



June 24, 2020

6 p.m.

By Zoom Virtual Video Conference and Tele Conference

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



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



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



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



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Kathryn Hebert at khebert@norwalkct.org to provide written public comment prior to the meeting.

AGENDA

PUBLIC COMMENT (Guests may speak to any item on the agenda and shall be limited to 3 minutes each speaker).

NEW BUSINESS

1. Approve the Minutes from the Special Parking Authority meeting held Wednesday, June 10, 2020.
2. Approve suspending the Norwalk Parking Authority absorbing the State of CT tax on parking revenue as of July 1, 2020.
3. Election of Officers – Chairman, Vice Chairman and Secretary

INFORMATION AND DISCUSSION

- A. Chairman Report
- B. Discussion on NPA recovery/reopen plan
- C. Financial and Operating Report
- D. Other Business
- E. Next Parking Authority meeting:
 - 1. Special Parking Authority Meeting, Wed., July 8, 2020; 4:00 p.m.
 - 2. Regular Parking Authority Meeting, Wed., July 22, 2020; 6:00 p.m.



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.

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**PARKING AUTHORITY
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
June 10, 2020**

ATTENDANCE: Richard Brescia, Chairman
Tom Vetter
Eric Rains
Jud Aley

ABSENT: Mike Harden, Vice Chairman

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking

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

CALL TO ORDER

Mr. Brescia called the meeting to order at 6:01PM.

PUBLIC COMMENT

Ms. Hebert said she had received an email from Ms. Katarina Capone and read it into the record as follows:

I am reaching out in response to an email from the Parking Authority that was sent a few weeks ago that parking would return to being metered and paid by June 1, 2020. After receiving that announcement I was called by Sabrina Church asking what I felt should happen with the parking, and I stated that it should stay free until business's get back up on their feet in which she said that would be the current course of action. Since that conversation I have had people ask what the deal is with parking on Wall Street. No one seems to know what to do and two complete strangers seemed very frazzled whether parking was free or not, and I was hoping to receive a clear answer on whether parking is still free or has it gone back to being metered. If the answer is free please consider making some simple signage to be displayed or put bags over the machines.

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 27, 2020.

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

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

****THE MOTION PASSED WITH ONE ABSTENSION- MR. VETTER.**

2. TABLED FROM REGULAR PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 27, 2020- AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH DEMAN INC. FOR ON-CALL ENGINEERING CONSULTING SERVICES FOR THE PRUPOSES OF PROVIDING PARKING GARAGE CONSULTING AND CONSTRUCTION ENGINEERING SERVICES FOR A SUM NOT TO EXCEED \$200,000 FOR A 3 YEAR TERM WITH ON 2 YEAR OPTION.

ACCOUNT NUMBER 09 18/19/20 4095 5777 C0303

Mr. Aley said that Ms. Valadares had sent him some information that answered his questions.

**** MR. ALEY MOVED TO APPROVE THE ITEM.**

**** MR. RAINS SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. DISCUSSION ON NPA REOPEN PLAN

Mr. Brescia said that he, Ms. Hebert and Mr. Rains had a good meeting with the Chamber of Commerce. He asked the members of the Parking Authority to identify what the biggest problem they currently see regarding the rollout plan that we can address and try to solve. Mr. Rains said it seems to biggest problem is to figure out if we are charging for parking because the email was very confusing. He said as he recalls a decision was made but according to the email that's not the case. Mr. Aley said he agrees with Mr. Rains and we are not officially charging and plan on using the courtesy cards tomorrow, but at some point sooner rather than later we do need to start charging for parking and need to be more clear on what the plan is over the next couple of weeks. Mr. Vetter agreed that is what the problem we currently have is and asked if anything can be communicated over the next few weeks because there seems to be a lot of confusion.

Mr. Brescia asked how many courtesy cards have been issued this month. Mr. Rains said none. Mr. Brescia said at the last meeting it was decided the courtesy cards would be issued beginning June 1st to help to introduce what the Parking Authority is doing and questioned why that wasn't done. Mr. Aley suggested that the courtesy cards begin to be issued tomorrow to get us back on track of what we had planned and begin ticketing on July 1st.

Mr. Rains said he does not recall that the courtesy cards were going to be issued on June 1st because they would not have been ready in their new format by June 1st. He said that Mr. Harden had said it was his preference not to see anything on any windshield for 10 days which is about where we are now.

Mr. Brescia said what was voted on was a proposal that Mr. Rains and Mr. Aley had put together which included incorporating the courtesy cards and there was no discussion that they would not be given out for the first ten days.

Mr. Aley asked if the new courtesy cards are ready to be issued. Mr. Legesse said the new courtesy cards will be ready tomorrow. Mr. Vetter said issuing the courtesy cards beginning tomorrow is a good idea and said it won't solve all the problems but is a good first step.

Mr. Brescia suggested issuing a statement that says the Parking Authority has started to charge for parking and are instituting the courtesy card program to ease into it, and state that there will be no parking tickets issued but encourage people to utilize the meters and will not start enforcement until a certain date such as June 17th, or whichever date that Parking Authority agrees on and continue to issue the courtesy cards. Mr. Legesse said the issue the enforcement staff was having is when people ask if we are enforcing and they say that we are not people are not paying. He said what makes people pay for parking is enforcement and a penalty for not paying. Ms. Hebert said will people move their car once their time limit is up. Mr. Legesse said "no". Mr. Aley suggested that the enforcement officers say that we are not

enforcing for payment but are enforcing for time and a week from today will start enforcing. Mr. Manousos said he does not think this is an issue with payments or rates because it was clear after the last meeting that rates were in affect after June 1, 2020. He said the issue is more about enforcement and if the Parking Authority is advertising publicly making statements that there is no enforcement than the rate structure is completely ineffective. Mr. Rains agreed and suggested a statement that rates apply but there is an expansion of the courtesy card program that was in existence before Covid-19. Mr. Vetter agreed and said tying it the June 17th makes a lot of sense because it ties in with the state's next phase. Mr. Brescia said that Ms. Hebert will draft a letter that will be sent to the Parking Authority for comment and will be used as a "marching order" and use June 17th as the date to begin enforcement. Mr. Rains said what he is not sure about is whether to mention the courtesy card program or not because if an automatic action should somebody stay over their time is to get a courtesy card that he suggests just doing it because it is part of the courtesy card program from before which was not announced because it is a random process. He said he thinks the simple clear answer is that on June 17th to parking rules are in effect and leave the courtesy card program separate.

Mr. Brescia suggested that Ms. Hebert work with Mr. Rains and Mr. Aley to draft a press release describing what the Parking Authority is doing and using June 17th and sending it to the members of the Parking Authority for comment and have a final draft ready for Friday. Mr. Rains asked how to handle city staff giving the correct information. Ms. Casey said just to clarify staff wanted to do some due diligence and called some businesses to tell them about the changes that will be happening and when they had asked if there would be a fee for parking in place that staff had said "yes" but that it would not be enforced which then led to the confusion. The communication that came out of this meeting is a lot clearer than the communication from the previous meeting and now have specific bullet points to point to be able to circulate what that information is.

Ms. Hebert said the recovery team is meeting weekly to discuss changes and the data collections and it has been working out very well, and she appreciates the insights from Mr. Aley and Mr. Rains who have taken the time to attend yet another meeting. They both understand the value of managed parking and how it benefits the community and city and they also participate on other boards and commissions as well as community meetings.

Mr. Rains and Mr. Aley presented a deck on managed parking and Mr. Aley said that most people that are parking in Norwalk are non-residents so if we weren't charging for parking the taxes would need to go up to pay for the parking. Mr. Rains said when they put together the modified budget they had anticipated for June that there would be 25% of the activity compared to last June so the modified budget anticipated at 75% reduction in usage. He said by opening for business on June 1st has generated the revenue that we had hoped to get on our way back to some semblance of normal operations. He said there were changes on the expense side due to Covid-19 and those numbers are beginning to line as well.

Mr. Brescia thanked Mr. Rains and Mr. Aley for their presentation and suggested making the press release as uncomplicated as possible.

Mr. Brescia said at the next regularly scheduled Parking Authority meeting on June 24, 2020, the Parking Authority will be electing a new chairman. He said he will not be running but will be staying on the Parking Authority and he will be in support of whomever they choose.

4. NEXT MEETING: WEDNESDAY, JUNE 24, 2020, (REGULARLY SCHEDULED MEETING)
BY ZOOM VIRTUAL VIDEO CONFERENCE AND TELE CONFERENCE

ADJOURNMENT

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

The meeting adjourned at 4:50PM.

Respectfully submitted,

Dilene Byrd

June 24, 2020

NORWALK PARKING AUTHORITY
PROPOSED SLATE OF OFFICERS FOR FISCAL YEAR 2020-2021

Michael Harden, Chairman

Eric Rains, Vice Chairman

Dilene Byrd, Secretary

**Summary Income Statement
Norwalk Parking Authority
For the Period Ending May, 2020**

	CURRENT MONTH					YEAR-TO-DATE				FISCAL YEAR	
	Actual	Budget	Var \$	Var %	Actual PY	Actual	Budget	Var \$	Var %	Actual PY	Budget
REVENUES:											
Parking Revenue	32,464	616,932	(584,468)	-94.7%	566,913	5,242,861	6,608,341	(1,365,480)	-20.7%	6,463,196	7,238,896
Other Revenue	2,444	9,033	(6,589)	-72.9%	13,763	97,484	99,365	(1,881)	-1.9%	78,585	105,498
Total System Revenue	34,909	625,966	(591,057)	-94.4%	580,676	5,340,345	6,707,706	(1,367,361)	-20.4%	6,541,781	7,344,394
EXPENSES:											
Operations	203,551	487,815	(284,264)	-58.3%	736,636	3,799,614	4,511,381	(711,767)	-15.8%	4,380,422	4,890,433
City Support/Admin Svcs	56,467	84,036	(27,569)	-32.8%	82,766	838,996	924,395	(85,399)	-9.2%	772,946	1,008,431
Debt Service	76,833	76,833	0	0.0%	81,219	836,786	845,160	(8,374)	-1.0%	893,409	921,993
Capital Reserve & Replacement	0	11,250	(11,250)	-100.0%	11,157	90,000	123,750	(33,750)	-27.3%	122,727	135,000
Total Expenses	336,850	659,933	(323,083)	-49.0%	911,778	5,565,397	6,404,686	(839,289)	-13.1%	6,169,504	6,955,857
Fund Balance	(301,941)	(33,968)	(267,974)	788.9%	(331,102)	(225,052)	303,019	(528,071)	-174.3%	372,277	388,537

Income Statement (by Location)
Norwalk Parking Authority
05/31/2020

	CURRENT MONTH						YEAR-TO-DATE					
	Actual	Budget	Var \$	Var %	Actual 2019	Var 2020	Actual	Budget	Variance \$	Variance %	Actual 2019	Var 2020
REVENUE												
<i>SOUTH NORWALK DISTRICT</i>												
Maritime Garage	203	90,175	(89,972)	-100%	93,797	(93,594)	779,599	1,061,862	(282,262)	-27%	1,148,118	(368,519)
Haviland Deck	239	56,084	(55,845)	-100%	51,520	(51,280)	469,049	616,923	(147,874)	-24%	570,900	(101,851)
Webster Lot	0	92,454	(92,454)	-100%	79,401	(79,401)	725,824	925,748	(199,924)	-22%	916,102	(190,278)
N. Water Lot	0	21,058	(21,058)	-100%	17,516	(17,516)	147,391	214,232	(66,841)	-31%	200,101	(52,710)
Liberty Square Lot	0	2,025	(2,025)	-100%	3,020	(3,020)	31,408	22,275	9,133	41%	8,603	22,804
SUB-TOTAL	442	261,796	(261,354)	-100%	245,252	(244,810)	2,153,270	2,841,039	(687,769)	-24%	2,843,825	(690,555)
<i>WALL STREET DISTRICT</i>												
Yankee Doodle Garage	8,132	14,251	(6,119)	-43%	13,904	(5,772)	123,300	160,017	(36,717)	-23%	159,430	(36,130)
Wall St. Lot	-	4,665	(4,665)	-100%	4,053	(4,053)	39,519	51,316	(11,797)	-23%	41,362	(1,842)
Main St. Lot	0	6,815	(6,815)	-100%	5,486	(5,486)	65,181	74,969	(9,788)	-13%	66,682	(1,501)
Belden Ave Library Lot	0	116	(116)	-100%	270	(270)	871	1,271	(400)	-31%	1,263	(392)
SUB-TOTAL	8,132	25,847	(17,715)	-69%	23,714	(15,580)	228,871	287,573	(58,702)	-20%	268,737	(39,866)
<i>OTHER</i>												
FEMA/State Reimbursement	0	-	0	0	0	-	0	0	0	0	0	0
Investment Income/Other	2,444	9,033	(6,589)	-73%	13,763	(11,319)	97,484	99,365	(1,881)	-2%	78,585	18,899
Meters	825	49,620	(48,795)	-98%	45,073	(44,248)	444,798	476,599	(31,801)	-7%	498,945	(54,148)
Violations	22,599	68,023	(45,425)	-67%	55,040	(32,441)	747,113	808,421	(61,308)	-8%	688,942	58,171
SUB-TOTAL	25,868	126,677	(100,808)	-80%	113,875	(88,008)	1,289,394	1,384,384	(94,990)	-7%	1,266,472	22,922
NON-RR STATION TOTAL	34,443	414,320	(379,877)	-92%	382,841	(348,398)	3,671,536	4,512,997	(841,461)	-19%	4,379,034	(707,498)
<i>RAILROAD STATIONS</i>												
SNRR Garage	396	135,412	(135,016)	-100%	127,478	(127,082)	1,131,345	1,437,553	(306,207)	-21%	1,421,606	(290,261)
SNRR EB Lots	0	54,813	(54,813)	-100%	48,015	(48,015)	383,425	521,536	(138,111)	-26%	509,707	(126,281)
ENRR Lots	70	21,420	(21,350)	-100%	22,342	(22,272)	154,038	235,620	(81,582)	-35%	231,436	(77,398)
RR STATION TOTAL	466	211,645	(211,179)	-100%	197,835	(197,369)	1,668,809	2,194,709	(525,899)	-24%	2,162,749	(493,940)
TOTAL SYSTEM REVENUE	34,909	625,966	(591,057)	(2)	580,674	(545,767)	5,340,345	6,707,706	(1,367,361)	(0)	6,541,782	(1,201,438)
OPERATING EXPENSES												
<i>SONO DISTRICT</i>												
Maritime Garage	58,739	95,254	(36,515)	-38%	208,021	(149,282)	1,129,023	941,938	187,086	20%	1,262,653	(133,629)
Haviland Deck	7,696	43,560	(35,864)	-82%	25,061	(17,365)	155,156	392,915	(237,758)	-61%	195,990	(40,834)
Webster Lot	11,112	91,666	(80,554)	-88%	38,149	(27,037)	270,148	612,392	(342,244)	-56%	341,440	(71,292)
N. Water Lot	5,332	16,858	(11,526)	-68%	12,054	(6,722)	89,018	147,326	(58,309)	-40%	83,825	5,193
Liberty Square Lot	1,963	5,971	(4,007)	-67%	5,525	(3,562)	37,336	86,208	(48,872)	-57%	31,054	6,282
SUB-TOTAL	84,843	253,309	(168,466)	-67%	288,811	(203,968)	1,680,681	2,180,779	(500,098)	-23%	1,914,962	(234,280)
<i>WALL STREET DISTRICT</i>												
Yankee Doodle Garage	17,521	40,856	(23,335)	-57%	135,228	(117,707)	210,838	332,481	(121,643)	-37%	353,095	(142,257)
Wall St. Lot	2,505	13,132	(10,626)	-81%	9,099	(6,593)	59,377	127,947	(68,571)	-54%	91,467	(32,090)
Main St. Lot	2,458	15,171	(12,713)	-84%	9,025	(6,567)	62,872	129,877	(67,005)	-52%	92,936	(30,064)
Belden Ave Library Lot	2,072	3,563	(1,491)	-42%	5,011	(2,940)	34,386	58,131	(23,745)	-41%	28,737	5,649
SUB-TOTAL	24,556	72,721	(48,165)	-66%	158,362	(133,806)	367,473	648,437	(280,964)	-43%	566,235	(198,763)
<i>OTHER</i>												
Administration	0	-	0	0	0	-	0	0	0	0	0	0
Snow Removal - FEMA	0	-	0	0	0	-	0	0	0	0	0	0
Meters/Enforcement	46,115	86,806	(40,691)	-47%	147,793	(101,678)	1,071,493	1,041,703	29,790	3%	937,569	133,924
SUB-TOTAL	46,115	86,806	(40,691)	-47%	147,793	(101,678)	1,071,493	1,041,703	29,790	3%	937,569	133,924
NON-RR STATION TOTAL	155,513	412,836	(257,323)	-62%	594,966	(439,452)	3,119,647	3,870,919	(751,272)	-19%	3,418,766	(299,119)
<i>RAILROAD STATIONS</i>												
SNRR Garage	88,895	108,626	(19,731)	-18%	186,421	(97,526)	1,178,967	1,073,518	105,450	10%	1,386,565	(207,598)
SNRR EB Lots	11,578	35,600	(24,022)	-67%	26,742	(15,164)	252,770	344,260	(91,490)	-27%	218,463	34,307
ENRR Lots	4,031	14,788	(10,757)	-73%	11,273	(7,242)	87,226	147,079	(59,853)	-41%	129,573	(42,347)
RR STATION TOTAL	104,504	159,014	(54,511)	-34%	224,436	(119,932)	1,518,963	1,564,857	(45,893)	-3%	1,734,602	(215,639)
TOTAL OPERATING EXP.	260,017	571,851	(311,833)	-55%	819,402	(559,385)	4,638,610	5,435,776	(797,165)	-15%	5,153,368	(514,757)
Debt Svc. P&I	76,833	76,833	0	0%	81,219	(4,386)	836,786	845,160	(8,374)	-1%	893,409	(56,623)
Reserve & Replacement	0	11,250	(11,250)	-100%	11,157	(11,157)	90,000	123,750	(33,750)	-27%	122,727	(32,727)
Sub.Total Debt service	76,833	88,083	(11,250)	-13%	92,376	(15,543)	926,786	968,910	(42,124)	-4%	1,016,136	(89,350)
TOTAL EXPENSES	336,850	659,933	(323,083)	-49%	911,778	(574,928)	5,565,397	6,404,686	(839,289)	-13%	6,169,504	(604,107)
Fund Balance	(301,941)	(33,968)	(267,974)	789%	(331,104)	29,163	(225,052)	303,019	(528,071)	-174%	372,278	(597,331)

LAZ Parking Management
Norwalk Parking Authority
For the Eleven Months Ending May 31, 2020

	Actual			Prev. Actual			YTD-2020			Pw. Actual YTD	Fiscal Year	
	Actual	Budget	Variance	% Variance	Actual	Prev. Actual	Actual	Budget	Variance		Forecast	Annual Budget
PARKING REVENUE												
Monthly Parking	20,620.09	241,956.93	(221,336.84)	(91.48%)	231,371.36	231,371.36	2,018,981.99	2,661,526.23	(642,544.24)	2,638,177.95	2,803,483.16	2,803,483.16
Transient Parking	25.00	275,112.84	(275,087.84)	(99.99%)	252,215.70	252,215.70	2,223,176.48	2,857,382.75	(634,206.27)	2,825,990.87	3,134,236.00	3,134,236.00
Miscellaneous Revenue (Sons)	825.00	49,620.00	(48,795.00)	(98.34%)	45,079.01	45,079.01	432,820.13	476,598.50	(43,778.37)	507,845.27	528,277.29	528,277.29
Parking Violation	22,598.75	68,073.39	(45,474.64)	(66.78%)	55,040.13	55,040.13	747,122.89	868,421.10	(121,298.21)	889,042.11	883,357.29	883,357.29
Less: Related	(11,080.00)	0.00	(11,080.00)	0.00%	0.00	0.00	(11,080.00)	0.00	0.00	(1775.00)	0.00	0.00
Less: Sales Tax	(15,142.21)	(27,795.27)	(12,653.06)	(84.74%)	(15,142.21)	(15,142.21)	(15,142.21)	(15,142.21)	0.00	(1,077.00)	(11,348.00)	(11,348.00)
TOTAL PARKING REVENUE	32,044.84	345,982.44	(313,937.60)	(92.19%)	366,321.66	366,321.66	5,240,851.14	5,908,340.66	(667,489.52)	6,461,156.32	7,235,995.51	7,235,995.51
OTHER REVENUE												
Art Program	0.00	200.00	(200.00)	(100.00%)	0.00	0.00	2,120.52	2,300.00	(179.48)	0.00	2,400.00	2,400.00
Advertising Revenue	0.00	41.67	(41.67)	(100.00%)	0.00	0.00	0.00	458.37	(458.37)	0.00	500.00	500.00
Lease Income - SNRR/ATG	1,865.45	2,897.50	(1,032.05)	(35.62%)	2,430.00	2,430.00	44,773.94	31,877.50	12,901.44	40.48%	34,770.00	34,770.00
Lease Income - Webster	41.00	1,464.00	(1,423.00)	(71.99%)	410.00	410.00	4,090.00	16,104.00	(12,014.00)	(74.60%)	23,534.00	17,564.00
SNRR/ENR Concessions	0.00	9,490.00	(9,490.00)	(100.00%)	1,194.80	1,194.80	16,024.40	37,730.00	(21,705.60)	(57.53%)	1,384.80	41,160.00
Investment Income	0.00	666.67	(666.67)	(100.00%)	9,742.28	9,742.28	25,337.37	15,945.43	9,391.94	234.38%	234,462.00	6,000.00
Other Revenue	3,444.45	8,073.17	(4,628.72)	(57.33%)	13,765.08	13,765.08	97,493.86	99,364.87	(1,871.01)	(1.89%)	70,594.90	108,398.24
TOTAL OTHER REVENUE	34,508.88	625,955.61	(591,446.73)	(94.42%)	580,675.74	580,675.74	5,340,345.00	6,707,705.53	(1,367,360.53)	(20.42%)	6,541,751.02	7,344,335.55
OPERATING EXPENSES												
Gross Wages	82,232.36	131,219.39	(48,986.03)	(37.28%)	124,591.45	124,591.45	1,474,688.62	1,574,631.67	(99,943.05)	(6.35%)	1,508,114.23	1,705,852.06
Payroll Taxes	10,216.42	16,599.26	(6,382.84)	(38.69%)	15,455.06	15,455.06	186,390.90	199,191.10	(12,800.20)	(6.43%)	186,936.87	215,790.36
Worker's Compensation	3,325.65	5,511.22	(2,185.57)	(39.66%)	5,107.57	5,107.57	61,669.78	66,134.64	(4,464.86)	(6.75%)	61,778.02	71,505.85
Group Health Insurance	11,994.76	17,748.04	(5,753.28)	(32.43%)	17,824.58	17,824.58	189,465.40	165,334.64	24,130.76	12.95%	182,538.71	179,114.50
401(k) Company Match	2,850.84	2,854.58	(3.74)	(0.13%)	2,854.58	2,854.58	42,366.71	42,366.71	0.00	0.00%	42,366.71	42,366.71
Life Insurance	10,000.00	10,000.00	0.00	0.00%	115,427.85	115,427.85	1,135,566.24	1,135,566.24	0.00	0.00%	1,135,566.24	1,135,566.24
Unemployment Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,709.16	0.00	0.00%	82,709.16	82,709.16
Vehicle Expense	5,714.33	10,090.01	(4,375.68)	(42.89%)	0.00	0.00	43,486.64	110,009.41	(66,502.77)	(60.49%)	58,392.10	130,000.12
Building Repair & Maintenance	23,719.91	164,851.67	(141,131.76)	(85.70%)	36,116.02	36,116.02	379,581.28	524,550.37	(144,969.09)	(27.60%)	345,592.63	579,857.04
Sanitation Expense	1,430.74	1,460.00	(29.26)	(2.00%)	2,320.12	2,320.12	19,357.96	16,060.00	3,297.96	20.50%	18,494.88	17,520.00
Operating Expenses	5,412.86	7,916.66	(2,503.80)	(31.63%)	24,443.82	24,443.82	146,746.41	87,083.26	59,663.15	68.44%	196,776.01	94,999.92
Elevator Repair & Maintenance	10,132.37	2,900.00	7,232.37	249.74%	0.00	0.00	8,750.00	275,000.00	(266,250.00)	(304.29%)	17,587.20	275,000.00
Snow Removal	0.00	0.00	0.00	0.00%	0.00	0.00	77,513.76	64,166.43	13,347.33	20.79%	175,000.00	69,999.98
Signage	0.00	5,833.33	(5,833.33)	(100.00%)	2,696.00	2,696.00	23,776.40	24,166.43	(390.03)	(1.60%)	23,776.40	20,000.16
Tickets	7,492.25	11,413.33	(3,921.08)	(34.35%)	15,165.00	15,165.00	149,838.60	145,333.33	4,505.27	3.10%	158,333.33	158,333.33
Life Insurance	1,749.25	1,851.10	(101.85)	(5.49%)	1,729.45	1,729.45	18,753.35	20,364.30	(1,610.95)	(8.38%)	19,572.95	22,215.60
Variable Charge Condo Fees	0.00	8,332.33	(8,332.33)	(100.00%)	6,942.00	6,942.00	3,322.42	9,166.62	(5,844.20)	(65.75%)	11,804.00	9,999.96
Management Fees LAZ	8,333.33	8,333.33	0.00	0.00%	91,566.63	91,566.63	91,566.63	91,566.63	0.00	0.00%	141,166.32	99,999.96
Bank and Credit Card Fees	17,459.08	17,459.08	0.00	0.00%	22,241.25	22,241.25	256,252.10	186,290.55	69,961.55	37.56%	256,860.10	203,853.22
Office Expense	1,477.34	1,499.97	(22.63)	(1.51%)	944.19	944.19	13,159.47	16,699.67	(3,540.20)	(23.24%)	13,321.89	17,899.64
Service Contract	1,850.20	9,916.66	(8,066.46)	(81.34%)	382.40	382.40	104,480.50	109,083.26	(4,602.76)	(4.22%)	62,833.27	116,999.92
Utilities	5,944.22	7,486.80	(1,542.58)	(20.60%)	7,169.38	7,169.38	64,375.74	82,354.80	(17,979.06)	(21.89%)	76,995.66	89,841.60
Telephone	10,120.27	6,250.01	3,870.26	61.92%	7,043.31	7,043.31	101,072.64	68,750.11	32,322.53	47.61%	71,452.72	75,000.12
Permit/Violation Management	959.35	10,833.34	(9,873.99)	(91.14%)	5,209.00	5,209.00	78,747.87	119,160.74	(40,412.87)	(33.91%)	83,321.89	130,000.08
Printing and Communication	3,492.00	3,492.00	0.00	0.00%	3,492.00	3,492.00	4,153.00	4,153.00	0.00	0.00%	4,153.00	4,153.00
Professional Services	0.00	14,666.68	(14,666.68)	(100.00%)	8,313.00	8,313.00	183,331.48	183,331.48	0.00	0.00%	97,000.00	200,000.00
Contingency Fund	0.00	4,166.68	(4,166.68)	(100.00%)	0.00	0.00	45,833.48	45,833.48	0.00	0.00%	50,000.15	50,000.15
Proctor Tax	0.00	0.00	0.00	0.00%	296.07	296.07	0.00	0.00	0.00	0.00%	0.00	0.00
TOTAL OPERATING EXPENSES	263,550.61	487,614.45	(224,063.84)	(46.17%)	736,636.06	736,636.06	3,759,514.49	4,311,380.27	(551,865.78)	(15.78%)	4,380,423.63	4,890,432.91
CITY ADMINISTERED EXPENSES												
Enforcement Officers Wages	10,590.58	10,590.58	0.00	0.00%	3,782.93	3,782.93	114,800.01	116,496.38	(1,696.37)	(1.46%)	116,381.06	127,686.95
Contingency	0.00	28,443.45	(28,443.45)	(100.00%)	0.00	0.00	312,880.15	312,880.15	0.00	0.00%	219,178.00	6,370.80
Other City Payroll Expenses	2,520.01	2,520.01	0.00	0.00%	2,520.01	2,520.01	27,720.11	27,720.11	0.00	0.00%	25,798.00	341,322.80
Social Security	3,492.00	3,492.00	0.00	0.00%	4,492.00	4,492.00	7,980.35	7,980.35	0.00	0.00%	5,570.00	80,260.12
Worker's Compensation	671.85	671.85	0.00	0.00%	891.00	891.00	7,980.35	7,980.35	0.00	0.00%	8,920.20	8,920.20
Pension	4,412.84	4,543.84	(131.00)	(2.89%)	5,093.00	5,093.00	40,971.24	40,971.24	0.00	0.00%	55,882.00	94,514.08
City Provided Liability Insurance	4,012.06	4,012.06	0.00	0.00%	4,777.00	4,777.00	44,132.64	44,132.64	0.00	0.00%	52,351.00	48,144.60
Unemployment	94.09	98.09	(3.99)	(4.07%)	0.00	0.00	1,068.35	1,078.59	(10.24)	(0.99%)	0.00	1,177.08
Electric	0.00	18,743.58	(18,743.58)	(100.00%)	32,836.57	32,836.57	140,174.61	206,179.38	(66,004.77)	(32.61%)	198,009.09	224,922.96
Sewer	0.00	836.40	(836.40)	(100.00%)	0.00	0.00	5,152.91	5,200.40	(47.49)	(0.91%)	5,433.00	10,036.80
Professional Services	0.00	6,666.67	(6,666.67)	(100.00%)	8,313.00	8,313.00	68,375.50	73,333.37	(4,957.87)	(6.79%)	36,894.88	90,000.04
Business Expense	0.00	374.97	(374.97)	(100.00%)	207.40	207.40	5,866.18	4,124.67	1,741.51	42.12%	1,653.97	4,499.94
LAZ Service Revenue	14,440.00	14,440.00	0.00	0.00%	8,313.00	8,313.00	0.00	0.00	0.00	0.00%	3,832.00	4,999.92
LAZ Service Expense	14,440.00	14,440.00	0.00	0.00%	8,313.00	8,313.00	0.00	0.00	0.00	0.00%	3,832.00	4,999.92
TOTAL CITY ADMINISTERED EXPENSES	260,017.35	571,822.56	(311,805.21)	(52.75%)	819,469.06	819,469.06	4,838,610.40	5,335,275.28	(496,664.88)	(10.29%)	5,155,337.63	5,898,432.91
DEBT SERVICE PRINCIPAL												
Debt Service Interest	23,933.34	23,933.34	0.00	0.00%	23,933.34	23,933.34	239,145.38	239,145.38	0.00	0.00%	306,097.00	267,442.76
Debt Service Principal	52,979.23	52,979.23	0.00	0.00%	53,992.00	53,992.00	259,623.84	259,623.84	0.00	0.00%	587,312.00	634,550.76
SURROGATE DEBT SERVICE	76,912.57	76,912.57	0.00	0.00%	81,215.00	81,215.00	838,768.45	845,140.47	(6,372.02)	(0.75%)	893,409.00	911,993.24
Capital Reserve and Replacement	0.00	11,249.99	(11,249.99)	(100.00%)	11,157.00	11,157.00	90,000.00	123,748.89	(33,748.89)	(27.27%)	123,777.00	134,999.88
TOTAL EXPENSES	336,450.12	659,532.32	(323,082.20)	(49.45%)	911,777.56	911,777.56	5,565,386.45	6,044,846.14	(479,459.69)	(8.11%)	6,160,503.63	6,955,816.95
Fund Balance	(24,405.28)	(24,405.28)	0.00	0.00%	(24,405.28)	(24,405.28)	(24,405.28)	(24,405.28)	0.00	0.00%	(24,405.28)	(24,405.28)



June 24, 2020

6 p.m.

By Zoom Virtual Video Conference and Tele Conference

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



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



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



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



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Kathryn Hebert at khebert@norwalkct.org to provide written public comment prior to the meeting.

AGENDA

PUBLIC COMMENT (Guests may speak to any item on the agenda and shall be limited to 3 minutes each speaker).

NEW BUSINESS

1. Approve the Minutes from the Special Parking Authority meeting held Wednesday, June 10, 2020.
2. Approve suspending the Norwalk Parking Authority absorbing the State of CT tax on parking revenue as of July 1, 2020.
3. Election of Officers – Chairman, Vice Chairman and Secretary

INFORMATION AND DISCUSSION

- A. Chairman Report
- B. Discussion on NPA recovery/reopen plan
- C. Financial and Operating Report
- D. Other Business
- E. Next Parking Authority meeting:
 - 1. Special Parking Authority Meeting, Wed., July 8, 2020; 4:00 p.m.
 - 2. Regular Parking Authority Meeting, Wed., July 22, 2020; 6:00 p.m.



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.

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**PARKING AUTHORITY
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
June 10, 2020**

ATTENDANCE: Richard Brescia, Chairman
Tom Vetter
Eric Rains
Jud Aley

ABSENT: Mike Harden, Vice Chairman

STAFF: Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking

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

CALL TO ORDER

Mr. Brescia called the meeting to order at 6:01PM.

PUBLIC COMMENT

Ms. Hebert said she had received an email from Ms. Katarina Capone and read it into the record as follows:

I am reaching out in response to an email from the Parking Authority that was sent a few weeks ago that parking would return to being metered and paid by June 1, 2020. After receiving that announcement I was called by Sabrina Church asking what I felt should happen with the parking, and I stated that it should stay free until business's get back up on their feet in which she said that would be the current course of action. Since that conversation I have had people ask what the deal is with parking on Wall Street. No one seems to know what to do and two complete strangers seemed very frazzled whether parking was free or not, and I was hoping to receive a clear answer on whether parking is still free or has it gone back to being metered. If the answer is free please consider making some simple signage to be displayed or put bags over the machines.

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 27, 2020.

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

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

****THE MOTION PASSED WITH ONE ABSTENSION- MR. VETTER.**

2. TABLED FROM REGULAR PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 27, 2020- AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH DEMAN INC. FOR ON-CALL ENGINEERING CONSULTING SERVICES FOR THE PRUPOSES OF PROVIDING PARKING GARAGE CONSULTING AND CONSTRUCTION ENGINEERING SERVICES FOR A SUM NOT TO EXCEED \$200,000 FOR A 3 YEAR TERM WITH ON 2 YEAR OPTION.

ACCOUNT NUMBER 09 18/19/20 4095 5777 C0303

Mr. Aley said that Ms. Valadares had sent him some information that answered his questions.

**** MR. ALEY MOVED TO APPROVE THE ITEM.**

**** MR. RAINS SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. DISCUSSION ON NPA REOPEN PLAN

Mr. Brescia said that he, Ms. Hebert and Mr. Rains had a good meeting with the Chamber of Commerce. He asked the members of the Parking Authority to identify what the biggest problem they currently see regarding the rollout plan that we can address and try to solve. Mr. Rains said it seems to biggest problem is to figure out if we are charging for parking because the email was very confusing. He said as he recalls a decision was made but according to the email that's not the case. Mr. Aley said he agrees with Mr. Rains and we are not officially charging and plan on using the courtesy cards tomorrow, but at some point sooner rather than later we do need to start charging for parking and need to be more clear on what the plan is over the next couple of weeks. Mr. Vetter agreed that is what the problem we currently have is and asked if anything can be communicated over the next few weeks because there seems to be a lot of confusion.

Mr. Brescia asked how many courtesy cards have been issued this month. Mr. Rains said none. Mr. Brescia said at the last meeting it was decided the courtesy cards would be issued beginning June 1st to help to introduce what the Parking Authority is doing and questioned why that wasn't done. Mr. Aley suggested that the courtesy cards begin to be issued tomorrow to get us back on track of what we had planned and begin ticketing on July 1st.

Mr. Rains said he does not recall that the courtesy cards were going to be issued on June 1st because they would not have been ready in their new format by June 1st. He said that Mr. Harden had said it was his preference not to see anything on any windshield for 10 days which is about where we are now.

Mr. Brescia said what was voted on was a proposal that Mr. Rains and Mr. Aley had put together which included incorporating the courtesy cards and there was no discussion that they would not be given out for the first ten days.

Mr. Aley asked if the new courtesy cards are ready to be issued. Mr. Legesse said the new courtesy cards will be ready tomorrow. Mr. Vetter said issuing the courtesy cards beginning tomorrow is a good idea and said it won't solve all the problems but is a good first step.

Mr. Brescia suggested issuing a statement that says the Parking Authority has started to charge for parking and are instituting the courtesy card program to ease into it, and state that there will be no parking tickets issued but encourage people to utilize the meters and will not start enforcement until a certain date such as June 17th, or whichever date that Parking Authority agrees on and continue to issue the courtesy cards. Mr. Legesse said the issue the enforcement staff was having is when people ask if we are enforcing and they say that we are not people are not paying. He said what makes people pay for parking is enforcement and a penalty for not paying. Ms. Hebert said will people move their car once their time limit is up. Mr. Legesse said "no". Mr. Aley suggested that the enforcement officers say that we are not

enforcing for payment but are enforcing for time and a week from today will start enforcing. Mr. Manousos said he does not think this is an issue with payments or rates because it was clear after the last meeting that rates were in affect after June 1, 2020. He said the issue is more about enforcement and if the Parking Authority is advertising publicly making statements that there is no enforcement than the rate structure is completely ineffective. Mr. Rains agreed and suggested a statement that rates apply but there is an expansion of the courtesy card program that was in existence before Covid-19. Mr. Vetter agreed and said tying it the June 17th makes a lot of sense because it ties in with the state's next phase. Mr. Brescia said that Ms. Hebert will draft a letter that will be sent to the Parking Authority for comment and will be used as a "marching order" and use June 17th as the date to begin enforcement. Mr. Rains said what he is not sure about is whether to mention the courtesy card program or not because if an automatic action should somebody stay over their time is to get a courtesy card that he suggests just doing it because it is part of the courtesy card program from before which was not announced because it is a random process. He said he thinks the simple clear answer is that on June 17th parking rules are in effect and leave the courtesy card program separate.

Mr. Brescia suggested that Ms. Hebert work with Mr. Rains and Mr. Aley to draft a press release describing what the Parking Authority is doing and using June 17th and sending it to the members of the Parking Authority for comment and have a final draft ready for Friday. Mr. Rains asked how to handle city staff giving the correct information. Ms. Casey said just to clarify staff wanted to do some due diligence and called some businesses to tell them about the changes that will be happening and when they had asked if there would be a fee for parking in place that staff had said "yes" but that it would not be enforced which then led to the confusion. The communication that came out of this meeting is a lot clearer than the communication from the previous meeting and now have specific bullet points to point to be able to circulate what that information is.

Ms. Hebert said the recovery team is meeting weekly to discuss changes and the data collections and it has been working out very well, and she appreciates the insights from Mr. Aley and Mr. Rains who have taken the time to attend yet another meeting. They both understand the value of managed parking and how it benefits the community and city and they also participate on other boards and commissions as well as community meetings.

Mr. Rains and Mr. Aley presented a deck on managed parking and Mr. Aley said that most people that are parking in Norwalk are non-residents so if we weren't charging for parking the taxes would need to go up to pay for the parking. Mr. Rains said when they put together the modified budget they had anticipated for June that there would be 25% of the activity compared to last June so the modified budget anticipated at 75% reduction in usage. He said by opening for business on June 1st has generated the revenue that we had hoped to get on our way back to some semblance of normal operations. He said there were changes on the expense side due to Covid-19 and those numbers are beginning to line as well.

Mr. Brescia thanked Mr. Rains and Mr. Aley for their presentation and suggested making the press release as uncomplicated as possible.

Mr. Brescia said at the next regularly scheduled Parking Authority meeting on June 24, 2020, the Parking Authority will be electing a new chairman. He said he will not be running but will be staying on the Parking Authority and he will be in support of whomever they choose.

4. NEXT MEETING: WEDNESDAY, JUNE 24, 2020, (REGULARLY SCHEDULED MEETING)
BY ZOOM VIRTUAL VIDEO CONFERENCE AND TELE CONFERENCE

ADJOURNMENT

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

The meeting adjourned at 4:50PM.

Respectfully submitted,

Dilene Byrd

June 24, 2020

NORWALK PARKING AUTHORITY
PROPOSED SLATE OF OFFICERS FOR FISCAL YEAR 2020-2021

Michael Harden, Chairman

Eric Rains, Vice Chairman

Dilene Byrd, Secretary

Summary Income Statement
Norwalk Parking Authority
For the Period Ending May, 2020

	CURRENT MONTH					YEAR-TO-DATE				FISCAL YEAR	
	Actual	Budget	Var \$	Var %	Actual PY	Actual	Budget	Var \$	Var %	Actual PY	Budget
REVENUES:											
Parking Revenue	32,464	616,932	(584,468)	-94.7%	566,913	5,242,861	6,608,341	(1,365,480)	-20.7%	6,463,196	7,238,896
Other Revenue	2,444	9,033	(6,589)	-72.9%	13,763	97,484	99,365	(1,881)	-1.9%	78,585	105,498
Total System Revenue	34,909	625,966	(591,057)	-94.4%	580,676	5,340,345	6,707,706	(1,367,361)	-20.4%	6,541,781	7,344,394
EXPENSES:											
Operations	203,551	487,815	(284,264)	-58.3%	736,636	3,799,614	4,511,381	(711,767)	-15.8%	4,380,422	4,890,433
City Support/Admin Svcs	56,467	84,036	(27,569)	-32.8%	82,766	838,996	924,395	(85,399)	-9.2%	772,946	1,008,431
Debt Service	76,833	76,833	0	0.0%	81,219	836,786	845,160	(8,374)	-1.0%	893,409	921,993
Capital Reserve & Replacement	0	11,250	(11,250)	-100.0%	11,157	90,000	123,750	(33,750)	-27.3%	122,727	135,000
Total Expenses	336,850	659,933	(323,083)	-49.0%	911,778	5,565,397	6,404,686	(839,289)	-13.1%	6,169,504	6,955,857
Fund Balance	(301,941)	(33,968)	(267,974)	788.9%	(331,102)	(225,052)	303,019	(528,071)	-174.3%	372,277	388,537

Income Statement (by Location)
Norwalk Parking Authority
05/31/2020

	CURRENT MONTH						YEAR-TO-DATE					
	Actual	Budget	Var \$	Var %	Actual 2019	Var 2020	Actual	Budget	Variance \$	Variance %	Actual 2019	Var 2020
REVENUE												
<i>SOUTH NORWALK DISTRICT</i>												
Maritime Garage	203	90,175	(89,972)	-100%	93,797	(93,594)	779,599	1,061,862	(282,262)	-27%	1,148,118	(368,519)
Haviland Deck	239	56,084	(55,845)	-100%	51,520	(51,280)	469,049	616,923	(147,874)	-24%	570,900	(101,851)
Webster Lot	0	92,454	(92,454)	-100%	79,401	(79,401)	725,824	925,748	(199,924)	-22%	916,102	(190,278)
N. Water Lot	0	21,058	(21,058)	-100%	17,516	(17,516)	147,391	214,232	(66,841)	-31%	200,101	(52,710)
Liberty Square Lot	0	2,025	(2,025)	-100%	3,020	(3,020)	31,408	22,275	9,133	41%	8,603	22,804
SUB-TOTAL	442	261,796	(261,354)	-100%	245,252	(244,810)	2,153,270	2,841,039	(687,769)	-24%	2,843,825	(690,555)
<i>WALL STREET DISTRICT</i>												
Yankee Doodle Garage	8,132	14,251	(6,119)	-43%	13,904	(5,772)	123,300	160,017	(36,717)	-23%	159,430	(36,130)
Wall St. Lot	-	4,665	(4,665)	-100%	4,053	(4,053)	39,519	51,316	(11,797)	-23%	41,362	(1,842)
Main St. Lot	0	6,815	(6,815)	-100%	5,486	(5,486)	65,181	74,969	(9,788)	-13%	66,682	(1,501)
Belden Ave Library Lot	0	116	(116)	-100%	270	(270)	871	1,271	(400)	-31%	1,263	(392)
SUB-TOTAL	8,132	25,847	(17,715)	-69%	23,714	(15,580)	228,871	287,573	(58,702)	-20%	268,737	(39,866)
<i>OTHER</i>												
FEMA/State Reimbursement	0	-	0	0	0	-	0	0	0	0	0	0
Investment Income/Other	2,444	9,033	(6,589)	-73%	13,763	(11,319)	97,484	99,365	(1,881)	-2%	78,585	18,899
Meters	825	49,620	(48,795)	-98%	45,073	(44,248)	444,798	476,599	(31,801)	-7%	498,945	(54,148)
Violations	22,599	68,023	(45,425)	-67%	55,040	(32,441)	747,113	808,421	(61,308)	-8%	688,942	58,171
SUB-TOTAL	25,868	126,677	(100,808)	-80%	113,875	(88,008)	1,289,394	1,384,384	(94,990)	-7%	1,266,472	22,922
NON-RR STATION TOTAL	34,443	414,320	(379,877)	-92%	382,841	(348,398)	3,671,536	4,512,997	(841,461)	-19%	4,379,034	(707,498)
<i>RAILROAD STATIONS</i>												
SNRR Garage	396	135,412	(135,016)	-100%	127,478	(127,082)	1,131,345	1,437,553	(306,207)	-21%	1,421,606	(290,261)
SNRR EB Lots	0	54,813	(54,813)	-100%	48,015	(48,015)	383,425	521,536	(138,111)	-26%	509,707	(126,281)
ENRR Lots	70	21,420	(21,350)	-100%	22,342	(22,272)	154,038	235,620	(81,582)	-35%	231,436	(77,398)
RR STATION TOTAL	466	211,645	(211,179)	-100%	197,835	(197,369)	1,668,809	2,194,709	(525,899)	-24%	2,162,749	(493,940)
TOTAL SYSTEM REVENUE	34,909	625,966	(591,057)	(2)	580,674	(545,767)	5,340,345	6,707,706	(1,367,361)	(0)	6,541,782	(1,201,438)
OPERATING EXPENSES												
<i>SONO DISTRICT</i>												
Maritime Garage	58,739	95,254	(36,515)	-38%	208,021	(149,282)	1,129,023	941,938	187,086	20%	1,262,653	(133,629)
Haviland Deck	7,696	43,560	(35,864)	-82%	25,061	(17,365)	155,156	392,915	(237,758)	-61%	195,990	(40,834)
Webster Lot	11,112	91,666	(80,554)	-88%	38,149	(27,037)	270,148	612,392	(342,244)	-56%	341,440	(71,292)
N. Water Lot	5,332	16,858	(11,526)	-68%	12,054	(6,722)	89,018	147,326	(58,309)	-40%	83,825	5,193
Liberty Square Lot	1,963	5,971	(4,007)	-67%	5,525	(3,562)	37,336	86,208	(48,872)	-57%	31,054	6,282
SUB-TOTAL	84,843	253,309	(168,466)	-67%	288,811	(203,968)	1,680,681	2,180,779	(500,098)	-23%	1,914,962	(234,280)
<i>WALL STREET DISTRICT</i>												
Yankee Doodle Garage	17,521	40,856	(23,335)	-57%	135,228	(117,707)	210,838	332,481	(121,643)	-37%	353,095	(142,257)
Wall St. Lot	2,505	13,132	(10,626)	-81%	9,099	(6,593)	59,377	127,947	(68,571)	-54%	91,467	(32,090)
Main St. Lot	2,458	15,171	(12,713)	-84%	9,025	(6,567)	62,872	129,877	(67,005)	-52%	92,936	(30,064)
Belden Ave Library Lot	2,072	3,563	(1,491)	-42%	5,011	(2,940)	34,386	58,131	(23,745)	-41%	28,737	5,649
SUB-TOTAL	24,556	72,721	(48,165)	-66%	158,362	(133,806)	367,473	648,437	(280,964)	-43%	566,235	(198,763)
<i>OTHER</i>												
Administration	0	-	0	0	0	-	0	0	0	0	0	0
Snow Removal - FEMA	0	-	0	0	0	-	0	0	0	0	0	0
Meters/Enforcement	46,115	86,806	(40,691)	-47%	147,793	(101,678)	1,071,493	1,041,703	29,790	3%	937,569	133,924
SUB-TOTAL	46,115	86,806	(40,691)	-47%	147,793	(101,678)	1,071,493	1,041,703	29,790	3%	937,569	133,924
NON-RR STATION TOTAL	155,513	412,836	(257,323)	-62%	594,966	(439,452)	3,119,647	3,870,919	(751,272)	-19%	3,418,766	(299,119)
<i>RAILROAD STATIONS</i>												
SNRR Garage	88,895	108,626	(19,731)	-18%	186,421	(97,526)	1,178,967	1,073,518	105,450	10%	1,386,565	(207,598)
SNRR EB Lots	11,578	35,600	(24,022)	-67%	26,742	(15,164)	252,770	344,260	(91,490)	-27%	218,463	34,307
ENRR Lots	4,031	14,788	(10,757)	-73%	11,273	(7,242)	87,226	147,079	(59,853)	-41%	129,573	(42,347)
RR STATION TOTAL	104,504	159,014	(54,511)	-34%	224,436	(119,932)	1,518,963	1,564,857	(45,893)	-3%	1,734,602	(215,639)
TOTAL OPERATING EXP.	260,017	571,851	(311,833)	-55%	819,402	(559,385)	4,638,610	5,435,776	(797,165)	-15%	5,153,368	(514,757)
Debt Svc. P&I	76,833	76,833	0	0%	81,219	(4,386)	836,786	845,160	(8,374)	-1%	893,409	(56,623)
Reserve & Replacement	0	11,250	(11,250)	-100%	11,157	(11,157)	90,000	123,750	(33,750)	-27%	122,727	(32,727)
Sub.Total Debt service	76,833	88,083	(11,250)	-13%	92,376	(15,543)	926,786	968,910	(42,124)	-4%	1,016,136	(89,350)
TOTAL EXPENSES	336,850	659,933	(323,083)	-49%	911,778	(574,928)	5,565,397	6,404,686	(839,289)	-13%	6,169,504	(604,107)
Fund Balance	(301,941)	(33,968)	(267,974)	789%	(331,104)	29,163	(225,052)	303,019	(528,071)	-174%	372,278	(597,331)

LAZ Parking Management
Norwalk Parking Authority
For the Eleven Months Ending May 31, 2020

	Actual			Prev. Actual			YTD-2020			Pw. Actual YTD	Fiscal Year	
	Actual	Budget	Variance	% Variance	Actual	Prev. Actual	Actual	Budget	Variance		Forecast	Annual Budget
PARKING REVENUE												
Monthly Parking	20,620.09	241,956.93	(221,336.84)	(91.48%)	231,371.36	231,371.36	2,018,981.99	2,661,526.23	(642,544.24)	2,638,177.95	2,803,483.16	2,803,483.16
Transient Parking	25.00	275,112.84	(275,087.84)	(99.99%)	252,215.70	252,215.70	2,223,176.48	2,857,382.75	(634,206.27)	2,825,990.87	3,134,236.00	3,134,236.00
Miscellaneous Revenue (Sons)	825.00	49,620.00	(48,795.00)	(98.34%)	45,079.01	45,079.01	432,820.13	476,598.50	(43,778.37)	507,845.27	528,277.29	528,277.29
Parking Violation	22,598.75	68,073.39	(45,474.64)	(66.78%)	55,040.13	55,040.13	747,122.89	868,421.10	(121,298.21)	889,042.11	883,357.29	883,357.29
Less: Related	(11,080.00)	0.00	(11,080.00)	0.00%	0.00	0.00	(11,080.00)	0.00	0.00	(1775.00)	0.00	0.00
Less: Sales Tax	(15,142.21)	(27,795.27)	(12,653.06)	(84.74%)	(15,142.21)	(15,142.21)	(15,142.21)	(15,142.21)	0.00	(1,077.00)	(11,348.00)	(11,348.00)
TOTAL PARKING REVENUE	32,044.84	345,982.44	(313,937.60)	(92.19%)	366,321.66	366,321.66	5,240,851.14	5,908,340.66	(667,489.52)	6,461,156.32	7,235,995.51	7,235,995.51
OTHER REVENUE												
Art Program	0.00	200.00	(200.00)	(100.00%)	0.00	0.00	2,120.52	2,300.00	(179.48)	0.00	2,400.00	2,400.00
Advertising Revenue	0.00	41.67	(41.67)	(100.00%)	0.00	0.00	0.00	458.37	(458.37)	0.00	500.00	500.00
Lease Income - SNRR/ATG	1,865.45	2,897.50	(1,032.05)	(35.62%)	2,430.00	2,430.00	44,773.94	31,877.50	12,901.44	40.48%	34,770.00	34,770.00
Lease Income - Webster	41.00	1,464.00	(1,423.00)	(71.99%)	410.00	410.00	4,090.00	16,104.00	(12,014.00)	(74.60%)	23,534.00	17,564.00
SNRR/ENR Concessions	0.00	9,400.00	(9,400.00)	(100.00%)	1,194.80	1,194.80	16,024.40	37,730.00	(21,705.60)	(57.53%)	1,194.80	41,160.00
Investment Income	0.00	666.67	(666.67)	(100.00%)	9,742.28	9,742.28	25,337.37	15,945.43	9,391.94	234.38%	234,462.00	6,000.00
TOTAL OTHER REVENUE	2,446.45	8,073.17	(5,626.72)	(70.94%)	13,765.08	13,765.08	97,493.86	99,364.87	(1,871.01)	70,594.80	108,198.24	108,198.24
TOTAL SYSTEM REVENUE	34,501.88	454,055.61	(419,553.73)	(93.05%)	380,086.74	380,086.74	5,338,345.00	6,007,705.53	(669,360.53)	6,531,751.12	7,344,193.55	7,344,193.55
OPERATING EXPENSES												
Gross Wages	82,232.36	131,219.39	(48,986.03)	(37.28%)	124,591.45	124,591.45	1,474,688.62	1,574,631.67	(99,943.05)	1,508,114.23	1,705,852.06	1,705,852.06
Payroll Taxes	10,216.42	16,599.26	(6,382.84)	(38.69%)	15,455.06	15,455.06	186,390.90	199,191.10	(12,800.20)	186,936.87	215,790.36	215,790.36
Worker's Compensation	3,325.65	5,511.22	(2,185.57)	(39.66%)	5,107.57	5,107.57	61,669.78	66,134.64	(4,464.86)	61,778.02	71,505.85	71,505.85
Group Health Insurance	11,994.76	17,748.04	(5,753.28)	(32.43%)	17,824.58	17,824.58	189,465.40	195,338.46	(5,873.06)	182,538.71	179,114.50	179,114.50
401(k) Company Match	2,850.84	2,854.38	(3.54)	(0.12%)	2,868.71	2,868.71	42,368.71	42,368.71	0.00	42,368.71	54,116.94	54,116.94
Life Insurance	10,000.00	10,000.00	0.00	0.00%	115,450.00	115,450.00	1,135,566.24	1,135,566.24	0.00	1,135,566.24	1,135,566.24	1,135,566.24
Unemployment Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,499.89	209.27	384,195.11	89,999.89	89,999.89
Vehicle Expense	5,714.33	10,090.01	(4,375.68)	(42.89%)	0.00	0.00	43,486.64	110,009.41	(66,502.77)	58,202.10	130,000.12	130,000.12
Building Repair & Maintenance	23,719.91	164,851.67	(141,131.76)	(85.70%)	36,116.02	36,116.02	379,581.28	524,553.37	(144,972.09)	345,592.63	579,857.04	579,857.04
Sanitation Expense	1,430.74	1,460.00	(29.26)	(2.00%)	2,320.12	2,320.12	19,357.96	16,060.00	3,297.96	18,494.88	17,520.00	17,520.00
Operating Expenses	5,412.86	7,916.66	(2,503.80)	(31.63%)	24,443.82	24,443.82	146,746.41	87,083.26	59,663.15	196,776.01	94,999.92	94,999.92
Elevator Repair & Maintenance	10,132.37	2,900.00	7,232.37	249.40%	0.00	0.00	8,750.00	275,000.00	(266,250.00)	175,587.20	275,000.00	275,000.00
Snow Removal	0.00	0.00	0.00	0.00%	0.00	0.00	77,513.76	64,166.43	13,347.33	33,424.00	69,999.98	69,999.98
Signage	0.00	5,833.33	(5,833.33)	(100.00%)	2,696.00	2,696.00	23,776.40	23,776.40	0.00	23,776.40	20,000.16	20,000.16
Tickets	7,492.25	11,413.33	(3,921.08)	(34.35%)	14,681.66	14,681.66	149,838.60	145,333.33	4,505.27	158,333.33	130,000.16	130,000.16
Life Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,499.89	209.27	384,195.11	89,999.89	89,999.89
Vehicle Expense	5,714.33	10,090.01	(4,375.68)	(42.89%)	0.00	0.00	43,486.64	110,009.41	(66,502.77)	58,202.10	130,000.12	130,000.12
Building Repair & Maintenance	23,719.91	164,851.67	(141,131.76)	(85.70%)	36,116.02	36,116.02	379,581.28	524,553.37	(144,972.09)	345,592.63	579,857.04	579,857.04
Sanitation Expense	1,430.74	1,460.00	(29.26)	(2.00%)	2,320.12	2,320.12	19,357.96	16,060.00	3,297.96	18,494.88	17,520.00	17,520.00
Operating Expenses	5,412.86	7,916.66	(2,503.80)	(31.63%)	24,443.82	24,443.82	146,746.41	87,083.26	59,663.15	196,776.01	94,999.92	94,999.92
Elevator Repair & Maintenance	10,132.37	2,900.00	7,232.37	249.40%	0.00	0.00	8,750.00	275,000.00	(266,250.00)	175,587.20	275,000.00	275,000.00
Snow Removal	0.00	0.00	0.00	0.00%	0.00	0.00	77,513.76	64,166.43	13,347.33	33,424.00	69,999.98	69,999.98
Signage	0.00	5,833.33	(5,833.33)	(100.00%)	2,696.00	2,696.00	23,776.40	23,776.40	0.00	23,776.40	20,000.16	20,000.16
Tickets	7,492.25	11,413.33	(3,921.08)	(34.35%)	14,681.66	14,681.66	149,838.60	145,333.33	4,505.27	158,333.33	130,000.16	130,000.16
Life Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,499.89	209.27	384,195.11	89,999.89	89,999.89
Vehicle Expense	5,714.33	10,090.01	(4,375.68)	(42.89%)	0.00	0.00	43,486.64	110,009.41	(66,502.77)	58,202.10	130,000.12	130,000.12
Building Repair & Maintenance	23,719.91	164,851.67	(141,131.76)	(85.70%)	36,116.02	36,116.02	379,581.28	524,553.37	(144,972.09)	345,592.63	579,857.04	579,857.04
Sanitation Expense	1,430.74	1,460.00	(29.26)	(2.00%)	2,320.12	2,320.12	19,357.96	16,060.00	3,297.96	18,494.88	17,520.00	17,520.00
Operating Expenses	5,412.86	7,916.66	(2,503.80)	(31.63%)	24,443.82	24,443.82	146,746.41	87,083.26	59,663.15	196,776.01	94,999.92	94,999.92
Elevator Repair & Maintenance	10,132.37	2,900.00	7,232.37	249.40%	0.00	0.00	8,750.00	275,000.00	(266,250.00)	175,587.20	275,000.00	275,000.00
Snow Removal	0.00	0.00	0.00	0.00%	0.00	0.00	77,513.76	64,166.43	13,347.33	33,424.00	69,999.98	69,999.98
Signage	0.00	5,833.33	(5,833.33)	(100.00%)	2,696.00	2,696.00	23,776.40	23,776.40	0.00	23,776.40	20,000.16	20,000.16
Tickets	7,492.25	11,413.33	(3,921.08)	(34.35%)	14,681.66	14,681.66	149,838.60	145,333.33	4,505.27	158,333.33	130,000.16	130,000.16
Life Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,499.89	209.27	384,195.11	89,999.89	89,999.89
Vehicle Expense	5,714.33	10,090.01	(4,375.68)	(42.89%)	0.00	0.00	43,486.64	110,009.41	(66,502.77)	58,202.10	130,000.12	130,000.12
Building Repair & Maintenance	23,719.91	164,851.67	(141,131.76)	(85.70%)	36,116.02	36,116.02	379,581.28	524,553.37	(144,972.09)	345,592.63	579,857.04	579,857.04
Sanitation Expense	1,430.74	1,460.00	(29.26)	(2.00%)	2,320.12	2,320.12	19,357.96	16,060.00	3,297.96	18,494.88	17,520.00	17,520.00
Operating Expenses	5,412.86	7,916.66	(2,503.80)	(31.63%)	24,443.82	24,443.82	146,746.41	87,083.26	59,663.15	196,776.01	94,999.92	94,999.92
Elevator Repair & Maintenance	10,132.37	2,900.00	7,232.37	249.40%	0.00	0.00	8,750.00	275,000.00	(266,250.00)	175,587.20	275,000.00	275,000.00
Snow Removal	0.00	0.00	0.00	0.00%	0.00	0.00	77,513.76	64,166.43	13,347.33	33,424.00	69,999.98	69,999.98
Signage	0.00	5,833.33	(5,833.33)	(100.00%)	2,696.00	2,696.00	23,776.40	23,776.40	0.00	23,776.40	20,000.16	20,000.16
Tickets	7,492.25	11,413.33	(3,921.08)	(34.35%)	14,681.66	14,681.66	149,838.60	145,333.33	4,505.27	158,333.33	130,000.16	130,000.16
Life Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,499.89	209.27	384,195.11	89,999.89	89,999.89
Vehicle Expense	5,714.33	10,090.01	(4,375.68)	(42.89%)	0.00	0.00	43,486.64	110,009.41	(66,502.77)	58,202.10	130,000.12	130,000.12
Building Repair & Maintenance	23,719.91	164,851.67	(141,131.76)	(85.70%)	36,116.02	36,116.02	379,581.28	524,553.37	(144,972.09)	345,592.63	579,857.04	579,857.04
Sanitation Expense	1,430.74	1,460.00	(29.26)	(2.00%)	2,320.12	2,320.12	19,357.96	16,060.00	3,297.96	18,494.88	17,520.00	17,520.00
Operating Expenses	5,412.86	7,916.66	(2,503.80)	(31.63%)	24,443.82	24,443.82	146,746.41	87,083.26	59,663.15	196,776.01	94,999.92	94,999.92
Elevator Repair & Maintenance	10,132.37	2,900.00	7,232.37	249.40%	0.00	0.00	8,750.00	275,000.00	(266,250.00)	175,587.20	275,000.00	275,000.00
Snow Removal	0.00	0.00	0.00	0.00%	0.00	0.00	77,513.76	64,166.43	13,347.33	33,424.00	69,999.98	69,999.98
Signage	0.00	5,833.33	(5,833.33)	(100.00%)	2,696.00	2,696.00	23,776.40	23,776.40	0.00	23,776.40	20,000.16	20,000.16
Tickets	7,492.25	11,413.33	(3,921.08)	(34.35%)	14,681.66	14,681.66	149,838.60	145,333.33	4,505.27	158,333.33	130,000.16	130,000.16
Life Insurance	1,705.00	2,499.99	(794.99)	(31.80%)	2,995,084.96	2,995,084.96	82,709.16	82,499.89	209.27	384,195.11	89,999.89	89,999.89
Vehicle Expense	5,714.33	10,090.01</										

OPERATIONS REPORT REOPENING STATUS



June 24, 2020

BUDGET STATUS

	Feb Actual	Feb Budget	March Actual	March Budget	April Actual	April Proposed	April Budget	May Actual	May Proposed	May Budget	June Actual to-date	June Proposed	June Budget
REVENUES:													
Parking Revenue	557,516	572,682	361,052	595,598	20,711	-	612,462	32,394	-	616,932	256,673	249,032	627,655
Other Revenue	6,461	9,033	5,030	9,033	7,943	-	9,033	729	-	9,033	189	4,047	9,033
Total System Revenue	563,977	581,715	366,082	604,631	28,654	0	621,495	33,123	0	625,966	256,862	253,079	636,688
EXPENSES:													
Operations	312,312	363,045	365,777	417,222	265,316	247,211	390,901	203,549	258,811	487,815	142,224	265,550	379,052
City Support/Admin Svcs	58,455	84,036	67,725	84,036	80,616	79,755	84,036	56,467	79,755	84,036	37,979	79,755	84,036
Debt Service	76,833	76,833	76,833	76,833	76,833	76,833	76,833	76,833	76,833	76,833	76,833	76,833	76,833
Capital Reserve & Replace	11,250	11,250	0	11,250	-	-	11,250	-	-	11,250	-	-	11,250
Total Expenses	458,850	535,164	510,335	589,341	422,765	403,799	563,020	336,849	415,399	659,933	257,035	422,138	551,171
Fund Balance	105,127	46,550	(144,253)	15,290	(394,111)	(403,799)	58,475	(303,725)	(415,399)	(33,968)	(173)	(169,059)	85,517

June actual numbers are June 1st – June 21st.

TRANSIENT ACTIVITY

Activity level compared to June 2019 (June 1st - June 23rd)			
<u>Location</u>	<u>2019</u>	<u>2020</u>	<u>Current activity level</u>
On-Street	28578	15568	54%
SNRR Garage	3500	116	3%
SNRR Lot	2746	85	3%
Maritime Garage	11877	1109	9%
Haviland Deck	5222	2527	48%
YDG	1808	321	18%
Webster Lot	14304	2033	14%
North Water Lot	5134	2665	52%
Wall Lot	981	908	93%
Main Lot	2714	907	33%
ENRR Lots	181	26	14%
Liberty Square Lot	2955	962	33%
Total	80000	27227	34%

PERMIT ACTIVITY

June 2020 Permit Activity Compared to 2019			
Locations	2019	2020	Current Activity
East Norwalk Railroad Station Lots	219	189	86%
Haviland Lower Deck	403	399	99%
Liberty Square Lot	40	38	95%
Main Lot	71	68	96%
Maritime Garage	584	513	88%
South Norwalk Train Station	757	733	97%
Wall Lot	65	63	97%
Webster Lot	719	632	88%
Yankee Doodle Garage	325	299	92%
Grand Total	3183	2934	92%

ENFORCEMENT & CUSTOMER COURTESY PROGRAM

Enforcement – June ticket issuance is reduced by 92 percent in the month of June (June 1 – June 23). There were a total of 81 tickets issued for various types violation. Expired and time limit violations were issued after customers received warnings (from June 17th – 23rd).

Ticket issuance June 1 - June 23		
Type of violation	2019 Tickets	2020 Tickets
Overtime	64	22
Expired Meter	913	35
Wrong side of the street	2	1
Occupying more than one space	16	2
On sidewalk	0	1
No parking zone	58	11
Obstructing driveway	1	0
Fire Lane	4	0
Obstructing traffic	2	0
W/n 10 feet of fire hydrant	2	0
Without valid permit	53	28
Commercial vehicle	2	0
Daily ENRR	36	9
Total	1153	109

- There were 364 courtesy cards issued.

Touchless parking

- **Text to park:** New payment method introduced in the month of June.
 - Service rollout date June 8, 2020
 - Usage (June 8 – June 23) total of 305 transactions.
- **Pay by phone:** Parkmobile usage (June 1 – June 23) is down by 55% compared to June 2019
 - **June 2019:** 12,521
 - **June 2020:** 5,692
- **Online Reservation:** New payment method introduced at Maritime and South Norwalk Railroad Garage.
 - Service rollout date June 8, 2020
 - Usage (June 8 – June 23) 8 online reservations.
 - Increased usage expected as Maritime Aquarium and city of New York opens.

OPERATIONS

Courtesy Card Update: Courtesy card issuance on Elizabet street has resumed on June 23rd. We have noticed cars parking over the two hours limit.



Welcome to Norwalk

We noticed that you have overstayed your 2 hours parking.
Please accept our courtesy warning! If an ambassador
comes back again, you could receive a parking violation.
Have a great day and stay safe!

Nos dimos cuenta de que usted se había quedado más de
las 2 horas de estacionamiento. ¡Por favor acepte nuestra
advertencia de cortesía! Si un embajador regresa nueva-
mente, podría recibir una infracción de estacionamiento.
¡Que tengas un buen día y mantente a salvo!"

Parking Ambassador

**Day for parking at our paid parking
facilities using your cell phone. Its easy!**

Text your parking zone number to 53242 from your phone to pay
for parking.

OR Download the Parkmobile app on your smartphone:
www.Parkmobile.com

OR scan the QR code shown here



Questions, Comments, Concerns?

www.norwalkpark.org

call us at 203-831-9063

email us at norwalkgeneralcomment@lazparking.com