



Wednesday, April 15, 2020

SPECIAL MEETING

4:00 p.m.

BY ZOOM VIRTUAL VIDEOCONFERENCE AND TELECONFERENCE

SPECIAL LEGAL REQUIREMENTS FOR THIS MEETING

- A. To allow public access, anyone may access the meeting by either telephone, Zoom and/or the City of Norwalk YouTube Channel. Additional Instructions for public access have been attached to the backup materials for this meeting (refer to attachment: "Participating and Attending Public Meetings Virtually). Please also see the information below concerning registration for this meeting.
- Telephone Access (Listening Only)
 - Dial in number: 1 646 558 8656
 - Webinar ID: 212 604 276
 - Register in advance for this webinar:
 - https://zoom.us/webinar/register/WN_ltwNEdJrRbiwvcF6FcwHFw
After registering, you will receive a confirmation email containing information about joining the webinar.
 - For those that just wish to view but are not participating:
 - They can view live stream on the City of Norwalk, CT YouTube Channel
 - <https://www.norwalkct.org/youtube>
- B. To allow further public access, anyone may access the meeting by dialing in (please use the numbers listed above) and hear the Norwalk Parking Authority meeting live. Additional instructions for public access has been attached to the back-up materials for this meeting (refer to attachment: "Participating and Attending Public Meetings Virtually).
- C. This meeting will also be recorded and a copy of the audio recording will be posted on the City website within seven (7) days after the meeting.
- D. Anyone who wants to provide public comment should submit them to the staff of the Parking Authority, Kathryn Hebert, Director Transportation Mobility and Parking, at khebert@norwalkct.org, in advance of the meeting. In order for these comments to be read into the record, they should be submitted at least three (3) hours in advance of the meeting start time. Kathryn Hebert will read timely submitted public comments into the record at the meeting.
- Staff of the Norwalk Parking Authority, Kathryn Hebert, Director Transportation, Mobility and Parking, at khebert@norwalkct.org
- E. For clarity, EACH person speaking during the meeting **must identify themselves by name and title or affiliation**, EACH time they speak. This will allow all participants as well as those listening to the recording after the meeting to better follow the discussion.



Wednesday, April 15, 2020

SPECIAL MEETING - AGENDA

1. Approve the Minutes from the Special Parking Authority meeting held on Tuesday, March 24, 2020.
2. Discussion on the impact of COVID 19:
 - a. Parking Count Activity
 - b. Operating Budget
 - c. Recovery Plan
 - d. Use of NPA Fund Balance to cover budget shortfalls for FYE 20 and first quarter FY 21.
3. Next Meeting
Wednesday, April 22, 2020 (regularly scheduled meeting)
By Zoom Virtual VideoConference and TeleConference

**Instructions for Participating
and Attending
Public Meetings Virtually**



CITY OF NORWALK

Norwalk City Hall
125 East Avenue, Room 202
Norwalk, CT 06851

TO: NORWALK RESIDENTS

FROM: THE MAYOR'S OFFICE

DATE: APRIL 6, 2020

RE: PARTICIPATING AND ATTENDING PUBLIC MEETINGS VIRTUALLY

Due to COVID-19, also known as the Coronavirus, the City has had to make a change in the way it conducts business to support the efforts of social/physical distancing to reduce community spread. As a result the City established a protocol for how to hold online Zoom meetings, the chosen virtual meeting software. This software allows the Common Council, Committees, Commissions, Authorities, Agencies, and other City meetings to conduct business virtually with the most available functions.

Using the Zoom platform you will be able to participate in public meetings by dialing in using the teleconference phone line or using the video conference link, both of which will be available on the meeting agenda (posted on the City of Norwalk's website), to listen and/or watch the meeting. For some meetings, as outlined on the agenda, you will be able to provide public comment.

Below are a few items to assist you in participating and to make sure that meetings progress accurately and efficiently for the record:

- **How to Test Your Audio and Internet Connection:** In order to make sure you are able to hear and have good internet connection using a computer be sure visit <https://zoom.us/test> before the meeting begins. If you have difficulty simply use the provided telephone call in number and mute your computer audio. This way you will be able to watch via the computer and listen via phone.
- **How to Join a Meeting and Participate or Watch a Meeting:** Meeting agenda's and notice are required to be posted to the City's website and calendar at least twenty-four (24) hours in advance of the meeting with all supporting materials and documentation for your review.
 - **To submit public comment** – there are two ways to participate in public comment:
 - **PUBLIC COMMENT Option 1:** It is strongly encouraged to submit all public comment before the meeting via email to the designated staff member (see the Designated Staff Members document posted on the City of Norwalk's website). Public comment received via email will be read by the designated staff member into the record, as part of the meeting, and will be provided to the Minute Taker for inclusion in the official meeting minutes. This is the simplest and most effective way to provide public comment on an agenda item. To watch the live stream via YouTube, please visit the URL link provided on the meeting agenda.
 - **PUBLIC COMMENT Option 2:** If you choose not to provide written comment in advance of the meeting, live comments will be permitted as part of the "public

comment/participation" or "public hearing" portion of the meeting, as identified by the Chair. For live comments you will need to use the Public Participation URL link, which will allow you to register with your name and phone number for the meeting. Once you have registered, you will be able to enter and participate in the meeting. For land use meetings, public hearing items are specifically listed on the agenda. If you wish to speak to a listed public hearing item, please use the "Raise Your Hand" function in the Zoom platform. The host will call on you and unmute you so you can speak. Please state your name and address for the record before you begin. You will have three minutes to comment. For other public agency meetings, please use the "Raise Your Hand" function in the Zoom platform when the meeting begins. The host will then call on you and unmute you so you can speak. Please state your name and address for the record before you begin. You will have three minutes to comment. Only items that are on the agenda can be commented on.

- **TO WATCH THE MEETING ONLY (no live public comment possible)**: A live stream has been set up for each meeting. To watch the live stream, please visit the URL link provided on the meeting agenda.
 - **TO CALL INTO THE MEETING, WITHOUT A COMPUTER (no visual, or live public comment possible)**: A call in number will be provided on the meeting agenda. This will allow you to listen to the meeting, but it will not allow you to speak, as part of the meeting, or allow you to visually see the meeting take place.
- **How to register your Zoom account:** You have the option to register for your own Zoom account, but this is not required to listen or watch a meeting that is taking place. Before your first meeting be sure to go to <https://zoom.us/> and sign up for free. You can also go directly to this link: <https://zoom.us/signup>. Here you will be able to provide your phone number, email, and name so that when you call in or watch live we will be able to identify you for the record and take your comments or questions accurately. This is required if you wish to give live comment during a Zoom meeting.
 - **How to download Zoom:** You have the option to register for your own Zoom account, but this is not required to listen or watch a meeting that is taking place. Following your registration go to <https://zoom.us/download> to download Zoom. You DO NOT have to download Zoom to participate in a meeting. This is only to streamline the process. If you do not wish to download, skip this step and you can simply join by visiting the link provided on the City's website and the relative agenda. Please note that you will have limited capabilities if you just use the link. You will still be able to give comment but you may have other missing capabilities depending on your device.
 - **Profanity, Hate Speech, Cursing, and Inappropriate Actions:** If anyone in the meeting uses any hate speech or any inappropriate language in the meeting you will be removed from the meeting and blocked from returning.
 - **Seeing the Minutes and watching the Recording of the Meeting:** Within seven days of the meeting, the minutes as well as the recording will be posted to the City's website at <https://www.norwalkct.org/1691/Recordings-of-Public-Hearings-and-Meetin> (recordings), <https://www.norwalkct.org/1077/Minutes> (minutes), and also on the relative Common Council, Commission, Committee, or other's City of Norwalk webpage.

All in all, please remember that you are participating in a meeting virtually and take all possible precautions to ensure that the meeting can run smoothly and you can participate effectively. Should you have technical difficulties or questions please contact the designated staff member for the

meeting. They will connect you with the appropriate person to answer your question.

Thank you all for your cooperation during this time. We hope to, virtually, see you all soon. Please ensure you and your families remain safe and healthy during this pandemic.



**PARKING AUTHORITY SPECIAL MEETING VIA CONFERENCE CALL
March 24, 2020**

ATTENDANCE:

Mayor Rilling
Richard Brescia, Chairman
Mike Harden, Vice Chairman
Jud Aley
Tom Vetter
Eric Rains

STAFF:

Jessica Casey, Chief of Community and Economic Development
Kathryn Hebert, Director of Transportation, Mobility and Parking
Josh Morgan, Community Manager/Grants Coordinator

OTHERS:

Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
George Tsiranides, Common Council

CALL TO ORDER

Mr. Brescia called the meeting to order at 6:02PM.

**DISCUSSION AND ACTION ON THE IMPACT OF THE CORONA VIRUS ON
PARKING OPERATION AND MANAGEMENT.**

Mr. Brescia and Ms. Hebert started the meeting by laying the ground rules of the conference call meeting.

Mr. Brescia said this issue is under constant reevaluation and will provide information to the board members twice a month and will act accordingly. He said he has laid out a plan that in his opinion is a worst case scenario that will go through the first quarter of the next fiscal year. There will be a constant reevaluation of the plan so the things that are decided today will be constantly reviewed, and if things happen to get better the plan can be adjusted and likewise if

things get worst. He said the first item that will be discussed at tonight's meeting is to begin free parking at all locations beginning April 6, 2020.

Mayor Rilling joined the call at 4:15PM.

Mayor Rilling thanked the members of the Parking Authority for volunteering their time and for the hard work that they do not only to make Norwalk a place that is business friendly, but also clean and neat by maintaining the parking lots and facilities. He also thanked Mr. Brescia for the plan that he has developed and he agrees that the plan for April should be the main focus for the Parking Authority and then revisiting it in May. He said based on the information that he has been receiving we are in for the long haul, and the kids will most likely not be returning to school this school year and are finding ourselves with tremendous expenses that were not anticipated and has allocated over \$1 million dollars in emergency funding. He said he knows the challenge before the Parking Authority is difficult but said to keep in mind that any decisions that are made today are subject to review and change.

Mayor Rilling provided an overview of what is happening in the city and said they are seeing an increase in positive cases and are trying to control peoples gathering points and each person that contracts this virus will effect someone else.

Mr. Brescia said he will collect any questions the Parking Authority members may have for Mayor Rilling and submit them to him so that he may respond back through Ms. Hebert or Ms. Casey.

Mr. Brescia said the first item that will be discussed is free parking at all locations that are managed by the Parking Authority with an effective date of April 6, 2020.

Mr. Harden said he agrees with offering free parking but asked why it has to wait until April 6, 2020 since all of the meters have already been bagged and the only left would be to turn off the paystations at the garages and lots. He said he would like the free parking implemented as soon as possible and have the Parking Authority revisit it to discuss what will need to be done for May.

Mr. Aley said he agrees with Mr. Harden and would like the free parking implemented as soon as possible and for the Parking Authority to reevaluate it monthly.

Mr. Vetter said he agrees and the sooner the better for implementing free parking and asked Mr. Legesse and Mr. Manousos why it may not be possible to implement it sooner than April 6, 2020.

Mr. Rains said he is also in agreement with free parking.

Mr. Brescia asked Mr. Manousos to explain why they had chosen the date of April 6, 2020 for implementation. Mr. Manousos said they will have the implementation for free parking ready for April 1, 2020, they were only recommending the date of April 6, 2020 to use Monday as a starting date, and to have a buffer in case there were any issues but will commit to the implementation of free parking on April 1, 2020. Mr. Brescia asked if there was an issue with

the permittees. Mr. Manousos said there is some manual function that will be required to be sure people don't get inadvertently charged, but as an effective way to manage if someone does get charged or sent in payment they will credit their account to use for a future month, but will process a refund for those customers who would no longer be needing their parking permits.

Ms. Casey what other municipalities are doing and what the logistic side is to stopping the payment in the system. Mr. Manousos said the payment system will be shut down and he was only referring to exceptions.

Ms. Hebert said she agrees with the implementation date of April 1, 2020 for free parking.

**** MR. HARDEN MOVED TO APPROVE THE PLAN OF FREE PARKING WITH A START DATE OF APRIL 1, 2020.**

****MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Brescia asked the Parking Authority if when the month of April ends and if everything goes correctly if they would like to continue to offer free on street parking with the two hour limits between 9:00AM and 9:00PM.

Mr. Aley "yes" and as long as the virus is keeping businesses closed and the restaurants are doing take out only that there should be free on street parking as well as in the parking garages and lots. He also said that it should be assessed on a monthly basis.

Mr. Vetter said he is also in agreement and that it will need to be reviewed on a monthly basis as things develop.

Mr. Rains said he agrees and recommends that it be communicated to the public and stress that it will be evaluated on a monthly basis.

Mr. Harden said he agrees but his only concern is if someone does receive a parking ticket in error in the time period and that should be very carefully monitored and avoided if possible. He asked how the two hour limits will be policed.

Mr. Brescia asked Ms. Hebert to explain what type of parking tickets will be issued during the free parking phase.

Ms. Hebert said that no parking tickets will be issued with the exception of life safety parking tickets which includes parking in front of a fire hydrant, blocking a street, bus stop, handicapped spaces, etc. Mr. Harden asked isn't the Parking Authority only responsible for parking spaces and asked why that isn't a police issue. Ms. Hebert said "no" and the Parking Authority is responsible for life safety parking with the urban core and the areas that the Parking Authority has parking assets. She said the police do not typically enforce those issues unless called to do so. Mr. Brescia said as part of the message the Parking Authority will be issuing it will state the only parking tickets that will be issued during this period of time are tickets that the parker has created a safety issue but there will not be tickets issued for overstaying the two hour parking limit. Mr. Harden suggested issuing courtesy cards in lieu of parking tickets for life safety

parking for the month of April. Mr. Vetter said he does not think there will be a negativity towards the Parking Authority if someone gets a ticket for parking in front of a fire hydrant.

Mr. Brescia asked the members of the Parking Authority how they feel about setting guidelines for beyond April with offering to 50% discount for both permit and transient parkers.

Mr. Vetter said he agrees and the plan seems solid and makes sense as long as there is mechanism in place to review it and suggested a meeting in the middle of April.

Mr. Rains said he also agrees and also asked what other municipalities are doing related to permits. He is also suggesting reaching out to the Chamber of Commerce to see how its membership is doing as an indicator of when we can start to feel some sense of normalcy again.

Mr. Manousos said there is no formula that all the municipalities are using and they are all doing what is best for their community but he can contact their government services division to see if there is anything in particular that they are seeing as a trend, but he has heard in several communities that are offering free on street parking for the month of April. Mr. Rains suggested on the permit side to offer a two month time period and then reevaluate because in his opinion the people that have parking permits are more tied to their employment. He went on to say it is important that whatever the Parking Authority decides to do is perceived as going as far as we possibly can and he is less worried about the cost because the reason there is a cash reserve is for things like this.

Mr. Harden said he agrees and in this time everything is happening so quickly and just shutting it down this month is a need and a promise to reevaluate towards the end of the month is a necessity.

Mr. Aley said he agrees with offering a two month time period to the permit parkers and that it sends a good message to the public.

Ms. Hebert said that staff will need to evaluate the situation on a daily basis and get the information to the Parking Authority every couple of weeks. She discussed the cut backs in staffing and services to accommodate the substantial decrease in revenue and what it will mean to the public.

Mr. Brescia asked Mr. Legesse if when he reports on the financials if there is a way of giving an accounting of how many parking spaces there are being utilized to get a picture of where people are parking during the free parking period. Mr. Legesse said "yes" and they can do manual counts. Mr. Brescia said it will be helpful for the Parking Authority to know where the parking spaces are being utilized and where they are not.

Ms. Casey asked staff to give an update on the tickets that were being issued so that the Parking Authority is prepared to answer any questions. Ms. Hebert said as of last Thursday no parking tickets have been issued.

Ms. Hebert said that although the financials are not the main concern and there is a reserve the financials will still need to be looked at. She said she also agrees with getting an accounting of where people are parking and to the extent that we can continue.

Mr. Tsiranides asked for the people who have existing parking tickets if the Parking Authority office is still open. Mr. Legesse said "yes" and the hours are 8:00AM to 5:00PM Monday through Friday and they are accepting payments. Mr. Tsiranides asked if anything is being done for those that have missed their payment deadlines. Ms. Hebert said "yes" it will be the original amount of the ticket with no penalties.

Mr. Tsiranides said all of the ideas that have been discussed tonight are great but what is the Parking Authority planning to do strategy wise to get ahead of when this has been lifted and suggested thinking about how to get people back in the area and what types of promotions can be done. Mr. Brescia said that is something the Parking Authority will be discussing and will come up with a strategy. He went on to say the way the financials currently look and if things go the way he is suggesting which is through the month of September the fund balance will be depleted which may be close to \$3 million dollars to cover the shortfalls and what will happen after that is unknown to him at this point.

Mr. Brescia asked Mr. Morgan to post the following response by the Parking Authority:

The Parking Authority has a near term response to the issue in terms of what we are doing for the month of April, and are looking at a long term plan that will deal with the situation as the circumstances develop that will be sympathetic to both the businesses and consumers that would cover the months of May and June, and we will also be looking into the time period of July through September.

Mr. Rains asked if the projects that have been approved and funded such as the drainage work in the Webster Lot and asked if the funds can only be spent on that and if there are other projects like that if they can be kept authorized so that people can at least keep those jobs. Ms. Hebert said that the RFQ went out for the green infrastructure project and interviewed for the design and have made a selection. The team's hope is to get the design done so the actual project can be done this year. The annual on call engineering services related to infrastructure improvements to the city parking assets also went out to bid and we have received bids back and that will come to the Parking Authority for approval.

Mr. Vetter asked if approval is needed to deplete the fund balance. Mr. Brescia said "yes" it will need to go to the Board of Estimate and Taxation and to the Common Council. Ms. Casey said she will touch base with Ms. Hebert regarding the timing. Ms. Hebert said she would like to have an approval by the Parking Authority in May to move the funds from the fund balance to the Parking Authority for operations and services. Mr. Brescia requested that Ms. Hebert and Ms. Casey put together a recommendation for the Parking Authority to discuss at the next regularly scheduled April meeting.

Mr. Brescia submitted the following Chairman's report:

Thought it would be helpful for our meeting at 4 tomorrow to summarize my Chairman's report in this memo (which will become part of our minutes for public review). This should give you more time for input and refinement of our suggested proposals. We will be forwarding more updated info from Kathy, Stathis and Rocky.

A quick recap...this all started a week and a half ago when we (Kathy-out of state on family business), Stathis, Rocky, Jesse and I began to make plans for this crisis to present to the Board. As you already know, we have been going in circles trying to finalize something for you...including the "Coronavirus Options" which was sent to you last week. Our planning changed daily (hourly??) since the pandemic concerns intensified prompting both the Governor and Mayor to issue Executive Orders to protect public health, one of the two major problems...the other being the Financial impact to both businesses and individuals. It's the financial piece that the NPA can make an important and quick impact.

When we meet tomorrow, we will be recommending some changes to the plans you have been sent. First, Suspended/Free Parking everywhere for the month of April which includes on-street (already implements), lots and garages. Norwalk will be in a "lock down" stay-at-home mode through at least April 22nd. If all goes well, we would then begin our reduced cost proposal for May and June (previously sent). You can review LAZ's updated input to see the impact on our budget and Fund Balance. We all want to see this virus under control as soon as possible, in the meantime we can try to help both individuals and businesses with financial problems that are here already.

Importantly, we are suggesting we make changes to our re-evaluation process from monthly to twice a month. Laz will be providing us with weekly input which we'll pass on to you and which may prompt another special meeting. Key element here is constant re-evaluation.

ADJOURNMENT

**** MR. VETTER MOVED TO ADJOURN**

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

The meeting adjourned at 5:00PM.

Respectfully submitted,
Dilene Byrd

Occupancy Count Observation

We have been counting vehicles parked at our On-Street and Off-Street Facilities with two hours interval from 03/25/20 through 04/11/20. During this time, most of our parking facilities were under utilized with the exception of locations surrounded by residential buildings. We have highlighted facilities that in the attached data. Based on the counts completed, we have identified the following locations as the most used facilities:

- Washington Street
- Lower Haviland Deck
- Haviland Street
- Madison Street
- High Street
- Knight Street
- Commerce Street

The average duration of stay for the above locations was over 8 hours. We believe these spaces are being occupied by residents who live in the surrounding buildings. All other On-Street facilities average duration was less than two hours.

All of our off Street facilities were empty with the exception of Lower Haviland; which is mainly used by residents. All our other facilities were to the most part under utilized. The average duration of stay for the Off-Street facilities was less than 2 hours.

Number of Vehicles Parked - On-Street								
Date: Average Occupancy From 3/25/2020 - 03/28/20								
Locations	9am	11am	1pm	3pm	4pm	6pm	8pm	10pm
Washington Street	18	23	25	24	26	26	24	23
North Main Street	10	18	20	20	18	19	12	9
South Main Street	10	14	17	17	16	16	13	9
Haviland Street	13	15	15	16	17	16	15	11
Elizabeth Street	11	11	11	14	18	15	14	14
Monroe Street	1	1	1	1	1	0	0	0
Madison Street	12	13	13	11	8	6	5	4
Henry Street	0	0	0	0	1	0	0	0
Wall Street	17	18	21	21	23	17	11	10
Main Street	14	18	19	18	18	15	8	2
West Avenue	5	7	7	7	7	7	4	1
Mott Avenue	1	2	1	1	1	1	0	0
Belden Avenue	3	7	2	2	1	0	0	0
Burnell Blvd	1	1	0	0	0	0	0	0
Hoyt Street	1	1	1	1	1	1	0	0
High Street	23	23	21	21	23	25	27	33
Knight Street	14	13	13	13	12	10	10	10
Issac Street	6	6	4	4	5	6	2	1
Commerce Street	10	10	11	10	12	12	11	12
River Street	1	4	2	2	1	2	0	0
Merwin Street	5	3	4	4	5	6	5	3
Orchard Street	9	8	7	8	10	14	10	7
W. Washington	5	5	4	4	3	1	0	0
Ann Street	2	2	1	1	1	0	0	0
N Water Street	1	1	3	3	1	1	1	0
N Water Extension	3	3	4	0	1	1	1	0
Marshall Street	1	1	1	1	1	0	1	0
Number of Vehicles Parked - Off-Street								
Date: Average Occupancy From 3/25/2020 - 03/28/20								
Locations	9am	11am	1pm	3pm	4pm	6pm	8pm	10pm
Overflow Lot	2	1	1	1	1	1	1	0
SNRR Garage	18	18	14	13	14	12	10	8
Webster Lot	54	67	66	64	65	54	35	20
North Water Lot	1	1	2	2	3	2	2	1
Haviland Upper	13	15	16	15	22	20	19	14
Haviland Lower	98	97	93	95	101	95	101	98
Wall Lot	16	19	19	20	17	17	18	14
Main Lot	16	17	17	15	16	12	12	14
YDG	175	176	174	169	155	134	141	145
East Norwalk	11	9	7	4	3	3	1	0
Liberty Square Lot	21	24	26	25	28	25	21	15

Number of Vehicles Parked - On-Street								
Date:	Average Occupancy From 3/30/2020 - 04/04/20							
Locations	9am	11am	1pm	3pm	4pm	6pm	8pm	10pm
Washington Street	23	24	24	25	24	25	24	23
North Main Street	9	16	18	19	18	18	15	12
South Main Street	13	16	16	16	14	14	13	9
Haviland Street	12	17	18	18	17	16	17	14
Elizabeth Street	12	12	12	12	13	15	16	15
Monroe Street	0	0	0	0	0	2	0	0
Madison Street	15	15	16	15	13	9	10	10
Henry Street	0	0	0	0	0	0	0	0
Wall Street	17	22	23	22	20	17	15	9
Main Street	12	19	18	16	20	15	10	6
West Avenue	3	4	3	4	8	7	5	3
Mott Avenue	1	1	0	1	1	1	1	0
Belden Avenue	3	4	3	3	4	1	0	0
Burnell Blvd	0	1	1	1	1	1	0	0
Hoyt Street	0	1	1	1	1	1	0	0
High Street	24	23	23	25	24	26	26	27
Knight Street	14	16	15	14	14	12	12	10
Issac Street	6	7	6	5	6	4	3	2
Commerce Street	13	11	11	11	12	13	13	13
River Street	1	3	1	1	2	1	0	0
Merwin Street	4	3	3	3	4	4	5	4
Orchard Street	7	8	9	9	9	12	11	8
W. Washington	7	10	8	8	7	3	1	0
Ann Street	3	2	2	1	0	0	0	0
N Water Street	1	1	3	3	2	2	2	0
N Water Extension	5	3	5	3	6	9	4	0
Marshall Street	0	1	1	1	1	0	1	0
Number of Vehicles Parked - Off-Street								
Date:	Average Occupancy From 3/30/2020 - 04/04/20							
Locations	9am	11am	1pm	3pm	4pm	6pm	8pm	10pm
Overflow Lot	2	3	2	2	2	2	1	1
SNRR Garage	34	34	29	23	15	12	11	10
Webster Lot	51	73	80	77	83	62	49	30
North Water Lot	1	1	2	3	4	3	2	2
Haviland Upper	15	18	21	21	22	23	21	16
Haviland Lower	95	96	93	93	93	89	96	98
Wall Lot	16	19	19	18	20	18	18	18
Main Lot	18	21	22	23	22	20	15	14
YDG	173	177	176	173	154	138	134	132
East Norwalk	22	20	15	11	8	4	2	1
Liberty Square Lot	21	28	27	26	25	24	23	21

Number of Vehicles Parked - On-Street								
Date: Average Occupancy From 04/06/2020 - 04/11/20								
Locations	9am	11am	1pm	3pm	4pm	6pm	8pm	10pm
Washington Street	20	21	25	25	26	24	25	24
North Main Street	7	11	15	16	14	14	15	11
South Main Street	11	15	17	15	12	12	12	9
Haviland Street	13	16	15	15	14	15	18	17
Elizabeth Street	11	12	11	11	12	16	15	16
Monroe Street	0	1	0	0	0	0	0	0
Madison Street	19	21	21	20	11	10	10	10
Henry Street	0	0	0	0	0	0	0	0
Wall Street	16	20	25	24	16	15	13	10
Main Street	14	19	19	19	15	13	10	5
West Avenue	3	4	5	6	8	8	6	2
Mott Avenue	1	1	1	1	1	1	0	0
Belden Avenue	2	6	5	5	3	1	0	0
Burnell Blvd	0	0	0	0	1	0	0	0
Hoyt Street	0	1	1	2	2	1	0	0
High Street	25	25	25	26	24	26	28	27
Knight Street	15	17	16	15	11	12	12	10
Issac Street	5	6	5	5	4	3	2	0
Commerce Street	12	13	12	12	11	11	13	13
River Street	1	3	3	3	1	1	1	0
Merwin Street	4	4	4	4	6	5	5	3
Orchard Street	8	9	10	10	11	15	13	10
W. Washington	6	9	8	8	5	3	1	0
Ann Street	0	0	1	1	1	1	1	0
N Water Street	2	3	3	4	2	2	1	0
N Water Extension	3	5	8	7	7	6	5	2
Marshall Street	1	1	1	1	2	1	1	0
Number of Vehicles Parked - Off-Street								
Date: Average Occupancy From 04/06/2020 - 04/11/20								
Locations	9am	11am	1pm	3pm	4pm	6pm	8pm	10pm
Overflow Lot	1	2	0	0	1	1	1	1
SNRR Garage	12	12	12	12	11	11	10	10
Webster Lot	44	68	70	71	70	63	46	32
North Water Lot	1	2	2	2	3	4	3	2
Haviland Upper	14	19	21	21	22	21	20	17
Haviland Lower	86	89	85	86	85	86	90	94
Wall Lot	17	20	22	21	20	20	18	16
Main Lot	18	21	20	21	18	17	15	12
YDG	163	164	165	161	131	118	115	111
East Norwalk	24	28	26	21	8	5	3	1
Liberty Square Lot	21	22	24	24	26	26	25	21



COVID-19 Impact Budget Revisions & Revenue Reduction
OPTION 1
(Total Revenue Reduction \$2,736,245)

April 1, 2020

The budget revisions and revenue reductions related to the COVID-19 virus include the following impacts and assumptions, No Parking Fees Systemwide April and May and 50% rates through September:

REVENUE: Total revenue reduction \$2,736,245

- Parking Fee suspension in April & May followed by a recovery period through September 2020
- During free parking period, enforcement will be reduced to fire/safety enforcement only
- Total System Revenue (Parking Revenue & Lease income) reduction of **\$2,736,245** through September 2020
 - Parking Revenue reduction \$2,681,830 through September 2020
 - Lease income reduction of \$54,415 from lease concessions/reductions from April-June and 50% July through September
- Parking revenue reduction 100% April & May
- Parking revenue reduction 50% June through September

EXPENSES: Total expense reduction: \$952,993

- Total Expenses (Operating Expenses and City Expenses) reduced **\$952,993** through September
 - Operating Expenses reduced \$904,609 through September
 - City Administered Expenses reduced \$48,304 through September
- FTE reduction from 36 to 22 in April & May. Staffing will slowly increase as activity and revenue increases from June – September 2020.
- Equipment Expenses deferred
- R&M reductions through September and some expenses deferred into the remainder of FY2021.
- Snow removal savings from mild winter
- Operating supplies, Signage & Tickets deferred to later in FY2021
- CC Fees, Permit/Violation Management fees reduced due to reduced revenue
- Capital Reserve & Replacement eliminates as Fund Balance will be negative
- Parking Programs reduced 50%

From an operations standpoint, most staff has been reallocated and redeployed to a Coronavirus mitigation mode. We are reassigning some staff towards cleaning and disinfection duties to help prevent the spread of the virus, including cleaning and wiping down all paystations on an hourly basis to help prevent the spread of any virus, including the Coronavirus. We are also having all customer contact points cleaned throughout the day. This includes entry and exit door hardware, elevator call buttons, handrails, and customer service counter areas. Generally, the cleaning protocol is occurring between 8:00AM-10:00PM at all locations except the train station garage where disinfecting is being completed between 4:30AM-2:30AM.

FUND BALANCE: Total shortfall \$1,454,383



COVID-19 Impact Budget Revisions & Revenue Reduction OPTION 2

(Total Revenue Reduction \$2,365,186)

April 1, 2020

The budget revisions and revenue reductions related to the COVID-19 virus include the following impacts and assumptions, No Parking Fees Systemwide April and May and 50%- 80% rates June through September:

REVENUE: Total revenue reduction \$2,365,186

- Parking Fee suspension in April & May followed by a recovery period through September 2020
- During free parking period, enforcement will be reduced to fire/safety enforcement only
- Total System Revenue (Parking Revenue & Lease income) reduction of **\$2,365,186** through September 2020
 - Parking Revenue reduction \$2,315,006 through September 2020
 - Lease income reduction of \$50,179 from lease concessions/reductions from April-June
- Parking revenue reduction 100% April & May
- Parking revenue reduction 50% June
- Parking revenue reduction 40% July
- Parking revenue reduction 30% August
- Parking revenue reduction 20% September

EXPENSES: Total savings \$933,596

- Total Expenses (Operating Expenses and City Expenses) reduced **\$933,596** through September
 - Operating Expenses reduced \$885,212 through September
 - City Administered Expenses reduced \$48,304 through September
- FTE reduction from 36 to 22 in April & May. Staffing will slowly increase as activity and revenue increases from June – September 2020.
- Equipment Expenses deferred July - September
- R&M reductions through September and some expenses deferred into the remainder of FY2021.
- Snow removal savings from mild winter
- Operating supplies, Signage & Tickets deferred to later in FY2021
- CC Fees, Permit/Violation Management fees reduced due to reduced revenue
- Capital Reserve & Replacement eliminates as Fund Balance will be negative
- Parking Programs reduced 50%

From an operations standpoint, most staff has been reallocated and redeployed to a Coronavirus mitigation mode. We are reassigning some staff towards cleaning and disinfection duties to help prevent the spread of the virus, including cleaning and wiping down all paystations on an hourly basis to help prevent the spread of any virus, including the Coronavirus. We are also having all customer contact points cleaned throughout the day. This includes entry and exit door hardware, elevator call buttons, handrails, and customer service counter areas. Generally, the cleaning protocol is occurring between 8:00AM-10:00PM at all locations except the train station garage where disinfecting is being completed between 4:30AM-2:30AM.

FUND BALANCE: Total shortfall \$1,102,721