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**Wednesday, September 28, 2022**

**6:00 p.m.**

**By Zoom Virtual Video Conference and Tele Conference**

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

**[www.norwalkct.org/meetings](http://www.norwalkct.org/meetings).**



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email James Travers [jtravers@norwalkct.org](mailto:jtravers@norwalkct.org) to provide written public comment prior to the meeting.

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## **AGENDA**

- 1) Public Comment, limited to three minutes each speaker
- 2) Discussion and action related to minutes from the Parking Authority meeting Wednesday, July 27, 2022
- 3) Financial and Operating Report
- 4) Engineering and Project Report
  - a) South Norwalk Train Station – Vanessa Valadares
- 5) New Business
  - a) Discuss and Vote – Lease for OBKO Coffee Shop – James Emery
  - b) Discuss and Vote – Norwalk Transit District Bathroom Lease – James Emery
- 6) Old Business
  - a) Yankee Doodle Garage Façade Enhancement Update – James Emery
  - b) Wall Street 3 Hour Changeover – James Emery
  - c) South Norwalk Railroad Garage Bike Parking – James Emery
  - d) East Norwalk Train Station Enforcement – James Emery
- 7) Motion to Adjourn

**Next Parking Authority meeting: Wednesday, October 26, 2022**



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**PARKING AUTHORITY  
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE  
AND TELECONFERENCE  
JULY 27, 2022**

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

**STAFF**

James Travers, Director, TMP, Vanessa Valadares, Principal Engineer, DPW

**OTHERS:**

Stathis Manousos, LAZ Parking  
Rocky Legesse, LAZ Parking

**CALL TO ORDER**

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

**1. PUBLIC COMMENT- LIMITED TO THREE MINUTES EACH SPEAKER**

There were no public comments this evening.

**2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING AUTHORITY MEETING WEDNESDAY, JUNE 29, 2022.**

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

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

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

**3. FINANCIAL AND OPERATING BUDGET**

Mr. Manousos reported and said this month marks the end of the fiscal year and there was a \$250,000 accrual for safety related repairs to Webster Lot and Haviland Deck and following those repairs were still favorable to budget. Mr. Manousos reported on the variance report and said the \$250,000 accrual was split 50% to each of the locations and depending on the cost of the work that gets done adjustments can be made if needed.

Mr. Manousos reported on the revenue and said the transient revenue continues to be down due to the railroad facilities, but the meter and violation revenue continues to be higher than budget and compared to pre-covid levels but noted that after 2019 all the pay stations were installed in the Wall Street area which added 225 spaces in addition to 18 on West Avenue. Mr. Rains asked if the violation revenue includes the violations at the beach. Mr. Legesse said "yes". Mr. Rains asked for a breakdown of where the violations were coming from. Mr. Manousos presented the parking violations for each of the locations and said a majority of the ticket issuance from last month came from the SONO area. Mr. Rains said going forward he would like the ticket issuance from the beach included. Mr. Manousos asked if the members of the Parking Authority would like to see the tickets issuance by location included in the monthly report. Mr. Aley said "yes". Mr. Travers said he would also like the number of spaces included on the report. Mr. Rains said he would also like to see it in a graph.

Mr. Manousos reported on the Covid vs pre-covid analysis and said they are at 87% of pre-covid levels when it comes to revenue.

Mr. Manousos reported on the system wide activity and said year to date are 93% of pre-covid levels and revenue is at 88% of pre-covid levels despite the temporary drop off due to the omicron variant in January. Mr. Travers said there has been a significant increase at Haviland Deck and that there is an increase in ridership numbers for Metro-North and the weekend numbers are strong, but the weekdays fluctuate and are seeing a trend to what a new normal may look like.

Mr. Manousos reported on the permit sales and said they are stable and that permit activity is 80% of pre-covid levels, permit revenue is at 75% of pre-covid levels, on-street revenue is up compared to last year and the Pay by Cell transactions are still very strong.

Mr. Manousos reported on enforcement and issuance and revenue from parking violations are higher than pre-covid levels. He also reported on the ticket issuance versus demand analysis and said the ratio from tickets to demands decreased in June.

#### **4. ENGINEERING AND PROJECT REPORT**

a) Haviland Deck

Mr. Legesse reported and said there was a leak at lower Haviland Deck that was coming from the upper deck and engaged the contractor that performed the membrane work two years ago and fortunately the work was still under warranty so they will perform the repair that the warranty covers, but there were also some damages found that will be covered under maintenance line item. He said the material has been ordered and is due to arrive late August or early September and are planning to have the work done by the end of September and there is a walkthrough scheduled with the vendor this Friday to determine what areas will need to be closed off for parkers.

b) South Norwalk Train Station Charging Stations

Mr. Legesse reported and said the cell phone charging stations for the lobby area at the South Norwalk Railroad Station on both the New Haven and New York bound sides have been installed and people have already begun using them and have received some positive feedback. He said the charging stations were purchased but the CTDOT so there was no cost to the Parking Authority other than for the electrician for the installation. Mr. Travers this is part of the effort to provide additional service to commuters.

c) Webster Lot

Mr. Travers reported and said last weekend the work was completed from the prior project but he has some concerns with the outcome not of the quality of work by the contractor but on the initial design and potential safety issues so they will be meeting with the designer and may need to make some amendments.

d) South Norwalk Train Station- Vanessa Valadares

Ms. Valadares reported and said the work is continuing at the South Norwalk Railroad Station and 100% of the northwest façade has been completed as well as the power washing of the southern helix and 90% of the southeast elevation has been power washed and should be completed soon. She said there is still one more expansion joint that needs to be installed and by the date the in the original contract that the work was supposed to be completed was August but will need to be extended but she does not yet have a completion date.

## **5. NEW BUSINESS**

a) DKA Presentation- Tod Kallenbach

Mr. Kellenbach presented and said they have been working with the city and the Parking Authority under three different contracts and established marketing goals that promote Norwalk as a destination and saw an opportunity to leverage visit Norwalk to one platform that encompasses many neighborhoods and many assets. He said they have a digital and social platform and are working with the city on an app that would serve as a customer service tool to be able to contact city departments and will ultimately replace the current app. He said there are currently 1,166 consumers and 296 business that participate in the E-newsletter and from last August to June 2022 and are currently in the second phase the website has attracted 21,000 visits and 3,400 visits just in June. He said there is also a tourism advertising campaign that was launched in October 2021 and the objective was to elevate brand awareness of visit Norwalk in a broader tri-state area.

Mr. Travers said the Parking Authority has funded an effort to look at promoting tourism and visits into the city with the intention of those visits translating into opportunities to those visitors to park in the Norwalk facilities and has evolved under Ms. Vonashek's leadership that extends beyond the initial effort of the Parking Authority to something that is a branded effort for the city to not only look at ways to gain additional visits, but to heighten the awareness and is a huge pleasure to be able to work with Mr. Kellenbach and wanted to share with the Parking Authority the opportunity to see the work that he has been doing and to see the work that the Parking Authority has been funding.

Ms. Parkington asked if just City of Norwalk events are being pulled because the First Taxing District holds concerts on the green and the Third Taxing District holds them at the beach. Mr. Kellenbach said they are covering every neighborhood and every organization that are within the city limits, but anyone can get in contact with him by emailing [info@visitnorwalk.org](mailto:info@visitnorwalk.org) if there is an event that they would like to post.

b) Discuss- Creation of 30 minute prepay feature

Mr. Travers said currently the meters turn on when the parking time begins so if a customer was to arrive early there is a challenge when they want to prepay so he would like the time to begin as early as 6:00AM and would like to work with the meter company to turn on a prepaid feature. The members of the Parking Authority agreed to create a prepaid feature.

c) Discuss and vote- Rotary Club parking discount at Maritime Garage

Mr. Travers read the request from the Rotary Club as follows:

“The Norwalk Rotary, a nonprofit organization, is currently considering a venue change for its semi-monthly luncheon meetings, whereby Norwalk Rotary Members will need to consider parking at the Maritime Garage for their luncheon meetings that will be held at Mamma Bella Restaurant, located on 19 N Water Street, on the first (1st) and third (3rd) Wednesday of the month between 12pm-1:30pm.”

“Since lunch and parking costs are all important factors that affect our member participation and the ability to meet, we are kindly asking that special consideration be granted by The Norwalk Parking Authority and Laz for The Norwalk Rotary to help mitigate the parking costs to our members and our organization, who seek to meet to serve the important needs of our community.”

The current cost from 12pm to 1:30pm on Wednesdays is \$4.00

Mr. Travers said this is a daytime request for discounted parking and it is time that there is an increased level of parking that is large contributed to the Maritime Aquarium, so he has some concerns with discounted parking. Mr. Rains asked if the events that they hold are in South Norwalk. Mr. Travers said in looking at their website the events are held citywide and not in specific area. Mr. Seebeck suggested having a conversation with the restaurant owner to potentially doing something for special events and allow the restaurant to work with the Parking Authority and LAZ to offer a group rate. Mr. Travers said staff is discussing several opportunities that can be presented to restaurants and are doing a pilot program at 50 Washington Street and if it proves to be effective will measure that to see if that could lead into additional parking promotions. Mr. Aley said there is currently a voucher system that are sold to the restaurants that they can give to their customers that would be ideal for this situation. Mr. Travers said they are an important part of a larger thing and typically work for repeat visits. Mr. Legesse added that the vouchers are not discounted, and the restaurant pays for them and offers them to their patrons. Mr. Rains suggested responding that the Parking Authority is open to a path forward on this request but do not currently have one and look to see if there is a way to initiate the token or voucher program with the restaurant. Mr. Manousos said prior to Covid there was a merchant validation program that the Parking Authority was trying to roll out. Mr. Travers said that staff will look at options to present to the Parking Authority at the next meeting.

d) Discuss and vote- Lobster Craft Lease

Mr. Travers read the recommendation from the corporate leasing agent regarding the Lobster Craft Lease:

“Per our conversation on Friday, I spoke with Mike regarding the LobsterCraft lease. There are two options we discussed, one of which would be a 6-month lease, with the option to go month-to-month after the 6-month period (with a 60-day notice before vacating).

The second option Mike and I discussed is a 2-year lease with the option to sublease. Mike has a partner that wishes to utilize the space and his option to sublease would be to his partner.

If the board is comfortable with the second option, I think it would be best for both parties. Your team would be able to lock-in a tenant for at least two years and it would also give Mike's partner the opportunity to lock in a lease under the same conditions. The Parking Authority and the board would have the final say with the sublease, giving us the opportunity to do our due diligence regarding the new tenant.”

Mr. Seebeck asked if any of the monetary terms differ from what was discussed at the May Parking Authority meeting. Mr. Travers said “no” and that the monetary terms are the same and is just for a different time period. Mr. Seebeck asked if there are any other termination rights that will be granted to Lobstercraft. Mr. Travers said “no”

**\*\* MR. RAINS MOVED TO APPROVE OPTION TWO AS DESCRIBED.**

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

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

e) Discuss- August NPS meeting

**\*\* MS. PARKINGTON MOVED TO CANCEL THE AUGUST PARKING AUTHORITY MEETING.**

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

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

## **6. OLD BUSINESS**

a) Discuss and vote- Simplify parking rules in Wall Street area

- CURRENT-2- hour max until 6PM then 3- hour max until 9PM
- PROPOSED- 3-hour max stay until 9PM.

Mr. Travers said staff has had several meetings with the Wall Street area and one of the items that came up and continues to come up is that the signage is confusing, and staff is proposing to simplify the signage to state three-hour max parking until 9:00AM. He said that Mr. Emery had visited the businesses that were non restaurant related and there is a signed petition that was in support of simplified signage. Mr. Aley requested that the data showing the average period of stay after the three-month period be presented to the Parking Authority.

**\*\* MR. ALEY MOVED TO APPROVE THE PROPOSED 3-HOUR MAX STAY UNTIL 9:00PM FOR A THREE-MONTH PERIOD.**

**\*\* MS. PARKINGTON SECONDED THE MOTION.**



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

**7. MOTION TO ADJOURN**

**\*\* MS. PARKINGTON MOVED TO ADJOURN.**

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

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

The meeting adjourned at 7:30PM.

Respectfully submitted,

Dilene Byrd



**August  
2022**

# Operations Report

## FINANCIAL SUMMARY

	Month (August)					YTD (July-August)					FISCAL YEAR	
	Actual	Budget	Var \$	Var %	Actual PY	Actual	Budget	Var \$	Var %	Actual PY	Forecast	Budget
<b>REVENUES:</b>												
Parking Revenue	569,924	493,482	76,442	15.5%	618,618	1,189,911	1,009,793	180,118	17.8%	1,250,205	7,139,468	6,163,005
Other Revenue	3,693	8,402	(4,710)	-56.1%	3,808	7,470	16,805	(9,335)	-55.6%	7,617	44,817	100,829
<b>Total System Revenue</b>	<b>573,617</b>	<b>501,884</b>	<b>71,732</b>	<b>14.3%</b>	<b>622,426</b>	<b>1,197,381</b>	<b>1,026,598</b>	<b>170,783</b>	<b>16.6%</b>	<b>1,257,822</b>	<b>7,184,285</b>	<b>6,263,834</b>
<b>EXPENSES:</b>												
Operations	255,738	294,613	(38,876)	-13.2%	290,589	575,945	652,654	(76,710)	-11.8%	663,955	3,455,669	3,818,549
City Support/Admin Svcs	61,903	63,331	(1,428)	-2.3%	63,010	123,806	126,662	(2,856)	-2.3%	126,020	742,837	759,971
Debt Service	107,180	107,180	0	0.0%	96,635	214,360	214,360	-	0.0%	193,270	1,570,607	1,286,162
Capital Reserve & Replacemen	11,250	11,250	0	0.0%	11,250	22,500	22,500	-	0.0%	22,500	135,000	135,000
<b>Total Expenses</b>	<b>436,071</b>	<b>476,375</b>	<b>(40,304)</b>	<b>-8.5%</b>	<b>461,483</b>	<b>936,611</b>	<b>1,016,177</b>	<b>(79,565)</b>	<b>-7.8%</b>	<b>1,005,744</b>	<b>5,904,112</b>	<b>5,999,682</b>
<b>Fund Balance</b>	<b>137,546</b>	<b>25,510</b>	<b>112,036</b>	<b>439.2%</b>	<b>160,943</b>	<b>260,770</b>	<b>10,421</b>	<b>250,348</b>	<b>2402.2%</b>	<b>252,078</b>	<b>1,280,173</b>	<b>264,152</b>

### Budget Summary

- Parking revenue is **15.5% over** budget for the month and **17.8% over** budget YTD.
- Total expenses are **8.5% under** budget for the month and **7.8% under** budget YTD.
- Transient revenue is **36.2% under** budget for the month and **46.1% over** budget YTD. Compared to the same period last year, YTD transient revenue is **4.8% below** last year.

### Month and YTD Comparisons

- Total Revenue for the month is **down 8.0%** compared to last month (July) and is **down 7.8%** compared to August of last year. Compared to the same period last year, YTD revenue is **4.8% below** last year.
- Transient activity for the month is **up 1.6%** compared to last month (July) and is **up 9.3%** compared to August of last year. Transient activity YTD is **down 31.2%** compared to last year.
- Permit activity (number of permits sold) is **up 0.2%** compared to last month (July) and **up 9.7%** compared to August of last year. Permit activity YTD is **up 10.1%** compared to last year.
- Permit Revenue is **down 23.8%** compared to last month (July) and **down 38.4%** compared to August of last year. Permit revenue YTD is **up 4.6%** compared to last year.

## Variance Report (Actual v. Budget)

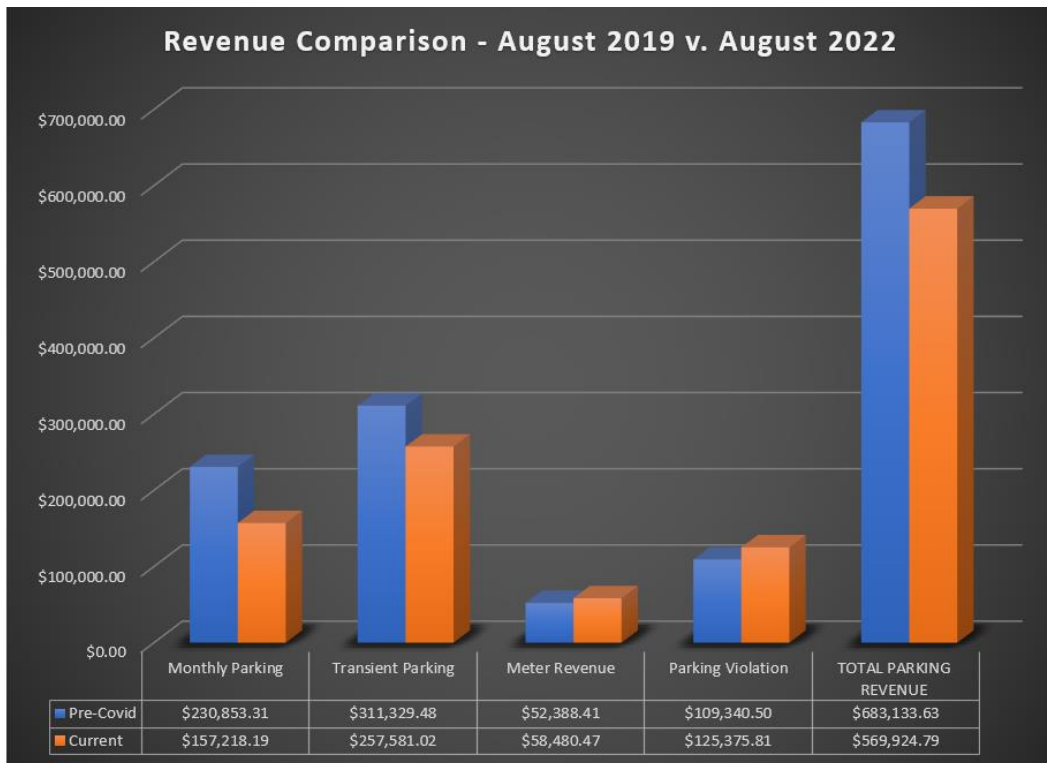
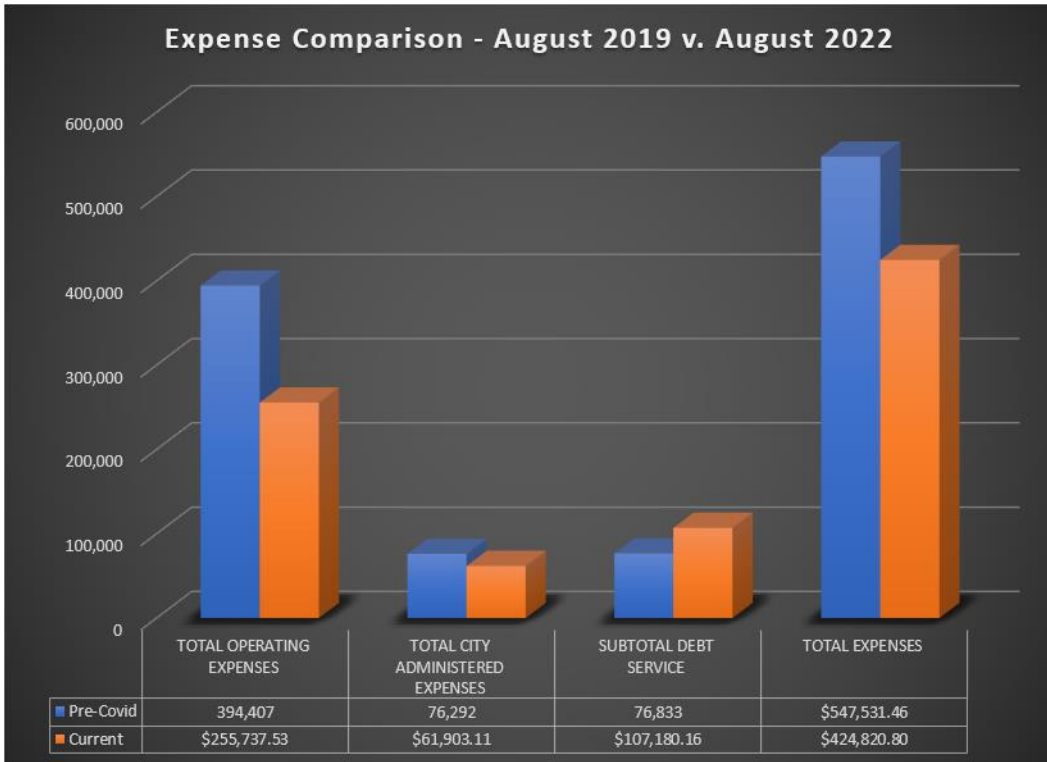
The Variance Report identifies and explains variances that are at least 20% and \$5,000 compared to budget.

**VARIANCE REPORT - Major Variances (+/- 20% and \$5,000)**  
Norwalk Parking Authority  
For the Month Ending August 31, 2022

	ACTUAL	BUDGET	VAR (\$)	VAR (%)	COMMENTS
<b>PARKING REVENUE</b>					
Monthly Parking	157,217.19	199,199.55	(41,982.36)	(21.08%)	Lower than projected, mainly at the RR facilities
Transient Parking	257,581.02	189,064.77	68,516.25	36.24%	Higher than projected, mainly at MG
Parking Violation	125,375.81	79,580.80	45,795.01	57.55%	More activity than projected
<b>OPERATING EXPENSES</b>					
Security Services	3,185.70	10,000.01	(6,814.31)	(68.14%)	Camera system service payments made in July. YTD is on budget
Building Repair & Maintenance	21,830.26	30,675.00	(8,844.74)	(28.83%)	Expenses lower than projected

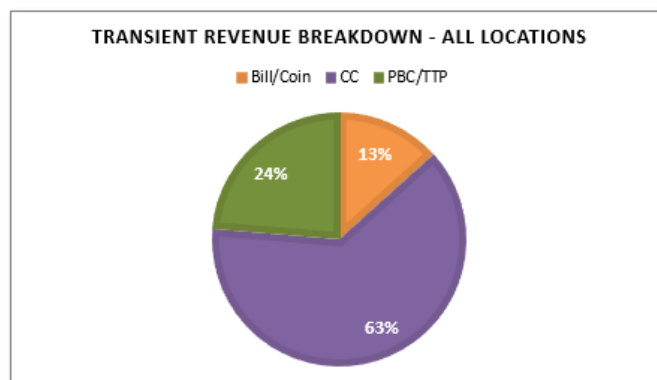
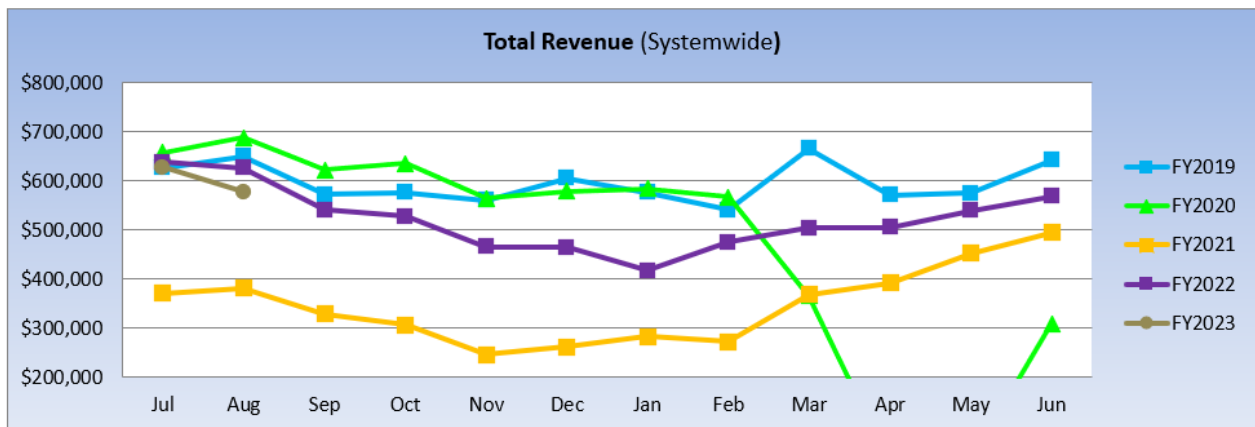
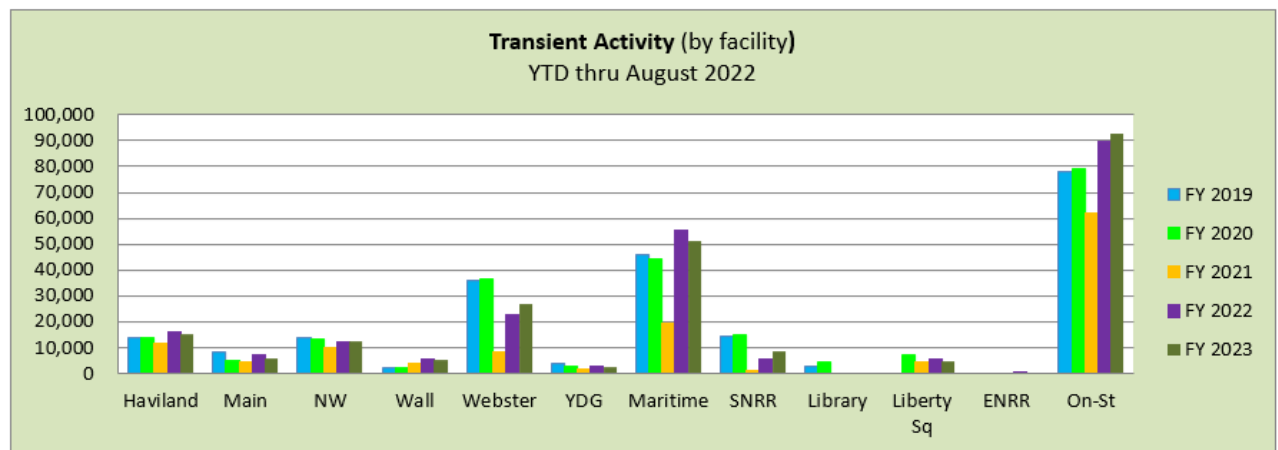
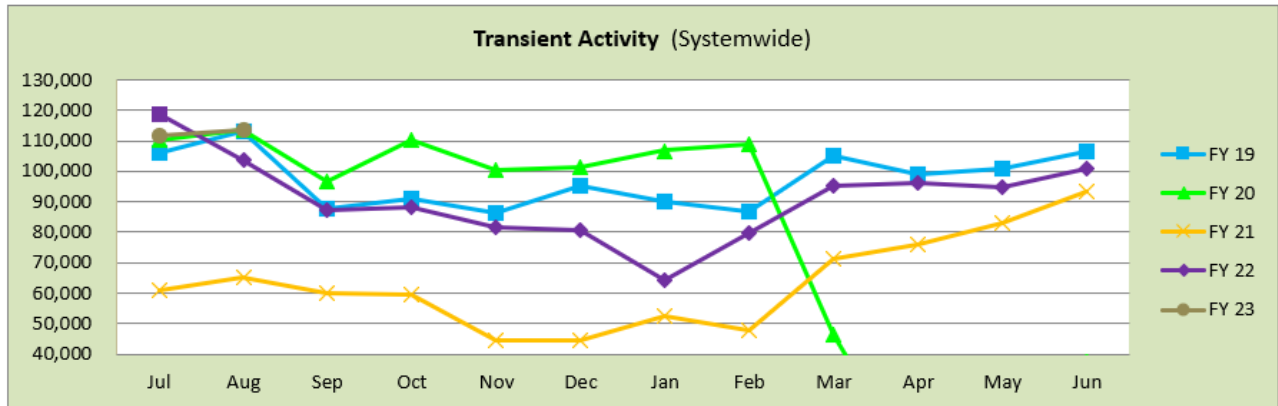
COVID Impact Analysis (Pre-Covid v. Current)

The following graphs illustrate the comparison between pre-COVID and current revenue and expense activity. For the month of August, total revenue is **11.2%** below pre-COVID August 2019.



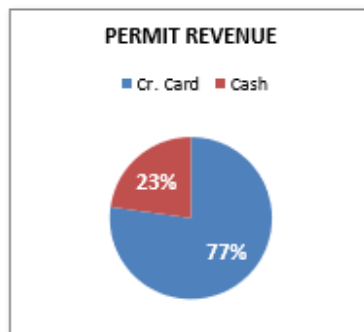
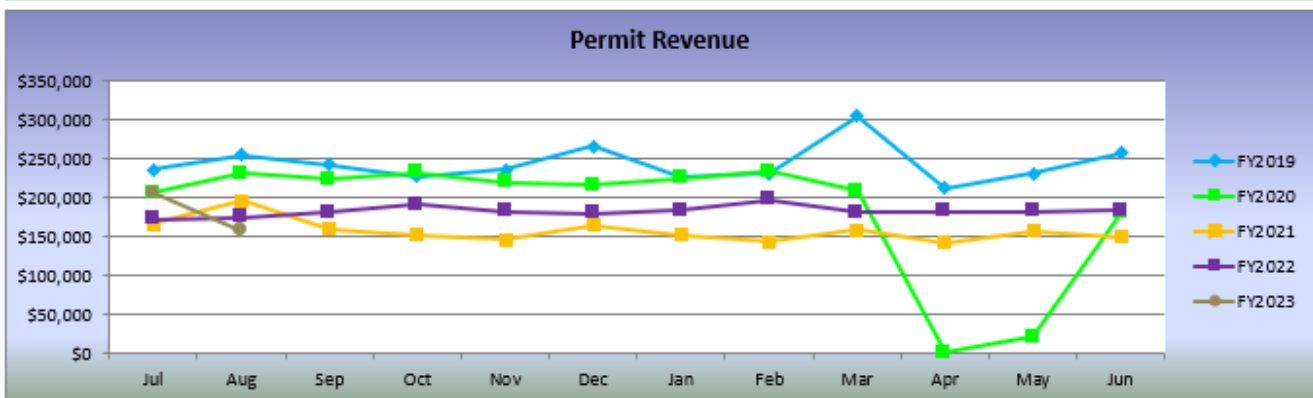
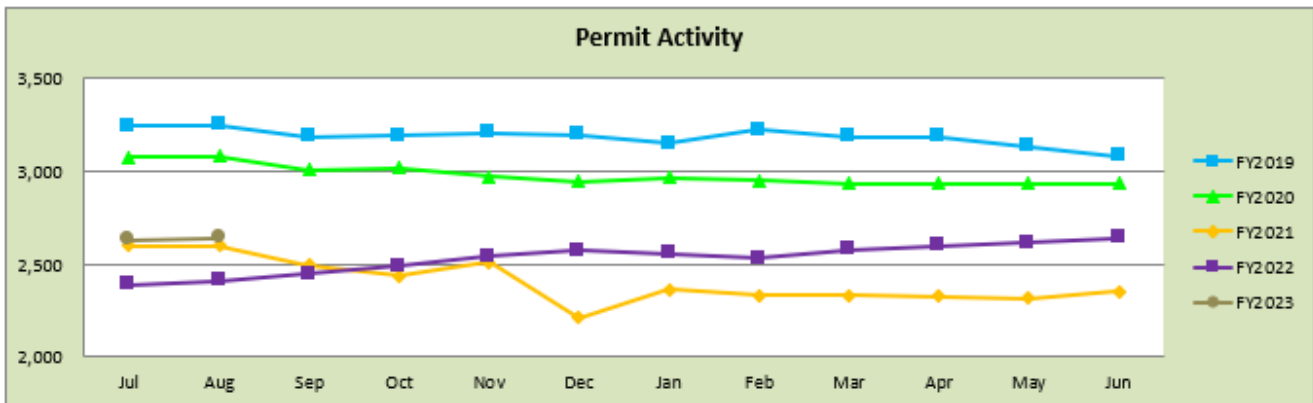
## Systemwide Activity

- Overall, systemwide transient activity YTD is at **2.9% above** pre-COVID levels and revenue is at **5.7% below** pre-COVID levels.



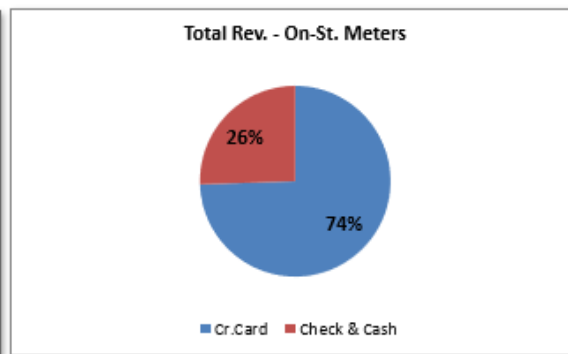
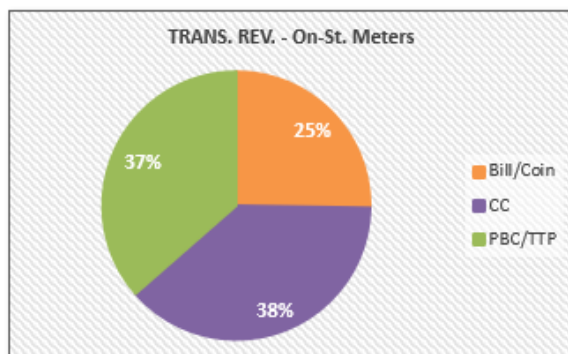
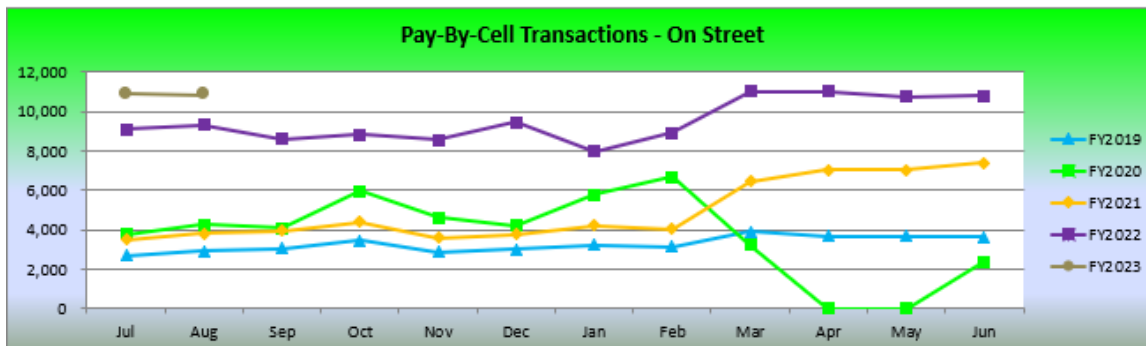
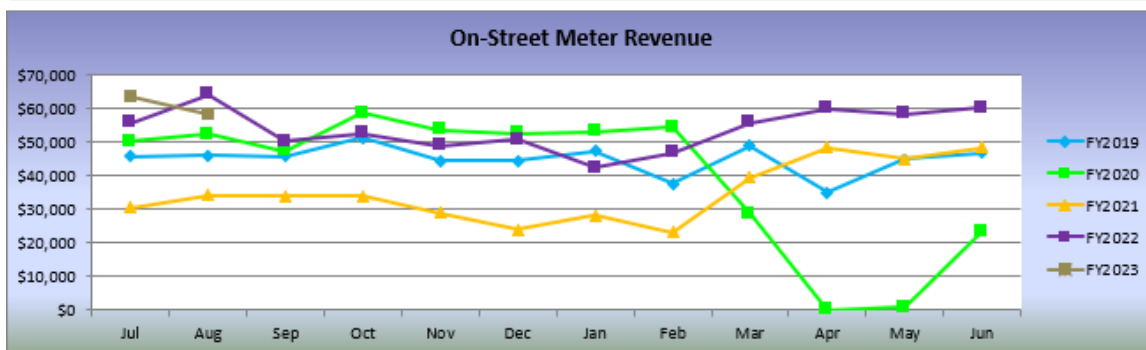
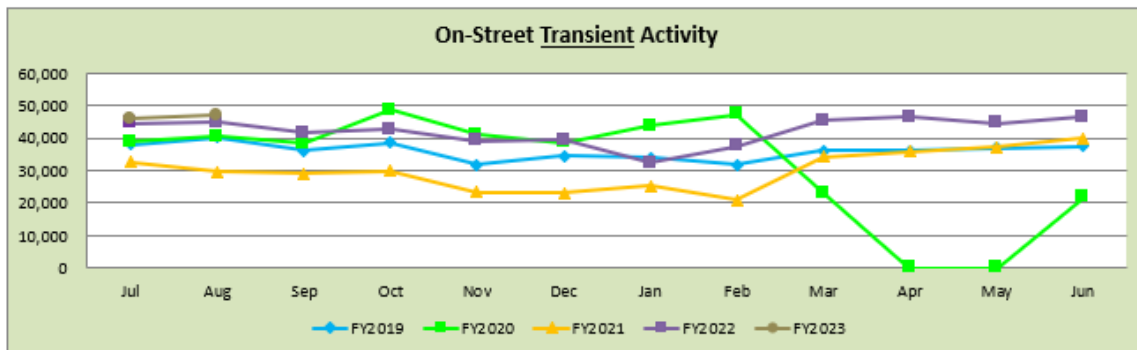
## Permit Sales

- Compared to last month, August permits are **up 0.2%** and permit revenues are **down 23.8%**.
- Compared to last year, August permits are **up 9.7%** and permit revenues are **down 10.2%**.
- YTD compared to last year, permit activity is **up 10.1%** and revenue is **up 4.6%**.
- YTD permit revenue is **8.8% under** budget.
- Permit activity is **18.7% below** pre-COVID levels and permit revenue is **26.2% below** pre-COVID levels.
- **2,643** permits were sold systemwide. There are 3,591 spaces available for permits and 4,425 total spaces systemwide, including non-metered spaces.



## On-Street Parking

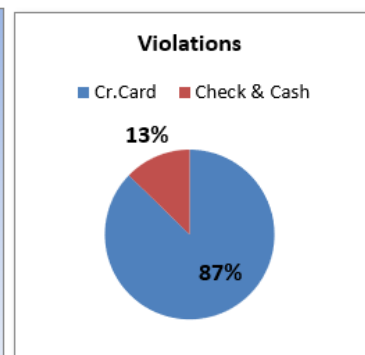
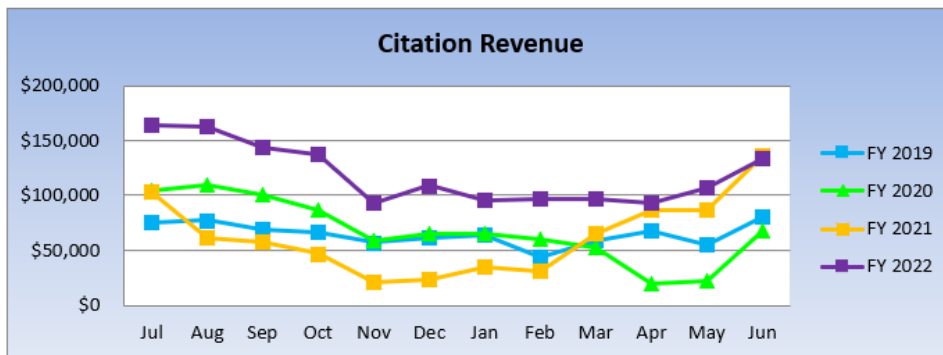
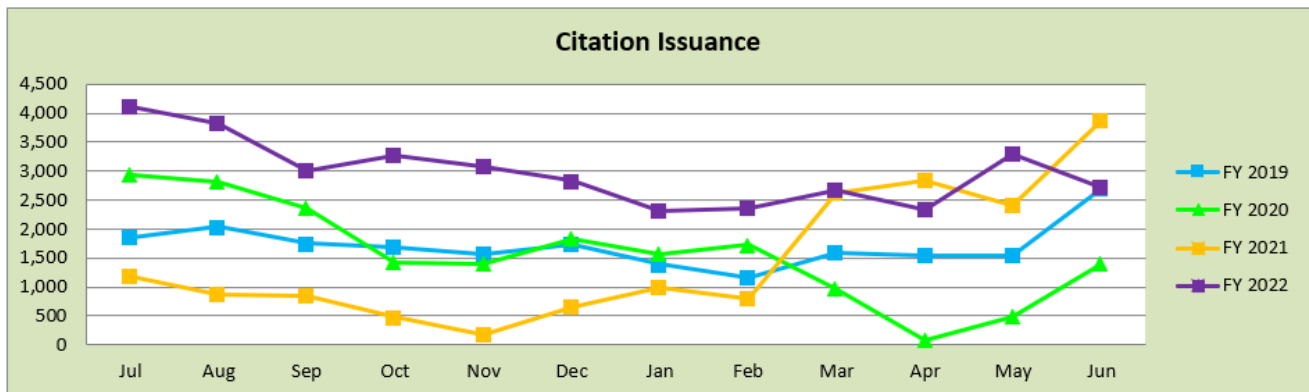
- YTD through August 2022, transient activity was **up 3.7%** and revenue was **up 1.7%** compared to last year.
- For the month of August, transient activity was **down 8.3%** compared to last month and **down 9.0%** compared to last August and **up 24.1%** compared to pre-COVID.
- Revenue was **up 3.2%** compared to last month and **up 24.7%** compared to last August and **up 11.6%** compared to pre-COVID August.
- In SONO, the average PBC transaction was **\$2.32** or an Average Stay of **1.5** hours.
- In the Wall District, the average PBC transaction was **\$0.84** or an Average Stay of **1.7** hours.
- Average Transient Transaction = **\$1.25** or an Average Stay of **0.8** hours.





## Parking Enforcement

- YTD through August 2022, ticket issuance was **down 26.7%** and citation revenue was **down 23.2%** compared to the same period last year.
- Compared to last month, ticket issuance was **down 9.3%** and citation revenue was **up 0.4%**.
- Citation revenue accounts for **20.0%** of system revenues YTD.



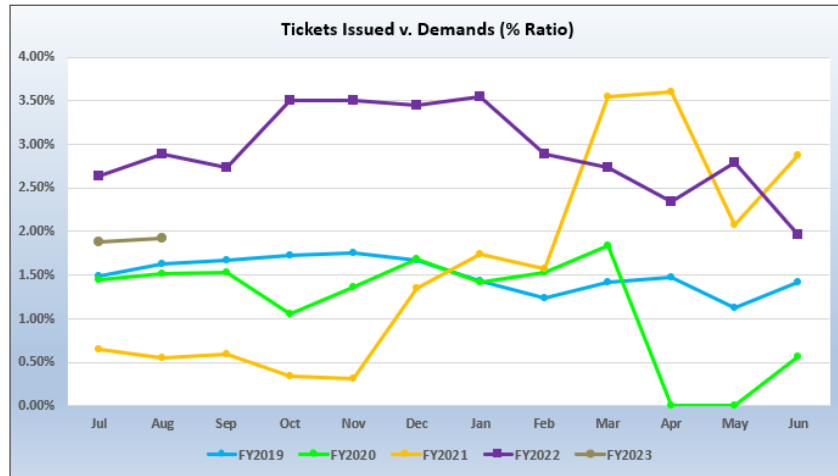
## Parking Violations Collection Program

Fiscal Year	Delinquent \$ Collected
2013	\$131,458
2014	\$108,435
2015	\$84,233
2016	\$84,628
2017	\$152,412
2018	\$128,025
2019	\$103,032
2020	\$93,378
2021	\$71,346
2022	\$121,789
2023	\$3,588

YTD thru Aug.

## Tickets Issued v. Demands Analysis

Analysis of the ratio of tickets issued compared to transient demands does not include citations issued at the beaches nor does it include violations issued by the Norwalk Police Department.



### Tickets Issued (NOT including Beaches & Police issued tickets)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2019	1,574	1,843	1,461	1,569	1,515	1,594	1,294	1,072	1,491	1,468	1,131	1,505	17,517	1,460
FY2020	1,602	1,718	1,484	1,160	1,367	1,710	1,514	1,667	851	17	17	223	13,330	1,111
FY2021	397	362	360	201	136	601	916	752	2,529	2,745	1,728	2,689	13,416	1,118
FY2022	3,127	2,993	2,390	3,092	2,859	2,783	2,284	2,305	2,606	2,257	2,650	1,981	31,327	2,611
FY2023	2,101	2,177											4,278	2,139

### Transient Demands (NOT including Beaches)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2019	106,168	112,894	87,811	91,061	86,286	95,118	90,170	86,885	104,945	99,209	101,014	106,576	1,168,137	97,345
FY2020	110,327	113,742	96,762	110,459	100,233	101,475	106,779	108,995	46,453	0	0	39,154	934,379	77,865
FY2021	60,962	65,055	60,234	59,448	44,445	44,600	52,682	47,949	71,404	76,193	83,038	93,578	759,588	63,299
FY2022	118,674	103,859	87,480	88,359	81,427	80,829	64,339	79,672	95,094	96,140	94,935	101,065	1,091,873	90,989
FY2023	111,814	113,560											225,374	112,687

### Ratio (%) - Tickets v. Demands

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
FY2019	1.48%	1.63%	1.66%	1.72%	1.76%	1.68%	1.44%	1.23%	1.42%	1.48%	1.12%	1.41%	1.50%
FY2020	1.45%	1.51%	1.53%	1.05%	1.36%	1.69%	1.42%	1.53%	1.83%	0.00%	0.00%	0.57%	1.16%
FY2021	0.65%	0.56%	0.60%	0.34%	0.31%	1.35%	1.74%	1.57%	3.54%	3.60%	2.08%	2.87%	1.60%
FY2022	2.63%	2.88%	2.73%	3.50%	3.51%	3.44%	3.55%	2.89%	2.74%	2.35%	2.79%	1.96%	2.92%
FY2023	1.88%	1.92%											1.90%

## Pay-By-Cell

- YTD through August, pay by cell activity was **up 16.7%** and revenue was **up 25.2%** compared to the same period last year.
- Compared to last month, August transactions were **down 5.0%** and revenue was **down 3.5%**.
- Compared to pre-COVID, August 2019 transactions were **up 58.1%** and revenue was **up 11.3%**.
- The average transaction is **up 1.6%** from **\$2.82** in July to **\$2.86** per transaction in August.

