



MEMORANDUM

TO: PORT IMPERIAL GARAGE CUSTOMERS

FROM: LM PORT PARKING, LLC.

DATE: AUGUST 19, 2019

RE: REVENUE CONTROL SYSTEM UPGRADE

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Please be advised that in our efforts to upgrade the Port Imperial parking facility's operation, we will be installing brand new, state of the art revenue control equipment at the Port Imperial North and South Garages as well as the NY Waterways Employee Lot. Beginning Tuesday, August 27, 2019, technicians will be on site working to install the new equipment. The transition will take approximately one week. (We have intentionally chosen the week leading into Labor Day weekend in order to minimize the inconvenience to our customers and we apologize in advance for any inconvenience caused during this transition).

The schedule of work is as follows –

1. Tuesday, August 27<sup>th</sup> and Wednesday, August 28<sup>th</sup> – North Garage;
2. Thursday, August 29<sup>th</sup> and Friday, August 30<sup>th</sup> – South Garage;
3. Saturday, August 31<sup>st</sup> and Sunday, September 1<sup>st</sup> – NY Waterways Lot.

Please note the existing Pay Stations will remain operational until approximately Thursday, August 29<sup>th</sup> when work begins at the South Garage. Once work begins at the South Garage (scheduled for Thursday, August 29<sup>th</sup>), the existing revenue control equipment will be fully deactivated as the new equipment is being installed.

We ask for your cooperation during this transition as follows –

1. **Monthly Customers** –

- a. Please stop by the South Garage Parking Garage Office to –
  1. Turn in your existing Access Card;
  2. Obtain a new Access Card;
  3. Obtain a New Monthly Hang Tag.

2. **Daily Customers** –

- a. Daily parking tickets can still be paid for through the existing Pay Stations until work begins in the South Garage on Thursday, August 29<sup>th</sup>. North Garage daily customers simply show the attendants on duty at exit your paid parking ticket. The system for daily customers at the at the South Garage will remain unchanged until approximately Thursday, August 29<sup>th</sup>.
- b. Once work begins in the South Garage (on or about Thursday, August 29<sup>th</sup>), all daily tickets will be temporarily issued manually at all Entrance Gates and payment for daily parking can be made only at either (1) any Garage exit gate; or (2) at the South Garage Parking Office.
  1. The old Pay Stations will be temporarily disabled until we can install the new Pay Stations.
- c. If everything goes according to schedule, the North and South Garages plus all Pay Stations should be operational by the end of the day on Friday, August 30<sup>th</sup>.

We thank you in advance for your cooperation.

Should you have any questions, please call the Port Imperial Garage at (201) 552-9781.

Thank you.