Board of Aldermen Committee Minutes

Date: 11/4/15	Chair: Davis	Convened: 5:30 PM	Adjourned: 6:40 PM			

Committee
- ☐ Charter & Ordinance
- ☒ Community Development
- ☐ Finance
- ☐ General
- ☐ Public Safety
- ☐ Public Works
- ☐ Recreation
- ☐ Intermunicipal
- ☐ Special Liquor
- ☐ Human Resource

Committee Members Present
- ☒ Dave Allaire
- ☒ Chris Ettori
- ☐ Gary Donahue
- ☒ Sharon Davis
- ☐ Tom DePoy
- ☐ Melinda Humphrey
- ☐ Jon Skates
- ☐ Ed Larson
- ☐ William Notte
- ☒ Chris Siliski
- ☒ Matt Bloomer

Others Present
- ☐ Dave Allaire
- ☐ Chris Ettori
- ☐ Sharon Davis
- ☐ Tom DePoy
- ☐ Melinda Humphrey
- ☐ Jon Skates
- ☒ Gary Donahue
- ☒ William Notte
- ☐ Ed Larson
- ☐ Chris Siliski
- ☐ Matt Bloomer
- ☐
- ☐ Mayor Louras
- ☐ Treasurer Wilton
- ☒ Attorney Romeo
- ☐ Other Ray LaMoria
- ☐ Other John Santarillo
- ☐ Other Mike Bocchino

} LAZ

Motions/Discussion Laz Parking Budget

2nd year of a 3 year Contract - with 2, 1 year options

Parking systems in place generating more Accurate numbers.

Number of Employees = 5 total. 2 are full time benefited

Contracts in place contribute to their largest Revenue

State - 225 spaces - $35.00 month -

Market Rate - $55.00/month

Chamber Rate - $45.00/month

They are 50-60% full - Closing 11 PM - unless special event at Paramount.

Increased Marketing to $1200.00 -

Utility (Electric) Cost $65,686.60. - Will have energy audit done.

Adding the automation door will decrease personnel cost

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	☐ Chris Ettori	☐ William Notte	☐ Treasurer Wilton
	☐ Sharon Davis	☐ Ed Larson	☐ Attorney Romeo
	☐ Tom DePoy	☐ Chris Siliski	☐ Other________
	☐ Melinda Humphrey	☐ Matt Bloomer	☐ Other________
	☐ Jon Skates	☐	☐ Other________

Motions/Discussion

Net loss. $89,432.00

1/2 paid by State - $44,716.00

City applies $50,000.00 ~~adm~~ fee per contract -

$6,000.00 gain.

(1)- Motion - Approve LAZ budget as presented.
and I so move.

#2 Authorize LAZ to negotiate parking agreements
in the best interest of the parking garage
within the confines of our contract with the State
of Vermont and approval of the City Attorney.
I so move

S Davis - Chair

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2016 - Based on Calendar year

[redacted] ONT
FY 2016 BUDGET

	Jan 2016	Feb 2016	Mar 2016	3 P/Rs Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	3 P/Rs Sept 2016	Oct 2016	Nov 2016	Dec 2016	Y-T-D 2016
Sales													
Revenues													
Transient Parking	1,550	1,550	1,550	1,550	1,650	1,650	1,650	1,650	1,650	1,550	1,550	1,550	19,100
Revenue-Valet	0	0	0	0	0	0	0	0	0	0	0	0	0
Validations	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly	0	0	0	0	0	0	0	0	0	0	0	0	0
Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Guest	0	0	0	0	0	0	0	0	0	0	0	0	0
Events	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Parking - Contracts	12,595	12,595	12,595	12,595	12,595	12,595	12,595	12,595	12,595	12,595	12,595	12,595	151,140
Monthly Parking (NON-TAXABLE)	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	94,500
Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue	22,020	22,020	22,020	22,020	22,120	22,120	22,120	22,120	22,120	22,020	22,020	22,020	264,740
Sales Tax	(845)	(845)	(845)	(845)	(851)	(851)	(851)	(851)	(851)	(845)	(845)	(845)	(10,165)
Net Revenue	21,175	21,175	21,175	21,175	21,269	21,269	21,269	21,269	21,269	21,175	21,175	21,175	254,575
Expenses													
Operational Expenses													
Gross wages - linked below	7,553	7,182	7,182	10,770	7,182	7,182	7,182	7,182	10,770	7,182	7,182	9,682	96,231
S/S Taxes - linked below	578	549	549	824	549	549	549	549	824	549	549	741	7,362
FUTA - linked below	45	43	43	65	43	43	43	43	65	43	43	58	577
SUTA - linked below	347	330	330	495	330	330	330	330	495	330	330	445	4,427
Workmans Compensation	345	328	328	492	328	328	328	328	492	328	328	442	4,398
Group Health Insurance	1,586	1,508	1,508	2,262	1,508	1,508	1,508	1,508	2,262	1,508	1,508	2,033	20,209
401K Company Match	237	226	226	338	226	226	226	226	338	226	226	304	3,022
Vehicle Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
Repairs & Maint. - linked below	870	1,170	1,590	995	10,370	3,815	870	1,340	870	870	1,605	670	25,035
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Supplies	150	0	150	0	150	0	150	0	150	0	150	0	900
Data Processing	147	147	147	147	147	147	147	147	147	147	147	147	1,764
Uniforms	0	0	500	0	0	0	0	0	500	0	0	0	1,000
Licenses/Permits	0	0	0	0	0	0	0	0	0	0	0	0	0
Sweeper Gas	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Payroll Processing	135	135	135	135	135	135	135	135	135	135	135	135	1,620
Liability Insurance	700	700	700	700	700	700	700	700	700	700	700	700	8,400
Management Fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Management Fee Tax	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanitation Expense	110	110	110	110	110	110	110	110	110	110	110	110	1,320
Snow Removal	5,500	5,500	5,500	0	0	0	0	0	0	0	5,500	5,500	27,500
Tickets	0	0	0	1,000	0	0	0	0	0	0	0	0	1,000
Misc Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
Security	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operational Expenses	20,454	20,079	21,149	20,484	23,929	17,224	14,429	14,749	20,009	14,279	20,664	23,118	230,564
Administrative Expenses													
Utilities	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	80,400
Internet	245	245	245	245	245	245	245	245	245	245	245	245	2,940
Office Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Service Charges	30	30	30	30	30	30	30	30	30	30	30	30	360
Credit Card Fees	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Telephone	75	75	75	75	75	75	75	75	75	75	75	75	900
Advertising	300	0	0	300	0	0	300	0	0	300	0	0	1,200
Professional Fees	50	50	50	50	50	50	50	50	50	50	50	50	600
Customer Care Center	700	700	700	700	700	700	700	700	700	700	700	700	8,400

Reimbursement of Contract Expense	694	694	694	694	694	694	694	694	694	694	694	694	8,334
Interest Expense/Depreciation(Sweeper Lease)	609	609	609	609	609	609	609	609	609	609	609	609	7,309
Audit Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Administrative Expenses	**9,654**	**9,354**	**9,354**	**9,654**	**9,354**	**9,354**	**9,654**	**9,354**	**9,354**	**9,654**	**9,354**	**9,354**	**113,443**
Total Expenses	**30,108**	**29,432**	**30,502**	**30,137**	**33,282**	**26,577**	**24,082**	**24,102**	**29,362**	**23,932**	**30,017**	**32,471**	**344,007**
Net Income/(Loss) From Operations	**(8,933)**	**(8,267)**	**(9,327)**	**(8,962)**	**(12,013)**	**(5,308)**	**(2,813)**	**(2,833)**	**(8,093)**	**(2,757)**	**(8,842)**	**(11,296)**	**(89,432)**

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Other Income			Jan	Feb	Mar	Apr	3 P/Rs May	Jun	Jul	Aug	Sept	3 P/Rs Oct	Nov	Dec	Y-T-D
	Other Income		2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
4040	Refunds		0	0	0	0	0	0	0	0	0	0	0	0	0
4035	Cash Over/Short		0	0	0	0	0	0	0	0	0	0	0	0	0
4900	Interest Income		0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Other Income	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Total Other Income	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Net Income/(Loss) After Taxes	**(8,933)**	**(8,257)**	**(9,327)**	**(8,962)**	**(12,013)**	**(5,308)**	**(2,813)**	**(2,833)**	**(8,093)**	**(2,757)**	**(8,842)**	**(11,296)**	**(89,432)**

Budget Analysis of Repair and Maintenance

		Jan	Feb	Mar	Apr	3 P/Rs May	Jun	Jul	Aug	Sept	3 P/Rs Oct	Nov	Dec	Y-T-D
Note:	Make any changes you want to list below	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
	Elevator Repairs	0	0	0	125	0	0	0	0	0	0	0	0	125
	Generator Service	0	0	170	0	0	0	0	170	0	0	0	0	340
	Fire Alarm Systems	0	0	0	0	0	0	0	0	0	0	435	0	435
	Sweeper Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Electrical Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0
	Golf Cart maintenance/parts	170	170	170	170	170	170	170	170	170	170	170	170	2,040
	Landscaping	0	0	0	0	200	0	0	0	200	0	0	0	400
	Curb Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
	Light Bulb Replacement	200	0	0	200	0	0	200	0	0	200	0	0	800
	General Painting	0	0	0	0	0	150	0	0	0	0	0	0	150
	Misc	0	0	0	0	0	0	0	0	0	0	0	0	0
	Power washing	0	0	0	0	9,000	0	0	0	0	0	0	0	9,000
	Striping	0	0	0	0	0	2,995	0	0	0	0	0	0	2,995
	Concrete repairs	0	0	0	0	0	0	0	0	0	0	0	0	0
	Building/General Maint.	500	500	500	500	500	500	500	500	500	500	500	500	6,000
	Over Head Service	0	500	0	0	500	0	0	500	0	0	500	0	2,000
	PARCS PM Service	0	0	750	0	0	0	0	0	0	0	0	0	750
	Total Repair and Maint.	870	1,170	1,590	995	10,370	3,815	870	1,340	870	870	1,605	670	25,035

89,432.00 loss -

State cover up to $75,000.00

1/2 pd by State - 44,716

City applies the $50,000.00 admin fee per contract

$6,000.00 - green

Budget Analysis of Payroll Costs

Note: Make any changes you want to list below	Jan 2016	Feb 2016	Mar 2016	**3 P/Rs** Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	**3 P/Rs** Sept 2016	Oct 2016	Nov 2016	Dec 2016	Y-T-D 2016
Manager Allocation	4,000	3,692	3,692	5,538	3,692	3,692	3,692	3,692	5,538	3,692	3,692	3,692	48,308
Asst. Manager	833	770	770	1,152	770	770	770	770	1,152	770	770	770	10,064
Maintenance (40 Hours per week)	1,920	1,920	1,920	2,880	1,920	1,920	1,920	1,920	2,880	1,920	1,920	1,920	24,960
Part Time Shift Attendant (20 Hours per week)	800	800	800	1,200	800	800	800	800	1,200	800	800	800	10,400
Full Time Shift Attendant	0	0	0	0	0	0	0	0	0	0	0	0	0
Performance Bonus	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
[redacted]													
Total Gross Wages	7,553	7,182	7,182	10,770	7,182	7,182	7,182	7,182	10,770	7,182	7,182	9,682	96,231
FICA	578	549	549	824	549	549	549	549	824	549	549	741	7,362
FUTA	45	43	43	65	43	43	43	43	65	43	43	58	577
SUTA	347	330	330	495	330	330	330	330	495	330	330	445	4,427
Total Payroll Tax	971	923	923	1,384	923	923	923	923	1,384	923	923	1,244	12,366
TOTAL PAYROLL AND RELATED	8,524	8,105	8,105	12,154	8,105	8,105	8,105	8,105	12,154	8,105	8,105	10,926	108,597