

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday November 12, 2014 in the Derby Parking Garage office.

Meeting was called to order at 6:35 p.m.

By roll call, members present: Anthony Dulla, Susan Baum and William Boland. Richard Bartholomew and Cheryl Pereiras were excused.

Mayor Anita Dugatto was present. Parking Authority Director Leo Moscato and Bookkeeper Angela Borrelli were present.

ADDITIONS/DELETIONS TO THE AGENDA: Without objection, the agenda was accepted, as written.

PUBLIC PORTION: No one was present.

APPROVAL OF MINUTES:

Motion was made Susan Baum and second by William Boland. Move to approve the minutes of October 8, 2014 and October 21, 2014, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the Profit & Loss Budget vs. Actual as of 10/16/14, the Bank of America - Payroll reconciliation detail dated 8/31/2014 and 9/30/14, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 8/31/2014 and 9/30/14, the Naugatuck Savings & Loan – Meter Coin account dated 8/31/2014 and 9/30/14, the Profit & Loss Detail 08/1/13-10/16/14. (all attached).

Members verified the three bank accounts. Mr. Moscato explained that the Parking Authority chose to manage the accounting and bill payments through the Authority's office after there were late charges incurred when the processing was going through City Hall. The Naugatuck Savings and Loan accounts were opened for that purpose. The Bank of America is an account that was in place when the City was managing the account and it was suggested by the City that the account remain open.

Ms. Baum asked that the budget report give a representation of where the budget is at the period of the report. Currently, it just shows the monthly expense and then the total to date. She was looking for a report that could show that the spending is on target as per the span of the months into the fiscal year. Ms. Borrelli will make changes to the format for the next meeting.

Reviewing further, it was noted that the meter collection for September will be reported in the next reports. The revenue from the tenant's fees fluctuates as some accounts are paid on a quarterly basis. It was noted that some of the garage parking fees are very favorable to the tenants as the negotiated fees were done decades ago with an extended contract period. Mr. Moscato reviewed the leases previously and at that time standardized the fees where it was possible to do so. Mr. Moscato will prepare a list of contracts and associated rates and forward it to the members.

Motion made by Susan Baum and second by William Boland. Move to accept the financial report, as presented. Motion carried unanimously.

DIRECTORS REPORT:

October 2014 report submitted (attached).

Reviewing the Activity report:

<u>Hourly</u>	<u>Flat Rate</u>	<u>Validated</u>	<u>Prepaid</u>	<u>TOTAL</u>
397	379	1,120	8,901	10,797
REPORTING PERIOD				
20 days per month	24 days per month	20 days per month	Full month	

The reporting periods – days per month, were calculated based on the attendant at the booth whereas the prepaid is determined by the gate system. Members felt this information could assist in determining the usage of the garage and the space demands. Mr. Moscato will work with the booth attendants to tally the usage on a daily basis for the next month or so. This information may review a pattern and average usage that could then possibly be extrapolated to support the need to have the garage renovated.

There were 169 tickets issued by Mr. DiCarlo in October. There were 2 appeals, both denied. Ms. Hinkson is still out of work per her request. Mr. Moscato indicated that Mr. DiCarlo has been covering a number of hours generally covered by Ms. Hinkson and that the enforcement seems to be sufficient.

Members questioned what were the future intentions regarding Ms. Hinkson. Mr. Moscato will contact her to determine her intentions and report back to the members.

Motion made by Susan Baum and second by Anthony Dulla. Move to accept the director's report, as presented. Motion carried unanimously.

OLD BUSINESS:

Review of Previous Engineering Reports and Timeline to Reporting to the Mayor and the Board of Alderman: Members reviewed the Marnicki report dated 9/6/13. It showed a cost estimate of \$6,845,670 to renovate the parking facility. The costs are based on complete elevated concrete slab removal and replacement. They questioned what cost estimate increases would be needed due to inflation or if that figure could still stand true to current cost projections. Members discussed the need to have a current and thorough assessment of the structure. They would like to see if section repairs could be performed to extend the life of the structure or if there is a need for the full replacement. They felt they needed to obtain and absorb both prior reports as well as seek current assessments so as to make a qualified decision on the projection moving forward.

Mayor Dugatto indicated that the funding request did not go to referendum due to the fact that a mutually realistic number was never reached. She feels that the Board of Alderman understands that the new members need time to come up to speed and look forward to having an exchange of ideas with the new members. Further, Mayor Dugatto indicated that she could find no reference that states that the remaining lifespan was set at one year after the temporary repairs. She stated that it is mentioned in the minutes but she could not find any documentation defining this deadline. Members felt it is feasible to aim for the Feb/Mar 2015 timeframe for reporting back to the Board of Alderman.

Mr. Boland indicated that he could recommend a structural engineer from Fletcher/Thompson and he would approach the gentleman to see if he would be willing to perform a structural assessment of the garage. The estimated cost of this service will requested.

NEW BUSINESS:

Mayor Dugatto indicated that the City is seeking grant funding through the Urban Act Grant which is a state grant from OPM. They have requested \$7 million. She was hopeful for a positive result.

Motion was made by Susan Baum and second by William Boland. Move that the meeting be adjourned at 8:07 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies

Karen Kemmesies, secretary

"These minutes are subject to the Authority's approval at their next scheduled meeting."