



REGULAR MEETING – PARKING AUTHORITY AGENDA

**FEBRUARY 26, 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: January 22, 2025

IV. PUBLIC PARTICIPATION

V. REPORTS

A. Engineering and Project Report

1. NPA2024-02 Aesthetic Enhancements at YDG
2. NPA2025-01 Repairs and Improvements at Haviland Parking Deck

B. Financial and Operating Report - LAZ

VI. NEW BUSINESS

A. Discuss and Vote: Potential SNRR Retail Tenant

B. Discuss and Vote: Conditions Assessment Procedures

VII. OLD BUSINESS

A. Update: SNRR Restroom Renovation

B. Update: On-street 15 minute free roll out

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 to provide written comment prior to the meeting.

**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
JANUARY 22, 2025**

- ATTENDANCE:**

Eric Rains, Chairman
Matthew Seebeck, Vice Chairman
Jud Aley
Peter Fullam
- STAFF**

James Travers, Director, TMP.
Bryan Lutz, Asst. Parking Director, TMP
- OTHERS:**

Rocky Legesse, LAZ Parking
Louis Henriques, LAZ Parking

I. CALL TO ORDER

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

II. ROLL CALL

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

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: November 20, 2024

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

**** MR. ALEY 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: TMP2023-01 YDG Exterior Repairs and Improvement

Mr. Lutz said the exterior repairs and improvements project at the Yankee Doodle Garage began last summer and is 95% complete, and there are a few items that need to be addressed in the spring before it is 100% complete. He said the repairs went very well and drains were added to help with the water issue and are functioning very well.

2. Update: NPA2024-02 Aesthetic Enhancements at YDG

Mr. Lutz said the next phase at the Yankee Doodle Garage is the aesthetic enhancement project which includes the painting of the concrete ribs, new lighting, and other façade enhancements. The project was put out to bid in late December and opened earlier today and only received one bid and staff will be analyzing the bid to see how they can move forward. Mr. Travers said the bid will be analyzed to be sure they are compliant with all the bid requirements, and staff will make a recommendation to the Parking Authority at the next meeting.

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

Mr. Lutz provided an update on the Haviland Deck project and said last year they had committed to doing concrete and structural repairs, adding a stairwell for pedestrian access to Washington Street, and an aesthetic upgrade to the walkway from Haviland Deck to Washington Street as well as clear entry gates to the deck. The bid package has been completed, and he is working closely with the purchasing department to get the project out to bid and his goal is to have it out to bid by the February meeting.

Mr. Rains said the improvements will be great and the component to all of this is the user experience and to make it as seamless as it could possibly be. Mr. Travers said this is the year they would like to go “back to basics” and do a lot of the housekeeping and complete some of the projects that have been on the wish list.

B. Financial and Operating Report-LAZ

Mr. Legesse reported on the financial summary and said they had finished strong for December on meter revenue, monthly revenue, and transient except for violation revenue. He said parking revenue was up 1.1% for the month compared to budget but was offset by the loss of \$5300 in revenue from the vending machines, and Lobster Craft, as well as the delay on the westbound concession area but the payment was made in January which will be seen on the January financial summary.

Mr. Fullam joined the meeting the 6:10 PM.

Mr. Legesse reported on the financial statement and said that meter revenue was under budget which is mainly due to aggressive budgeting that was made for December. He said certain locations are outperforming for transient revenue which includes the Maritime Garage, the train station garage, the East Norwalk parking lots, and Webster Lot which was offset by minor losses at Haviland Deck and the North Water Street lots. He said the revenue performance was high for the month for the Yankee Doodle Garage due to the storage fee for McMahon Ford as well as the two-month payment from the YMCA lot. He said there was a major decline in revenue for parking violations due to increased compliance and the improved signage of the facilities.

Mr. Legesse reported on the expenses and said they were under budget which was mainly due to payroll expenses, and snow expenses, and are under budget on operating expenses but will be using the budget for repairs and maintenance as they are in the process of acquiring pricing for replacing the gates at the train station garage and the Maritime Garage.

VI. NEW BUSINESS

A. Discuss and Vote: FY 2025-2026 Rate Proposal

Mr. Lutz said in November staff had presented the rate proposal to the Parking Authority which had not been discussed in the past eight years. The proposal includes slight increases

as well as separating the sales tax that was imposed in 2020 for all the transient rates. He said staff heard feedback from the Parking Authority regarding even dollar amounts for the rates in which they had worked to create those, and he has set a goal to present a plan to the Parking Authority in February on the future conditions assessment. He said regular assessments are essential best practices for maintaining the safety, functionality, and longevity of infrastructure assets, and by systematically evaluating the current state of the facilities they can help identify potential issues early on allowing for timely intervention that will prevent minor problems from escalating into major costly repairs. The budget proposal that will be presented does include the rate changes.

Mr. Aley said it has been many years said there has been a rate change and given the inflation rate, particularly over the last few years he thinks this is necessary to have enough income to maintain all the infrastructure, so he supports this 100%.

Mr. Rains noted that the Parking Authority has been absorbing the sales tax since the state put it in place and it is a good element to include in the rates so that the usage tax is not burdened by the Parking Authority.

**** MR. SEEBECK MOVED TO APPROVE THE FISCAL YEAR 2025-26 RATE PROPOSAL AS SUBMITTED BY STAFF.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

B. Discuss and Vote: FY 2025-2026 Budget

Mr. Henriques presented and said they are proposing \$7,035,383 for the 2026 total system revenue which is a 2% increase, and \$6,674,396 for expenses which is an increase of 1.78% which will leave a fund balance of \$360,987 at a 7.88% increase and provided an overview of the budget detail.

Mr. Seebeck said since the rate increases were just adopted, he asked if a parallel has been run as to how the rate change would affect the revenue line. Mr. Travers said based on prior discussions they did include the rate increase as part of the overall budget and determination and if the rate increases were not approved this evening they would have reallocated the reduction.

Mr. Seebeck asked what the SONO train station day rate increase would mean for passes based on prior performance. Mr. Legesse said the increase was factored in but that a portion of the parking lot being lost was very conservative even with rate increases and the revenue that is coming from the overflow lot is reduced and that is going to translate as more people use the monthly parking at the garage, and is going to reduce the number of space in the garage so the increase that is being factored into the overflow lot is due to high demand and reduced capacity from what they had. He said there would be some construction due to the testing of the ground so when they prepared the budget, they did factor in revenue that will be lost.

Mr. Seebeck asked what the monthly rates to what the potential maximum would be based on the fixed number of parking spaces. Mr. Legesse said that they are capping the number of monthly parkers at 657 for the 2026 budget at the SNRR garage.

Mr. Seebeck said the violations are going down to budget but not to forecast and asked why that would go back up versus the trend that is being seen this year. Mr. Legesse said they wanted to give a buffer between the forecasted number and what was budgeted for in 2026. Mr. Seebeck said he is cautious about the revenue stream and cautioned that they take a look at that, especially given the commentary. Mr. Legesse said they will dig deeper to see if the 2024 number or the forecasted number needs to be reduced.

Mr. Seebeck asked what the personnel issues were this year and how that would change in the next fiscal year. Mr. Legesse said there were some positions that they had some difficulty filling so current staff were covering these hours. Mr. Seebeck asked if it would be necessary for all the positions to be filled, and how the current staffing relates to the staffing structure proposed as part of the new contract. He requested a summary statement on the current staff filling positions to understand how that is working and how it relates to the proposal for continued operations.

Mr. Seebeck said the request for \$145,000 for two vehicles seems surprising even in today's pricing and asked if they are taking full advantage of every potential buying option and if the LPR systems are being harvested from other equipment and being moved to new vehicles. Mr. Legesse said they got the pricing from McMahon Ford using the city's buying power, so it is a reduced cost of approximately \$47,000 for the vehicle and the rest of the expenses are for the new camera and tablets. Mr. Seebeck said that other municipalities have gone to other vehicle providers to get the proper vehicles for their service needs and reiterated that he wants to be sure they are getting the best they can afford and in looking at this budget that is a significant expense. Mr. Travers said they are required to abide by the city's procurement process and if when they get the procurement back and that number is less there will be a variance that will be reported but wanted to make sure they had the higher dollar amount that was going to be representative of the potential cost. Mr. Fullam asked how long the vehicles that are being replaced have been in use. Mr. Legesse said since 2018.

Mr. Seebeck asked about liability insurance. Mr. Legesse said it is a percentage of revenue that is used to calculate the liability insurance.

Mr. Aley asked what is being budgeted for parking spaces at the East Norwalk Railroad Station. Mr. Legesse said there are currently 210 parking spaces, and they will be keeping it flat especially since they have lost some parking spaces on the New Haven bound side so until they receive a final number on how many spaces, they will be getting back they will be keeping it flat. Mr. Aley asked how many transient parking spaces there are. Mr. Legesse said they are averaging 20-25.

Mr. Aley said that New York City began congestion pricing a few weeks ago and would be surprised if they didn't see a big uptick in parking at the East Norwalk at the SONO train station lots. Mr. Lutz said that the garage has seen an increase at the SONO train station since the congestion pricing went up. Mr. Travers said they had a conversation with CTDOT today regarding the information on ridership increases and he and Mr. Lutz discussed presenting a chart to the Parking Authority because they think they will be able to show a trend line that is directly affecting the congestion pricing.

Mr. Lutz presented the capital budget and said they would be requesting a bond of \$1.7 million to continue the essential concrete repairs at the Yankee Doodle Garage. This request follows the conditions assessment that was conducted a few years ago and going forward a conditions assessment will be done every two years to track all the progress that is being made and address any issues and prioritize them immediately. Since the initial assessment they have made progress in addressing some of the identified issues, however, continued investment is crucial to ensure the safety and longevity of the facility. The requested bond will be utilized to address the remaining concrete repairs as well as waterproofing at the Yankee Doodle Garage.

Mr. Travers said the city has made some changes to the zoning regulations that reduced parking requirements and eliminated parking requirements in some areas and is anticipating an increase in demand at the Yankee Doodle Garage, and if the garage is at capacity there will be limited opportunity to move people around to do the concrete repair work. It was identified in the conditions assessment, and they are very committed to making sure the garage is not only attractive but also structurally solid and feel the budget number is respectful to get the interior concrete repairs done

**** MR. FULLAM MOVED TO APPROVE THE BUDGET.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

VII. OLD BUSINESS

A. Update Regulation change

Mr. Lutz shared photos and provided an update on the regulation change and said all the signs on West Avenue and in SONO have been updated and there are now standards that will be followed to keep the streets looking sharp. He said they plan to go live with the free 15-minute option citywide on January 30, 2025, and there will be a press release done, messaging on the social media platforms, and staff will be distributing flyers and posters to all the businesses on West Avenue and in SONO. He said they will also be organizing a public meeting and holding an open forum to get feedback from the public and to present some solutions that may be appealing to them. The engagement will help staff to better understand the parking issues the public may have and tailor solutions around that.

Mr. Travers commented on Mr. Lutz and the team for all the work they have done to move this forward.

B. Update SNRR Restroom Renovation

Mr. Lutz shared photos and provided an update on the restroom renovation at the SNRR and said they began on January 6, 2025, and are hoping to reopen early next week. Mr. Rains said it was a dramatic difference from where it was and thanked Mr. Lutz for all the effort that was put into it. Mr. Fullam agreed and said that staff are an asset to the city.

VIII. ADJOURNMENT

**** MR. FULLAM MOVED TO ADJOURN.**

**** MR. SEEBECK SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:20 PM.

Respectfully submitted,

Dilene Byrd



January
2025

Operations/Financial Report

FINANCIAL SUMMARY

	January-25					FOR THE MONTH ENDING JANUARY 2025					FISCAL YEAR	
	Actual 2025	Budget 2025	Var \$	Var %	Actual PY	Actual 2025	Budget 2025	Var \$	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	547,480	529,011	18,468	3.5%	497,480	3,981,930	3,968,707	13,223	0.3%	3,935,147	6,826,166	6,754,464
Other Revenue	9,346	11,502	(2,156)	-18.7%	11,411	53,693	80,512	(26,819)	-33.3%	60,076	118,045	138,020
Total System Revenue	556,826	540,513	16,313	3.0%	508,891	4,035,623	4,049,218	(13,596)	-0.3%	3,995,223	6,944,210	6,892,484
EXPENSES:												
Operations	314,067	382,906	(68,838)	-18.0%	330,429	2,163,546	2,544,591	(381,044)	-15.0%	2,297,471	4,058,937	4,407,250
City Support/Admin Svcs	71,126	71,126	0	0.0%	61,949	497,879	497,879	-	0.0%	433,644	853,506	853,506
Debt Service	106,513	106,513	0	0.0%	104,593	745,591	745,591	-	0.0%	732,154	1,278,156	1,278,156
Capital Reserve & Replacement	11,250	11,250	0	0.0%	11,250	78,750	78,750	-	0.0%	67,500	135,000	135,000
Total Expenses	502,956	571,794	(68,838)	-12.0%	508,221	3,485,766	3,866,810	(381,044)	-9.9%	3,530,769	6,325,599	6,673,913
Fund Balance	53,870	(31,281)	85,151	-272.2%	670	549,857	182,408	367,448	201.4%	464,454	618,611	218,571

Budget Summary

- Parking revenue is **3.5% over** budget for the month and **0.3% over** budget YTD.
- Transient revenue is **0.7% over** budget for the month and **0.3% under** budget YTD.
- Meter revenue is **2.1% over** budget for the month and **9.2% over** budget YTD.
- Monthly revenue is **4.5% over** budget for the month and **3% over** budget YTD.
- Parking violation is **11.4% over** budget for the month and **6.1% under** budget YTD.
- Total expenses are **12% under** budget for the month and **9.9% 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 January 31, 2025

	ACTUAL	BUDGET	Var. (\$)	Var. (%)	COMMENTS	Actual YTD	Budget YTD
PARKING REVENUE							
N/A							
OPERATING EXPENSES							
Operating Expense	\$4,727	\$12,500	(7,773)	-62.2%	Expense for the month was under due to reduced need for operating supplies and budgeted consulting fees.	\$54,112	\$87,500
Building Repair & Maintenance	\$17,977	\$43,245	(25,268)	-58.4%	Expenses for the month were under budget due to anticipated overhead gate repair jobs, light bulb replacement and electrical repairs that were budgeted and were not incurred. We anticipated the overhead gate repair/replacement to happen towards spring.	\$217,823	\$334,015
Snow Removal	\$17,847	\$37,500	(19,653)	-52.4%	Expense for the month was under budget due to less snow for the month coupled with some invoices not being paid in the month because of timing of snow.	\$17,847	\$90,500
Service Contract	\$8,032	\$24,514	(16,482)	-67.2%	Expense for the month is under budget due to parc equipment service contact not being processed yet.	\$107,919	\$125,301
Security Services	\$0	\$17,400	(17,400)	-100.0%	Expense for the month was under budget due to the quarterly invoice being paid in advance last month coupled with delay with alarm system invoice.	\$64,160	\$82,333
Vehicle Expense	\$20,149	\$5,833	14,316	245.4%	Expense for the month was over budget due to repair (transmission replacement) to one of our vehicles.	\$75,367	\$40,833

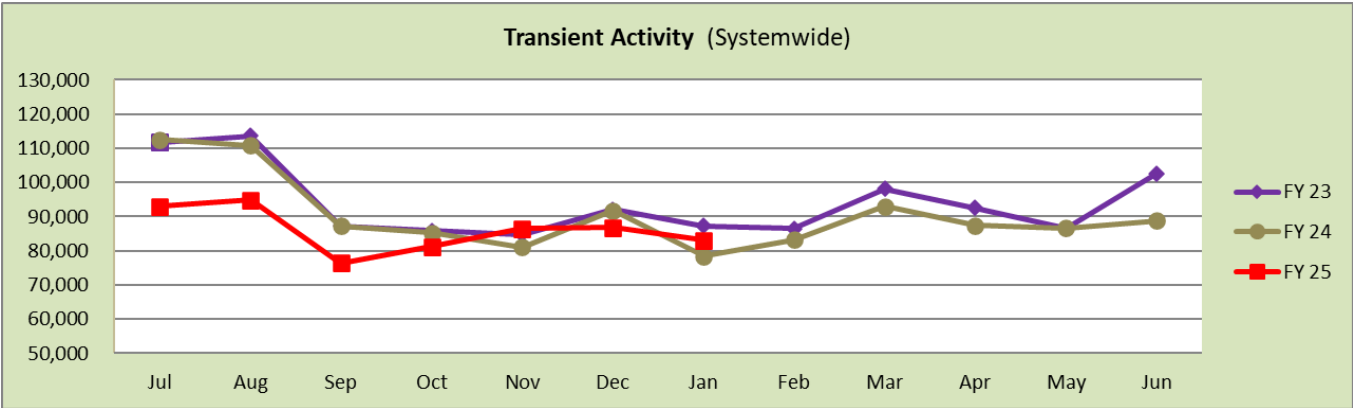
Financial Statement

For the Month ending January 31, 2025

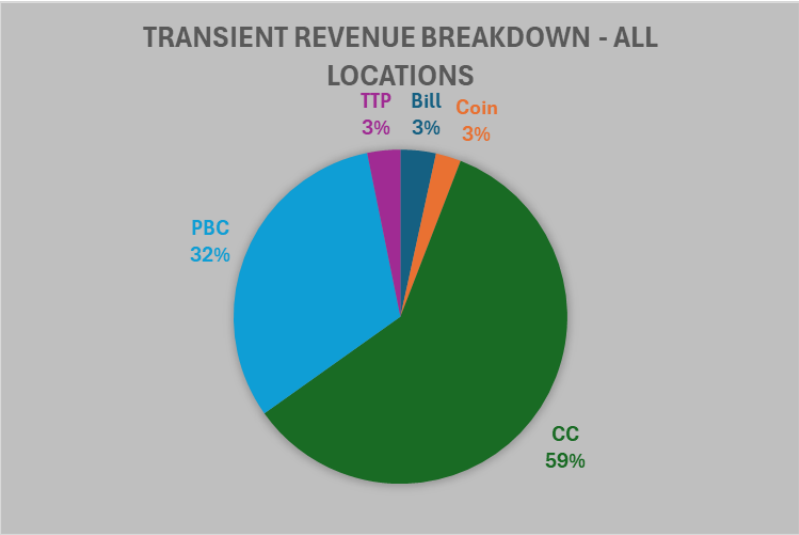
LAZ Karp Associates, LLC and Subsidiaries									
Norwalk Parking Authority									
For the Seven Months Ending January 31, 2025									
Description	Actual	Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Annual Budget
PARKING REVENUE									
Meter Revenue	55,802.43	54,646.40	1,156.03	2.1%	428,819.59	392,666.44	36,153.15	9.2%	681,259.61
Transient Parking	203,942.41	202,597.62	1,344.79	0.7%	1,472,280.25	1,476,784.71	(4,504.46)	-0.3%	2,553,030.23
Monthly Parking	212,917.26	203,770.51	9,146.75	4.5%	1,469,198.28	1,426,393.57	42,804.71	3.0%	2,445,246.12
Less: Refunds	(3,387.00)	0.00	(3,387.00)	0.0%	(3,429.00)	0.00	(3,429.00)	0.0%	0.00
Parking Violation	106,425.75	95,523.26	10,902.49	11.4%	816,293.00	869,652.13	(53,359.13)	-6.1%	1,414,044.99
Less: Sales Tax	(28,221.22)	(27,526.50)	(694.72)	2.5%	(201,232.23)	(196,789.99)	(4,442.24)	2.3%	(339,116.62)
TOTAL PARKING REVENUE	547,479.63	529,011.29	18,468.34	3.5%	3,981,929.89	3,968,706.86	13,223.03	0.3%	6,754,464.33
OTHER REVENUE									
Marketing/Advertising	0.00	1,800.00	(1,800.00)	-100.0%	0.00	12,600.00	(12,600.00)	-100.0%	21,600.00
ATM Machines	172.00	333.33	(161.33)	-48.4%	1,528.00	2,333.31	(805.31)	-34.5%	3,999.96
Lease Income - SNRR/MG	4,528.02	3,164.00	1,364.02	43.1%	26,911.80	22,148.00	4,763.80	21.5%	37,968.00
Lease Income_YDG	1,446.00	1,446.33	(0.33)	0.0%	10,010.00	10,124.31	(114.31)	-1.1%	17,355.96
SNRR Concessions Income	3,200.00	4,674.67	(1,474.67)	-31.5%	15,243.00	32,722.69	(17,479.69)	-53.4%	56,096.04
Investment Income	0.00	83.33	(83.33)	-100.0%	0.00	583.31	(583.31)	-100.0%	999.96
TOTAL OTHER REVENUE	9,346.02	11,501.66	(2,155.64)	-18.7%	53,692.80	80,511.62	(26,818.82)	-33.3%	138,019.92
TOTAL SYSTEM REVENUE	556,825.65	540,512.95	16,312.70	3.0%	4,035,622.69	4,049,218.48	(13,595.79)	-0.3%	6,892,484.25
OPERATING EXPENSES									
Gross Wages	111,779.55	108,719.32	(3,060.23)	-2.8%	740,959.24	815,394.89	74,435.65	9.1%	1,413,351.14
Payroll Tax Expense	13,673.86	13,753.01	79.15	0.6%	90,438.19	103,147.58	12,709.39	12.3%	178,789.14
Group Health Insurance	13,298.98	11,415.53	(1,883.45)	-16.5%	76,402.74	85,616.46	9,213.72	10.8%	148,401.86
Worker's Compensation Expense	4,539.90	4,566.22	26.32	0.6%	30,027.10	34,246.64	4,219.54	12.3%	59,360.84
401K Match Expense	2,161.87	2,174.39	12.52	0.6%	14,298.72	16,307.92	2,009.20	12.3%	28,267.06
Operating Expenses	4,727.16	12,499.98	7,772.82	62.2%	54,112.30	87,499.86	33,387.56	38.2%	149,999.76
Maritime Condo fees	2,404.45	1,964.52	(439.93)	-22.4%	16,206.15	13,751.64	(2,454.51)	-17.8%	23,574.24
Management Fee Expense	8,333.33	8,333.35	0.02	0.0%	58,333.31	58,333.45	0.14	0.0%	100,000.20
Uniforms	0.00	3,333.34	3,333.34	100.0%	0.00	23,333.38	23,333.38	100.0%	40,000.08
Signage	994.57	4,166.66	3,172.09	76.1%	1,085.80	29,166.62	28,080.82	96.3%	49,999.92
Tickets	693.00	625.01	(67.99)	-10.9%	14,238.00	4,375.07	(9,862.93)	-225.4%	7,500.12
Office Expense	2,433.57	1,333.34	(1,100.23)	-82.5%	16,963.96	9,333.38	(7,630.58)	-81.8%	16,000.08
Building Repair & Maintenance	17,976.59	43,245.00	25,268.41	58.4%	217,823.36	334,015.00	116,191.64	34.8%	603,510.00
Snow Removal	17,847.00	37,500.00	19,653.00	52.4%	17,847.00	90,500.00	72,653.00	80.3%	177,500.00
Service Contract	8,032.00	24,513.74	16,481.74	67.2%	107,919.20	125,300.74	17,381.54	13.9%	201,574.00
Sanitation	1,893.61	2,500.00	606.39	24.3%	12,986.71	17,500.00	4,513.29	25.8%	30,000.00
Security Services	0.00	17,400.00	17,400.00	100.0%	64,160.37	82,333.32	18,172.95	22.1%	129,866.64
Permit/Violation Management	8,177.65	10,416.65	2,239.00	21.5%	68,806.81	72,916.55	4,109.74	5.6%	124,999.80
Utilities Expense	10,871.65	6,741.52	(4,130.13)	-61.3%	42,398.92	47,190.64	4,791.72	10.2%	80,898.24
Vehicle Expense	20,149.08	5,833.32	(14,315.76)	-245.4%	75,366.78	40,833.24	(34,533.54)	-84.6%	69,999.84
Telephone	10,198.35	6,666.67	(3,531.68)	-53.0%	64,476.30	46,666.69	(17,809.61)	-38.2%	80,000.04
Equipment Expense	0.00	2,499.99	2,499.99	100.0%	0.00	17,499.93	17,499.93	100.0%	29,999.88
Bank and Credit Card Fees	29,357.86	26,795.75	(2,562.11)	-9.6%	200,002.05	201,083.73	1,081.68	0.5%	342,289.50
Liability Insurance	13,139.51	13,408.33	268.82	2.0%	95,566.27	100,743.76	5,177.49	5.1%	171,367.69
Parking Program	8,336.25	8,788.96	452.71	5.2%	58,335.00	61,522.72	3,187.72	5.2%	105,467.52
Marketing and Communication	3,047.52	3,711.05	663.53	17.9%	24,792.05	25,977.35	1,185.30	4.6%	44,532.60
TOTAL OPERATING EXPENSES	314,067.31	382,905.65	68,838.34	18.0%	2,163,546.33	2,544,590.56	381,044.23	15.0%	4,407,250.19
CITY ADMINISTERED EXPENSES									
Other City Payroll Expenses	46,083.23	46,083.23	0.00	0.0%	322,582.61	322,582.61	0.00	0.0%	552,998.76
Electric	19,642.10	19,642.10	0.00	0.0%	137,494.70	137,494.70	0.00	0.0%	235,705.20
Sewer	968.26	968.26	0.00	0.0%	6,777.82	6,777.82	0.00	0.0%	11,619.12
Professional Services	3,750.01	3,750.01	0.00	0.0%	26,250.07	26,250.07	0.00	0.0%	45,000.12
Legal Service Retainer	416.65	416.65	0.00	0.0%	2,916.55	2,916.55	0.00	0.0%	4,999.80
Business Expense	265.27	265.27	0.00	0.0%	1,856.89	1,856.89	0.00	0.0%	3,183.24
TOTAL CITY ADMINISTERED EXPENSES	71,125.52	71,125.52	0.00	0.0%	497,878.64	497,878.64	0.00	0.0%	853,506.24
SUBTOTAL OPERATING EXPENSES	385,192.83	454,031.17	68,838.34	15.2%	2,661,424.97	3,042,469.20	381,044.23	12.5%	5,260,756.43
Debt Service Interest	14,769.03	14,769.03	0.00	0.0%	103,383.21	103,383.21	0.00	0.0%	177,228.36
Debt Service Principle	91,743.99	91,743.99	0.00	0.0%	642,207.93	642,207.93	0.00	0.0%	1,100,927.88
SUBTOTAL DEBT SERVICES	106,513.02	106,513.02	0.00	0.0%	745,591.14	745,591.14	0.00	0.0%	1,278,156.24
Capital Reserve and Replacement	11,250.01	11,250.01	0.00	0.0%	78,750.07	78,750.07	0.00	0.0%	135,000.12
TOTAL EXPENSES	502,955.86	571,794.20	68,838.34	12.0%	3,485,766.18	3,866,810.41	381,044.23	9.9%	6,673,912.79
Fund Balance	53,869.79	(31,281.25)	85,151.04	-272.2%	549,856.51	182,408.07	367,448.44	201.4%	218,571.46

Systemwide Transient Activity

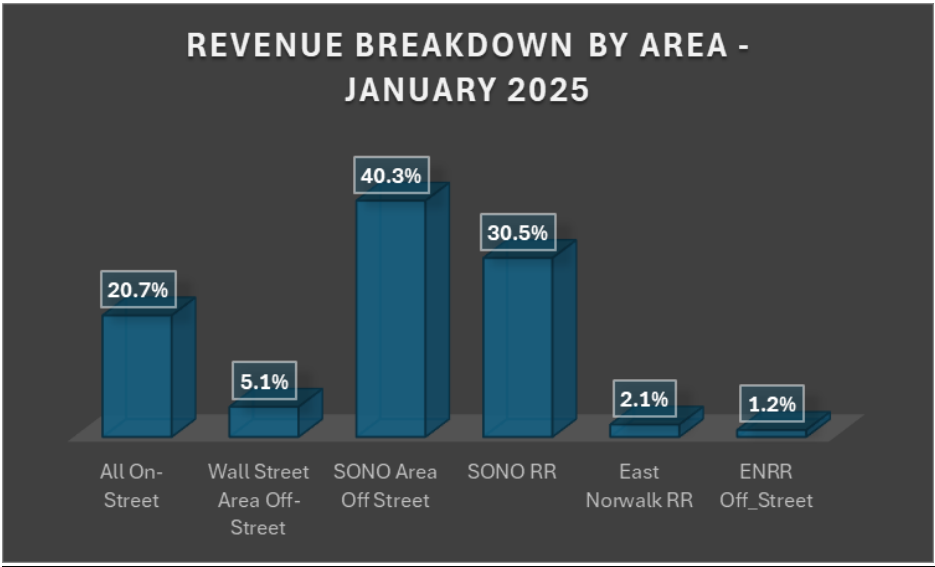
- Overall, systemwide transient activity for YTD is **7% below** the previous year.



Systemwide transient payment breakdown for the month

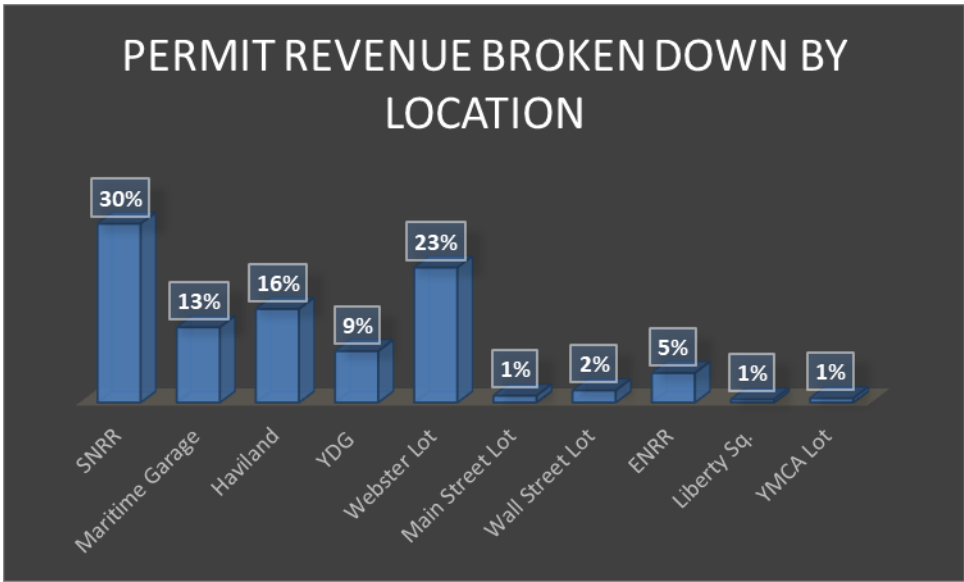
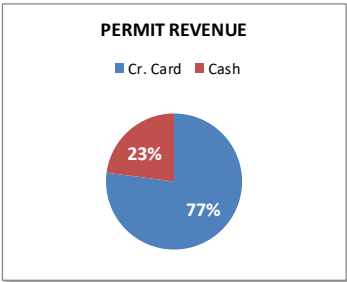
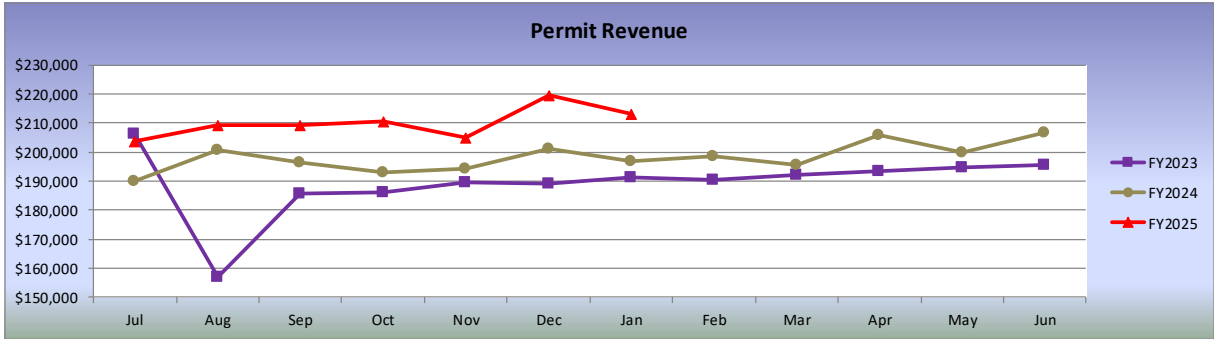
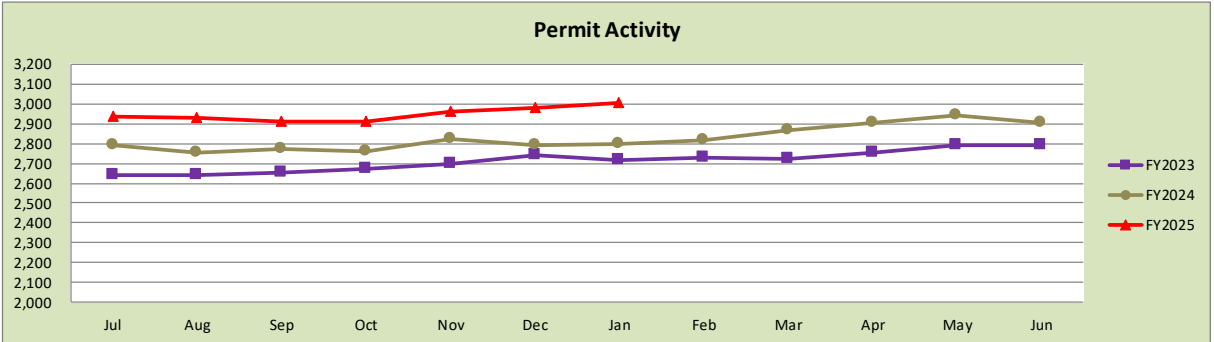


Systemwide transient revenue breakdown by area for the month



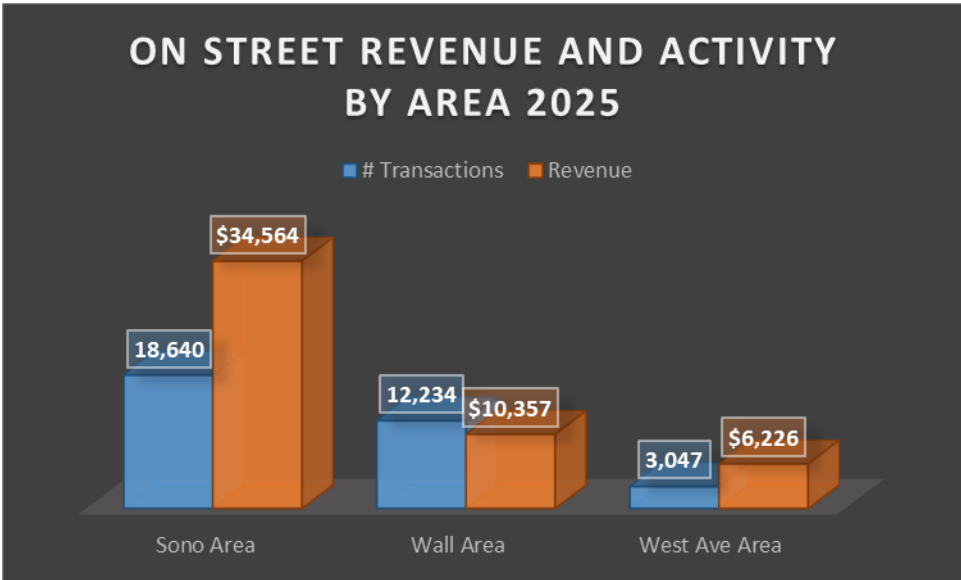
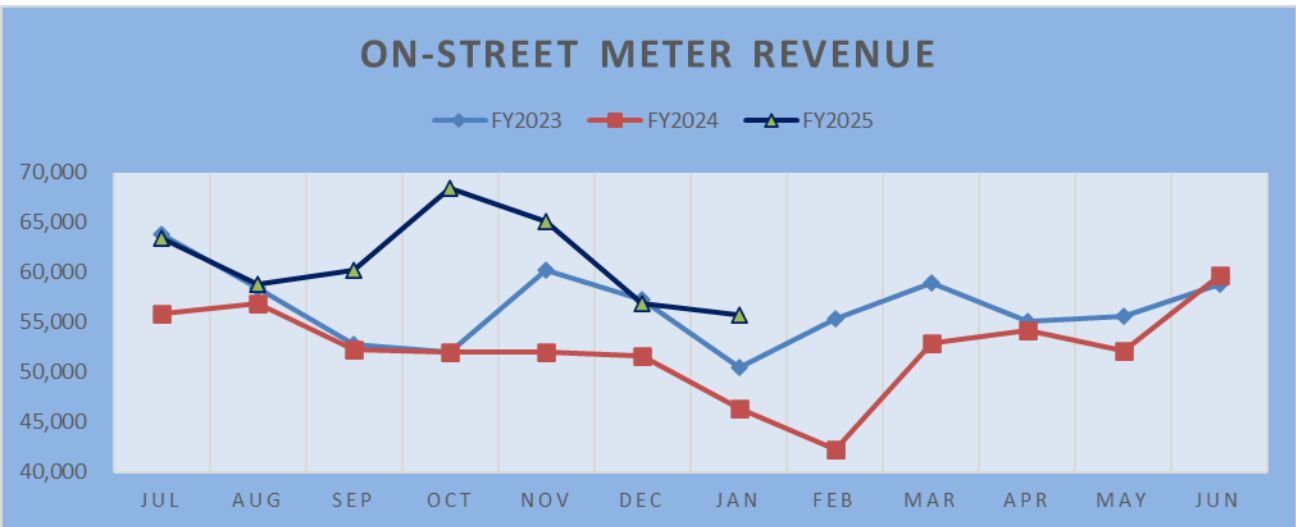
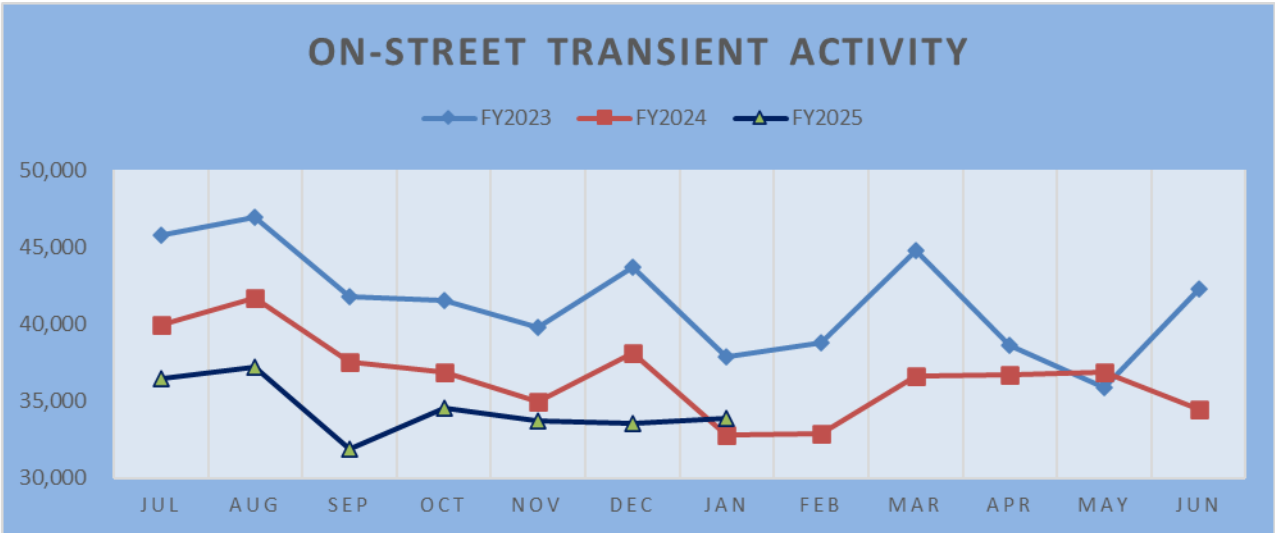
Permit Sales

- YTD compared to last year, permit activity is **up 5.6%** and revenue is **up 6.9%**.
- **For the month, 2,979** 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 37% of the total gross revenue.



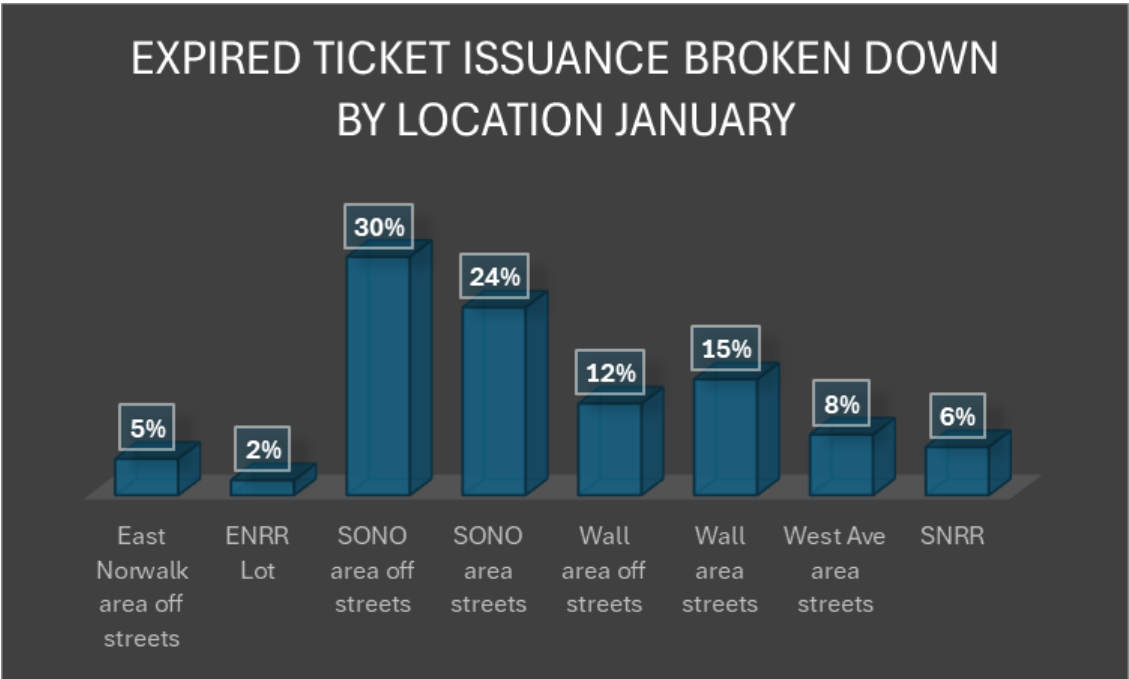
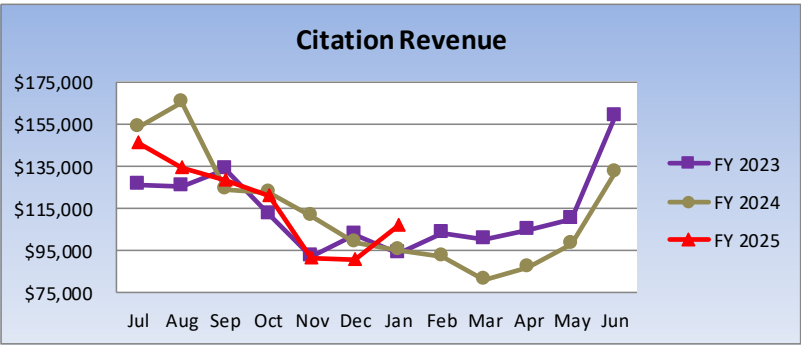
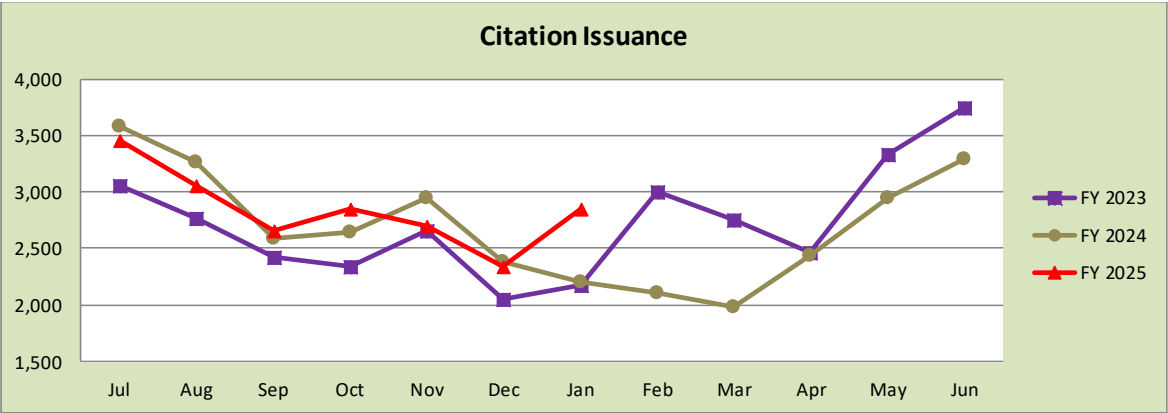
On-Street Parking

- YTD through January, on-street transient activity was **down 7.9%** and revenue was **up 16.9%** compared to last year.
- For the month of January, on-street transient activity was **up 1.1%** compared to last month.



Parking Enforcement

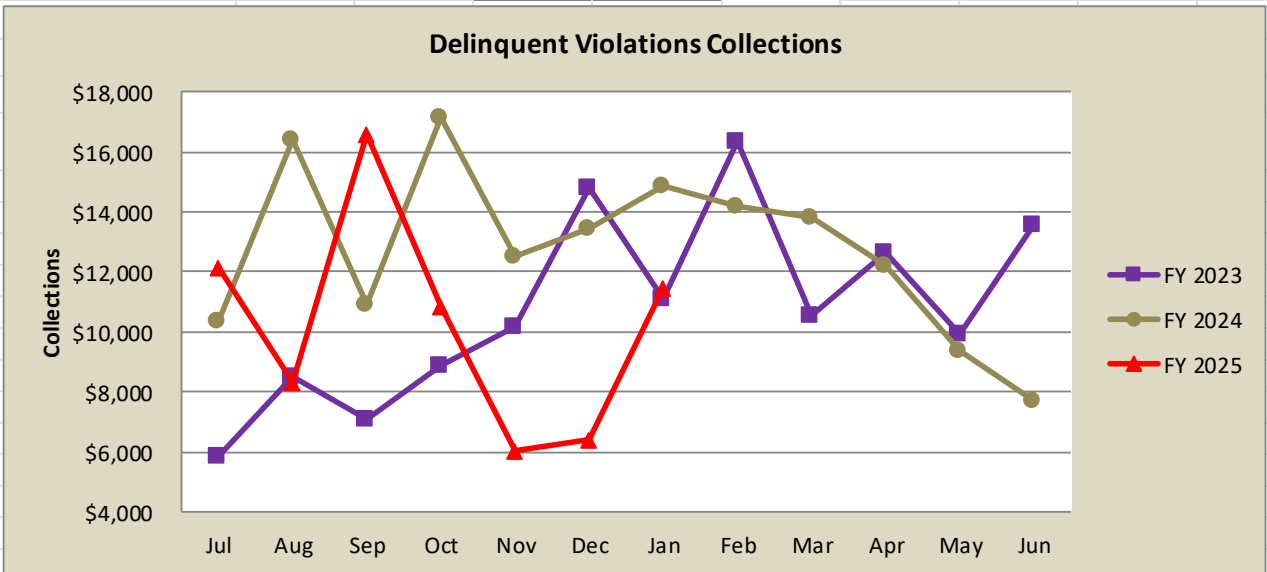
- Compared to last month, ticket issuance was **up 21.4%** and citation revenue was **up 17.4%**.



Parking Violations Collection Program

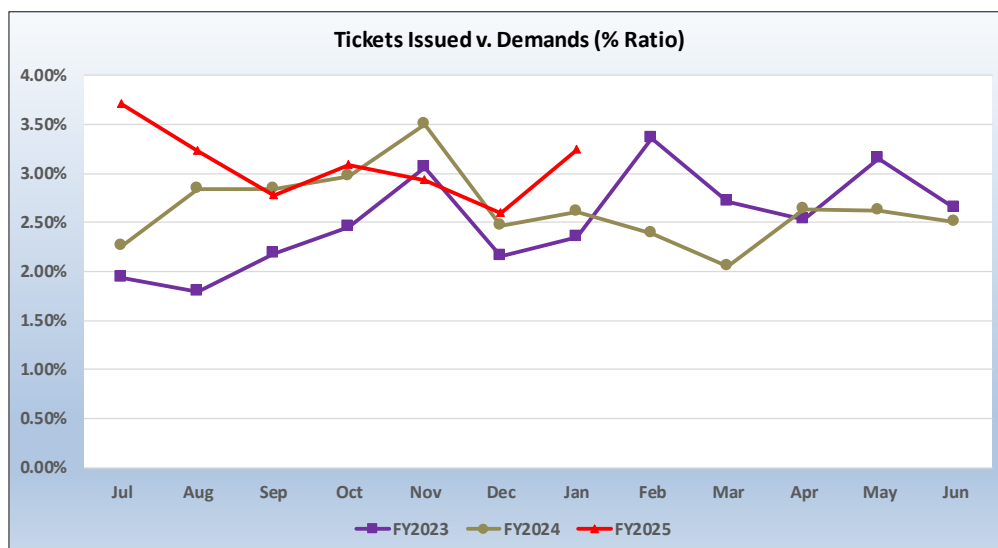
Fiscal Year	Delinquent \$
2013	\$131,458
2014	\$108,435
2015	\$84,233
2016	\$84,628
2017	\$152,412
2018	\$128,025
2019	\$103,032
2020	\$93,378
2021	\$71,346
2022	\$137,355
2023	\$129,477
2024	\$152,931
2025	\$71,808

YTD thru January



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	14,832	2,119
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	17,853	2,550
FY2025	3,452	3,058	2,119	2,504	2,539	2,250	2,692						18,614	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	662,449	94,636
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	647,116	92,445
FY2025	92,995	94,839	76,405	81,209	86,488	86,748	83,130	0	0	0	0	0	601,814	85,973

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%	2.26%
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%	2.81%
FY2025	3.71%	3.22%	2.77%	3.08%	2.94%	2.59%	3.24%						3.05%

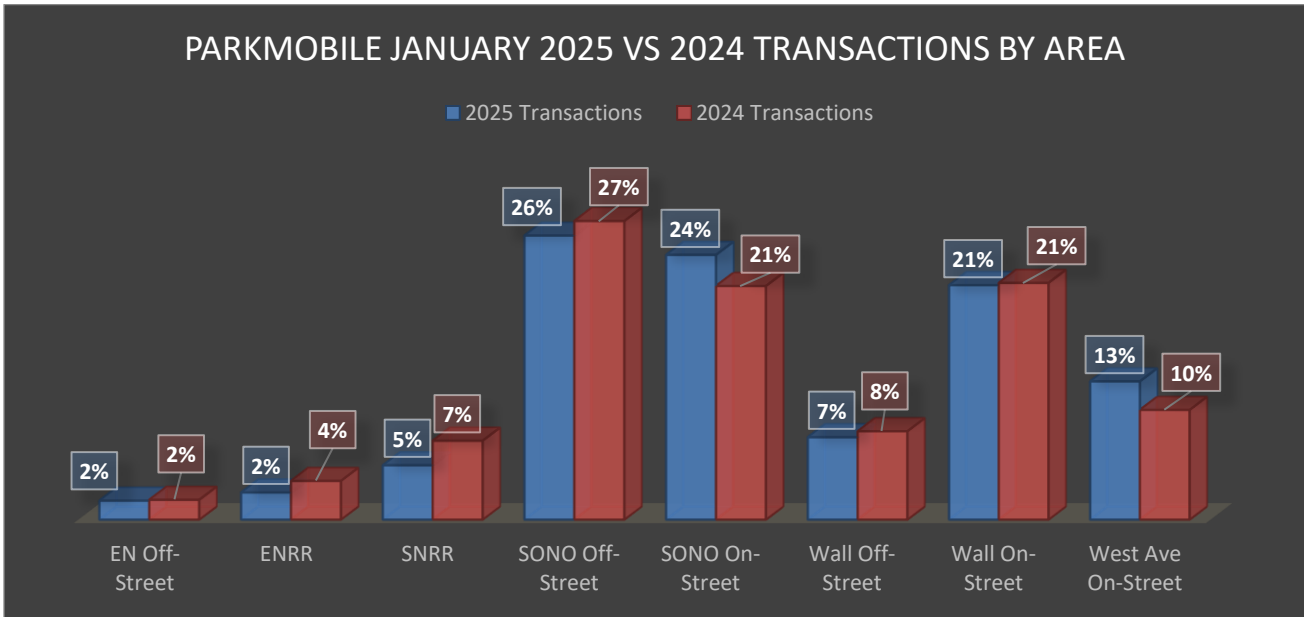
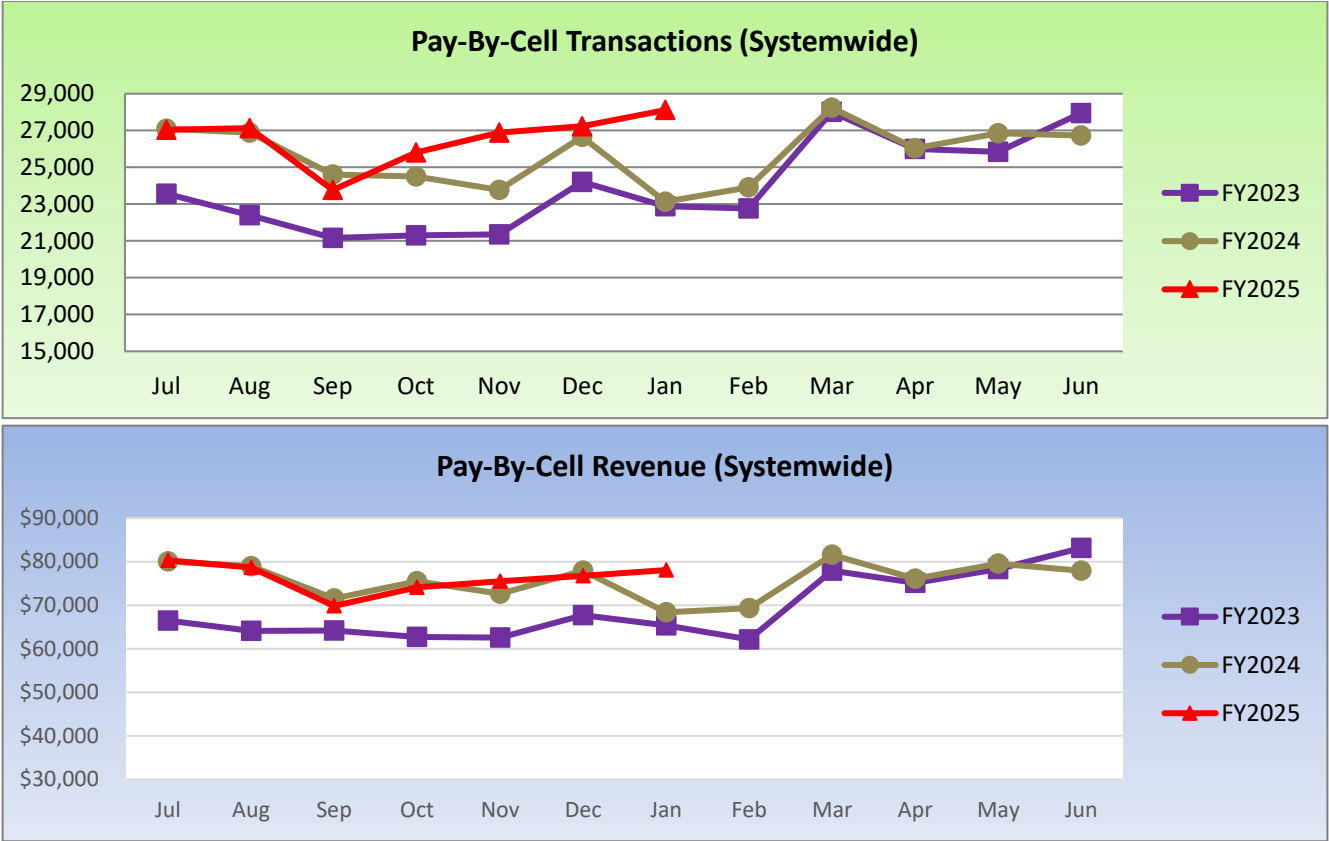
Tickets Issued v. Demands Analysis (continued)

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

5 Years Summary (Expired meter violations only)					
Locatoion 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	5%	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	2.8%	2.6%	2.6%	2.8%	4.8%
** Current year data is from September - January					

Pay-By-Cell

- YTD through January, pay by cell activity was **up 5.3%** and revenue was **up 1.6%** compared to the same period last year.
- Compared to last month, January transactions were **up 3.2%** and revenue was **up 1.7%**.



Tacos Please LLC

TACO GUY
102 Wall St,
Norwalk CT 06850
203-722-3546

Project Name: Carnitas Michoacan

Background information

1. Name: Adrian C. Hurtado
2. Address: 10 Wall St, Norwalk CT 06850
3. Cellphone: 203-722-3546
4. Website: www.TacoGuyCT.com

Personal statement

I grew up in Michoacan, Mexico and am fourth generation in the hospitality industry. At 15, I immigrated to Norwalk, Connecticut. Working during the day and going to school at night, I struggled to adjust to the new country, language and culture around me. After years of growth, and honing my language and restaurant skills in Connecticut, I moved to New York City, to learn from the best. I worked in some of the best restaurants and cocktail bars in the world, from Please Don't Tell, to ATLA and Cosme. When the pandemic closed restaurants, I decided that I wanted to do something for myself. Putting in all my time and money, I built Taco Guy. It was an opportunity to combine everything I had learned, with the legacy of hard work and authentic recipes that had been passed down through generations of my family. More than four years later, I am proud to have a successful food truck and brick and mortar restaurant in Norwalk, Connecticut. I want to continue to bring my family's recipes to the residents of Norwalk and beyond and believe that the South Norwalk Train Station is the perfect place to continue the tradition.

MILESTONES

TACO GUY Food Truck: started in August 2020 and has grown into a successful catering business.

TACO GUY Restaurant: opened Spring 2023 and serves many happy customers daily.

The Product and Services

TACO GUY is a company where we focus on service and hospitality. Combining that with a background as a food truck and restaurant, we can deliver great food and service with speed and excellence.

Carnitas Michoacan will be a perfect Train Station concept because it will bring life to SONO Train station and will bring attention to Norwalk as a food destination. Focusing on traditional proteins and Mexican cooking traditions, it will fulfill a need for a fast casual yet high quality Mexican restaurant in the area.

- Local, fast casual taco spot
- Open kitchen concept where guests can watch the proteins being cooked
- Fresh hand-pressed tortillas
- Fresh homemade juices (aguas frescas) for the guests to grab and go.

The Look



- Traditional yet modern
- Bright, clean, comfortable
- Open kitchen concept
- Classic taco stand



The Feel



- Communal gathering space, for commuters and guests
- Transport you to Mexico like you're taking a train ride to Mexican local taqueria



- This is not a chain restaurant



The Experience

- A local gathering spot
- Or as simple as grabbing something quick and delicious before your next stop



- Bringing a Taco Truck feeling into an every day local place



TACO GUY in the News



ADRIAN HURTADO
OWNER, TACO GUY

- <https://westchestermagazine.com/food/pound-ridge-taco-guy-food-truck/>
- <https://www.ctbites.com/blog/2023/7/10/taco-guy-opens-in-norwalk>
- <https://connecticut.news12.com/norwalks-taco-guy-cooks-with-love-shares-the-importance-of-his-heritage>

Norwalk's 'Taco Guy' cooks with love, shares the importance of his heritage