

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday, November 15, 2006 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:30 p.m.

By roll call, members present: Leo Moscato, Anthony Szewczyk, Joseph Moore and Jack Moran. John Dorosh was excused.

Approval of minutes: A motion was made by Joseph Moore and second by Anthony Szewczyk. Move to accept the minutes of October 18, 2006, as written. Motion carried unanimously.

Additions or deletions to the agenda:

A motion was made by Anthony Szewczyk and second by Joseph Moore. Move to

Delete:

- the Greater Valley Chamber of Commerce Request – the communication was only to advise the Authority of the event, guests would be paying parking fees,
- executive session,

Add:

- report of the structural aspects of the facility,
- job description for the garage manager.

Motion carried unanimously.

Public Portion: Mark Anthony Izzo understood that changes would be coming quickly. He noted that the after 4 p.m. attendant is currently outside which does pose health and safety issues as the attendant is crossing in the travel lanes to approach vehicles entering and exiting the garage. The booth that is coming will remedy this issue, as it will be placed on the center island. He suggested any changes be postponed until the booth is installed. He noted that the gate goes up automatically as people leave and it would be better if the attendant in the booth lifts the gate manually. He questioned how validations are being handled. He understood that a flat fee of \$2.00 would be charged after 6 p.m. He questioned whether the patrons know of the changes and will users who do not pay currently be aware of this change ahead of time so there will be no conflicts.

Mr. Moscato noted that he has spoken with PortaKing, the booth should be shipped no later than December 1st with delivery in four days and installation taking about a week. The members will be discussing the fee rates during the meeting and will take his comments into consideration.

Mr. Izzo noted that a patron said the upper level lights were not working when she left today. Mr. Moscato noted that the lights are on timers and possibly came on just after her departure. This will be checked.

It was noted that letters were sent to Team, Smile Dental, At Best Chiropractic and Sunflower Dental regarding validations and swipe cards.

Review of financial report: Members noted the increase in daily receipts and were confident that the revenue would improve as the process is formalized. Meters were collected and swipe cards are being returned. Per the report, the monthly tenant income reflects the receipts, not the invoicing amount. Parking ticket fees have increased with the additional staff. Security services reflects the outside service being utilized in the evenings, this expense will be deleted with the installation of the new booth and the

addition of staff. Property maintenance expense was a one-time charge for cleaning the stairwells. The billing of the new lighting program should be processed shortly and the Authority will be paying the expense over the next three years at zero percent interest. It was noted for the record that this was a very good deal for the City and would have been beneficial if implemented sooner. Members questioned the bank fees. The bookkeeper will check on this expense, as the charge seems to be associated with the payroll process.

A motion was made by Joseph Moore and second by Anthony Szewczyk. Move to accept the October profit & loss report, as submitted. Motion carried unanimously.

Mr. Moore asked that the bookkeeper contact the ticket data service to see if a list of outstanding tickets could be obtained.

Hours of operation: Proposed rates were:

From 7 a.m. to 4 p.m.:

1 hour	\$1.00
up to 2 hrs	\$2.00
up to 4 hrs	\$3.50
up to 8 hrs	\$4.50
over 8 hrs	\$6.50

From 4 p.m. to closing:	Flat fee of \$2.00 per vehicle
Holidays and when closed:	Prepaid passes only
Monthly fee for tenants:	\$45.00
Senior Citizens	\$1.00

Proposed evening hours:

Monday thru Thursday	6p.m. to 10 p.m.
Friday	6 p.m. to midnight
Saturday	4 p.m. to midnight
Sunday	4 p.m. to 8 p.m.

At time of shift end, entrance/exit ARMS will remain down. The entrance ticket spitter will be turned off. Only swipe cards will be utilized. The switch will be engaged to a free out. The roll-up gates will not be closed. Members will observe whether the lighting is sufficient for providing security to the tenants or whether the roll-up gates should be closed when there is no attendant. It was noted that there has been no reports on file with the Police Department regarding problems in the garage.

A motion was made by Joseph Moore and second by Anthony Szewczyk. Move to approve the hours of operation as noted, effective November 20, 2006. Motion carried unanimously.

Members discussed whether to collect fees prior to the installation of the new booth. They weighed Mr. Izzo's comments during public portion. It was suggested that the attendant could approach the vehicles entering and then swipe a card to tally the number of vehicles using the facility. The gates would remain open until the new booth is installed. Once installed, the gates can be controlled with a switch and the attendant, upon leaving, would turn on the gates to automatic. It was noted that the private security services would no longer be utilized as part time staff has been hired.

A motion was made by Joseph Moore and second by Jack Moran. Move to approve charging the flat rate of \$2.00 per vehicle from 4 p.m. to closing, effective November 20, 2006. Motion carried unanimously.

A motion was made by Anthony Szewczyk and second by Jack Moran. Move to approve the rate fees for 7 a.m. to 4 p.m., as presented. Motion carried unanimously.

Progress in garage: Work has been scheduled to thoroughly clean and sanitize the rest rooms. Once done, the rooms will be checked daily and regularly cleaned. Prices are being sought to paint the doors, dependent on weather permitting or it may be held until the spring. The new heaters are working very well. Lighting will be moved by the new booth and the box on the island will be moved in preparation of the installation of the booth. The lighting timers have been adjusted but will be checked as noted earlier. The stairwells are getting dusty and will be addressed. The new sign should be installed next week and there will also be a new neon entrance sign.

Job Description for Garage Manager: Members reviewed the description.

- 1) Schedule employee hours
 - a) Create and cover shifts
 - b) Cover vacation requests, sick time and days off
- 2) Oversee maintenance
 - a) Supervise custodian duties which are: sweep decks & clean stairwells daily, clean and stock restrooms as required, landscape & weed perimeter of garage as necessary, keep booth clean, clean air filters on HVAC units
 - b) Schedule elevator maintenance as required
 - c) Notify Parking Authority of any building failures (such as leaking roof, loose steel connections, loose handrails, broken fixtures, etc.)
- 3) Supervise garage operations
 - a) Parking enforcement agent activity
 - b) Operation of booth and collection of parking fees
 - c) Collection of meter revenue every two weeks
- 4) Perform garage operations
 - a) Input data into COMPLUS
 - b) Schedule collection partner for collection of meter revenue (3.c.)
 - c) Estimate collection revenue and transfer to bank
 - d) Keep track of swipe card ownership
- 5) Prepare detailed monthly reports that include:
 - a) Employee activity
 - b) Maintenance performed
 - c) Building failures
 - d) Parking enforcement agency activity
 - e) Booth operation and parking fee collection
 - f) Swipe card ownership
- 6) Attend all monthly Parking Authority meetings where you will present and discuss monthly reports.

It was noted that these duties are being performed now. This description formalizes the duties. A landscaping contractor has been maintaining the perimeter and the duty of the manager would be to oversee the work.

A motion was made by Jack Moran and second by Joseph Moore. Move to accept the job description for the garage manager, as submitted. Motion carried unanimously.

Report of the structural aspects of the facility: Per the members request, Mr. Szewczyk reviewed the "Engineering Condition Survey and Needs Assessment Master Plan for the Derby Municipal Parking Garage" prepared by URS Corporation AES on July 2003. Given the importance of this public use building's structural integrity and the fact that the work was to be completed by this year, he strongly recommended a follow-up study be carried out in the near future to assess the current status of the condition of the building's superstructure and to obtain an expert opinion regarding how soon we need to correct the defects. He further recommended that a different engineering firm conduct this study in order for the Authority to have a second opinion. The 2003 report noted that the second level deck is most deteriorated and estimated the cost (at that time) for removal and replacement at \$634,725. Partial deck

replacement of the third level was indicated at a cost of \$401,625. The fourth deck, top level, required major restoration at a cost of \$163,800. The report stated the timeframe for this work as being completed by 2006. These costs do not take into account other expenses such as ADA and current building code requirements, only major structural elements. To complete all work would cost in the range of 3.4 million to restore whereas the cost to demolish and reconstruct would be in the range 6.2 million (2003 cost figures).

Taking into account the timeframe presented in the 2003 report, The Parking Authority will present this information to the Board of Alderman Downtown Committee to discuss pursuing a follow-up study as well as pursuing possible revenue sources.

It was noted that grant funding was suggested by the previous administration but never pursued by them. As this is a major capital expenditure, members felt this was beyond the scope of the Authority and the available revenues. Mr. Moscato stated that because of past actions of default on the City's part, the Authority should not have to pay the expense, the administration previously ignored this whole report.

Mr. Moscato noted that the Complus handheld devices currently being used are obsolete and parts will not be available after 12/31/06. He will explore costs for replacing the units.

A motion was made by Anthony Szewczyk and second by Jack Moran. Move to adjourn the meeting at 7:55 p.m.

Respectfully prepared,
Karen Kemmesies, secretary