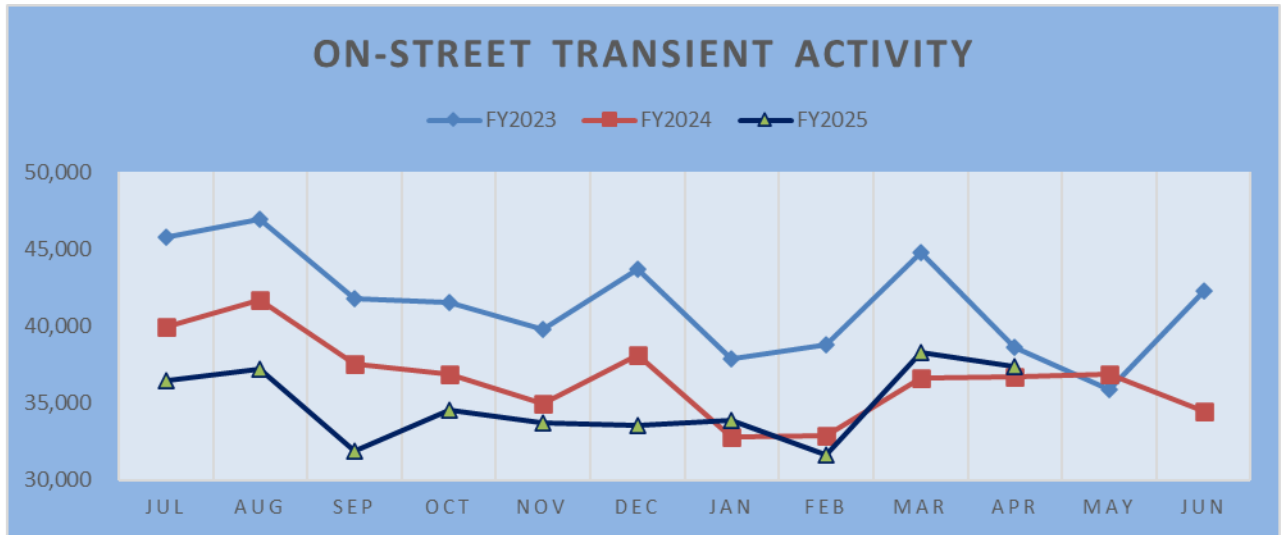
## Permit Sales

- YTD compared to last year, permit activity is **up 5.3%** and revenue is **up 6.9%**.
- **For the month, 2,949** 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 33% of the total gross revenue.



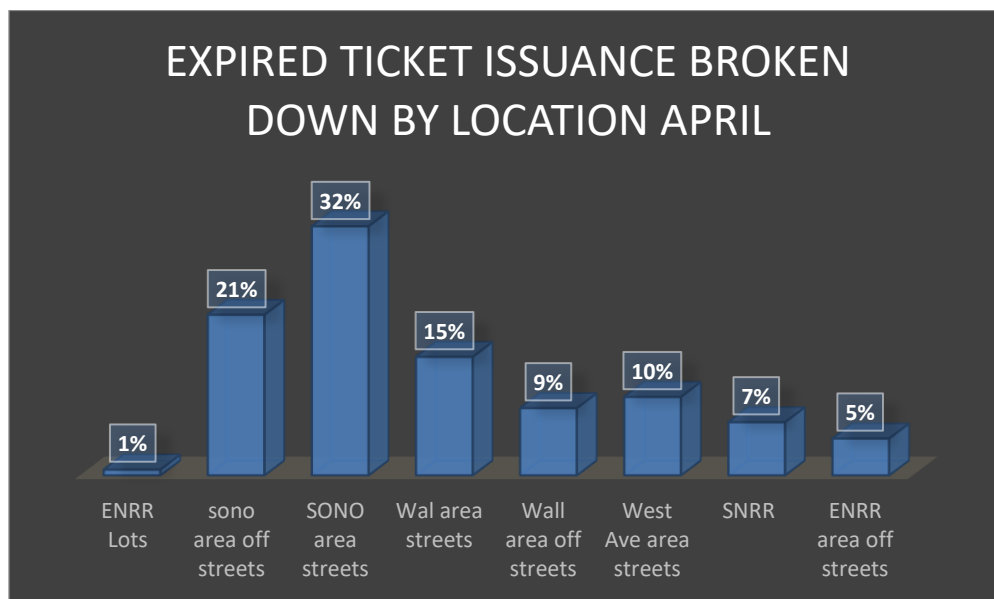
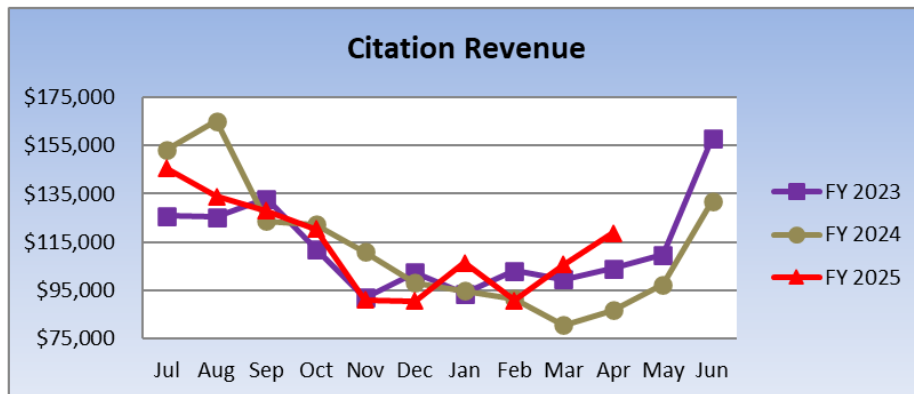
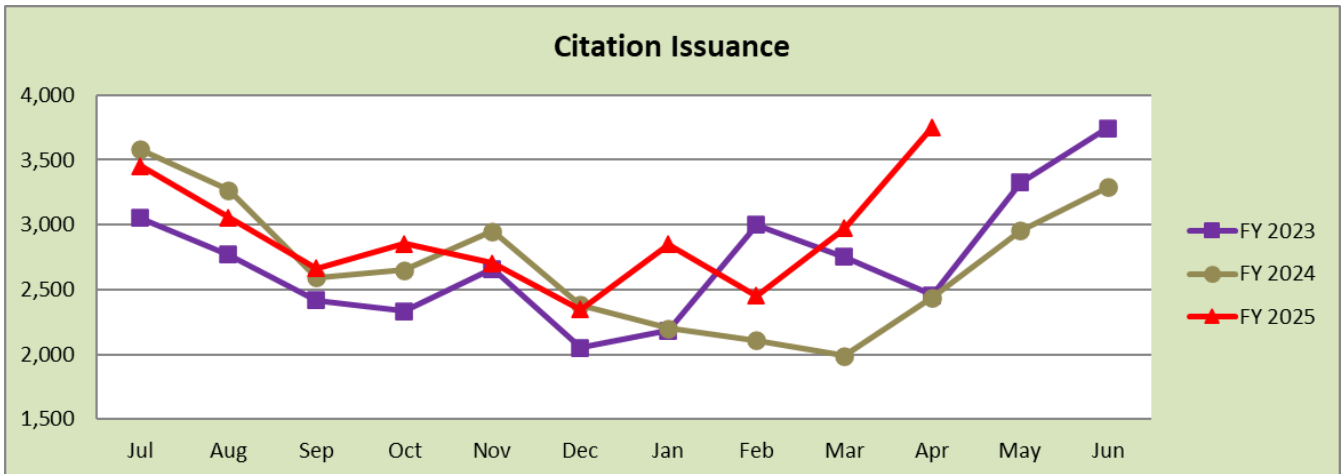
## On-Street Parking

- YTD through April, on-street transient activity was **down 5.4%** and revenue was **up 17.8%** compared to last year.
- For the month of April, on-street transient activity was down **0.5%** compared to last month.



## Parking Enforcement

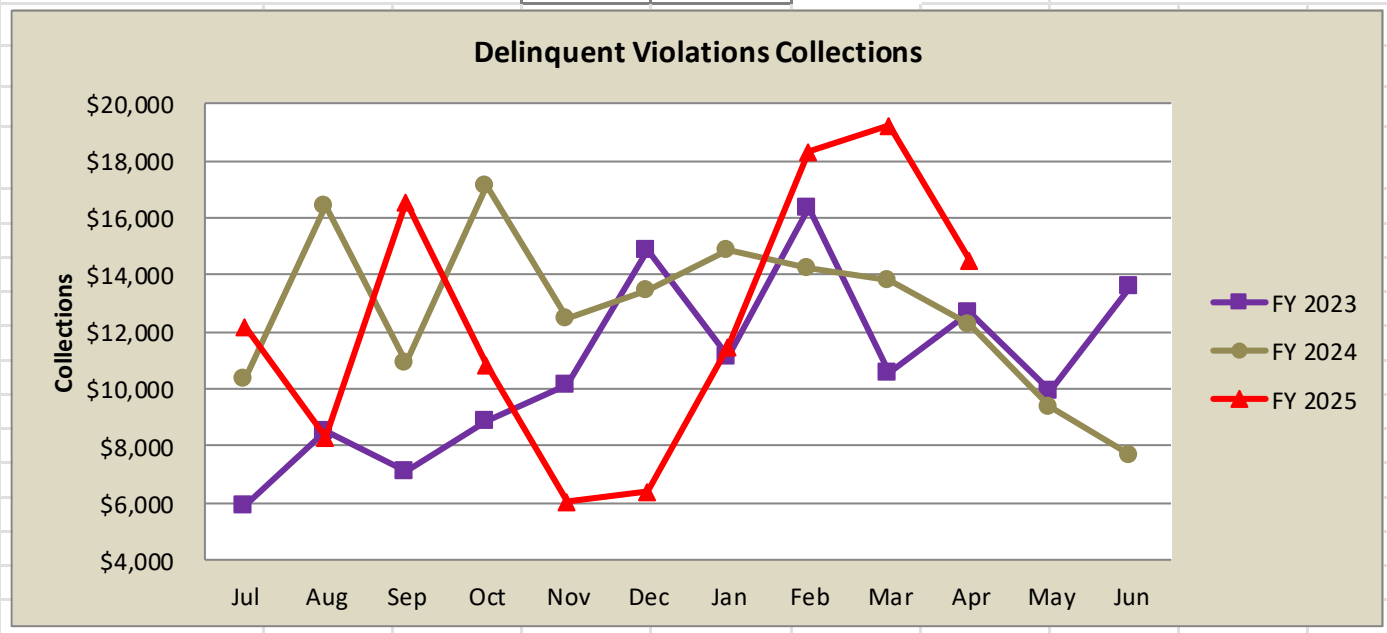
- Compared to last month, ticket issuance was **up 11.2%** and citation revenue was **up 12.2%**.



# Parking Violations Collection Program

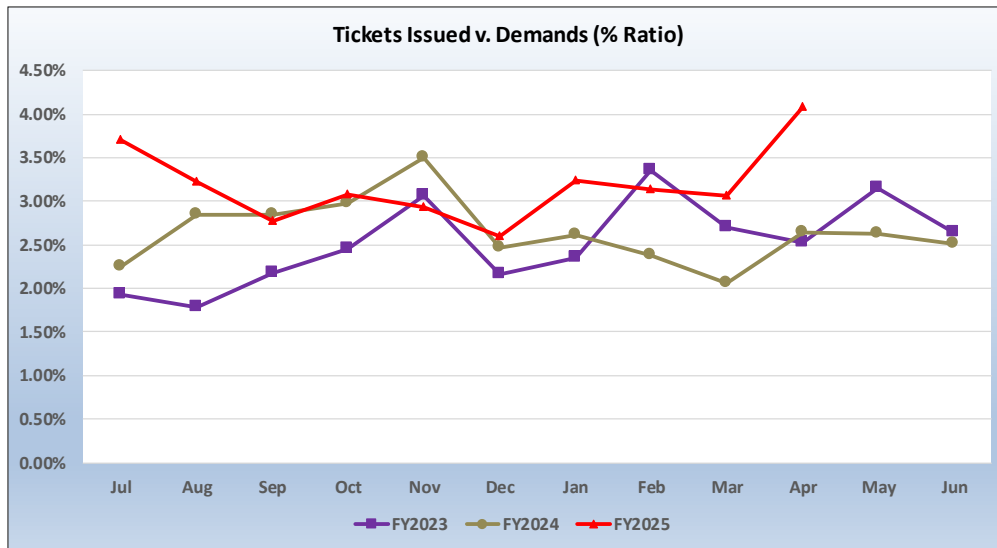
Fiscal Year	Delinquent \$
2013	\$131,458
2014	\$108,435
2015	\$84,233
2016	\$84,628
2017	\$152,412
2018	\$128,025
2019	\$103,032
2020	\$93,378
2021	\$71,346
2022	\$137,355
2023	\$129,477
2024	\$152,931
2025	\$123,843

YTD thru April



## 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	22,732	2,273
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	24,053	2,405
FY2025	3,452	3,058	2,119	2,504	2,539	2,250	2,692	2,451	2,867	3,621			27,553	2,755

### 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	939,581	93,958
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	910,676	91,068
FY2025	92,995	94,839	76,405	81,209	86,488	86,748	83,130	78,111	93,471	88,595	0	0	861,992	86,199

### 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%	2.45%
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%	4.09%			3.19%

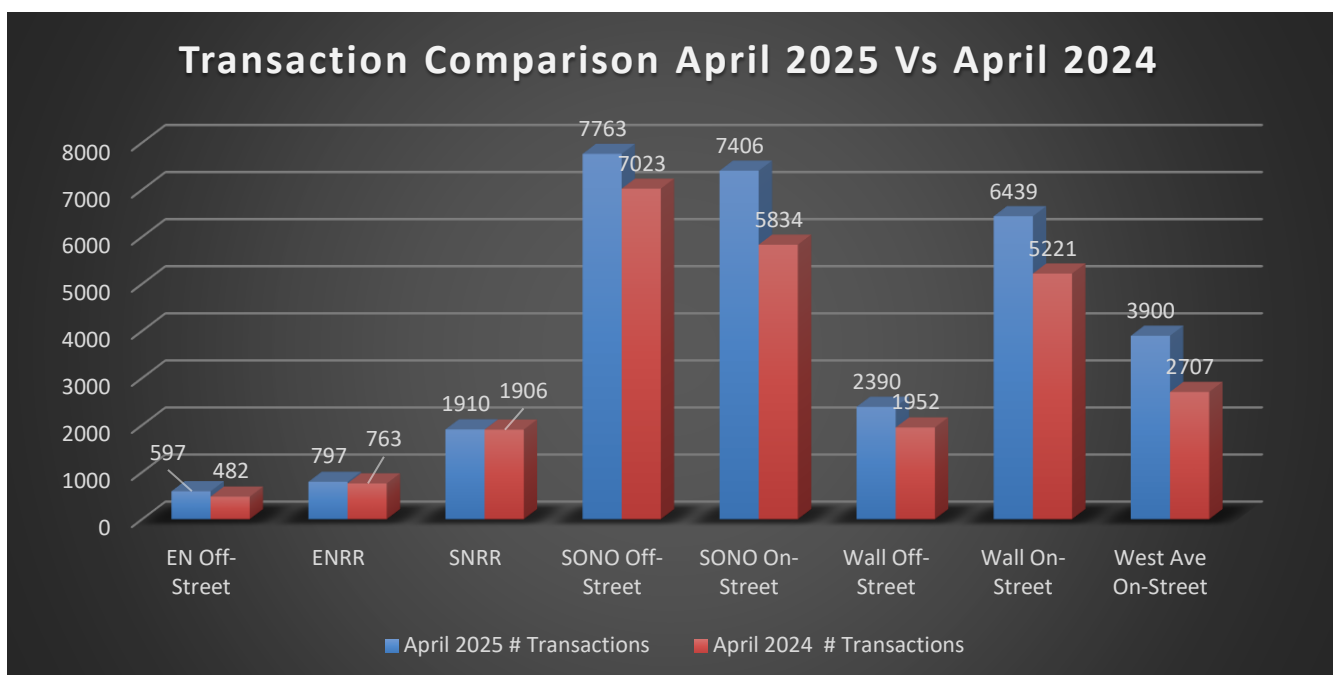
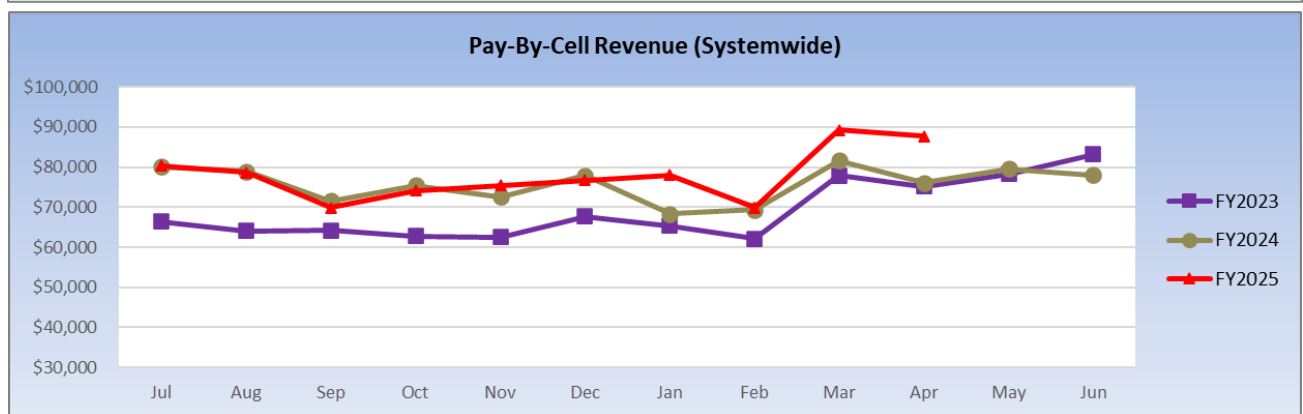
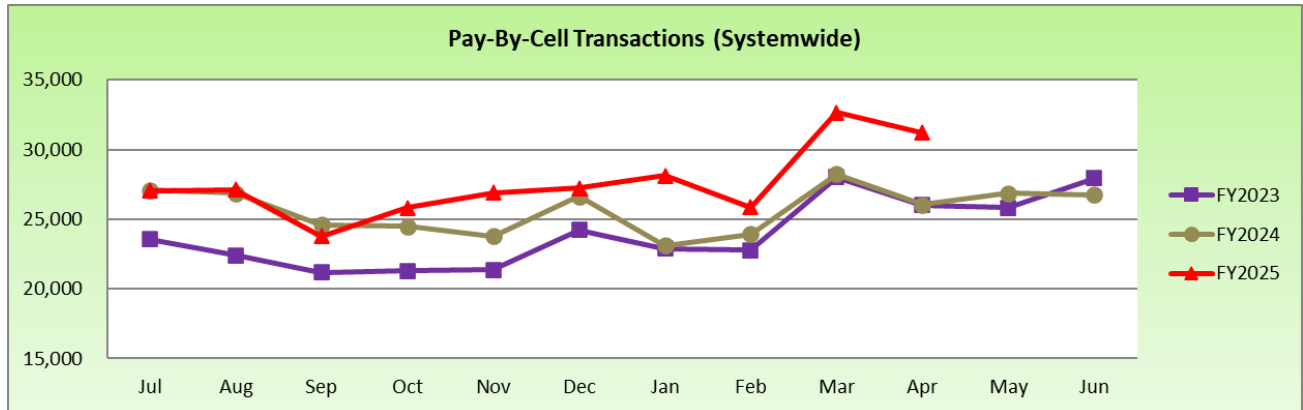
## Tickets Issued v. Demands Analysis (continued)

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.	3.0%	3.9%	2.5%	1.6%	2.5%
Berkeley St.	7.2%	11.7%	9.1%	1.5%	1.8%
Haviland St.	4.6%	4.2%	3.2%	2.9%	5.6%
Madison St.	5.2%	8.8%	3.4%	1.7%	5.2%
Maple St.	2.8%	3.9%	1.7%	1.0%	2.1%
Marshall St.	1.0%	0.9%	1.2%	1.7%	2.4%
Merwin St	5.9%	6.2%	4.3%	2.1%	4.1%
Monroe St.	1.0%	0.8%	0.3%	0.4%	1.1%
N. Main St.	4.0%	3.4%	2.3%	1.8%	3.2%
N. Water St.	3.5%	3.5%	2.3%	1.4%	2.8%
Orchard St	7.0%	3.6%	4.8%	4.3%	7.2%
Quincy St.	0.0%	0.0%	0.0%	0.0%	0.0%
S. Main St.	1.7%	1.9%	1.1%	1.1%	2.1%
W. Washington St.	2.2%	1.9%	0.5%	1.3%	0.9%
Washington St.	4.6%	4.9%	5.3%	5.7%	8.7%
West Ave	1.9%	2.2%	1.9%	1.5%	3.7%
Wall St. Area	2.0%	1.8%	3.3%	3.9%	10.5%
Webster Lot	3.2%	2.1%	2.3%	2.8%	3.7%
Haviland Deck	2.3%	2.0%	2.1%	2.8%	4.8%
North Water Lot	3.4%	3.0%	2.6%	3.5%	4.9%
SNRR Lot	4.3%	4.7%	5.0%	6.1%	8.9%
YDG	2.2%	2.4%	2.0%	3.2%	5.2%
Wall Street Lot	1.5%	1.9%	1.6%	2.5%	6.4%
Main Street Lot	1.8%	1.8%	2.1%	2.7%	4.5%
Liberty Square Lot	1.5%	0.9%	0.6%	0.7%	1.9%
<b>Grand Total</b>	<b>2.8%</b>	<b>2.6%</b>	<b>2.6%</b>	<b>2.8%</b>	<b>4.8%</b>
<b>** Current year data is from September - April</b>					

## Pay-By-Cell

- YTD through April, pay by cell activity was **up 8.2%** and revenue was **up 3.7%** compared to the same period last year.
- Compared to last month, April transactions were **down 4.5%** and revenue was **down 1.8%**.



**Chapter 73A**  
**PARKING AUTHORITY**

**§ 73A-1. Creation; powers and duties.**

There is hereby created, in accordance with the provisions of Sections 7-202 to 7-212a of the Connecticut General Statutes, as amended (the "Act"), an authority known as the "Norwalk Parking Authority." The Norwalk Parking Authority (the "Authority") shall have all the powers and perform all the duties that are by law granted to or imposed upon parking authorities under and by virtue of the provisions of the Act, as it shall be amended from time to time, subject to the provisions of this Chapter.

**§ 73A-2. Responsibility for parking facilities; Enforcement of parking regulations.**

- A. The Authority shall have all of the powers and perform all of the duties that are by law granted to or imposed upon parking authorities under and by virtue of the provisions of the Act with respect to all City parking facilities. For purposes of this Chapter, "City parking facilities" shall mean lots, garages, parking terminals or other structures and accommodations for the parking of motor vehicles off the street or highway and open to public use with or without charge, and off-street and on-street parking meters owned by the City wherever located, including, without limitation, parking facilities and parking meters constructed subsequent to the effective date of this Chapter, additions to or replacements of existing parking facilities and parking meters and parking facilities and parking meters within mixed-use facilities, including the property comprising the South Norwalk, East Norwalk and the Merritt 7 Railroad Stations and their related parking facilities, subject to relevant agreements with the State of Connecticut. The areas included within the definition of this term are all buildings and improvements and all means of ingress and egress used to access and travel about within the railroad station facilities. Excluded from this definition is the property comprising the Rowayton Rail Station which is subject to an agreement with the State of Connecticut, unless otherwise provided for by a separate agreement by and between the City and the Parking Authority.
  
- B. The Authority is hereby granted all net revenues earned from City parking facilities on and after July 1, 2002, including, but not limited to, revenues from the lease, license or other use of any portion of City parking facilities directly related to the parking of motor vehicles, revenues from parking meters and parking permits collected on or after July 1, 2002, and revenues from parking fines and penalties levied on or after July 1, 2002, plus any interest thereon. For purposes of this Chapter, "net revenues" shall mean revenues less any and all related expenses incurred in generating such revenues, including, but not limited to, contractual and other obligations of the City charged to the Authority, such as the cost of collecting and enforcing parking fines and penalties and an allocable share of expenses of City departments and City personnel providing services to the Authority. Net revenues shall be used by the Authority for any of its corporate purposes pursuant to the Act, including, but not limited to, the acquisition, construction, expansion, improvement and equipping of City parking facilities, the operation and maintenance of City parking facilities, the establishment of capital and operating reserves and

the payment of debt services on bonds issued by the City or the Authority pursuant to the provisions of the Act.

- C. The Authority shall assume all existing obligations of the City in connection with City parking facilities as of July 1, 2002, and any obligations which accrue on or after July 1, 2002, which arise from City parking facilities. Nothing contained in this Chapter shall be deemed to transfer any existing fee ownership interest of the City in any City parking facility, including the underlying land, air rights above or any easements through City parking facilities, to the Authority, and provided further, that control over parking meters within the City, including, but not limited to, the type, location, number and servicing thereof, shall be subject to the approval of the traffic authority of the City.
- D. The Authority shall have the power and authority to (1) enforce the parking regulations of the City, and (2) receive amounts remitted to the City for violations of parking regulations under Connecticut General Statutes Section 51-56a(b), as amended from time to time.

**§ 73A-3. Members; terms, vacancies; residency.**

- A. The Authority shall consist of five members to be appointed by the Mayor and confirmed by the Common Council, not more than three of whom shall be of the same political party.
- B. Those first appointed shall be designated to serve for one, two, three, four and five years respectively and thereafter a member shall be appointed to serve for five years, except that any vacancy shall be filled for the unexpired portion of the term. The Mayor and the Director of Transportation, Mobility and Parking, or their designee, shall serve as ex officio, nonvoting members of the Authority.
- C. No person shall be appointed or reappointed to the Authority unless a resident of the City.

**§ 73A-4. Compensation of members.**

The members of the Authority shall serve without compensation but may be reimbursed for necessary expenses.

**§ 73A-5. Organization; officers and employees.**

- A. The Authority shall organize and operate in conformity with the provisions of the Act and Article VII of the City Charter, each as amended from time to time.
- B. The Authority shall annually elect one of its members as Chair and shall elect one of its members as Vice Chair. The Authority may also employ an Executive Director (who shall not be a member of the Authority), who shall serve at the pleasure of the Authority and have such duties and receive such compensation and benefits as shall be fixed by the Authority. The Executive Director shall be professionally qualified to carry out the purposes of the Authority.
- C. The Authority or its Executive Director, as directed by the Authority, shall have the sole right to employ, direct and control such persons as it deems necessary to carry out the purpose of the

Authority. The selection, appointment, assignment of duties, compensation, benefits, termination, status and other terms and conditions of employment of its employees shall be under the sole jurisdiction of the Authority or the Executive Director, as authorized by the Authority.

- D. The Authority or its Executive Director as directed by the Authority, shall have the sole right to select, direct and control such technical consultants, accountants, parking operators and other contractors as it deems necessary to carry out the purpose of the Authority. The selection, scope of services, compensation, termination and other terms and conditions of such contacts shall be under the sole jurisdiction of the Authority or the Executive Director, as authorized by the Authority.
- E. The Authority or its Executive Director, as directed by the Authority, may enter into agreements with the City to provide the Authority with various services to support the Authority.

**§ 73A-6. Annual budget and reports.**

- A. On or before November 15th of each year, the Executive Director of the Authority shall submit to the Authority a recommended annual budget for the Authority for the next succeeding fiscal year commencing July 1st and ending June 30th. The Authority shall adopt a proposed budget on or before December 15th of each year and submit the proposed budget to the Director of Finance on or before December 31st of each year, or on or before such other dates as departments of the City shall be required to submit budgets. The Authority's budget shall be submitted to the Board of Estimate and Taxation and the Common Council for consideration and adoption in the manner and on the same schedule as departments of the City.
- B. Parking fee increases not included in the approved budget shall be submitted by the Executive Director of the Authority to the Board of Estimate and Taxation and the Common Council for their consideration and approval.
- C. The Authority shall contract for an annual independent audit and shall submit a copy thereof to the Mayor, the Board of Estimate and Taxation and the Common Council on or before the date of submission of the City's audit for the same period.

**§ 73A-7. Meetings.**

- A. The Authority shall annually adopt a schedule of its regular meetings and file that schedule with the City Clerk. The Authority may hold special meetings on the call of the Chair or any two members upon giving notice thereof to all members of the Authority at least 24 hours in advance of such meeting.
- B. All meetings of the Authority shall be held in compliance with the applicable provisions of the Connecticut Freedom of Information Act, as amended from time to time.

**§ 73A-8. Term of Authority.**

The Authority shall continue to exist until abolished by subsequent ordinance of the Common Council, which shall not be earlier than the repayment of all obligations of the Authority, including without limitation, the retirement of all outstanding indebtedness of the Authority, or the assumption of such obligations by the City.

**§ 73A-9. When effective.**

This Chapter shall take effect upon its adoption by the Common Council.