Office of the

City Auditor

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City of Syracuse

CLEAR & PRESENT PROBLEMS

CITY PARKING GARAGES PERFORMANCE AUDIT

APRIL 2022

City Parking Garages – Performance Audit

Submitted to:

Mayor Ben Walsh

and

Hon. Members of the Syracuse Common Council

June 30, 2022

Nader P. Maroun

City of Syracuse Auditor

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Introduction

On July 1, 2021 the Office of the City Auditor sent a memorandum (**see Appendix A**) to the Mayor of Syracuse, Ben Walsh, Chief Operating Officer Corey Driscoll Dunham, Chief Administrative Office Frank Caliva, Commissioner of the Department of Public Works Jeremy Robinson, Commissioner of the Department of Finance Brad O'Connor, Director of Human Resources Donna Briscoe, Director of Management and Budget Tim Rudd. The memorandum formally announces the Office of the City Auditor initiating a Performance Audit within the Department of Public Works.

The Office of the City Auditor is responsible for reviewing the activities of all the Departments of the City in accordance with the Syracuse Charter Section 5-501 (1) (**see Appendix B**).

Consistent with Section 5-501 (1) of the City of Syracuse Charter, an audit of operations related to five (5) selected parking garages is included in the Office of the City Auditor Performance Audit. The five (5) garages selected were:

- Fayette Street parking garage
- Madison-Irving parking garage
- Washington Street parking garage
- Center Street Armory parking garage
- AXA/EQUITABLE parking garage

The Performance Audit period identified for this audit is from July 1, 2016 through April 20, 2022.

Audit standards require that our office plan and perform an audit to afford a reasonable basis for our judgements and conclusions regarding the organization, program, activity or function under examination. An audit also includes assessments of applicable internal control and compliance with requirements of law and regulations when necessary to satisfy audit objectives. The Administration and its management team of the City of Syracuse, New York is responsible to establish, maintain, comply with the internal control structure, and for compliance with applicable laws, regulations and contracts.

Performance audits entail an objective and systemic examination of evidence to provide an independent assessment of the performance and management of a program against objective criteria as well as assessments that provide a prospective focus or that synthesize information on best practice or cross cutting issues. Performance audits provide information to improve program operations and facilitate decision making by parties with responsibility to oversee or initiate corrective action and improve public accountability and transparency.

Performance audits also encompass a wide variety of objectives which include objectives related to the assessment of the program effectiveness and results, economy and efficiency internal controls (programmatic and financial), compliance with legal or other requirements, and objectives related to providing prospective analyses, guidance or summary information. Performance audits may entail a broad or narrow scope of work and apply a variety of methodologies, involve various levels of analysis, research or evaluation, generally provide findings, conclusions and recommendations and result in the issuance of a report.

This report is intended solely for the information of the Mayor, the Common Council and the Department of Public Works for the City of Syracuse, New York. However, this report is a matter of public record and its distribution is not limited.

It was anticipated in the original Audit Scope and Methodology which was developed for the project that the performance audit aspect of the examination would be enhanced by some of the procedures normally employed during **unannounced site visits.**

In August of 2021, Mayor Ben Walsh announced that Syracuse was named one of the best American Cities at using data to improve resident's lives. However, when asking for data in reference to the City owned parking garages which generate revenue, **NO** data from January 2018 until April of 2021 was located by the Chief Operating Officer. Financial reports were provided only from May 2021 through November 2021 generated from LAZ Garage Management (Operator) via a thumb drive.

The Mayor has also stated in his speech (January 18, 2018) and a Press release (December 2021) how Transparency and Accountability means so much to his Administration. Yet, the Office of the City Auditor has been denied and or delayed public information by the Chief Operating Officer and has continually been denied direct access to City staff, and LAZ Management (Operator) employees that are contracted to provide all required parking garage operation, security and maintenance services.

Audit Scope and Methodology

The purpose of this Performance Audit is to provide an overview of the management of five (5) of the six (6) selected parking garages:

1. AXA/EQUITABLE Parking Garage
2. Center Street Armory Parking Garage
3. Fayette Street Parking Garage
4. Madison-Irving Parking Garage
5. Washington Street Parking Garage

This audit will be conducted through a review of and from possible meetings and communications with various individuals in Department of Public Works, the Department of Finance, the Chief Operating Officer and LAZ Parking NY NJ LLC. In addition, announced and unannounced site visits will be conducted at all of five (5) selected garage sites.

The planned methodology of this Audit is to meet with appropriate personnel, to obtain necessary documentation, relevant policies and procedures, internal controls and any pertinent correspondence to verify the management practices in place as they relate to the five (5) garages selected for investigation.

Prior to the **NO** contact, conversation and correspondence directive from the Chief Operating Officer denying our office access to information, City staff and LAZ Management staff some preliminary interviews with staff from the Department of Public Works along with the LAZ Parking Garage Manager and staff did occur.

The Office of the City Auditor's initial contact with individuals from the Department of Public Works very quickly started to reveal that there are a number of serious gaps in cohesive oversight management that needs further uninhibited investigation in order to completely understand what has developed in the City owned parking garages relative to an extended period of time.

- We inspected the City owned garages managed by LAZ Garage Management (Operator) to determine if there compliance to the Contract with the City of Syracuse.

- We initially spoke with LAZ Garage Management (Operator) on policies and procedures they follow to maintain and operate the City owned parking garages and the **safety** procedures they have in place for the Parking Patrons. However, again by direction from the Chief Operating Officer for the City of Syracuse, the Office of the City Auditor was prohibited from direct access to LAZ Management (Operator) staff and overall information (**see Appendix F**).

- We spoke with the City Department of Finance staff members to determine the parking garage financial policies, procedures and internal controls implemented or in place in order to determine the accuracy of reports provided to the Department of Finance.

- We corresponded via emails regarding the procedures that are followed related to the number of safety issues in these City owned parking garages and who is responsible to address those issues. However here again, our ability to learn and determine the full range of issues regarding the City owned parking garages was significantly limited due to the information and access limitations exercised specifically by the City Chief Operating Officer.

Objectives

The objectives of this Performance Audit are to determine the policies, procedures and internal controls performed to maintain the goals of accountability for the financial and physical nature of the City owned parking garage assets. Further, to review the proper supporting documents utilized for the City owned parking garages revenue and expenses regarding responsibility for all technical support services related to funding, maintenance, renovations and safety aspects of all City owned parking garages listed below:

- AXA/EQUITABLE parking garage
- Center Street Armory parking garage
- Fayette Street parking garage
- Madison-Irving parking garage
- Washington Street parking garage
    - Review the oversight and accountability provided by the Department of Finance, the City of Syracuse parking garage staff person and LAZ Management (Operator) to assess the accountability and general management relative to the entire garage administration component.

- Verify that all transactions are documented in a timely manner, with the LAZ Management (Operator) team, and that all financial and operating reports, statements, invoices, and spreadsheets are properly reviewed and maintained by the Department of Finance, and the City of Syracuse Chief Operating Officer. This review will be done in order to assure there is significant transparent accountability for all revenues, expenditures growth and shrinkage of these revenue assets of the City of Syracuse.
- Determine if the Department of Finance and LAZ Garage Management (Operator) properly invoiced for repairs required to be accomplished either by the City work force and or all outside contracted sources?
- Determine the levels of safety of the City owned parking garages per the Syracuse City Property Conservation Code Ordinance No. 29-1995 for patrons and non-patrons to evaluate possible City taxpayer's liability exposure and potential expense.
- Review the Administration and the Common Council procedural actions taken for funding and distribution of a Capital Improvement Plan and or operating funds for the structural repairs that the City owned parking garage are desperately required to have in order to provide the necessary safety and quality to these important City physical assets.

Background Information

The City Of Syracuse own six (6) Parking Garages. The Harrison Garage is leased to the Marriott Syracuse Downtown, and the remaining five (5) located throughout downtown Syracuse are solely operated by LAZ Garage Management (Operator).

The City of Syracuse in April of 2021 retained LAZ Parking NY NJ LLC (Operator) to manage five (5) parking garages:

- AXA/EQUITABLE parking garage
- Center Street Armory parking garage
- Fayette Street parking garage
- Madison-Irving parking garage
- Washington Street parking garage

The LAZ Parking NY NJ LLC Contract for five (5) of the City owned parking garages (**see Appendix C)** per Ordinance #342-21(**see Appendix D**) dated June 21, 2021, specifies that the Owner (the City) shall pay the LAZ Parking NY NJ LLC (Operator) an amount of $1,261,360.00

for the first year of the three year contract with two (2) one (1) year extensions. LAZ Parking NY NJ LLC shall provide **ALL required parking garage operation, security and maintenance services.**

Among many areas of responsibilities the Contract (**see Appendix C)** states the parking garage management company; LAZ Parking NY NJ LLC, (Operator) shall instruct the security patrol personnel in the proper handling of emergencies and the proper approach of any non-customer with the parking garage. This is also a condition of the City Property Code Ordinance No. 29-1995 **(see Appendix E**).

Our office requested from the Administration via email December 8, 2021, a copy of the instruction manuals provided to the security staff hired by LAZ Parking NY NJ LLC (Operator) along with the security staff daily logs. Our office has **NOT RECEIVED** this information from the City Parking Garages Administrator as of April 20, 2022.

Details on the status required of the LAZ Management Contract (Operator) and elevator Certified Inspections and Posted Inspections:

1.) During our review the Office of the City Auditor also determined that the LAZ Parking NY NJ LLC (Operator) has **NOT** adhered to the stipulation covered in the Contract agreement with the City of Syracuse relative to the Inspection Certificates in the parking garage elevators. The LAZ Garage Management (Operator) is responsible, per the Contract, that all elevator Inspections and Certificates for operating are up to date. **NO** posted Inspection Certificates were located in any of the City owned parking garage elevators.

2.) Fayette Street parking garage only has one working elevator while the other has been non -operational for months. As of March 30, 2022 this remains the situation!

3.) Madison-Irving Street parking garage had one new elevator installed at the time of our site visit December 17, 2021 and KONE is still installing the second elevator, which will still be another nine (9) weeks away from completion. March 30, 2022, site visit witnessed neither of the two elevators were working!

4.) Washington Street parking garage elevators were in working condition but there were **NO** posted Inspection Certificates in either elevator. As of March 30, 2022 this remains the situation!

5.) **It is still unclear whether the emergency phones are in working condition within the elevators**. As of March 30, 2022 this remains the situation!

Note: While conducting an announced parking garage site visit, on December 13, 2021we were informed by the LAZ Garage Manager that she would not be able to meet or speak with the Office of the City Auditor. Further, on December 21, 2021 our office was informed from the Department of Public Works not to meet or speak with our office staff. In both circumstances the Office of the City Auditor personnel were denied access to discuss City owned parking garage details for this performance audit unless the Chief of Operating Officer authorized such interaction beforehand.

The Mayor and his Administration has regularly publicly claimed transparency and accountability for his Administration. Yet, the Office of the City Auditor has been inappropriately prohibited direct access to information and personnel by the Chief Operating Officer in clear violation of the Syracuse City Charter Section 5-501 (1) Conduct. ***At least annually, an audit (commonly known as a post audit) of the affairs of every officer, department and board of the city, including the board of education and the Syracuse Housing Authority.***

The focus of this performance audit is to evaluate the maintenance, renovations, security, safety conditions and financial aspects of the five (5) selected City owned parking garages.

The Transportation Division within the Department of Public Works has the budgeted amounts **only** for materials and repair expenses **NOT** City work force labor that fall within the City owned parking garages. Historically, there have been several organizational reconfigurations that have moved responsibility for technical support services related to design, construction and renovations of parking garages between the Department of Public Works and the City's Department of Engineering.

It appears from our review and research that over the past several years there is a trend of using various City staff on an as-needed-basis to give the Department of Public Works assistance on a part time arrangement with the parking garage management and maintenance portion of their duties. Thus, the necessary detailed attention to parking garage management and safety issues has remained limited.

The City parking garage Supervisor, referred to by the Chief Operating Officer in an email January 27, 2022 **(see Appendix F)**, is actually listed under the Syracuse Urban Renewal Agency program and his title in the City of Syracuse payroll records is a "Rehabilitation Specialist" and he has **NO** employees he supervises.

Further, according to the email received from the Chief Operating Officer she states, "***Like many city employees, I'm not sure a list of official job responsibilities exists but I can certainly reach out and see if one existed for Kyle Madden, who had the position before Pat."(*****see Appendix *F*).**

NOTE: Currently in the Civil Service program there already exists a Parking Facilities Supervisor Job Description **(see Appendix G**). This Administration has apparently chosen to **NOT** place the parking garage staff person in the Civil Service program in order to potentially avoid the current parking garage staff person from having to qualify by exam via Civil Service and thus they placed him in the Syracuse Urban Renewal Agency, where there is no official job responsibilities or job description, but yet he is in charge of the City owned parking garages.

When our office inquired about an operations overview assessment of the parking garages current status and a subsequent moving forward plan of action for the City owned garages beyond what the C & S Engineers provide, our office was told by the Chief Operating Officer*,"* ***that the City parking garage staff personnel was not asked to "do so"*** **(see Appendix F).**

The Office of the City Auditor staff member researched files from a prior City of Syracuse parking garage staff person which contained a number of checklists and spreadsheets maintained by the former staff person regarding the maintenance, repairs, safety and operational needs within the City parking garages (**see Appendix H**). The list consists of scheduled inspections and maintenance performance that should routinely be monitored. After over four (4) years of oversight and responsibility, the current Administration does not appear to have utilized these check lists and spreadsheet identified in **(Appendix H)** in order to assure the taxpayer there is a system of management and accountability for the City owned parking garages.

Additionally in our research we discovered the prior City parking garage staff person had a five **(5)** year plan on rehabilitation, repairs and safety programs for the five (5) City owned parking garages which would be useful to the current parking garage staff personnel **(see Appendix I).**

The prior City parking garage staff person also required City staff to submit work orders (**see Appendix J**) which he forwarded to Building Trades Department of Public Works in order to have a record of the City workforce repair a problem in the City owned parking garages. The Office of the City Auditor was informed via email dated January 14, 2022 **(see Appendix F)** from the Chief Operating Officer that the referenced forms mentioned above are **NOT** currently filled out and the costs of the City workforce are not included as part of the expenses of the City owned parking garages when computing a cost analysis per parking garage.

Beginning with the July 1, 2015 through the January 31, 2022, the revenues generated to the City from these physical assets (parking garages) located in the City of Syracuse are generally $3,100,000 million dollars annually (**see Appendix K**). However, in this fiscal year, 2021-2022, it appears the revenue will fall far short of that $3.1 million dollars.

NOTE: In July of 1995 a General Ordinance Amending Chapter 27 of the Revised General Ordinance of the City of Syracuse, being the Property Conservation Code of the City of Syracuse, to mandate a systematic safety inspection program and uniform levels of security for parking garages in the City of Syracuse, (see Appendix E).

The City of Syracuse Property Conservation Code Ordinance # 29-1995 (**see Appendix E)** under Operating Certificate, states **NO** parking garage which has been in operation for five (5) years or more, shall continue in operation after thirty (30) days after the effective date of this section without a current operating certificate or a temporary operating certificate issued by the Division. Parking garage operating certificates shall be valid for a period of one (1) one year from the date of their issuance.

As of March 30, 2022, the City owned parking garages **ARE** in violation of Ordinance #29-1995 (**see Appendix E).** These certificates are to be posted at **ALL** vehicle entrances of each City owned parking garage. The Office of the City Auditor saw **NO** such Operating Certificates posted outside of any City owned parking garage through our site visit review either in November 2021 **OR** on March 22, 2022.

The Office of the City Auditor requested on January 13, 2022 from the Chief Operating Officer a copy of the **C & S Structural Condition Survey Summary Report of May 2018 (see Appendix L)** but as of April 20, 2022 the Chief Operating Officer has **NOT** supplied the report to our office but did provide individual C & S Structural Condition Survey Reports of May 2018 for the City owned parking garages. The significance of this C & S Engineers Structural Condition Survey Summary Report is that the C & S Engineers provides estimated costs associated with recommended repairs. The individual 2018 C & S Engineers Structural Condition Reports do **NOT** provide this important detailed financial information.

The Office of the City Auditor did receive the C & S Structural Condition Survey Summary Report for May 29, 2020. These summary survey reports are required every two years per the Syracuse Property Conversation Code Ordinance #29-1995 **(see Appendix E).**

Also, the C & S Engineers Structural Condition Summary Reports dated May 29, 2020 , for the four (4) years since this Administration assumed oversight responsibilities, identifies multiple structural problems, and clearly addresses items that either "Require Immediate Attention" or items that should be "Programmed Repairs" in all City owned parking garages along with estimated costs of required repairs (**see Appendix M).**

Specifically, during the last four (4) years the City has spent over $54,000 (**see Appendix N)** for the parking garage analysis and structural condition required reports. Yet, one can clearly see from the survey reports and from our performance audit, a significant amount of the repair work documented in the C & S Engineers Structural Condition Reports, continues to be neglected and or properly addressed for public safety. Thus, suggesting extreme poor stewardship of these physical assets by the Administration.

On the following page, a chart is presented showing the amount of Capital Improvement funds the City planned to spend on repairs for the City owned garages, and on page seven (17), a chart representing the amount C& S Structural Condition Reports suggests for repairs.

In Fiscal year **2016/2017** a Capital Improvement Program was presented to the Common Council for new parking garage elevators. This Capital Improvement Program was approved and funded at that time.

Capital Accounts (CIP) within our time frame of Audit 2016-2021

CIP FISCAL YEAR	ACCOUNT NUMBER	AMOUNT	AUTHORIZED	NAME OF PROJECT	BAL AS OF 12/15/21
2016/2017	**70106200**	**$1,000,000.00**	**$1,000,000.00**	Parking Garage Structural Upgrade	**$308,615.00**
2016/2017	**701066000**	**$1,500,000.00**	***$1,500,000.00**	Parking Garage Elevator Upgrade	**$248,268.00**
2017/2018	**70975018**	**$500,000.00**	** **$500,000.00**	Parking Garage Rehab Program	**$0.00**
2017/2018	**701061018**	**$400,000.00**	**$400,000.00**	Parking Garage Safety and Security	**$58,190.00**
2018/2019	**701075000**	**$600,000.00**	**$320,000.00**	Parking Garage Rehab Program	**$72,231.20**
2019/2020	**never requested**	**$500,000.00**	**00.00**	Parking Garage Rehab Program	
2020/2021	**70975021**	**$700,000.00**	**$700,000.00**	Parking Garage Rehab Program	**$658,225.00**
2021/2022	Have not gone to Common Council as of 12/28/21	**1,000,000.00**	***/****	Parking Garage Rehab Program	

*These funds are strictly for parking garage elevator upgrades

**These funds were spent on AXA/EQUITABLE parking garage repairs

***These funds currently have not been requested from the Common Council approval process

<u>Subsequent Event</u>

**** These funds were requested and approved on the 01/24/22 Common Council meeting

C & S Structural

Condition Survey Report Repair Costs

COMPARED TO

Amount City Requested for Capital Plan

	C&S Structural Condition Survey Report			City of Syracuse		
Parking Garage	Repair Required Immediately	Suggested Next Two Year Repairs	Total Estimated Parking Garages Repair Cost	Capital Improvement Plan for Parking Garages Fiscal Year 20/21	Capital Improvement Plan for Parking Garages Fiscal Year 21/22	Capital Improvement Plan for Parking Garages Fiscal Year 22/23
AXA/EQUITABLE Parking Garage	40,000.00	6,180,000.00				
Madison-Irving Parking Garage	145,000.00	400,000.00				
Fayette Parking Garage	79,000.00	298,000.00				
Washington Parking Garage	70,000.00	567,000.00				
Center Armory Parking Garage	280,000.00	240,000.00				
	614,000.00	7,685,000.00	8,299,000.00	700,000.00	1,000,000.00	10,000,000.00
				only 43,200.00 used		
				as of march 10 ,2022		

Note: This next section is taken from the report on "CODES, BUILDING MAINTENANCE & SAFETY AT CITY-OWNED PARKING GARAGES" the previous Parking Garage Supervisor prepared in February 2014.

ELEVATORS

Every City parking garage has at least one elevator shaft, and as a result, should have a current certificate of inspection available in the garage office. To date, no certificates of inspection have been located. The Armory Garage elevator appears managed by the building and the two shafts in the MONY garage have been out of service for some time. The other four garages all have two working elevators which the City is responsible for.

In recent weeks, the west elevator in the Washington Garage and the south elevator in the Madison Garage were taken out of service. An incident in late-January in a Madison elevator caused a pregnant woman to be trapped inside a malfunctioning elevator for approximately fifteen minutes, forcing fire fighters to free them on the second floor. Both elevators are back in service as of mid-February.

Issues with elevators range from floor buttons not lighting up, to sensors not working, and to missing or compressed call buttons or alarms, to mechanical heating elements not properly functioning. Not one elevator has a fire extinguisher and emergency phones and panic buttons vary from unit to unit across the garages. There is no conformity to any of the units.

Elevators require a semi-annual and annual inspection in addition to routine maintenance. The inspections must be performed by one company and witnessed by another. Routine maintenance does not require a witness. Once inspections are completed, original copies of elevator inspection certificates should be readily available in garage offices and copies of certificates should be kept on file at the Department of Public Works. It should be a joint responsibility of the garage manager and city personnel responsible for overseeing parking garages to ensure that future inspections are timely and updated certificates are made available.

Reviewing the prior "Parking Garage Supervisor's" report on the Codes, Building Maintenance & Safety report dated February 21, 2014**, (see Appendix O)** the Office of the City Auditor noticed that very similar items that this performance audit currently identifies relative to the parking garage elevators still remain. This again, only highlights the continued significant lack of management oversight by the current Administration and further gives pause to the necessary public safety concerns being properly addressed by this Administration **(see below).**

Garage	Number	Location	Sensors	Buttons	Safety Equipment	Certificate
Armory	1	Middle of South wall	Unknown	Unknown	Unknown	Unknown
Fayette	2	Northeast Corner	Functioning Correctly	Functioning Correctly	Push button call boxes	Unknown
Harrison	2	(1) Center and (2) North Stairwell	Functioning Correctly	Functioning correctly	Push button call boxes	Unknown
Madison	2	Southeast Corner	Functioning Correctly	Functioning Correctly	Blue Panic Buttons and Empty call boxes	Unknown
MONY	0	Two Empty Shafts	--	--	--	--
Washington	4	(2) Middle of South wall and (2) Northeast corner	Functioning Correctly	Functioning Correctly	Blue Panic Buttons	Unknown

Armory: One elevator is present in the garage but it appears that it is the responsibility of the building owners, not the City. We should look into this. There is some sort of call box to upstairs apartments. The City should find out for certain who is responsible for the elevator and a copy of the inspection certificate should be located. We may be but I'm going to have law review the documents.

Fayette: Two side-by-side elevators exist in the northeast corner of the garage. The left elevator needed assistance closing after the sensors were activated but both function properly otherwise.

Harrison: Two single elevators exist in this garage. One is in the center near the garage office; the other is in the north stairwell. Both function properly.

Madison: Two side-by-side elevators exist on the southeast corner of the garage, nearest the adjoining medical complex. The north elevator malfunctioned recently causing a pregnant woman to be trapped inside. Due to the nature of this facility, elevator maintenance in this garage should be a top priority.

MONY: There are no working elevators in the MONY garage. Two elevator shafts are abandoned and taped off or welded shut. There appear to be elevators inside the AXA towers which adjoin the garage. The City should develop a plan for the empty and exposed elevator shaft which poses a safety threat.

Washington: Two elevators exist directly across from one another on the south side of the building. Both are functioning correctly.

Fayette Street Parking Garage

Constructed in 1985

Total Parking Spaces	Monthly Permits	Transient
550	495 (20-24/7)	55
Hours of Operation 6:00AM through 10:00 PM		

Fayette Street Parking Garage: The Fayette Street parking garage, according to the LAZ Garage Manager, has had very low parking utilization due to the Covid-19 shut down.

The City Auditor and staff member on November 17, 2021 made an unannounced site visit to the Fayette Street parking garage, and upon our presence there we were ultimately accompanied by the LAZ Garage Manager. During the garage walk through we observed a number of issues: **(see photos Appendix P)**

- Support beams that were crumbling and rusted
- Railings or fencing around outside perimeter of the garage were not installed for safety hazards
- Hanging pipes and electrical wires exposed
- Large standing pools of water
- One of two elevators had not been repaired
- Rusted metal ceiling beams
- Drainage water leaking through cracks in floors onto vehicles below
- Trip hazards throughout the garage
- No working emergency phone in the one working elevator
- There were **NO** Certified Inspection sticker in the **ONE** working elevator and we did not have access to the new elevator due to the work being done.

The above stated issues could potentially pose significant liability exposure to the City taxpayers.

Fayette Street parking garage only has one working elevator while the other has been non-operational for months. As of March 30, 2022 this remains the situation!

The garage has two (2) elevators of which only **ONE** was in working condition. On the day of our site visit we were told one elevator has been in non-working condition for quite some time, and the LAZ Garage Manager could **NOT** provide an exact time frame for the non-operational elevator repairs to be completed.

NO Operating Certificate posted outside the entrance to the parking garage as required by the Syracuse City Property Conservation Code Ordinance No. 29-1995 **(see Appendix E).**

According to the City Chief Operating Officer via email received on January 3, 2022, the non-working elevator has been in repair mode for over three months and COVID-19 was given as the cause for the work not completed.

Since taking charge of the City owned parking garages in January 2018, it appears from our review, that little has been done by the current Administration to address the above mentioned condition and then blames Covid-19 for the lack of accomplishment and providing public safety and potential liability exposure to the City taxpayer.

Madison-Irving Parking Garage **Constructed in 1985**

Total Parking Spaces	Monthly Permit	Transient/Disabled
500	**472 42-24/7**	**28**
Hours of Operation **5:00 AM through 9:00PM M-F** **8:00 AM through 1:00 PM Sat** **Closed on Sundays**		

Madison-Irving Parking Garage: A staff member of the Office of the City Auditor conducted an announced visit accompanied by the LAZ Garage Manager.

Madison-Irving parking garage has the most daily traffic among the City owned parking garages because of the nearby Hospital and many businesses located near the parking garage. The Madison-Irving parking garage also extends the hours to accommodate the Syracuse Stage performances. Syracuse Stage has an agreement with the City to pay for extended security when there is a performance scheduled (**see Appendix Q**).

One elevator is new and KONE Elevators is in process of replacing a second elevator. Here again, there doesn't appear to be a date for the replacement elevator and given that this garage is the one with the most traffic utilization, the question remains about public safety priorities within the parking garages by this Administration.

Madison-Irving Street parking garage had one new elevator installed at the time of our site visit December 17, 2021 and KONE is still installing the second elevator, which will still be another nine (9) weeks away from completion. March 30, 2022, site visit witnessed neither of the two elevators were working!

1. **No certified inspection stickers**
2. **No Operating Certificate certification posted outside of garage**
3. **No working phone in the elevator**

Washington Street Parking Garage **Constructed in 1990**

Total Parking Spaces	Monthly Permit	Transient	Persons w/Disability
1245	**1142**	**100**	**21**
Hours of Operation: **24 Hours 7 Days a week**			

Washington Street Parking Garage: This parking garage is the newest of the City owned parking garages. Also, there is 24 hour camera surveillance of each floor in the Fayette Street parking garage, Madison-Irving parking garage and Washington Street parking garage. Washington Street parking garage also has a 24 hour security guard.

There are security cameras located throughout the levels of the Fayette Street parking garage, Madison-Irving parking garage and the Washington Street parking garage. These cameras **are supposedly monitored** by LAZ employed garage manager or security guard on the computer screens in the office of the Washington Street parking garage.

The Office of the City Auditor conducted an unannounced site visit at the Washington Street parking garage on December 12, 2021 to learn and understand how the monitoring of security cameras for the City owned garages is conducted. However, the security guard on duty at the time readily shared with us that he has **ABSOLUTELY NO** knowledge of how to use the computer monitoring system that controls the security system footage for the Washington Street parking garage he is assigned to, nor the Fayette Street and the Madison-Irving parking garages!

Also, there are **NO** security cameras in the Center Street Armory or AXA/EQUITABLE parking garages that are monitored or operated by LAZ Management (Operator), which is in strict violation of the Syracuse City Property Conservation Code Ordinance No. 29-1995 **(see Appendix E)**.

NO Elevator Certified Inspection stickers were found for the two (2) elevators in this parking garage. There were no working phone lines in the elevators as well. This clearly demonstrates significant and lack of safety concerns for the public and patrons of the garage by the Chief Operating Officer, the City parking garage staff person, LAZ Parking NY NJ LLC. (Operator) and places the City of Syracuse taxpayer in a potential liability exposure situation as well.

NO Operating Certificate posted outside the parking garage per the Syracuse City Property Conservation Code Ordinance No.29-1995 **(see Appendix E)**.

However, in 2021 three (3) City owned parking garages, Fayette Street Washington Street and Madison-Irving parking garages, elevators are still **NOT** all operational, nor have they been properly inspected or certified for use. Also, **NO** working phones are in the elevators. When the Office of the City Auditor inquired of the Chief Operating Officer about these public safety concerns, the response provided was "**because of Covid-19**, repairs have been delayed." These delays not only put the public in harm way, it also exposes the City taxpayer to potential significant liability.

Washington Street parking garage elevators were in working condition but there were **NO** posted Inspection Certificates in either elevator. As of March 30, 2022 this remains the situation.

NOTE: The Chief Operating Officer began oversight responsibilities for these parking garages in January 2018 and the City was NOT faced with Covid-19 challenges until two (2) years and three (3) months following the assumed responsibilities of oversight, management and public safety of the parking garages.

These parking garages are not only a physical asset to the City along with revenue generating opportunities, but, they are also potentially a City safety and liability exposed physical asset as well.

The information below was communicated via email on January 4, 2022 from the Chief Operating Officer (**see Appendix F)**, indicating to our understanding that after over four (4) years of this Administration and as a possible result of our office initiating a Performance Audit, only now, is there any necessary attention to public safety in the elevators of City owned garages becoming an issue to address by this Administration.

The information in this performance audit very clearly documents the significant lack of leadership oversight and management and public safety concerns necessary to assure the public and the taxpayer of a responsible, serious and committed approach to management of City owned assets.

See below the Chief Operating Officer email of December 31, 2021 to the Syracuse City Auditor

"With regard to certifications of the elevators, we discovered that none of the elevators within our parking garages had passed inspection or received a certificate within the immediate years prior (I can't account for the previous Parking Garage Supervisor as he left shortly after the Walsh administration began)". "Therefore, Pat initiated a complete overhaul of each elevator within the garage. It took some time to line up both the funding and the qualified contractor (and like everything, COVID caused significant delays) but the project is currently underway. I have provided an update below on the progress as of 12/14/21 on each of the elevators:"

Madison-Irving Parking Garage:

Elev #1: Operating on new machine and controller. Machine room is 90% complete, working in hoist way then we will work on doors approximately 5-6 weeks left.

Elev #2: Will begin once we have Elevator #1 done which will take approximately 9-10 weeks to complete.

Fayette Street Parking Garage:

Elev #1: Is ready to schedule inspection, we just need the phone line installed. The fire-smokes can be tested when Elev #2 turns over

Elev #2: KONE has around 3 weeks of work left to do then this can be scheduled for an inspection as well (phone line needed as well)

Washington Street Parking Garage: Finished

AXA/EQUITABLE Parking Garage **Constructed in 1968**

Total Parking Spaces	Monthly Permit	Transient	Persons With Disabilities
580			**22**
Hours of Operation: **6:00 AM through 12:00 AM Monday through Friday** **6:00 AM through 12:00 PM Saturday** **Closed on Sundays**			

AXA/EQUITABLE Parking Garage: Currently is owned half by the City of Syracuse and the other half by AMTRUST. (Tower Reality LRLTD 250 Broadway, New York City, New York), according to the City of Syracuse tax rolls.

In the previously mentioned **C & S Structural Condition Survey Summary Report dated May 29, 2020**, **(see Appendix M)** there is information documenting the AXA/EQUITABLE parking garage is in need of **$6,220,000** in necessary repairs.

The Office of the City Auditor and staff member conducted an announced site visit to the AXA/EQUITABLE parking garage accompanied by the LAZ Garage Manager.

We were told by the LAZ Garage Manager on our site visit, that an Engineer recently conducted a walk through the parking garage that LAZ Parking NY NJ LLC hired to report structural damages and water damage throughout the parking garage. The Office of the City Auditor requested a copy of the full report that day from the LAZ Garage Manager and she indicated she would supply the documents to our office that afternoon. However, the LAZ Garage Manager was later informed by the Chief Operating Officer of the City of Syracuse, **NOT** to provide the document in question promised to the Office of the City Auditor. This directive by the Chief Operating Officer constitutes a clear violation of the Syracuse City Charter 5-501 (1).

Once again, the Office of the City Auditor was denied access to information paid for by the City taxpayers. As of April 20, 2022, the Office of the City Auditor is still waiting for a copy of the report from the Chief Operating Officer.

Our announced site visit provided firsthand knowledge to many issues within the AXA/EQUITABLE parking garage as was previously documented in the C & S Engineers individual parking garage reports for 2018 and the C & S Structural Condition Survey Summary Report dated May 29, 2020 (**see photos Appendix M**).

- Broken water pipes
- Gas smell in lower level of AXA/Equitable parking garage (As of April 20, 2022 no follow up from Chief Operating Officer about this concern has been made to the Office of the City Auditor)
- Non- working lights making various parts of the garage very dark,
- Standing pools of water
- Clogged floor drains
- Significantly corroded steel beams throughout this garage
- The lower level of the AXA/EQUITABLE garage had so much standing water from a clogged drainage pipe that the area had to be closed off to the parking patrons. Thus, creating potential loss revenue as well as safety issues.
- A doorway into the AXA/EQUITABLE building from the lower level of parking garage, has a handicapped sign on it
    - There were no lights above or next to the doorway
    - No push pads to open the door
    - No graded elevations from the garage floor to the door for easy access,
    - Vehicles were parked on either side of the doorway entrance making entering or exiting very dangerous

NO Operating Certificate posted outside the parking garage per Syracuse City Property Conservation Code Ordinance No. 29-1995 **(see Appendix E**).

Currently there is **NO** City owned security cameras in the AXA/EQUITABLE parking garage, a clear violation of the Syracuse City Conservation Property Code Ordinance No. 29-1995 **(see Appendix E)**.

It is unclear to the Office of the City Auditor whether the LAZ Garage Mangers proposal to install cameras, mentioned to our office at the time of our site visit in the AXA/EQUITABLE parking garage are for the entire parking garage or just the area the City of Syracuse owns. According to the Chief Operating Officer via email from December 31, 2021, *"**Given the current condition of the garage, we have put any plans to install new cameras on hold for the time being".***

Again, on January 14, 2022, The Chief Operating Officer mentioned via email *that "**any plans for cameras installed in the AXAX/EQUITABLE parking garage are on hold"*** **(see Appendix F**).

Also on January 14, 2022 via email, the Syracuse City Auditor requested from the Chief Operating Officer the Power Point document detailing the LAZ Management (Operator) hired engineering report on the AXA/EQUITABLE parking garage referenced by the LAZ Garage Manager at the time of our site visit to the garage.

The elevators in the parking garage are maintained by the building owners.

Center Street Armory Parking Garage **Constructed in 1990's**

Total Parking Spaces	Monthly Permit	Transient or Person With Disabilities
110	**103**	**7**
Hours of Operations: **6:00 AM through 12 AM Monday through Thursday** **6:00 AM through 3:00 AM Friday** **8:00 AM through 3:00 AM Saturday** **Closed on Sundays**		

Center Street Armory parking garage: Has **NO** City owned security cameras within the parking garage. The security cameras as well as the elevators located in the building are the property of the building owners. Center Street Armory parking garage has issued very few 24/7 parking permits of which those are for the building residents.

A proposal from LAZ Garage Management, (Operator) according to the LAZ Garage Manager was sent (date unknown to the Office of the City Auditor) to the City of Syracuse to have security cameras installed. Ostensibly these cameras, once installed, could be monitored by security or LAZ Garage Management (Operator) from the Washington Street parking garage, provided someone at Washington Street parking garage knows how to operate the computer to monitor the security system.

NO Operating Certificate posted outside the parking garage per the Syracuse City Conservation Code Ordinance No. 29-1995 **(see Appendix E)**

The Center Street Armory parking garage was found to be clean and maintained.

Office of the City Auditor Meetings with the Department of Finance Staff/and LAZ Garage Management (Operator)

Note: The Office of the City Auditor recognizes the cooperative efforts and transparency made by the Department of Finance staff to answer all requests made by the Office of the City Auditor during our research.

11/16/21 the Staff member of the Office of the City Auditor spoke with the Director of Accounting in the Department of Finance regarding the City owned parking garages and the financial reports the Manager of LAZ Garage Management (Operator) provides to the City. The Director of Accounting mentioned there is a LAZ Garage Management (Operator) portal where the reports are posted and that he reviews them once a month to make sure that the reports and financials provide a clear picture of the expenses (incurred by LAZ Management, Operator) and revenues of the parking garages maintained by LAZ Garage Management (Operator) (**see Appendix T).**

The staff member of the Office of the City Auditor inquired about the policy and procedures utilized to check the reports posted on the portal. The Director of Accounting, on November 16, 2021 said that at the time of our audit there were **NO** documents written but that he was making that a priority.

11/17/21 A staff member of the Office of the City Auditor conducted an announced site visit accompanied by the LAZ Garage Manager. While walking through the Madison-Irving parking garage the LAZ Garage Manager mentioned she is working on scheduling all drains in the City owned parking garages to be cleaned out twice a year. This would prevent the clogged drains from overflowing and damaging patron's vehicles on a lower deck. As of April 20, 2022, the

Office of the City Auditor has **NOT** been informed whether the LAZ Garage Manager was approved to schedule the drain cleanings twice a year.

12/01/21 An email was sent to the Chief Operating Officer from the City Auditor regarding multiple questions specific to the City owned parking garages. Questions ranged from repair work necessary in the garages that needed to be performed to the financial status of each City owned parking garage. Within the time frame of the emails (December 1, 2021 through January 27, 2022) the City parking garage staff member was on sick leave and answers had to wait until his return to work. Answers are still **NOT** available.

One of the most concerning questions asked was what the source of the gas smell the City Auditor and the LAZ Garage Manager smelled on the site visit to the AXA/EQUITABLE parking garage. The LAZ Garage Manager mentioned she would contact National Grid ended and she would let the Office of the City Auditor know what National Grids response was. Nearly four (4) months has now passed and as of March 30, 2022 our office has still **NOT** received a response regarding the cause of the gas smell from either LAZ Garage Manager or from the City Administration.

12/31/21 A response received via email, dated December 31, 2021, from the Chief Operating Officer to questions raised by the City of Syracuse Auditor, regarding City owned parking garage training manuals and instructions for the security personnel hired by LAZ Parking NY NJ LLC, stated the following: *"**any training manuals that exist would be internal LAZ documents which I wouldn't have access to."***

When the Office of the City Auditor asked the Department of Finance Commissioner questions regarding the Special Report Audit of the Sales Tax Revenue and Harrison garage revenue dated February 23, 2022, questioning who is responsible to manage and operate the City parking garages, his response was: ***"The City uses third-party employees to manage the garages, but it (the City) retains operating management decision authority."***

Thus, the fact that the Chief Operating Officer mentions that the City could not retrieve a copy of the manuals or security instructions from LAZ Parking NY NJ LLC, (Operator) because the documents requested were internal to LAZ Parking NY NJ LLC (Operator). This response appears to be a clear contradiction of position in the Administration between the Commissioner of Finance and the Chief Operating Officer.

Additionally this presents a serious concern relative to the Syracuse City Property Conservation Code Ordinance No. 29-1995 **(see Appendix E)**, as it relates to the significant lack of oversight, management and judgement by the Administration, and thus places the City taxpayer in potential liability exposure.

Finally, it would suggest this confusion within the current Administration just who has operating management decision authority further demonstrates another direct attempt in withholding information from the Office of the City Auditor by the Chief Operating Officer in clear violation of the City of Syracuse Charter Section 5-501 (1) **(see Appendix B)**.

Administration's Response and Auditor's Response

Thank you for the opportunity to respond to the recommendations made in the referenced audit.

Auditor's Response to Administration's Response

You're welcome.

Since January 2020 when our staff began, we have consistently provided the opportunity for the Administration to respond to our reports, even if a response is not forthcoming, which as you are aware has previously occurred.

The Administration acknowledges the significant challenges the City faces maintaining and investing the necessary capital to operate parking garages, particularly given the age of the structures and the climate conditions of Upstate New York. The Administration also recognizes that historically, the City has struggled to maintain financial records that accurately allocate the costs of operating each individual facility as well as the per garage revenue collected. This includes allocations for fees paid to garage operators and the maintenance costs and capital investments made within each garage.

Auditor's Response to Administration's Response

This Administration assumed responsibilities for the parking garages in January 2018 and so in May of 2022 the reference to historical struggles to maintain financial records, determining per garage revenue and expenses (fees to garage operators, maintenance costs and capital investments), is at the very least confusing (we only reference the past five (5) years in the report) and illustrates many of the points raised in our report.

After over four (4) years the Administration is essentially illustrating that they really didn't have specific fiscal command and control of the total revenue and expenses, along with the growth and shrinkage of patron utilization associated with the five (5) physical assets (parking garages) during the three (3) previous years prior to LAZ Parking NY NJ LLC {April 2021} becoming the sole party responsible for managing the five (5) parking garages.

The Administration has made significant progress however, in both improved maintenance (i.e. investments in elevator upgrades, phone line installations, lighting upgrades, installation of new duress systems) and more accurate financial records through better tracking in the PeopleSoft accounting system.

Auditor's Response to Administration's Response

Although the Administration sites they have more accurate financial records through better tracking via PeopleSoft accounting system, currently there is no tracking for individual parking garages through the PeopleSoft system.

The Administration has also improved consistency throughout the operation by entering into a contract with LAZ Parking NY NJ LLC in 2021 as the sole party responsible for management of the City's five parking garages (a sixth garage is managed by the Marriott Syracuse). This decision ensures a greater level of uniformity both in terms of expectations from the City and performance by the operator.

Since LAZ assumed its role as sole operator in spring 2021, the Administration has met with LAZ staff on a weekly basis to review financials, discuss operational trends and needs, explore potential revenue opportunities, and share information regarding any construction or ongoing capital projects. As the sole operator, LAZ also provides an annual budget for each garage and delivers monthly reports to the Department of Finance, the Mayor's Office and the Department of Public Works.

Auditor's Response to Administration's Response

The validity by the Administration's Response rings hollow as they are now championing the moments about what improved consistency existed while LAZ Parking NY NJ LLC, when in fact they were the sole operator of three (3) parking garages prior to April 2021.

If the Administration had met with LAZ staff on a weekly basis, in the three (3) years prior to April 2021 to review financials, discuss operational trends and needs, explore potential revenue opportunities, and share information regarding any construction or ongoing capital projects, why then weren't those years of requested information submitted to our office from the Chief Operating Officer, and thus made available during the course of the Performance Audit?

The Administration acknowledges that for decades, the capital needs of these garages have outpaced the investments made by the City; however in partnership with LAZ Parking, C&S Engineers, the Department of Engineering, the Department of Public Works and the Mayor's Office, the Administration is confident the resources assigned annually to the garages in the Capital Improvement Program budget are allocated to address those areas of greatest need, including safety The Administration would note that while performing the referenced audit, the Office of the City Auditor did not engage with the following individuals for an interview:

- Corey Driscoll Dunham, Chief Operating Officer
- Pat Monan, Parking Garage Supervisor
- Kelly Haggerty, Facilities Engineer
- Kevin Henry, Superintendent, Division of Building Maintenance and Operations, DPW

Auditor's Response to Administration's Response

We appreciate the Administration identifying the above reference that we did not "engage" for interviews with the four (4) individuals mentioned.

Regarding the Chief Operating Officer, several emails were exchanged in advance of a possible interview, some of which to this date have not been acknowledged or responded to. Additionally on December 12, 2021, the City Auditor placed a phone call to the Chief Operating Officer's work phone and cell phone for the purpose of an interview and as of this date, still no call back. It's difficult to interview this individual when there is no response forthcoming to the phone calls, voicemails left and email messages.

Regarding the Parking Garage staff person, email communication from the Chief Operating Officer was that the staff member was out on extended medical leave and when he returned he would be made available to interview. No such arrangement was ever forthcoming.

The Office of the City Auditor did not interview the Facilities Engineer. That was an oversight on our process analysis. We were communicating with the staff person via email regarding elevators in City Hall and City Hall Commons and not the parking garages.

The Superintendent of Division of Building Maintenance and Operations at DPW, was also out for a period of time on medical leave and before that we were told in December that DPW personnel were not to speak with our office per instructions from the Chief Operating Officer

While the report references an email in which the Chief Operating Officer prohibited City staff from meeting with the Office of the City Auditor, the Administration was not able to identify any such directive via email or otherwise. Furthermore, had such a directive been issued, Mayor Walsh was never notified or made aware of these concerns held by the Office of the City Auditor.

Auditor's Response to Administration's Response

The report presented did NOT make reference to an email prohibiting City staff from meeting with the Office of the City Auditor. In fact, The Office of the Auditor was not sent an email stating that the personnel at DPW were not to speak to this Department; it was verbally communicated to The Office of the Auditor staff personnel.

In summary, we disagree in the strongest possible terms with the City Auditor's assertion that the Administration sought to impede this audit. As documented throughout this response, we find the Auditor's claims regarding the Chief Operating Officer in this regard to be without merit. Had such instances occurred during the course of the audit, the Auditor could have sought relief by any number of methods, including requesting interviews with the relevant Administration leadership, such as the Chief Operating Officer, and other department staff. Importantly, the Auditor should have informed the Office of the Mayor of its concerns which did not occur. The Administration continues to value transparency and accountability, and stands ready to partner with the Office of the City Auditor to ensure taxpayers have necessary insight into City operations.

Auditor's Response to Administration's Response
Again let the record show that on December 12, 2021, the City Auditor called the Chief Operating Officer's work phone and mobile phone to request an opportunity to meet with the Chief Operating Officer directly. To date the City Auditor has NOT received a call back.

Additionally, The Office of the City Auditor was not aware that the practice of accessing information from a Department with Administrative responsibilities falling under the Chief Operating Officer was somehow different from other Departments the Office of the City Auditor has interacted with over the course of the last two years. These other Departments always provided direct access to information and no impediments were realized from other Departments, only this one that the Chief Operating Officer supervises.

Response

The Administration would like to make this correction to assertions made within the section entitled Background Information in the referenced audit:

- The report asserts on page 22 that "there are NO security cameras in the Center Armory or AXA/Equitable parking garages that are monitored or operated by LAZ Management (Operator), which is in strict violation of the Syracuse City Property Conservation Code Ordinance No. 29-1995 (see Appendix E)." The same assertions are again made on both page 26 and page 28.

Clarification: Neither garage is in violation of the Syracuse City Property Conservation Code as it pertains to security. The Center Armory garage operates as a valet parking garage and Sec. 27-17 (F) (6) of the Property Conservation Code of the City of Syracuse states "any parking garage operated solely as a valet parking facility shall be exempt from the security requirements set forth hereinabove."

Further, Sec. 27-17 (F) states that "garages shall implement one or more of the following active surveillance measures detailed in subsections a. and b.", and then proceeds to outline the requirements for active surveillance measures including hourly patrols conducted by security personnel or closed circuit television (CCTV). As the ordinance states, cameras are not required within a parking garage if there are hourly patrols conducted by security personnel, as is the case within the AXA/Equitable Garage.

Auditor's Response to Administration's Response

As stated in our Parking Garage Audit, referencing the parking garage security personnel that was to monitor all City owned parking garages from the monitors located at the Washington Street parking garage, mentions he had no idea how to use the computer program. In essence without the requested (from the Chief Operating Officer) security personnel daily logs on hourly patrols of the AXA/Equitable parking garage, our office was unable to determine that the AXA/Equitable parking garage had the required security system operational

This Administration has been in Office since January of 2018. It has only been within the last two years that any elevator work has been done to rectify some of the problems within the City owned parking garages. Elevators have been dysfunctional for years and there have never been any phone lines within the elevators in the parking garages, that should have been rectified the first couple of years of this Administrations term, and yet they are neither completely installed nor all functional as of April of 2022.

Findings and Recommendations

Finding #1 - The Office of the City Auditor, during the course of this Performance Report Audit, has several times been prevented direct access to City staff and to LAZ Parking NY NJ LLC (Operator) by the City of Syracuse Chief Operating Officer.

This blatant and purposeful denial to information and access to individuals employed by the City or LAZ Parking NY NJ LLC (Operator), resulted in making the necessary work of our performance audit for the City taxpayer difficult and delayed in pure violation of the Syracuse City Charter Section 5-501 (1).

The actions taken by the Chief Operating Officer to prevent, obstruct access, and to overall restrict information for our Performance Audit, also resulted in a significant delayed and incomplete report. The taxpayer deserves better professionalism and accountability by the Administration.

Recommendation #1 – The Mayor should immediately instruct the Chief Operating Officer to provide (1) all requested information and (2) unobstructed access to individuals requested by the Office of the City Auditor without interference so that the Office of the City Auditor can continue to provide the taxpayers and the Administration of the City of Syracuse a complete, uninhibited, and transparent Performance Audit.

Administration's Response #1

The Administration will continue to work and provide any additional information that has been requested by the Office of the City Auditor. With regard to the Office of the City Auditor meeting with individuals employed by LAZ Parking, no such access was denied. After a number of meetings between LAZ employees and the Office of the City Auditor, the Chief Operating Officer was contacted by LAZ employees stating that several of the questions asked by the Auditor were best answered by the Administration. The Chief Operating Officer sent an email to the Office of the City Auditor, requesting that inquiries be sent to the Administration, or that such inquires to LAZ include a copy to the Chief Operating Officer or the Parking Garage Supervisor.

This request was unfortunately interpreted as denial of access but it was certainly not the intent. Given that previous questions posed by the Office of the City Auditor to LAZ were better addressed by the Administration, it was an attempt to streamline the requests for information. The Chief Operating Officer contacted the Law Department to determine if the request made was inconsistent with the authority of the Office of the City Auditor, and the Chief Operating Officer was informed that this was a policy decision and not one of legality.

The Office of the City Auditor provided no response to the Chief Operating Officer's request and continued to contact LAZ employees with no notification or copy to the Administration. It was only at that time that the Chief Operating Officer requested LAZ to redirect any inquiries to the Administration, given the Auditor's apparent refusal to respond to or abide by the Chief Operating Officer's request. Again, the Administration believes this reflects a policy decision, and not one governed or specifically addressed by the Charter.

As previously stated, the Administration is not aware of any directive from the Chief Operating Officer or any other city department denying any access to city staff. The Administration has always been transparent and forthcoming in its exchanges with the Office of the City Auditor and is committed to continuing a productive, professional working relationship.

Auditor's Response to Administration's Response #1

The Office of the Auditor was conducting the audit as the other audits were conducted. These audits were with multiple departments and City staff. All requests were answered without delay and without any reference as to who to contact for approval.

The Office of the City Auditor was told by the Parking Garage Manager from LAZ that information asked for was sent to the Chief Operating Officer and when asked for that information the Chief Operating Officer said it was not the City's property, it was the property of the third party and didn't think it was information the third party had to turn over to the City.

While conducting the Special Reports Audit and conversations taken place with the Department of Finance Commissioner, according to his response in the Special Audit regarding LAZ NY NJ LLC the City of Syracuse uses third-party employees to manage the garages, but it retains operating management decision authority. "We believe by retaining that authority we meet the State's definition of "operating" the facilities.

Also, within the contract the City of Syracuse and LAZ Parking NY NJ LLC states " that the City shall have access and the right to examine any pertinent books, documents, papers and records of the Operators and of the subcontractors engaged in the performance of any transactions related to this Agreement".

A Staff Member of the Office of the City Auditor's Office was told verbally by DPW personnel "they were not to speak to us". There is nothing in the Performance Audit indicating there was an email from the Chief Operating Officer to the staff at DPW as stated in the response from the Administration.

Finding #2 – The Office of the City Auditor sent an email on February 4, 2022 to the Chief Operating Officer requesting answers to follow up questions from previous correspondences dated January 27, 2022 (**see Appendix F**).

The Chief Operating Officer's January 27, 2022 email responses left some questions unanswered, as well as follow up questions asked in email dated **February 4, 2022** from the City Auditor. As of **April 20, 2022** the Chief Operating Officer has **NOT** responded fully to the initial questions posed **NOR** the follow up email questions from the City Auditor.

The lack of response to questions requested in the process of performing a Performance Audit demonstrates a pure lack of professionalism and obligation to respond to the Syracuse City Auditor, per the Syracuse City Charter Section 5- 501 (1).

Recommendation #2 – The Mayor should immediately instruct the Chief Operating Officer to provide (1) all requested information and (2) unobstructed access to individuals requested by the Office of the City Auditor without interference so that the Office of the City Auditor can continue to provide the taxpayers and the Administration of the City of Syracuse a complete, uninhibited, and transparent Performance Audit.

Administration's Response #2

The Chief Operating Officer had no less than a dozen email exchanges with the Office of the City Auditor regarding the referenced audit responding to the continuously evolving requests ranging from elevator upgrades to pigeon droppings. The Administration would note the Chief Operating Officer was never asked to participate in an interview as part of the performance audit, nor was the Administration made aware that the audit work was coming to a close to ensure any outstanding questions were answered. As addressed in the previous response, the Administration denies any efforts were inhibited and stands ready to provide any additional, available information to the Office of the City Auditor.

Further, the audit engagement letter provided by the Office of the City Auditor was very general in nature, and provided minimal scoping parameters. Nor was an audit opening or closing interview conducted with the Administration as called for by an internal auditor's professional standards.

Auditor's Response to Administration's Response #2

The Chief Operating Office still has NOT responded to the February 4, 2022 email sent by the City of Syracuse Auditor which was a follow up email to the Chief Operating Officer January 27, 2022 response to the initial email from the Syracuse City Auditor in December of 2021.

Finding #3 - Our office requested from the Administration via email December 8, 2021, a copy of the instruction manuals provided to the security staff hired by LAZ Parking NY NJ LLC (Operator) along with the security staff daily logs. Our office has **NOT RECEIVED** this information from the City Chief Operating Officer as of April 20, 2022.

Recommendation #3 – The Chief Operating Officer should provide these materials immediately.

Administration's Response #3

The Administration can provide security staff daily logs as requested.

The Administration can request these documents from LAZ Parking, though it is not yet determined what obligation a third-party vendor has to provide internal proprietary documents from vendor subcontractor to the Office of the City Auditor.

Auditor's Response to the Administration's Response #3

The Administration should refer to Appendix C in the report Section 105 D. & E. of the LAZ Parking NY NJ LLC contract with the City for the following:

> The Operator shall maintain records of security services provided that shall be available for inspection by the City upon request. The records shall include the names of personnel and shall contain a weekly breakdown of the number of hours of security services provided by each, and the hourly wage paid to each person.
>
> **E.** The Operator agrees that the City shall have access to and the right to examine any directly pertinent books, documents, papers, and records of the Operator's, and of any of the subcontractors engaged in the performance of any transactions related to this Agreement until the expiration of three (3) years after the expiration or termination of this Agreement.

The Office of the City Auditor would appreciate the daily security logs as they are property of the City of Syracuse because according to the Commissioner of the Department of Finance in a previous audit, LAZ Parking NY NJ LLC works for the City of Syracuse and the City has access of all documents. Please review Auditor's response from Finding #1. Also as of June 28, 2022 NO daily security logs have been provided by the Administration.

Finding #4 - The Office of the City Auditor through research of files from a former City of Syracuse parking garage staff person, found spreadsheets and work orders originally filled out for repair work to be undertaken at the City owned parking garage facilities. These spreadsheets, reports and maintenance records that were kept, should have been forwarded to the new parking garage staff member, as guidance on reports and work performed, in order to assist with the necessary oversight responsibilities of safety, security and maintenance integrity of the City owned asset.

Recommendation #4- (1) The Office of the City Auditor recommends that the Chief Operating Officer and the current parking garage staff person retrieve the previous parking garage staff persons reports, spreadsheets and documents from the files as guidance to the new parking garage staff member to continue the work performed that had been beneficial in planning future Capital Improvement Programs.

(2) The Chief Operating Officer and the parking garage staff person should immediately assess the parking garage management of LAZ Parking NY NJ LLC (Operator) that it is appropriately addressing **ALL** the requirements outlined in the Contract with the City of Syracuse.

Administration's Response #4

The Administration is confident LAZ is addressing the requirements outlined in its contract with the City.

While the previous parking garage staff person may have possessed reports, spreadsheets and planning documents, the value of such documents, in terms of actual implementation has never been evaluated. Upon the Chief Operating Officer assuming oversight of the parking garages in 2018, the City was still only accepting cash payments, communication devices within the elevators were inoperable, many lighting systems had not been upgraded since original installation, elevators had not received required inspections, while nearly $2 million remained unspent within the capital accounts from previous years designated for parking garage upgrades.

One could argue it was incumbent on said employee to provide applicable transition documents rather than having the Administration seek out records it did not know existed. In fact, as employee work product, these documents should have been returned to the City immediately upon the staff person's separation from employment.

That being said, there are always improvements to be made in terms of recordkeeping and so the Chief Operating Officer will seek enhanced methods to better document efforts regarding maintenance and inspections required within the parking garages.

Auditor's Response to Administration's Response #4

The Administration mentions that they had no knowledge of the previous garage staff persons' spreadsheet and other reports or documents in his position before he left. The IT Department would have access to that staff person's H drive that would have stored all his previous work documents. Additionally, this current Administration has been in Office for over four (4) years and according to the C & S Structural Condition Survey of 2018 the amount of repairs that were requested to be done has still not been fully completed four years later.

Finding #5 - Office of the City Auditor via an email, asked the Chief Operating Officer if the City owned parking garage current staff person has undertaken any preliminary assessment, management objectives and/or provided a plan of action for the garages beyond what the C&S Engineers provide every two years? The prior City parking garage staff person provided a report issued as of February 21, 2014 **(see Appendix O)** with a plan in place for each garage.

The Chief Operating Officer (via email dated January 14, 2022) stated, ***"that the current parking garage staff person does not have a written draft plan and has not been asked to do so".***

Recommendation #5 – (1) The Office of the City Auditor recommends that a detailed assessment of the current status of the City owned parking garages and the City Administration's expectations are generated immediately. **(2)** City parking garage staff person should visit and inspect these parking garages each day in order to verify and assure the parking patrons that LAZ Garage Management (Operator) is doing what they are contracted to responsibly achieve.
(3) A thorough and detailed comprehensive plan of action, with specific timelines and budget appropriations needs to be provided by the Chief Operating Officer for the City owned parking garages.
(4) The Common Council should schedule a Committee meeting to review the plan and that an appropriate action is identified and a timetable for issues to be accomplished.

(5) Further, the Common Council should require the Administration to provide quarterly reports on the status of the comprehensive plan. These quarterly meetings with the Administration should demonstrate and assure the public that it is safe to use these City owned parking garages. Additionally, that security and the maintenance repairs identified in the C&S Engineer Structural Condition Survey Reports, which the City paid over $54,000 in the last four (4) years, are adequately being addressed.

Administration's Response #5

The Administration notes the Chief Operating Officer holds bi-weekly meetings with the Parking Garage Supervisor, the Facilities Division Engineer and the Superintendent of the Division of Building Maintenance and Operations to discuss the parking facilities and any ongoing construction projects or upcoming capital needs including budget, timeline and related logistics. These conversations are driven almost entirely by the structural reports provided to the City by C&S. The Administration agrees that documentation of these discussions would be a best practice to better formalize these plans.

The Administration is confident LAZ Garage Management is performing what they are contracted to responsibly achieve and many of the employees noted above spend time each week within the city owned parking facilities, surveying conditions and identifying any areas of concern.

The Administration welcomes any actions the Common Council decides to pursue, including those suggested above. The Administration has shared the C&S reports with councilors before and will to continue do to so.

Finding #6 - For safety assurance reasons and to learn of any possible liability exposure the City taxpayer may incur, the Office of the City Auditor requested copies of the required biannual Certificates of Inspection for elevators the City of Syracuse is responsible for in all City owned parking garages. Currently, and within the past four (4) years the necessary safety issues have **NOT** been initiated with any sense of urgency by the current Administration.

The Chief Operating Officer via email replied that; ***"when the current parking garage staff person took over the operations of the parking garages in 2018, she was told that none of the elevators within the City owned parking garages had passed inspection or received a certificate within the immediate prior years."***

Recommendation #6 - According to the Contract between the City of Syracuse (Owner) and the LAZ Garage Management (Operator) the LAZ Garage Manager has the responsibility to make certain that all elevators are operational and meet the legislation mandates of the City of Syracuse Property Conservation Code Ordinance No 29-1995 **(see Appendix E).** These elevators safety, security and maintenance issues need to be addressed immediately for the safety of the parking patrons and staff and to assure the City taxpayer of responsible asset management is in order.

Administration's Response #6

The Administration would note that the remainder of the above quoted email from the Chief Operating Officer states "therefore, [Parking Garage Supervisor Pat Monan] initiated a complete overhaul of each elevator within the garages. It took some time to line up both the funding and the qualified contractor […] but the project is currently underway." The work remains ongoing with anticipated completion by the end of May 2022.

Auditor's Response to the Administration's Response #6

In the Capital Improvement Chart for Fiscal Year 2016/2017 $1,500,000 was approved for spending on the City owned parking garage elevators. According to the Administration's response it took over four (4) years to hire a contractor to replace the elevators in the City owned parking garages and the reason for non-completion at this time is supply chain concern. Had work on the Elevators started in 2018 they would have been completed before the pandemic in 2020. There would be no supply chain issue at that time and the safety of the patrons would not have been in question.

Finding #7 - The Office of the City Auditor noted that the elevator phones have not been in operation for years, including the four (4) years of this Administration. The Office of the City Auditor via email, received a response from the City Chief Operating Officer, stating ***"these phones have never been wired to work."***

Recommendation #7 - This Administration, as work or replacement of the parking garage elevators is in process, should insist on an immediate priority for public safety reasons and to comply with the Syracuse Property Conservation Code, Ordinance No 29-1995, to have working phones lines installed in **ALL** City owned parking garages in order to protect the patrons and mitigate any potential liability exposure to the taxpayer.

Administration's Response #7

The Administration would note that the entirety of the above quoted email from the Chief Operating Officer states "As far as we can tell, we are unable to locate any records of active phone lines within the elevators but we're currently working with IT and their contractors to install them." The work remains ongoing with anticipated completion by the end of May 2022.

Finding #8 - The Office of the City Auditor requested from the City Chief Operating Officer, copies of all documented parking garage work orders when this Administration assumed oversight responsibilities beginning in January 2018. These work orders that staff of the Division of Building and Trades submit is to account for their work time and ultimately would assist in determining aggregate expenses of the City owned parking garages.

The Office of the City Auditor was informed via email by the City Chief Operating Officer, ***"NO work orders for repair work in the City owned parking garages are ever filled out."***

Recommendation #8 - In order to have a complete accounting of expenses for the City owned parking garages, work orders requested of the Department of Building & Trades should be documented digitally to capture the entire cost of labor and materials of the City workforce doing repairs in the City owned parking garages. At a minimum and on an interim basis, we recommend utilizing documents provided by the previous parking garage staff personnel who oversaw the parking garages.

Administration's Response #8

The Administration agrees that work orders should be used to capture work performed by the Division of Building & Trades.

Finding #9 - The Office of the City Auditor through its research found the City owned parking garages do not have current **Operation Certificates** posted outside of the vehicle entrance to the parking garages managed by LAZ Parking NY NJ LLC **(**Operator). These Certificates are required per the Syracuse Property Conservation Code which was amended and updated in July of 1995 Ordinance No. 29-1995**(see Appendix E).**

Recommendation #9 - LAZ Garage Management (Operator) should immediately initiate and schedule inspections of all City owned parking garages to comply with the City Property Code Operations Certification Ordinance No 29-1995 **(see Appendix F)**.

Administration's Response #9

The Administration acknowledges the Operation Certificates are not posted within its parking garages, but this is akin to the City not obtaining permits for its own city-performed road work. The lack of an Operation Certificate does not demonstrate that the parking garages do not meet the required standard. The Operation Certificate issued to parking garages verifies that an owner has conducted the required structural reports, has insurance and has paid a $300 certificate fee. Given that the City is self-insured and wouldn't pay itself a fee, city owned garages meet the criteria for receiving an Operation Certificate and the Administration welcomes the opportunity to post one at each garage.

Finding #10 - There are many items the City Auditor and staff member noticed in the City owned parking garages that need immediate attention and which were also listed as significant priorities in the individual parking garage **C & S Structural Condition Survey Reports of 2018 and the C & S Structural Condition Survey Summary Report of May 29, 2020, (see Appendix L and Appendix M**).

Recommendation #10 - The City Auditor strongly recommends the current City of Syracuse parking garage staff person immediately walk through all City owned parking garages with the LAZ Garage Manager following a reading and comprehending of the C & S Engineering Reports for 2018 and 2020 in order to evaluate whether the City workforce can repair some of the items identified in those Structural Conditioning Reports, and or determine what work will need to be contracted by a third party.

Administration's Response # 10
The Administration maintains this recommendation is already in practice, and also includes the Facilities Division Engineer.

Finding #11- (1) The AXA/EQUITABLE parking garage has a handicapped accessible doorway leading in to the office building. This doorway which was labeled handicap accessible had a number of violations according to the NYS Building Codes for Handicapped and Disabled persons. This entrance way appeared to be the only entrance to the AXA/EQUITABLE from the lowest level of the garage.

(2) There were **MAJOR** structural problems in the AXA/EQUITABLE parking garage with potentially significant safety hazards which could result in damage to the patron's vehicles while parked in the garage.

Recommendation #11- (1) LAZ Garage Management (Operator) should immediately have City Building and Trades personnel repair all violations the handicap door represents for access to individuals with disabilities.

(2) A detailed structural integrity plan of action needs to be drafted immediately by the Chief Operating Officer and the City parking garage staff person in concert with the C&S Engineers Structural Condition Reports.

Administration's Response #11

The Administration will review the concerns related to the above recommendation regarding the handicap door within the AXA/Equitable garage. As to the section recommendation, this is already underway and includes the Facilities Division Engineer. Having reviewed the latest Structural Condition Survey by C&S, the Administration is aware of the concerns within the AXA/Equitable garage.

Auditor's Response to Administrations Response #11

The latest C & S Structural Conditioning Survey is two years old and in that survey it not only gives recommended repairs but the time line for those repairs. Many of the recommended repairs should have been completed within two years.

Finding #12- There were a number of issues in every City owned parking garage that C & S Engineers provided in their individual parking garage Structural Condition Survey Reports from 2018 and the comprehensive Structural Condition Survey Summary Report from May 29, 2020 that are still not addressed by this Administration, in spite of spending in the last four (4) years over **$54,000 for the C&S Reports**.

Recommendation #12- The safety, security and maintenance issues at **ALL** City owned parking garages need immediate attention! The Chief Operating Officer and LAZ Parking NY NJ LLC (Operator) need to review C&S Engineer's reports and provide a sense of urgency and plans to address and correct the safety, security, and maintenance issues identified by C& Engineers.

Administration's Response #12

The Administration affirms this effort is already in practice. It should be noted that each of the 2022 Structural

Condition Surveys completed by C&S for each garage had an accompanying certification letter stating: "Based on our visual survey and recommended repairs, we feel that the structural systems are adequate for the garage to remain open for a year from the date of this letter provided the work be completed."

The Administration would note that 2022 Parking Garage Structural Condition Survey identified over $3.5 million in repairs, not including the AXA/Equitable Garage. The Administration is expending each resource it has available to prioritize safety and security while conducting the necessary repairs within each of the garages.

Auditor's Response to Administrations Response #12

The Office of the City Auditor has not seen the 2022 C & S Structural Conditioning Survey Report and would like to see the report as soon as possible. Also, within these reports, not only do they state the amount of projected repair costs but also states the timing of these repairs which have not been adhered to in the past. Please provide any repairs that have been done referenced by the C & S Structural Conditioning Survey.

Finding #13 - The Office of the City Auditor has **NOT** received from the Chief Operating Officer, a request from November of 2021, of the five (5) year expense, revenue, growth and shrinkage report on each of the City owned parking garages. Without this detailed accounting the City would not necessarily have the means to accurately determine neither the real asset value, nor, the true aggregate costs of responsibly maintaining and operating the safety, security and maintenance of the City owned parking garage assets.

Recommendation #13 - **(1)** The Department of Finance staff, the City Budget Director, the Chief Operating Officer and the City of Syracuse parking garage staff person need to prepare working spreadsheets to capture the revenue, expenses, growth and shrinkage of each City owned parking garage. **(2)** The Department of Budget, for future projections should also set up a separate Budget Division for the City owned parking garages within the Department of Public Works in the **Fiscal Year 2022-2023**.

Administration's Response #13

The Administration maintains the Chief Operating Officer, in consultation with the Budget Office, has provided all the information from prior years as is available, and agrees the records were kept in such a manner as to make it difficult to ascertain an accurate account of value, allocation, or true aggregate costs. Correcting this was the motivation behind the Administration's decision to centralize all financial operations under the Department of Finance and also to contract with one single garage operator. LAZ now provides monthly reports (available electronically) by both individual garage and as a consolidated summary including balance sheet, income statement by current month and YTD actual vs. budget as well as annual trends. The individual garage reports also include revenue reports payment by payment so the Administration can track non-cash transactions and transient traffic, special events revenue or validations.

The Administration will work with the Department of Finance staff, the City Budget Director, and the Chief Operating Officer to determine the reports generated by LAZ are meeting the City's needs and expectations.

Auditor's Response to Administrations Response #13

These reports given to the Department of Finance still lack the funds per garage spent by either City workforce or expenses the City's Building Services Department paid for repairs they make. The Department of Budget should still set up separate budget numbers for the City owned garages individually so that these expenses can be added to what the Financials from LAZ post so that the City has a clearer picture of the asset when time to make decisions.

Finding #14 - The LAZ Garage Management (Operator) Site Portal for all garage financial records is reviewed only once a month by the Department of Finance Director of Accounting. As of December 2021, **NO** other Department of Finance staff member has been trained to perform this task.

Recommendation #14 – (1) Financial records for the City owned garages that LAZ Management (Operator) provide to the City should be reviewed to determine that all revenues and expenses are documented and accounted for appropriately. **(2)** Internal Controls, Policy and Procedure manuals for these processes should be immediately documented for all staff in the Department of Finance to follow.

Administration's Response #14

The Administration would clarify that in addition to the Director of Accounting, the Fiscal Officer located at the Department of Public Works is also reviewing the monthly financial records. The Chief Operating Officer and the

Parking Garage Supervisor also hold a monthly call with LAZ Garage Management to review financial reports and will include the Director of Accounting as appropriate.

The Administration will consult with the Commissioner of Finance to ascertain if/what policies and procedures are necessary to ensure proper internal controls.

Auditor's Response to Administration's Response #14

According to the Fiscal Officer at DPW she does not review or audit the invoice for the LAZ Parking Garage monthly invoice. While the Chief Operating Officer and the Director of Accounting are reviewing the financials and internal controls we are hopeful that the deposits per garage and bank statement are also being monitored.

Findings #15- (1) As a follow up from our office parking garage site visits in November 2021, the City of Syracuse Auditor and staff member conducted an unannounced safety site visit to the five (5) City owned parking garages on **March 22, 2022**. We observed there is still **NO** Operating Certificates posted at any of the parking garage entrances as required by the Syracuse City Property Conservation Code, Ordinance No 29-1995 **(see Appendix E)**.

(2) Also on our site visit on March 22, 2022 we discovered the following**:**

> **(1)** Fayette Street parking garage had one elevator working the other was still out of order (this has now been over four months). The working elevator was a new install and had an emergency line included in the elevator**.**
>
> **(2)** The two elevators at the Madison-Irving parking garage were both out of order.
>
> **(3)** Washington Street parking garage has two elevators and both were in working condition

Recommendation #15- The Chief Operating Officer and the City parking garage staff person should immediately engage LAZ Garage Management (Operator) to initiate and schedule inspections of all City owned parking garages to comply with the City Property Code Operations Certification Ordinance No 29-1995 **(see Appendix E)** to assure the taxpayer and parking patrons that public safety and security of the City owned parking garages is a priority that is established and maintained.

Administration's Response #15

As referenced in the Administration response to Recommendations #9 and #12, public safety and security remain the Administration's top priority and the capital investments underway reflect that commitment.

As a clarification to the point (3) referenced above, Washington Street Garage has four elevators as previously referenced on page 19 of the audit.

Finding # 16- While the City Auditor was doing research on the LAZ Parking NY NJ LLC (Operator) Contract and Ordinance **# 342-2021** regarding the **not to exceed amounts** for the contract, we found the operating Budget for the City owned parking garages within the Department of Transportation does **NOT** have sufficient funds to cover the monthly parking Contract fees. It appears this situation is due to lack of communication between the Chief Operating Officer and the Department of Budget.

As of December 2021, the City of Syracuse has paid LAZ Parking NY NJ LLC (Operator) $1,107,518.52 The Ordinance **# 342-2021** states that the first year has a **not to exceed amount** of $1,261,360.00. However, there remains three (3) additional months to this first LAZ Contract. The remaining three (3) monthly fees aggregated are projected to exceed the dollars identified in the Ordinance.

Re**commendation # 16- (1)** The Chief Operating Officer should review with the Department of Budget the financials of the LAZ Parking NY NJ LLC (Operator) fees in order to transfer money to cover the remaining three (3) months of the Contract year for the parking garages. **(2)** The Ordinance **# 342-2021** also needs to be amended to cover what the expected expenses for the parking garage contractual fees are going to be for the next two (2) years. This situation is another reason for future years that the Department of Budget to recommend the City owned parking garages budget become a separate fund within the Department of Transportation at Department of Public Works. Clearly identifying parking garage budget would significantly enhance a more accurate awareness, **currently lacking**, of the revenues and expenses per each parking garage asset of the City of Syracuse.

Administration's Response #16

The Administration disagrees with the assertion there is a lack of communication between the Chief Operating Officer and the Department of Budget. Both entities are aware of the situation, with meetings held in both December and February including the Chief Operating Officer and the Budget Director, and several subsequent email exchanges, to discuss LAZ's budget and potential overruns.

Prior to the issuance of this audit, the Administration had already submitted a legislative letter to the City Clerk for the next meeting of the Common Council to amend the ordinance. The Administration will be seeking to amend the contractual amount paid to LAZ due to disruptions in the installation of the security cameras within the parking garages; the delay is solely due to supply chain delays followed by the City's inadequate bandwidth within the Washington Street Garage to transmit every camera feed to one location. Because of the inability to transition entirely to security via a monitored closed-circuit television (CCTV) system, LAZ has continued to employ security personnel, a labor expense not anticipated when LAZ and the City agreed upon an annual budget. The Chief Operating Officer is working with City IT and its vendor to remedy the situation and continue the conversion to security via a monitored, comprehensive CCTV system.

Auditor's Response to Administrations Response #16

While the Administration and LAZ Parking are renegotiating the costs of security due to the delay in installations of the cameras being placed within the City owned parking garages, the security personnel that is monitoring the camera systems should be properly trained to use the computer system in order to maintain the security and safety of the patrons, as noted on the site visit of December 12, 2021.

Appendix Listings

A. Memorandum to the Mayor of Syracuse and various City Officials

B. Syracuse City Charter

C. LAZ Parking NY NJ LLC. Contract with the City of Syracuse

D. Ordinance #342-21 LAZ Parking NY NJ LLC with City of Syracuse

E. City of Syracuse Property Conservation Code#29-1995

F. Email chain from/to Chief Operating Officer Regarding Job Duties of City of Syracuse parking garage staff personnel as well as other parking garage questions from the City Auditor

G. Onondaga County Job Description of Parking Facilities Supervisor

H. Prior City of Syracuse Parking Garage Supervisor Inspection and Maintenance Check List

I. Prior City of Syracuse Parking Garage Supervisor 5 Year Capital Plan on City Owned Parking Garages

J. Prior City of Syracuse Parking Garage Supervisor Work Orders

K. City Owned Parking Garage Revenues Chart

L. C & S Structural Condition Survey Report April 4, 2018

M. C & S Structural Condition Survey Summary Report May 29, 2020

N. C & S Engineers Invoices for Structural Condition Survey Reports April 2018 and May 2020

O. Prior Parking Garage Supervisor Assessment Summary Report of City Owned Parking Garage of February 2014

P. Pictures of damage and repair work needed in the Fayette Street Parking Garage

Q. Syracuse Stage Agreement with City of Syracuse for extended hours at Madison-

R. Irving parking garage

S. AXA/EQUITABLE parking garage Pictures of Structural Damage and Maintenance Issues

T. LAZ Parking NY NJ LLC Finance Reports from the Department of Finance

U. Prior Audit of Parking Garages 2006

Appendix A:

Appendix A

OFFICE OF THE CITY AUDITOR

CITY OF SYRACUSE, CITY AUDITOR NADER P. MAROUN

Memo

Date: July 01, 2021

To: Mayor Ben Walsh

CC: Corey Driscoll Dunham, Chief Operating Officer
CC: Frank Caliva, Chief Administrative Officer
CC: Jeremy Robinson, Commissioner, Department of Public Works
CC: Brad O'Connor, Commissioner, Department of Finance
CC: Donna Briscoe, Director, Human Resources
CC: Tim Rudd, Director, Management and Budget

From: Nader P. Maroun, Syracuse City Auditor

RE: Department of Public Works Operations Performance Audit

Our office has initiated an Audit of Divisions within the Department of Public Works. As you are aware the Office of the City Auditor will conduct Performance Audits of a variety of City programs per the Syracuse City Charter.

Please be sure to communicate to respective Department personnel that we will initially (but not limited to) review the following:

- Administrative operations of the Parking Meters Program.
- Administrative operations of **ALL** Fleet Management Operations (Take home vehicles, GPS, Accident Review Information, etc.).
- Administrative operations of the Street Lighting Program.
- Administrative operations of the Traffic Control Center Program.
- Verification that there is appropriate documentation of all necessary internal controls relative to efficient operations of the Department on behalf of taxpayers.

The Scope of the Performance Audit of the Department of Public Works is subject to change as determined by the Office of the City Auditor during the period of examination.

If you have any questions about this particular Audit, please feel free to call me at extension 8481 or you can email me at your convenience.

Thank you,
Nader P. Maroun

City Audit Department
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City Hall, Room 431
Syracuse, N.Y. 13202

Office (315) 448-8477
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E-Mail
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Appendix B:

Appendix B

shall be deemed to be finally corrected as of September 30. Effective for the fiscal year beginning July 1, 1994 and for each fiscal year thereafter, the assessment rolls shall be deemed finally corrected as of March 31, 1994 and as of March 31 for each year thereafter.

(7) The taxable status of real property shall be determined annually as of July 1. Effective for the fiscal year beginning July 1, 1994 and for each fiscal year thereafter, the taxable status of real property shall be determined as of January 1, 1994 and annually thereafter as of January 1.

(L.L. No. 24-1977; L.L. No. 4-1992, §§ 1, 2; L.L. No. 12-1993, § 1)

Editors Note: Chapter 75 of the Laws of 1906 is found in Part S, section 19-26 et seq. of this publication.

Section 5-402. Real property.

(1) The commissioner of assessment shall maintain a comprehensive and accurate inventory of all real property in which the city has any right, title or interest.

(2) Maintain records and maps of all real property in the city showing which property is subject to taxation and which property is by law exempt from taxation.

(3) Negotiate lease and, when authorized by council, lease real property owned by the city for such periods as such property is not required for municipal purposes.

Section 5-403. Deputies.

The commissioner of assessment shall appoint three deputies, one of whom shall be designated in his appointment as acting deputy, and in the case of absence or disability of the commissioner, or of a vacancy in his office, such first deputy shall discharge the duties of the office until the commissioner returns, his disability ceases, or the vacancy is filled.

CHAPTER 5.

DEPARTMENT OF AUDIT

Section 5-501. Functions.

The department of audit, headed by the city auditor, shall:

(1) Conduct, at least annually, an audit (commonly known as a post-audit) of the affairs of every officer, department and board of the city, including the board of education and the Syracuse Housing Authority.

(2) Conduct special audits whenever the mayor or council shall order them to be made.

(3) Furnish copies of all audit reports to the official concerned, to the mayor and the council.

(4) Make such recommendations for the improved administration of affairs of the city government as it shall deem proper.

Appendix C:

ARTICLE 1. **Services to be provided by the Operator**

Section 101. The Operator shall provide all required parking garage operation, maintenance, and security services for the five (5) City owned Parking Garages: Fayette Street Parking Garage, MONY-AXA Parking Garage, Center Armory Parking Garage, Washington Street Garage, and the Madison-Irving Parking Garage on behalf of the City of Syracuse (hereinafter collectively referred to as "the Garages"). The Operator shall perform and be responsible for all services set forth in the City's Scope of Services, which is attached hereto as Exhibit "A" and made a part of this Agreement, along with the Consultant's Proposal which is attached hereto as Exhibit "B" and made a part of this Agreement. In the event of a conflict or ambiguity the provisions of this Agreement shall be controlling.

Section 102. **Operation of the Garage**

The Operator shall operate, manage and maintain the Garages solely and exclusively as parking garages during the term of this Agreement. The Operator shall supervise all operations of all personnel employed by the Operator in the Garages. The operation of the Garages shall be in accordance with the terms and conditions of this Agreement. The parties understand and agree that the Agreement shall include this document, the approved Operator's Manual submitted by the Operator, and the above referenced Exhibits.

Section 103. **Personnel**

A. The Operator warrants that he is, has, or will secure, all personnel required to perform the services specified under this Agreement to maintain the security, comfort, and convenience of Garage patrons. Personnel of the Operator shall not simultaneously be employees of the City and shall not have any contractual relationship with the City by virtue of their employment with the Operator.

B. The Operator is required to have personnel present during all scheduled hours of operation. The City reserves the right to approve management personnel assigned to its Garage.

C. The position of cashier shall be insured by the Operator for the faithful performance of his duties and proper handling of funds in an amount of at least Five Thousand Dollars ($5,000.00) per person. Cashiers shall be at least eighteen (18) years of age. The Operator shall train cashiers so as to be competent in the use of revenue equipment and procedures, and parking rates and regulations. Cashiers shall be identified by a name plate on the booth and are required to wear name tags on their uniforms.

D. All personnel shall be fully qualified and authorized under State and Local law to perform such services.

E. All personnel shall wear uniforms and name tags identifying them as employees of the Operator. Clothing and name tags are subject to City approval. Purchase of the uniforms and name tags and the cleaning costs of the uniforms shall be at the Operator's expense.

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F. The City reserves the right to require the transfer to another location of any personnel, either in the direct employ of the Operator or employed under the contract, who fail to perform in a manner consistent with the terms of the Agreement.

G. All personnel shall for all purposes be considered employees and agents of the Operator only and under no circumstances shall they be considered employees or agents of the City.

Section 104. Maintenance and Repairs

A. The Operator shall perform the maintenance set forth in the "Maintenance Program for the City of Syracuse Parking Garage" attached hereto as Exhibit "E".

B. The Operator shall keep each of the Garages, their surrounding walk, walkways, sidewalks and the approaches free from snow and ice, and shall remove the same in accordance with the City's directions and to the City's satisfaction. No parking space shall at any time be obstructed by snow and ice in such a way as to render it unusable by patrons.

The Operator shall have available at a minimum, the following equipment for snow removal:

1. A Sidewalk Snow Plow,
2. A Heavy-duty Truck mounted with Snow Plow or Grader with protective cushions on shoes of blade, and
3. A Truck for hauling snow from the Garage.

The Operator shall use absolutely no salts (no chemicals with sodium chloride or calcium chloride) within or on the Garage. Salts tracked in by cars parking in the Garage shall be washed off at the decks, by using the wash-down system as specified in Exhibit "E". This washing of the decks shall only be initiated when the inside temperature of the Garage is above freezing and on a rising temperature scale. During the winter season, the Operator shall drain the wash-down system immediately after each use.

C. The Operator shall observe the following prohibitions:

1. No openings shall be made through any portion of the Garages by the Operator;
2. Concentrated heavy loads, such as compactors, trash bins, trailer dolly wheels, etc., shall not be placed on paving without provisions for supplementary bearing surface or concrete pad;
3. No repairs, improvements, or similar actions can be undertaken at the Garages that would in any way alter the original design of the Garages without written consent of the City.

D. The Operator has the responsibility for continued vigilance to protect the vehicles, patrons, and premises at all times and shall immediately notify the proper authorities when a problem or hazard is detected.

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E. At the City's direction and expense, the Operator will make all ordinary repairs to the Garages and agrees to be responsible for all maintenance of all portions of the Garages that are necessary to keep the Garages in good, clean, safe, serviceable, and attractive condition. In addition, the Operator agrees to maintain approaches and exits to the Garage and all perimeter sidewalks up to the curb line of all adjacent streets, together with sidewalks and stairways leading to the Garage. All repairs and maintenance shall be done to the satisfaction of the City and to the extent authorized by the City.

F. The City shall be responsible for repairs and improvements that would be capital in nature. Capital improvements or structural repairs are work that prolong the life of the property, increase its value, or make it adaptable to a different use.

G. The Operator shall keep and submit monthly maintenance logs and reports documenting repairs that shall be available for inspection and submission to the City.

H. Maintenance of all equipment shall be performed in accordance with the manufacturer's recommendations. No work is to be performed that would in any way void the warranty of any equipment. The Operator shall inform the City of any work necessary that would be covered under the terms of the warranty. Failure to perform required maintenance or work performed by the Operator that results in the voiding of the Warranty shall cause the Operator to assume responsibility for the cost of repairs and the replacement of the equipment.

I. The Operator shall provide all labor, equipment, materials, and personnel necessary to comply with maintenance, repair, and cleaning requirements. Actual hours of maintenance shall be determined by the work to be performed, except that the Operator shall provide a minimum of forty (40) hours per week for cleaning and maintenance, exclusive of management/supervisory duties.

J. Maintenance personnel shall have the ability and training to perform all maintenance and repairs on the premises required by the maintenance schedule found in Exhibit "D" in a competent manner and on a timely basis.

K. The Operator agrees that any person or firm performing maintenance on or making repairs to equipment and systems at the Garage, shall hold the appropriate valid license to perform said maintenance or repairs where such license is required by any Local, State, Federal law; ordinances; rules; or regulations. Furthermore, the Operator agrees that it and all employees working under its discretion shall strictly comply with all local, State, Federal law; ordinances; rules; or regulations controlling or limiting in any way, the actions of those engaged in maintenance and cleaning activities.

L. The Operator shall schedule regular maintenance activities as set forth in Exhibit "E". This list is a minimum level of activities to be performed and does not limit the responsibility of the Operator to perform routine maintenance activities not specifically listed. The Operator shall make repairs to items within the maximum amount of time set forth in Exhibit "E".

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Section 105. Records Maintenance

A. Records

The Operator shall maintain all records necessary for the operation of the Garages required by this Agreement, and/or as may be reasonably required by the City. Such records shall be deemed the property of the City. The City shall have the right to examine and audit Operator's books, accounts, and other records relating to the Garage.

The Operator shall maintain adequate accounting records, including daily summaries of revenue collected by each cashier at the Garages and detailed monthly summaries.

The Operator shall maintain sufficient supplies, including tickets and register tapes as necessary to keep the Garages operational for all periods required by this Agreement.

B. Monthly Reports

The monthly reports shall be submitted to the attention of the Parking Facilities Supervisor at the Department of Public Works for the City of Syracuse. Sample monthly report forms are attached hereto collectively as Exhibit "F" and are hereby incorporated by reference into this Agreement.

By the fifteenth of each month, the Operator shall provide the City with a monthly report for the preceding month that shall be certified by the Operator. The monthly reports shall set forth the total income received and deposited in each Garage's designated account. The report shall reflect a true and accurate account of the financial activity at each of the Garages. The report shall also include the number of monthly patrons, daily patrons, and special retail validations, as well as the time duration such patrons used at each Garage. Deficiencies and overdue accounts will be listed within the report, along with any written comment or explanation of the deficiency. All expenses exceeding Five Hundred Dollars ($500.00) must be preapproved in writing by the Commissioner of Public Works or his designee.

For monthly patrons the report shall include an accounting of (1) Monthly Invoices Accounts by Company and the rate charged; (2) Monthly Accounts separated by Company but paying individually and the rate charged; and (3) Monthly Individuals and the rate charged.

The monthly reports shall also detail the expenses for which Operator seeks reimbursement from the City, pursuant to the terms of this Agreement, together with invoices, bills, proofs of payment, and other documentation and information which the City may reasonably require.

The City reserves the right to request that the monthly reports be certified by a Certified Public Account.

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C. Daily and Shift Reports

Operator shall provide the City with daily and shift reports as the City may from time to time require.

D. City Review

The City may have representatives at the Garages to monitor the daily receipts, records, accounts, and procedures. The City may require the production of reports, such as daily entry and exit lane counts, individual cashier's tour of duty, tickets issued, exit lane transactions, lost ticket exception transactions, bank deposits, bank reconciliation, weekly reports, monthly reports, and any other records it deems pertinent. At the option and expense of the City, audit fee computers provided by City shall be directly connected to a City of Syracuse Data Processing System. All pertinent data from the previous day's business will be processed promptly in order that it may be made available for inspection within twelve (12) hours after the close of business at midnight, or at any time after the twelve hours, as the City may deem necessary.

The Operator shall maintain records of security services provided that shall be available for inspection by the City upon request. The records shall include the names of personnel and shall contain a weekly breakdown of the number of hours of security services provided by each, and the hourly wage paid to each person.

The Operator shall maintain adequate accounting records, including daily summaries of revenues collected by each cashier at the Garage, and detailed monthly summaries. Monthly parking pass summaries shall be subject to audit and inspection. All records will be maintained to allow comparison of parking activity per register tapes with used spitter tickets and net deposits. In order to allow for an efficient audit by the City, all spitter tickets shall be issued in numerical sequence and each cashier shall bundle all register tapes and used spitter tickets in sequential order, accompanied by a cashier's slip for each day's deposit.

E. The Operator agrees that the City shall have access to and the right to examine any directly pertinent books, documents, papers, and records of the Operator's, and of any of the subcontractors engaged in the performance of any transactions related to this Agreement until the expiration of three (3) years after the expiration or termination of this Agreement.

F. The Operator shall retain cashier worksheets, deposit slips, and register tapes for any and all parking ticket stubs for a period of three (3) years after the expiration or termination of this Agreement, for purposes of auditing by the City. Such records shall be stored as directed by the City and be made available upon request.

G. Vehicle Inventory

Procedures for vehicle inventory and parking tickets shall be as provided in the Operators Manual or as directed by the City in accordance with the terms of this Agreement.

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All operators of vehicles entering the Garages must pay the standard parking rates. The Operator shall make a daily inventory of all cars parked in the Garage each day, starting at 3:00 a.m. and terminating no later than the start of the next succeeding shift, with identifying information, such as license tag number, recorded along with the total vehicles parked, unless otherwise directed by the City. A summary of all cars parked, with license numbers will be maintained and readily available to each cashier in the event of a lost ticket.

H. Parking Tickets

Only numbered tickets provided by the City shall be used and the Operator shall be fully accountable therefore on the following conditions:

(a) Tickets lost by customers shall be accounted for by a "lost ticket form" provided by Operator and approved by the City and fully executed by the customer.

(b) Operator will be charged as follows for tickets unaccounted for in excess of five (5) in one month:

6-10	by $5.00 per ticket;
11-20	by $10.00 per ticket;
21-30	by $20.00 per ticket;
31 and over	by $40.00 per ticket;

Such sums to be charged may be deducted from Operator's fee. All cancelled tickets shall be retained by Operator and shall be maintained in a numerical order if possible. Operator shall be accountable for all missing tickets, as stated hereinabove.

I. Payment of Parking Revenues and Report of Revenues and Expenses

The Operator shall deposit each day the entire gross revenue of each shift's operation at a bank named by, and to the account of, the City. Such account will be a Trust Account established by the Commissioner of Finance of the City of Syracuse. On a daily basis, the Operator shall transmit all bank deposit slips to the City department head designated to receive them.

All check payments shall be made payable to "The City of Syracuse" and stamped "For Deposit Only" using each Garage's designated stamp provided by the City. Under no circumstance shall the Operator accept a check as payment for parking that is made payable to the Operator.

All deposit slips relating to the Garage revenue shall accompany the monthly report. When applicable, a single deposit slip will be used in depositing a check payment for a Monthly Invoiced Company Account and the deposit slip shall be attached to a copy of the paid invoice. The check number and amount will be listed in the monthly report.

Section 106. Security

Operator agrees to comply with the Security provisions of Section 27-17 (F) of the Property Conservation Code of the City of Syracuse. Section 27-17 (F) requires that the garage owners implement one or more of the following active surveillance measures detailed in subsections (a) and (b) of Section 27-17 (F) which read as follows:

a. Active surveillance measures incorporating hourly patrols conducted by security or facility personnel.
(i) These patrols will be conducted during the operating hours of the parking garage, and will cover all areas of the parking garage, including stairwells, lobbies, elevator cabs, vehicle entrances and exits, and emergency alarm stations.

(ii) The individual patrolling shall be readily identifiable by uniform or other means.

(iii) Attendants and security personnel shall be instructed in the proper handling of emergencies and the proper approach of any noncustomer in the parking garage; or

b. (i) A closed circuit television (CCTV) system with digital recorder shall cover all areas of the parking garage, including stairwells, lobbies, elevator cabs, vehicle entrances and exits, and single-motion safety alarm stations. The CCTV system should have ability to be connected to an off-site monitoring center. Garage owners should post appropriate signage indicating that the garage is being taped by a CCTV system and advising patrons of the emergency call stations.

The City has requested that the Operator provide a combination of security personnel and CCTV. Security personnel shall be provided by a reputable professional security patrol agency licensed in New York State as a Watchguard Patrol or as Private Investigators. Such security patrol shall patrol the entire garage during the hours of operation of the Garage as designated by the City. Such security patrol shall be considered agents of the Operator and not agents of the City. The Security personnel shall meet the criteria detailed in the attached Exhibit "C". Nothing in this clause shall be deemed to benefit any third party and the performance of these obligations are for the sole benefit of the parties hereto and no other persons.

ARTICLE 2. CITY'S RIGHTS AND RESPONSIBILITIES

Section 201. The City shall provide the Operator with full information regarding its requirements for the operation, maintenance, and security services to be provided under this Agreement.

Section 202. Parking Rates and Regulations

Parking rates shall be established by the City of Syracuse. The City reserves the right to establish a maximum number of monthly parkers and to designate specific areas of the Garages for the exclusive or mandatory use of monthly parkers or transient parkers and to specify methods of enforcement relating to such. The Operator will be bound by and honor any existing agreements or any agreements that the City may make during the term of this Agreement for the purpose of reserving monthly spaces, turnover spaces, or parking validation programs.

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The Operator shall insure that all parking charges are prominently displayed on signs at the entrance and on each exit booth of each parking facility. The size, design, and location of said signs shall be subject to the written approval of the City.

The Operator shall have each monthly parker complete an application for parking. The application shall be in accordance with the Application Form attached hereto as Exhibit "G" and incorporated by reference as part of the Agreement, with the addition of the Operator's name and contact information.

Section 203. Utilities, Facilities, and Services

All utility service shall be kept in the name of the City and all charges for such utility service shall be paid by the City with the exception of telephone service that shall be maintained at Operator's expense.

Section 204. Hours of Operation; Access

The hours of operation of each Garage shall be determined by the City. The City shall give the Operator seven (7) days written notice of any change in the hours of operation. The City shall have the right to inspect the premises at any and all times to assure the proper performance of Operator's obligations under the Agreement.

Section 205. Required Notification to the City of Syracuse

A. Major incidents (i.e. violent crime, fire damage) shall immediately be reported by telephone to the Commissioner of the Department of Public Works or his designee at work or at home. The security report shall be written within twenty-four (24) hours of the incident's occurrence and a copy shall be sent to the Commissioner of Public Works or his designee within forty-eight (48) hours.

B. The Operator shall report in writing to the City within forty-eight (48) hours of its occurrence every injury to or death of a person, or damage to, or conversion or loss of property known or alleged to have occurred in each Garage, and also every claim against the Operator for injury to or the death of a person, or damage to, conversion or loss of property alleged to arise from omission, fault, negligence or other misconduct on the Operator's part, or on the part of the Operator's employees, agents or servants, in the operation or maintenance of the Garages.

C. The Operator shall immediately notify the City of Syracuse Police Department of every crime committed, alleged, or suspected to have been committed in each Garage.

D. The Operator shall immediately notify the City of any malfunctions of equipment under warranty.

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ARTICLE 3. TERM AND COMPENSATION

Section 301. The term of this Agreement shall be for three (3) years effective as of the date of execution with the option of up to two (2) renewal periods subject to the approval of the Mayor and Common Council; the time frame for the renewal periods will be designated by the City and may be for up to a two-year time period.

Section 302. The compensation to be provided the Operator for providing the services hereunder shall not exceed the authorization established by the Mayor and the Common Council in the Ordinance authorizing this Agreement and such authorization shall be in full payment and satisfaction for the rendering of the Operator's services hereunder. The authorization fixed by the Mayor and the Common Council for this Agreement is that the Operator shall be compensated for the operating costs, which include security, operating staff, operating expenses, and a management fee, in accordance with the Budget submitted by the Consultant. The total operating costs for Year One of the Agreement shall not exceed $1,261,360.00; the total operating costs for Year Two of the Agreement shall not exceed $998,197.00; and the total operating costs for Year Three of the Agreement shall not exceed $1,016,343.00. The total not to exceed cost for this agreement over the three (3) year term shall not exceed $3,276,000.00. No increase in these costs shall be made without approval of the Mayor and Common Council.

Section 303. The Mayor and the Common Council only may authorize additional services and fix the compensation therefore. Any services rendered by the Operator will be deemed part of the services agreed to be provided herein unless the Mayor and the Common Council give prior approval authorizing such services as additional services.

Section 304. Payment of the Fee

The Operator shall submit at the end of each month of the term an invoice detailing the amount due in accordance with the terms of this Agreement detailing at a minimum the hours of operation of the Garages for such monthly period, certification that the Living Wages required by this Agreement are being paid to covered employees in accordance with the City's Living Wage Ordinance, and any additional expenses which the Operator has incurred with the approval of the City during such monthly period.

The City shall reimburse the Operator for qualified amounts due within thirty (30) days after receipt of the Operator's written request for payment and upon submission of the information and documentation requested by the City and/or otherwise required to be provided by this Agreement. In the event of a dispute over any claimed amounts due, the City shall pay only those amounts not in dispute and shall promptly attempt to resolve the dispute with the Operator. When the dispute is resolved, payment shall be made to the Operator based on the resolution between the parties.

Section 305. The Operator's acceptance of the final payment under this Agreement shall constitute and operate as a release to the City of all claims and liabilities arising out of this Agreement and the work performed hereunder.

Section 306. If this Agreement is terminated other than for cause or the operation of any of the Garages is abandoned by the City without the Operator causing or contributing, directly or indirectly to the abandonment, the Operator shall be paid the reasonable value of services performed up to the date of termination or abandonment but in no event more than the limits set forth above for each phase of service. The City shall have the absolute right to abandon the operation of any of the Garages or to suspend all or part of the operation of the Garages or the services hereunder and such shall not be considered a breach of contract.

ARTICLE 4. GENERAL PROVISIONS

Section 401. Insurance

The Operator shall secure, at its expense, a general liability insurance policy with contractual liability coverage and a professional liability insurance policy from an insurance carrier licensed to do business in New York State. The general liability insurance policy shall be in the minimum amount of $1,000,000 per occurrence and $5,000,000 as the aggregate limit of liability. The professional liability insurance policy shall be in a minimum of $1,000,000 per claim and $2,000,000 aggregate. The Operator shall also be required to maintain Garage Keeper Insurance with limits of $50,000 physical damage and liability of $1,000,000. The City shall be named as an additional insured on the Operator's general liability policy and the Certificate of Insurance shall provide for thirty (30) days notice of cancellation by certified mail to the Office of Management and Budget for the City of Syracuse, Division of Purchase. The Operator shall provide the City with its declaration page and/or blanket endorsement from its general liability insurance policy showing that the City of Syracuse is an additional insured. The policies shall contain an endorsement providing that the Operator shall indemnify the City, its agents, servants and employees against claims brought against the City arising out of the negligence of the Operator in the performance of services for the City. The certificates and notices shall be sent to Sarah Eaton, Contract Clerk, Division of Purchase, Room 213 City Hall, Syracuse, New York 13202. The Operator shall provide the City with a copy of its insurance policy upon request.

Section 402. Indemnification and Defense

The Consultant shall defend (with counsel approved by the City's Corporation Counsel), indemnify, and hold harmless the City, all its officers, employees, or agents from any and all liability, suits, claims, damage, cost, or expense arising from injury or death to persons, damage to property, or claims against the City arising from or caused in whole or in part by the Consultant's performance of services to the City pursuant to this Agreement.

The Consultant shall defend (with counsel approved by the City's Corporation Counsel), indemnify, and hold harmless the City, all its officers, employees, or agents from any and all liability, suits, claims, damage, cost, or expense arising from injury or death to persons, damage to property, or claims against the City arising from or caused by: 1) any willful misconduct or intentional act of the Consultant; and 2) any infringement of any claimed copyright or patent right of designs, plans, drawings, or specifications resulting from the use or adoption of any designs, plans, drawings, or

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specifications furnished by the Consultant, his agents, servants, employees, officers, or subconsultants.

The Consultant shall reimburse the City for all costs or expenses incurred in the defense of any claim brought against the City, its officers, employees, or agents arising out of or caused in whole or in part by the negligence of the Consultant in the performance of professional services for the City.

Section 403. Termination

The City may terminate this Agreement upon ten (10) days written notice to the Operator, if Operator fails to comply with any term or condition of this Agreement. The Operator shall have ten (10) days following receipt of said notice to terminate, to cure its default.

Additionally, the City may terminate this Agreement without penalty, without cause, and for any reason whatsoever, and such action shall not be deemed a breach of contract, upon thirty (30) days written notice to the Operator.

Section 404. Assignment

This Agreement shall not be assigned or transferred or otherwise delegated in any manner without the prior written consent of City's Commissioner of Public Works and such assignment is subject to the approval of the Mayor and the Common Council.

Section 405. Amendment & Extent of Agreement

This Agreement may only be amended by a written instrument signed by the City's Corporation Counsel and the Operator, provided that no change with respect to compensation or additional services may be made without the prior authorization of the Mayor and the Common Council. Except as provided above, the Operator waives any right to rely on any oral or written communications from any person or any City officers, employees and/or agents purporting to amend the provisions of this Agreement. This Agreement, which incorporates by reference the approved Operators Manual represents the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral.

Section 406. Stipulation

The parties do hereby stipulate that no member of the Common Council of the City of Syracuse or any other City officer or employee forbidden by law, is interested in, or will derive income from, or is a party to, this Agreement.

Section 407. Relationship

Nothing herein contained is intended or should be construed as in any way creating or establishing the Operator's or the City's respective employees as the employees of the other for any purpose or in any manner whatsoever.

Section 408. Waiver

Failure of the City to insist upon strict performance of the covenants or conditions of this Agreement shall not be construed as a waiver or relinquishment of any of the covenants or conditions contained herein, but the same shall remain in full force and effect.

Section 409. Laws

Operator, its agents and employees, shall comply with all applicable federal, state, and local laws, ordinances, rules and regulations pertaining to the management of this Garage or to the fulfillment of obligations under this Agreement including expressly the City's Living Wage Ordinance.

Section 410. Bankruptcy

In addition to any other provision of this Agreement with respect to its termination, this Agreement shall terminate immediately upon the filing by or against the Operator of any petition (voluntary or involuntary) in bankruptcy or for reorganization for any arrangement under any bankruptcy or insolvency law or for a receiver or for a trustee involving any property of the Operator.

Section 411. Third-Party Beneficiaries

The obligations and duties of this Agreement are for the sole benefit of the parties hereto and for no other person, and the provisions of this Agreement are not intended to benefit, or for the basis of reliance by any other person or be deemed or construed so as to confer any right, claim or cause of action on any other party as a third-party beneficiary or otherwise and Operator agrees to defend and indemnify the City against any claims or causes of action by such third parties to the extent such claims are not covered by the applicable insurance policy.

Section 412. Assistance

The Operator agrees that in the event of any claim being made or any actions being brought in connection with the Garage to render to the City any and all assistance required by the City or its attorneys.

Section 413. Independent Contractor

The Operator, in accordance with his status as an independent contractor, covenants and agrees that he will conduct himself consistent with such status, that he will neither hold himself as, nor claim to be, an officer or employee of the City.

Section 414. Provisions of Law Inserted

The parties hereto understand and agree that each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to have been inserted herein, and if through mistake or inadvertence such provision is not inserted, said clause shall be deemed to have been inserted and shall have the full force and effect of law.

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Section 415. Governing Law

This Agreement shall be governed by the laws of the State of New York.

Section 416. No Arbitration

Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized) but must, instead, be heard in a court of competent jurisdiction in Onondaga County, State of New York.

Section 417. Contact Person for the City and Operator

The Operator hereby designates as their contact person:

Regional Vice President
LAZ Parking NY/NJ, LLC
333 West 39th Street, Suite 602
New York, New York 10018
(212) 265-2239

The City hereby designates as their contact person:

Parking Facilities Supervisor
City of Syracuse
Department of Public Works
1200 Canal Street Extension
Syracuse, New York 13210
(315) 448-8654

Section 418. Non-Discrimination

The Operator hereby agrees not to discriminate against any employee or applicant for employment on the basis of age, race, color, religion, sexual orientation, disability, or Vietnam era veteran status.

Section 419. Fair Employment and Licensure Opportunity Ordinance

This contract is subject to General Ordinance No. 45-2014, the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse. This Ordinance requires that all City Contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance.

Section 420. Severability

If any term of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.

[SIGNATURE PAGES TO FOLLOW]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their proper officers hereunto duly authorized on the dates noted below.

CITY OF SYRACUSE

Attest:

John P. Copanas, City Clerk

By: _____

Benjamin R. Walsh, Mayor

LAZ PARKING NEW YORK / NEW JERSEY, LLC

By: _____

Jeffrey Sanders

Print Name

Regional Vice President

Print Title

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STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:
CITY OF SYRACUSE)

On this 14th day of October, 2021 before me personally came Benjamin R. Walsh, Mayor of the City of Syracuse, with whom I am personally acquainted, who, being by me duly sworn, did depose and say: that he resides in the City of Syracuse, New York; that he is Mayor of the City of Syracuse, the corporation described in and which executed the within instrument; that he knows the corporate seal of said City of Syracuse and it was so affixed pursuant to the Charter of the City and that he signed said instrument as Mayor of said City of Syracuse by like authority; and the said Benjamin R. Walsh further says that he is acquainted with John P. Copanas and knows him to be the City Clerk of said City of Syracuse and that the signature of John P. Copanas was hereto subscribed pursuant to said Charter.

Notary Public
JOSEPH W. BARRY III
Notary Public in the State of New York
Qualified in Onondaga County
No. 02BA5061526
My Commission Expires 11/6/21

STATE OF NJ)
COUNTY OF Middlesex) ss.:

On this 4th day of October, 2021 before me personally came Jeffrey Sanders, to me known, who, being by me duly sworn, did depose and say: that he/~~she~~ resides in New Jersey, that he/~~she~~ is the RVP of Laz Parking New York /New Jersey, LLC , the Limited Liability Company described in and which executed the above instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he/she signed his/her name thereto by like order.

Notary Public
TODD SLAGER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 2/20/2022

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Appendix D:

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Ordinance No. 342 2021

ORDINANCE AMENDING ORDINANCE NO. 60-2021 AUTHORIZING A CONTRACT WITH LAZ PARKING NY NJ LLC RELATIVE TO PROVIDING OPERATION, SECURITY AND MAINTENANCE SERVICES FOR THE FIVE CITY OWNED PARKING GARAGES

BE IT ORDAINED, that Ordinance No. 60-2021 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, an RFP Committee has recommended and the Mayor has approved the retention of Laz Parking NY NJ LLC, under the following terms:

(1) Laz Parking NY NJ LLC shall provide all required parking garage operation, security and maintenance services for the five (5) City owned Parking Garages: Fayette Street Parking Garage, MONY-AXA Parking Garage, Center Armory Parking Garage, Washington Street Garage, and the Madison-Irving Parking Garage; and

(2) The term of the contract shall be for three (3) years effective as of the date of execution with the option of up to two (2) renewal periods subject to the approval of the Mayor and Common Council; the time frame for the renewal periods will be designated by the City, and may be for up to a two-year time period; and

(3) Laz Parking shall be compensated for the operating costs, which include security, operating staff, operating expenses and management fee as follows:

- The total operating costs for Year One of the Agreement shall not exceed $1,261,360.00;
- The total operating costs for Year Two of the Agreement shall not exceed $998,197.00; and
- The total operating costs for Year Three of the Agreement shall not exceed $1,016,463.00.

(4) The total estimated cost for all services, including the new equipment, for this contract shall not exceed $3,276,020.00

City of Syracuse

CITY CLERK'S OFFICE

I, JOHN P. COPANAS, City Clerk of the City of Syracuse, New York do hereby certify that the attached is a true copy of an ORDINANCE:

Adopted by the Common Council on June 21, 2021

Signed by the Mayor on June 25, 2021

City Clerk

TO:

Mayor
Assessment Commissioner
Aviation Commissioner
Board of Elections
Bureau of Accounts
Citizen Review Board
City Auditor
City School District
Code Enforcement
Neighborhood and Business Development
Finance Commissioner
Corporation Counsel
United States Congressperson
Governor of New York State
New York State Senate
New York State Assembly
New York State Senator
Onondaga County Legislature

Management & Budget Director
Parks & Recreation Commissioner
Personnel & Labor Relations Dir.
Police Chief
Public Works Commissioner
Public Works/Bookkeeper
Purchase Department
Real Estate Division
Research Director
Water Department
Zoning Administration
United States Senator
Department of Engineering
Finance/Treasury
Finance (Water Bureau)
Fire Chief
Grants Management Director
Board of Education

Appendix E:

WHEREAS, the Commissioner of Aviation has recommended the donation of fifteen (15) sets of aluminized protective clothing used by the (ARFF), which have outlived its usefulness and have a nominal value, to the Republic of Trinidad Airport; and

WHEREAS, Local Law No. 3 of 1936, as amended, provides that personal property of the City of Syracuse not needed for City purposes shall be sold at public auction; NOW, THEREFORE,

BE IT ENACTED, by the Common Council of the City of Syracuse, as follows:

Section 1. Notwithstanding Local Law No. 3 of 1936, as amended,the Commissioner of Aviation, on behalf of the City of Syracuse, is authorized to donate fifteen (15) sets of aluminized protective clothing used by the Department of Aviation's Aircraft Rescue & Fire Fighting Unit, which have outlived its usefulness and have a nominal value, to the Republic of Trinidad Airport.

Section 2. This local law shall take effect immediately subject to the provisions of the Municipal Home Rule Law of the State of New York.

Tabled pursuant to law.

— ● —

BY COUNCILORS BOTTRILL, McCARTY, GOY, ANDERSON & PRESIDENT PAWSO

General Ordinance No. 29 1995

A GENERAL ORDINANCE AMENDING CHAPTER 27 OF THE REVISED GENERAL ORDINANCES OF THE CITY OF SYRACUSE BEING THE PROPERTY CONSERVATION CODE OF THE CITY OF SYRACUSE TO MANDATE A SYSTEMATIC SAFETY INSPECTION PROGRAM AND UNIFORM LEVELS OF SECURITY FOR PARKING GARAGES IN THE CITY OF SYRACUSE

BE IT ORDAINED, that Chapter 27 of the Revised General Ordinances of the City of Syracuse and known as the "Property Conservation Code of the City of Syracuse", be and hereby is amended and a new § 17 is added thereto to mandate a systematic safety inspection program and uniform levels of security for all parking garages, as follows:

(1) Section 27-10 is amended to add the following definitions:

EQUITABLE OWNER - The person who is recognized in equity, as the result of a lease, contract or other formal written agreement, as the owner of the property even though has legal title to the property is in someone else.

PARKING GARAGE - A building or structure, or part thereof, in which enclosed level, other than a slab on grade, is used for parking, storage, or maintenance of motor vehicles.

PERSON - An owner, occupant, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, agent, operator or any other person, firm or corporation directly or indirectly in control of a building, structure, premises or part thereof and is deemed to include all of the officers and directors, if such person be a corporation.

SCREENED - An assembly of approved materials installed in an approved manner designed to deter illegal entry and to permit the flow of a required volume of air. As applied to parking garages, the area screened shall include access gates of a size and in a location to be approved by the Department of Fire.

(2) Article 2 is amended to add a new Section 27-17 to read as follows:
27-17 Parking Garages

The City of Syracuse has numerous parking garages used by the public at large or various segments of the public. The safety and security of these facilities and the public perception thereof not only has an impact upon the condition of these facilities and the well-being of the public, but, also reflects directly the vitality of the City. Section 27-17 has been adopted to preserve these facilities and to protect the health, safety and welfare of the public.

A. Registration. No person shall operate a parking garage within the City of Syracuse without first having registered said parking garage as provided hereinafter.

1. Within thirty (30) days from the effective date of this section, the owner, unless there is an equitable owner, and in that event said person, or operator of every existing parking garage shall register each such parking garage with the Division on a form to be furnished by the Division on request.

2. No registration shall be deemed complete until the fee therefor shall have been paid and a certificate of insurance in an amount as required hereunder shall be filed with the director. The fee for the registration of a parking garage shall be One Hundred Dollars ($100.00). This fee is payable to the City of Syracuse and is due at the time of filing the parking garage registration form.

3. Such registration shall include the name, address and telephone number of the owner, the equitable owner, if any, the operator, if any, and his or its consulting engineer, if any; garage address; construction type; size; capacity; date of construction; date and extent of any renovations performed and/or scheduled; type and extent of screening; type and intensity of security lighting; description of any active surveillance program, including type and frequency of patrols; description of passive surveillance equipment, including type, coverage and monitoring; and such other information as the Division may require.

4. Parking garages constructed subsequent to the effective date of this section shall be registered before a certificate of occupancy shall be issued.

B. Structural Condition Assessment. The owner, unless there is an equitable owner, and in that event said person, or operator of every parking garage in the City shall provide the Division with a Structural Condition Assessment prepared, signed and stamped by a qualified professional structural engineer licensed in the State of New York, experienced in the design, restoration and rehabilitation of parking garages, summarizing said engineer's background with parking garages and detailing the results of the engineer's on-site field inspection and material testing of the parking garage, identifying any unsafe areas, and providing a comprehensive initial recommendation for all necessary repairs and further inspections and/or testing, and the time frame for performing same, and shall indicate whether the parking garage is structurally stable. Testing shall include, but not be limited to, a sufficient number of destructive and nondestructive tests, such as chain dragging, coring, chloride testing or equivalent tests, to determine the structural condition of the parking garage.

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ORDINANCES

1. The initial Structural Condition Assessment for each parking garage shall be submitted to the Division no later than the number of days after the effective date of this section as specified in the following schedule, based on the date of the issuance of the certificate of occupancy for the parking garage:

120 days for garages built prior to 1964 180 days for garages built between January 1, 1964 and December 31, 1973 240 days for garages built between January 1, 1974 and December 31, 1983

300 days for garages built between January 1, 1984 and December 31, 1993 upon the fifth anniversary of the issuance of the Certificate of Occupancy
for all parking garages constructed after December 31, 1993

2. Subsequent inspections, testing and Structural Condition Assessments shall be carried out, prepared and submitted to the Division no later than the third anniversary of the due date for the initial Structural Condition Assessment and every three (3) years thereafter.

C. Condition Survey Report. The owner, unless there is an equitable owner, and in that event said person, or operator of every parking garage in the City shall also provide the Division with a Condition Survey Report prepared, signed and stamped by a qualified professional structural engineer licensed in the State of New York, experienced in the design, restoration and rehabilitation of parking garages, based upon the engineer's on-site field inspection of the parking garage.

1. This report shall detail the results of the inspection, identify any unsafe areas, and contain recommendations for further inspections and/or testing and the time frame for performing same, as well
as any needed repairs, and shall indicate whether the parking garage is structurally stable.

2. The initial Condition Survey Report shall be performed and submitted to the Division no later than one (1) year from the due date for the initial Structural Condition Assessment.

3. Subsequent Condition Survey Reports shall be carried out, prepared and submitted to the Division no later than the second anniversary of the due date for the initial Structural Condition Assessment and no later than the first and second anniversaries of each subsequent Structural Condition Assessment thereafter.

D. Operating Certificate. No parking garage which has been in operation for five (5) years or more, shall continue in operation after thirty (30) days after the effective date of this section without a current operating certificate or a temporary operating certificate issued by the Division. Parking garage operating certificates shall be valid for a period of one (1) year from the date of their issuance.

1. The initial annual operating certificate shall be secured for each parking garage within thirty (30) days of the due date for the submission of the initial Structural Condition Assessment.

2. Upon submission of a completed registration form, the Division shall issue a temporary operating certificate which shall be valid only until the due date for each parking garage to secure its initial operating certificate.

3. The submission of the Structural Condition Assessment or the Condition Survey Report together with the required fee shall constitute the application for the operating certificate.

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ORDINANCES

4. No operating certificate shall be issued until the fee therefor shall have been paid. The annual fee for the operating certificate for a parking garage shall be One Hundred Fifty Dollars ($150.00). This fee is payable to the City of Syracuse and is due at the time of filing of each structural condition assessment/condition survey report with the Division.

5. An applicant wishing to renew the operating certificate shall, at least thirty (30) days before the expiration date, file a complete application with the Division.

The existing operating certificate shall be deemed to be in full force and effect pending the Division's action upon the application.

6. The Division shall act upon a complete application within thirty (30) days either by issuing a new operating certificate or revoking the existing operating certificate. The Division's failure to act upon a complete application within thirty (30) days shall in no event be deemed to be an acceptance. Based upon his acceptance of the condition survey report, and the lack of any safety-related issues or violations, the Director shall issue an operating certificate to the applicant. The Director may refuse to issue or may revoke an existing operating certificate based upon the presence of safety-related issues, violations or an indication from the inspecting/testing engineer that the parking garage or a part thereof is not
capable of supporting the loads for which it is used.

7. Unless sooner revoked, the operating certificate must be conspicuously displayed at the primary vehicular entrance to the parking garage until the next mandated inspections and tests are performed and a new certificate is issued by the Division. There shall be signs posted and maintained at all other vehicular and pedestrian entrances to the parking garage indicating the location of the parking garage operating certificate.

E. Insurance Requirements.

1. In order to be deemed "qualified" to submit either a Structural Condition Assessment or a Condition Survey Report, a professional structural engineer shall be licensed in the State of New York and maintain professional liability insurance with an insurance company licensed to do business in the State of New York in the amount of Two Hundred Fifty Thousand Dollars ($250,000.00). Proof of such insurance coverage shall be filed with the Division in the form of a certificate of insurance, which shall be submitted annually with the engineer's report.

2. No operating certificate shall be issued unless the owner, equitable owner, if any, or operator shall carry liability insurance with an insurance company licensed to do business in the State of New York. The liability insurance for the premises and the operation of the parking garage, which shall include coverage for any injury or loss caused by explosion or collapse, shall be in the amount of at least One Million Five Hundred Thousand Dollars ($1,500,000.00). Proof of such insurance coverage shall be filed with the Division, in the form of a certificate of insurance, at the time of registration and renewal of the operating certificate. No cancellation of any insurance policy shall be valid except upon thirty (30) days' prior written notice to the Director.

F. Security. All existing and hereafter constructed parking garages shall comply with the following uniform security requirements designed to promote the safety of the public:

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ORDINANCES

1. No later than six (6) months from the effective date of this section, all openings in parking garages, except those openings for vehicular and/or pedestrian ingress and egress, shall be screened up to a height of twelve (12) feet from the adjacent finished grade.

2. No later than twelve (12) months from the effective date of this section, active surveillance measures shall be implemented which shall incorporate hourly patrols conducted by security or facility personnel.

a. These patrols will be conducted during the operating hours of the parking garage, and will cover all areas of the parking garage, including stairwells, lobbies, elevator cabs, and vehicle entrances and exits.

b. The individual patrolling shall be readily identifiable by uniform or other means.

c. Attendants and security personnel shall be instructed in the proper handling of emergencies and the proper approach of any non customer in the parking garage.

3. No later than eighteen (18) months from the effective date of this section, security lighting shall be installed in all parking garages to meet or exceed the following levels of illumination at the five (5) foot level:

a. 5 foot candles (5 lum. per sq. ft. with a uniformity ratio no greater than 10 to 1) for general parking, pedestrian areas, ramps, corners, and entrances;

b. 10 foot candles (20 lum. per sq. ft.) for stairwells, exit corridors, elevators, elevator lobbies, and all points for ingress and egress.

c. The power supply for the security lighting shall be protected from unauthorized deactivation and any unauthorized tampering.

4. No later than thirty-six (36) months from the effective date of this section, passive surveillance video/audio equipment shall be installed which will cover all stairwells, lobbies, elevator cabs, and pedestrian and vehicular entrances and exits.

a. This equipment shall be monitored at all times that the parking garage is open for business.

b. When the equipment is rendered inoperable for a period of twenty-four (24) hours, other means shall be taken to ensure that safety integrity is maintained.

c. The power supply for this equipment shall be protected from unauthorized deactivation and any unauthorized tampering.

5. No later than thirty-six (36) months from the effective date of this section, single motion safety alarm devices shall be installed at all pedestrian exit points on each level, properly signed and installed at a maximum height of forty-eight (48") inches. These devices shall include audible and visible alarms at each location, shall sound and display an alarm at the location where the alarm is initiated and simultaneously indicate the location of the alarm activation at a manned station. This alarm will continue to sound and display until reset by a special key at the manned station. The power supply for these devices shall be protected from unauthorized deactivation and any unauthorized tampering.

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ORDINANCES

6. Any parking garage operated solely as a valet parking facility shall be exempt from the security requirements set forth hereinabove. Any combination valet and non-valet parking garage shall not be exempt from the above security requirements. Before any parking garage changes the nature of its operation from valet only to either a combination of valet and non-valet or solely non-valet operation, said parking garage shall first comply with all of the above security requirements.

7. No later than twelve (12) months from the effective date of this section, the following security measures shall be implemented for parking garages operated solely as valet parking facilities:

a. Security lighting shall be installed to meet or exceed an average maintained lighting level of 20 foot candles (20 lum. per sq.ft.) for all customer areas, including, but not limited to, lobbies, waiting rooms, pick-up and drop-off points, and vehicle ingress and egress points;

b. Sufficient directional information signage shall be provided to clearly define the location of offices, restrooms, vehicle drop-off and pick-up points, and to assist all pedestrian/customers to their prime destinations;

c. Attendants shall be instructed in the proper handling of emergencies and the proper approach of any non customer in the parking garage.

C. A violation of any requirement of this section shall constitute a serious violation of this Code and the violator thereof shall be subject to the penalties provided therefor in Section 23-108.B.1., in addition to all other remedies and sanctions available to the City at law or in equity.

(3) This Ordinance shall be effective on August 1, 1995.

Adopted:

Ayes: Councilors Cary, McCarty, Monteiro, O'Connell, Upshaw, Anderson, Driscoll, Rotondi, Cassi - 9

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BY COUNCILOR ROTONDI:

Ordinance No. 383 1995

ORDINANCE AUTHORIZING AMENDMENT OF LEASE AGREEMENT ON BEHALF OF THE CITY SCHOOL DISTRICT

BE IT ORDAINED, that the Commissioner of Assessment, on behalf of the City School District, is hereby authorized and empowered to enter into a certain amendment of lease as described in Appendix "A" attached hereto and made a part hereof, said amendment of lease to be entered into without competitive bidding which is deemed to be impracticable and shall be subject to cancellation upon thirty (30) days' notice to lessor; and

BE IT FURTHER ORDAINED, that the amendment shall contain such other and

Appendix F:

Iauco, Lori

From: Maroun, Nader
Sent: Friday, February 4, 2022 4:03 PM
To: Dunham, Corey Driscoll
Cc: Iauco, Lori; Monan, Pat
Subject: RE: Follow Up Information Requests

From: Dunham, Corey Driscoll
Sent: Thursday, January 27, 2022 5:36 PM
To: Maroun, Nader
Cc: Iauco, Lori; Monan, Pat; Caliva, Frank
Subject: RE: Follow Up Information Requests

Auditor Maroun,

Good evening. I've provided the remaining information below with a few final pieces to track down. Any questions, please let me know.

Thanks again,
Corey

Corey Driscoll Dunham | Chief Operating Officer, City of Syracuse
Tel: (315) 448-8005 | cdunham@syrgov.net | www.syrgov.net

From: Maroun, Nader
Sent: Friday, January 14, 2022 4:29 PM
To: Dunham, Corey Driscoll
Cc: Iauco, Lori
Subject: Follow Up Information Requests

Good afternoon Corey,

You mentioned in your 12/31/21 email that if there are any remaining information missing to not hesitate to let you know. Please see below.

Per our Performance Audit our office research would appreciate a response to the following:

1.) LAZ Management Training Manual regarding the instructions they utilize for the proper handling of emergencies and approach of any non-customer in our parking garages.

Any training manuals that exist would be internal LAZ documents which I wouldn't have access to.

The significance of you/City having the information from a Contractor of the City, is that if someone unfortunately was injured in one of our City owned garages and it resulted in a lawsuit, the first line of response would be LAZ and then the City. It would seem the responsible approach would be to informed of how LAZ is not only protecting themselves against the situation, but that the City is well protected for any liability exposure.

2.) City of Syracuse Parking Garage Structural Condition surveys Summary Report presented in 2018

I sent you these reports in my email to you dated 1/12/22 (attached again here).

We are aware of the individual garage reports previously sent (thank you) however, we are looking for the actual 2018 Structural Survey SUMMARY Report

3.) With the new LAZ Contract how is City requested Work Order requests documented?

Work Order requests are sometimes communicated over email, but at times over the phone. No formal Work Order request document exists.

Do you think a Work Order request system should be in place?

4.) Copies (digital if possible) of all City Work Orders, inclusive of DPW & Water Departments for parking garages for the period of 2018-2021

To my knowledge, these do not exist.

Do you think these should be in place?

5.) It appears from your 1/03/22 email that two of the garages with elevators are still sometime away from being capable of Certified Inspections and that you indicate Washington Garage is Finished, yet at the time of our site visit there was not a Certified Inspection sticker in either of the elevators? So as of 12/31/21 none of the City elevators have any posted Inspection Certification stickers in the elevators which you have suggested there still are those outstanding issues with the elevators as identified in your email of 12/31/21?

Correct – hence why we embarked on a full overhaul of all of the elevators within the parking garages. We are currently working with KONE to get the elevators in Washington inspected.

Based on the original questions and your limited response to a clear public safety issue, we remain confused as to what circumstance (s) have resulted in taken nearly four (4) years to only now or within recent time " embark on a full overhaul?" We are attempting to fully understand and thus please provide specific details.

6.) Your email of 12/31/21 where you identify the three garages with elevators and the work needing to be completed....can you please clarify Fayette Street Parking Garage description? "when elevator #2 turns over? Also, please describe details about the phone line not installed. How long has this not been in the elevator?

By "turns over", I believe that's meant to imply "when work is completed." As far we can tell, we are unable to locate any record of active phone lines within the elevators but we're currently working with IT and their contractors to install them.

Please provide the specifics....who is doing? When did they begin? What actually is the complete work order?

7.) Your 1/04/22 email mentions that you spoke with Kevin Henry and he is following up with KONE and ATIS on Certificates for the elevators in City Hall and City Hall Commons. Please advise status of same.

No new information on the City Hall elevators, and given that I provided all the inspection reports and certificates on City Hall Commons elevators earlier this month, I have no new information to provide at this time.

Perhaps clarification from ATIS could be request as per your response in #8

2

12.) Please provide available Security Guards Log Sheets per garage for the period of January 01, 2018 – December 31, 2021.

We'll search our records to see if we can locate them and provide what we have.

Please advise and supply copies as to what your search of your records has revealed.

13.) What is the start date for Mr. Monan (both part time {Codes & Parking Garages} and then full time {Parking Garages}) and his official title and job responsibilities regarding parking garages?

I believe Mr. Monan started with the City in 1987, left after 4 ½ years, then returned in 2006 and has been with the City ever since. In 2017, he became our Parking Garage Supervisor.

Mr. Monan, to the best of our knowledge, has no official title as Parking Garage Supervisor? Can you please provide where that title is appropriated and all such correlating correspondence to that title?

Like many city employees, I'm not sure a list of official job responsibilities exists but I can certainly reach out and see if one existed for Kyle Madden, who had the position before Pat. If one doesn't exist, I would be happy to compile one.

That would be helpful to have such document, even as you mention, you now have to create one.

Pat is an invaluable resource to the City.

I appreciate your sense of loyalty. I would argue it holds true with many, if not most, City employees as well.

14.) Since Mr. Monan' start date has he undertaken any preliminary assessment, management objectives and provided a draft plan of action for the garages beyond what C&S Engineers provide (Structural Condition Surveys) every two years? If so, please provide the documentation.

No and he was not asked to do so.

Your response here is quite confusing. Wouldn't it seem quite normal for the person in this position be requested to provide their assessment, develop a plan for review, along with cost and deliverables in order to better manage these physical revenue assets?

15.) From our 11/1/21 email correspondence we requested information regarding Harrison Garage which have yet to receive? Please provide.

I may have lost track through the email traffic, but I do not see any mention of the Harrison Garage in the 11/1 email. Perhaps there was more than one email that day. Please let me know what information you are looking for and I can provide it.

Please see the last item of request from my 12/02/21 email to you.

16.) Also from our 11/1/21 email correspondence we requested the management reports from LAZ for the garages they operated prior to the new Contract. We have yet to receive?

I'll work with Pat to see what we can find.

Please advise the status of this request which is now over three (3) months in waiting.

17.) Also from our 11/1/21 email correspondence we asked for the dates of the implementation by Finance and Budget for the recording of costs in PeopleSoft to track expenses and revenue?

4

8.) The ATIS documents you provide for City Hall Commons elevators and chair lift is somewhat confusing. While the documents state "All Test Items in Compliance Per ASME A17.1, a follow up page identifies Inspection Items Not In Compliance Per ASME A17.1? Please advise

I can reach out to ATIS for clarification.

This would possibly be helpful for both #7 and # 8.

9.) Power Point and camera plan for AXA (you referenced in a 12/8/21 email). I informed you the PowerPoint is an internal LAZ document that I never asked for or received, so I'm not going to provide it.

As I mentioned in a previous email, the PowerPoint presentation on AXA was compiled by LAZ. I never requested the document and so it remains an internal LAZ document, not one the City would provide.

First, let me be provide you with an example that just might clarify for you regarding third party contractors and the information requested by a City Auditor.
Example: Let's say the Office of the City Auditor is conducting an audit for Burnet Park programs receipts and or concession receipts, and the Office of the City Auditor could request information from the bank (third party contractor) doing business with the City, for copies of deposits made from program or concessions.

Secondly, whether or not you requested the PowerPoint document or not, we were told by the LAZ Garage Manager (Contractor/Operator) that she had provided your office with above request power Point Presentation. Thus, if that is true and you are not making information relative to a public asset available, that is another issue altogether.

Plans for camera installation have halted for the AXA Garage so I have no plans to share.
How is that camera installation is halted? Based on what criteria? Please explain.

10.) You mention in 12-31-21 email that you could provide information regarding steps you and Mr. Monan have taken to continue to address the AXA sprinkler situation. We have yet to receive. Please provide.

We have met with the Fire Department and our sprinkler contractor. Given the ongoing challenges with the sprinkler system, we are currently pursuing alternatives including a fire watch.
Can you please identify and advise about the "ongoing challenges with the sprinkler system?"

11.) Please provide specific details for what you mean about "current condition" you mentioned in your 12-31-21 email regarding Equitable garage, when you wrote, "Given the current condition of the garage, we have put any plans to install new cameras on hold for the time being."

Given that you've been in the garage, I sure you got a sense of the "current condition" first-hand. We have issues with drainage and overall maintenance of the garage, so that remains the priority over any camera installation.
You are correct, we have been in the garage, however our interpretation of "current condition" versus what your interpretation of "current condition" is, might differ considerably. Thus, we are requesting your interpretation as the Chief Operating Officer for the City, who has direct oversight for that garage.

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Appendix G:

PARKING FACILITIES SUPERVISOR 60250 (Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This is an administrative position responsible for the management of city owned and operated parking facilities. The employee is required to prepare the bids for leasing parking facilities, administering the "let" contract and insures the city is receiving proper revenues from the contract. The employee is allowed considerable independent judgment in carrying out the goals. Assignments are received from the Commissioner of Public Works through conference or written notice and work is reviewed by observation of the program, through submission of written reports or by kinds and type of public complaints. This class does not normally exercise supervisory responsibility, does related work as required.

TYPICAL WORK ACTIVITIES

Manages the city parking facilities program by administering the following:

Prepares for public bidding contracts for the operation of the facilities by a private contractor.

Prepares specifications for the installation of various parking control equipment; e.g. gates, ticket splitters, booth and fee computers.

Interprets existing contracts between the city and private contractors regarding maintenance, security and related conditions.

Issues monthly parking tags.

Reviews and improves revenue controls and audit procedures.

Establishes inspection procedures and maintenance standards for the facilities.

Recommends rate increases/decreases and hours of operation for facilities.

Promotes the use of city facilities through improved maps, signs and brochures.

Orders equipment and parts for meters, lots, garages as needed.

Holds periodic meetings with facility operators to discuss concerns.

Meets with architects and engineers on garage rehabilitation and follows up on parking facilities being rehabilitated.

Insures that warranty work is performed after construction is completed.

Develops innovative programs with businesses for the purpose of encouraging people to visit the downtown area.

Works with businesses, non-profit organization developers and other interested groups in downtown parking.

Develops innovative programs with the intent of encouraging people to visit the downtown area.

Monitors and oversees metered rates and usage for city on-street parking.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of contract preparation, interpretation and enforcement.

Good knowledge of the various types of parking controls and security equipment.

Good knowledge of the principles and practices of parking facilities administration and management.

Good knowledge of building construction and maintenance techniques.

Good knowledge of the city's street parking regulations.

Ability to interact with divergent groups of people, understanding their points of view and articulating the department's positions.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree and two (2) years of experience in parking management work, parking facility construction management, parking facility contract administration, parking facility structural inspection or review, or a closely related field, or;

B) Six (6) years of paraprofessional or professional level work experience, two (2) years of which must have involved parking management work, parking facility construction management, parking facility contract administration, parking facility structural inspection or review, or a closely related field, or;

C. An equivalent combination of training and experience as defined by the limits of (A) and (B)

10/2006 Revised

Appendix H:

MAINTENANCE AND OPERATIONS SCHEDULE AND INSTRUCTIONS

The following is a comprehensive chart of maintenance, repair and operational needs within the City parking structures. This chart outlines the tasks and descriptions of the items which should be addressed, and it clearly delineates the responsible party and the frequency at which the item should be addressed. Any item which is the responsibility of the manager should be corrected immediately upon observation or notification from City officials. The words "manager" and "operator" are used interchangeably in the chart.

Under "Responsible Party", if the X mark is in the Manager box, the manager/operator is responsible for the item. If the X mark is in the City line, the City of Syracuse is responsible and will likely perform the work in-house. If the X mark is an X followed by an arrow (example: X -->), the City of Syracuse will take responsibility for the item but uses a qualified third-party vendor to complete the repairs, perform the maintenance, etc. When there is an X in both boxes, the City will take responsibility only after a good faith effort to correct the problem by the manager/operator.

Under "Frequency" the shorthand D'LY = Daily; W'LY = Weekly; M'LY = Monthly; Q'LY = Quarterly and A'LY = Annually. If there is a 2X in the Annually column, the City expects that task to be completed twice a year. Items which are marked as both a distinct frequency and "As Needed" should be completed during the regular frequency and any time it is noted incorrect/broken/dirty/etc. or when notified by City officials.

PARKING ACCESS & REVENUE CONTROL	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Inspect All Equipment for Damage		X		X						If damaged, alert City and contact City-preferred service contractor
Test All Equipment for Function		X		X						If malfunctioning, alert City and contact City-preferred service contractor
Check Ticket Spitters for Time and Date		X		X						
Check Ticket Spitters for Ticket Stock		X		X					X	
Wipe Down Ticket Spitters		X			X					
Wipe Down Goosenecks and Card Readers		X			X					
Wipe Down Fee Computers and Display Signs		X			X					
Wipe Down Gate Arms and Assemblies		X			X					
Perform Preventative Maintenance	X -->		X				X			Maintenance to be performed by City-preferred service contractor
Change Date and Time in Ticket Spitters	X -->		X					2X	X	Contact City-preferred service contractor to perform work
Adjust Rates in Fee Computers	X -->		X						X	Contact City-preferred service contractor to perform work
Perform Repairs and Maintenance on Equipment	X -->		X						X	Contact City-preferred service contractor to perform work

The PARCS equipment in all the facilities was installed in 2015 as part of a major upgrade to the revenue control process. The City anticipates a useful life of 10 years on this equipment and does not have immediate plans to change the configuration or type of equipment until the end of its useful life. The City expects operators to inspect all equipment and test its function daily and wipe down all equipment weekly. The City contracts with a third-party to perform all repairs and maintenance to the equipment. The manager should contact that vendor anytime repairs or maintenance is needed on any PARCS equipment and should notify the City that a repair or maintenance visit is required. All preventative maintenance and any necessary changing of rates, dates or times in the fee computers, ticket spitters and/or fee displays is also to be performed by the third party, at the request of City officials.

TRASH AND LITTER	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Empty Trash Cans in/around the Garage		X		X					X	Always use can liners
Empty Cigarette Ash Trays		X								Smoking is prohibited in our facilities
Pick up Trash and Litter in/around the Garage		X		X					X	
Remove All Trash from Facility		X			X					Operator responsibility to take to Transfer Center or use hauler
Wash out and Clean Trash Cans		X				X				

The public perception of City parking facilities has a direct impact upon the well-being of the public and on the vitality of the City. The City expects its parking facilities to be among the cleanest in the entire City and we strive to ensure an excellent standard of cleanliness. Each day, the operator shall litter pick the entire garage and re-pick throughout the day as necessary. Trash cans are to be provided by the operator and placed at each level in each stairwell and elevator lobby. Trash cans are to be emptied daily and taken to a transfer station or taken away by a private hauler on a weekly basis. The City believes it is unacceptable find litter or cigarette butts strewn throughout the facility or trash cans overflowing. These items should be noted during hourly rounds and addressed promptly.

ELEVATORS	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Inspect All Equipment for Damage		X		X						If damaged, alert City and contact City-preferred service contractor
Test All Equipment for Function		X		X						If malfunctioning, alert City and contact City-preferred service contractor
Inspect All Elevator Lighting		X		X						Replace faulty bulbs; allert City if ballists are broken
Sweep & Vacuum Elevator Cab & Mats		X		X						
Sweep Elevator Landings		X		X						
Inspect Elevator Control Room(s) for Temperature		X		X						If outside normal range, alert City
Wipe down Elevator Cabs Interior & Exterior		X			X					
Clean Out Elevator Door Sills		X			X					
Mop Elevator Cabs		X		X	X					Perform weekly or as needed May-October; perform daily November-April
Sweep/Clean Elevator Control Room		X				X				
Polish Elevator Cabs		X				X				
Perform Preventative Maintenance	X -->		X			X				Maintenance to be performed by City-preferred service contractor
Pressure Wash Elevator Landings		X				X				In winter: sweep only, do not pressure wash
Perform 6-month Elevator Inspections	X -->		X					2X		Inspections to be performed by City-preferred service contractor
Replace Elevator Lights		X							X	
Replace Elevator Control Room Lights		X							X	
Replace Lighting Ballasts	X								X	If damaged, alert City
Modernize or Upgrade Elevators	X -->		X						X	

The existing elevators are all original to their facilities. The City understands the challenges which are presented by old and outdated equipment. The City has appropriated $1.5M for a complete design, overhaul and modernization of all elevator equipment at (1) Washington Street, (2) Fayette Street and (3) Madison-Irving Parking Garages. It is anticipated these moderinzations will take place in 2019. Until modernizations are completed, operators are asked to be patient and perform the necessary routine maintenance to allow the units to function as normally as possible. Any repairs, equipment maintenance and inspections on the elevators are to be performed by the City's preferred service contractor. Daily cleaning, washing and inspections are to be completed by the operator. Operators are also responsible for replacing any lights in the elevators or control rooms. City electricians will replace ballasts or perform other electrical work.

LANDSCAPING AND EXTERIOR MAINTENANCE	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Pickup Litter and Debris from Around the Facility		X		X						
Mow and Trim Grass		X			X					
Remove Weeds and Brush		X						X	X	Each spring, perform a thorough clean-up of the facility's exterior
Cut and Remove Branches		X						X	X	Each spring, perform a thorough clean-up of the facility's exterior

Litter and debris should be cleaned up from around all facilities every day, and when noticed. At Center Armory, Fayette Street and Madison-Irving Parking Garages, there is no landscaping or grass and those items are not required at those facilities. At areas surrounding AXA and Washington Street Parking Garages there are areas which must be mowed and maintained. It is expected that the operator will be fully responsible for maintaing the exteriors of these properties regularly.

OFFICE, BATHROOM AND CASHIER'S BOOTH	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	

Clean and Stock Bathroom		X		X						
Sweep Office Floor		X		X						
Clean Office Windows		X			X					
Remove all contents from Refrigerators		X			X					
Mop Office Floor		X		X	X					Perform weekly or as needed May-October; perform daily November-April
Clean all Other Windows		X				X				
Clean Cashier's Booth Windows		X			X					
Wipe down Cashier's Booth		X			X					
Wax Office Floors		X					X			
STAIRS, SIDEWALKS AND CURBS	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Litter Pick Stairwells, Sidewalks and Curbs		X		X						
Sweep Stairwells		X		X						Completely Sweep a Minimum of One Stairwell Daily
Sweep Curbs		X			X					
Wipe down Staircase Railings		X			X					
Mop Stairwells		X			X					
Sweep Sidewalks		X			X					
Pressure Wash Stairwells		X				X				
Salt Sidewalks outside Garage		X							X	Operator responsible for all exterior sidewalk
Shovel, Plow or Remove snow		X							X	Remove snow after any accumulation
Paint Curbs, Island, Sidewalks and Bollards		X						X		Paint every Spring following pressure washing
ELECTRICAL AND LIGHTING										
Inspect All Facility Lighting		X			X					Alert City of any primary garage lighting out
Replace Malfunctioning Elevator Lights		X							X	
Replace Ballasts	X								X	Alert City officials of any lighting malfunctioning not related to the light bulb
Replace Garage Lights	X	X							X	City replaces LED overhead lighting; Contractor replaces all other lights
Test All Outlets In Garage		X						X		Test all outlets annually and report to City on findings
Test/Inspect All Emergency Lighting		X					X			
LIFE SAFETY AND EMERGENCY SYSTEMS	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Inspect Fire Extinguishers & Mounts/Cases		X			X					Alert City officials of any broken, missing or malfunctioning equipment
Maintain/Inspect/Recharge Fire Extinguishers		X						X		Operator to test, inspect, and recharge all extinguishers annually
Provide New or Replacement Fire Extinguishers	X								X	
Inspect Emergency Duress Buttons		X		X						
Inspect Fire Alarm Pull Stations		X		X						
Wipe down Fire Extinguisher Mounts/Cases		X			X					
Wipe down Emergency Duress Buttons		X			X					

Wipe down Fire Alarm Pull Stations		X			X					
Test and Perform Inspections on Duress Systems	X -->		X				X			Inspections to be performed by City-preferred service contractor
Test and Perform Inspections on Fire Alarm Systems	X -->		X				X			Inspections to be performed by City-preferred service contractor
Test and Perform Inspections on Sprinkler System(s)	X -->		X				X			Inspections to be performed by City-preferred service contractor
Test/Inspect All Emergency Signage and Lighting		X					X			Visual inspection of emergency signs; Physical test of emergency lighting units
Repair or Replace Emergency Lighting or Signage	X								X	Alert City officials of any broken, missing or malfunctioning equipment
Repair or Replace Emergency Duress Systems	X -->		X						X	If damaged, alert City and contact City-preferred service contractor
Repair or Replace Fire Alarm Systems	X -->		X						X	If damaged, alert City and contact City-preferred service contractor

The life safety and emergency systems in City parking facilities include fire extinguishers, emergency duress systems, fire alarm systems, sprinkler systems and emergency signage and lighting. The proper functioning of this equipment is ciritcal to safety and security within our facilities. The fire alarm systems were upgraded in all facilities in 2017. The emergency duress system at Washington Street Parking Garage was upgraded in 2017 and the emergency lighting in 2016. The emergency duress systems at Madison-Irving and Fayette Street Parking Garages will be upgraded in 2018. A visual inspection of all equipment should be performed by the operator on a daily basis, and equipment should be wiped down weekly. The operator is also responsible for the inspection and testing of the emergency lighting within the facilities. The operator shall perform a visual inspection of the emergency signage and a physical test of the emergency lighting units every three months and provide a report to the City detailing the findings and any deficiencies. The City contracts with a service contractor to perform regular testing of the emergency duress systems, the fire alarm systems and the sprinkler systems. The contractor will perform any and all repairs or replacements. The operator is responsible for the regular testing, inspecting and recharging any fire extinguishers; the City is responsible for replacement or any new purchases of these units.

PAINTING	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Repaint all Curbs, Sidewalks, Islands and Bollards		X						X	X	Paint every Spring following pressure washing
Remove/Paint over Graffiti Inside Facility	X								X	If vandalism is noted, alert City
Remove/Paint over Graffiti Outside Facility	X								X	If vandalism is noted, alert City
Touchup Paint on Handrails and Guardrails		X						2X	X	Inspect in spring and fall; touchup paint when flaking or rusting
Touchup Paint on Doors and Other Painted Surfaces		X						2X	X	Inspect in spring and fall; touchup paint when flaking or rusting
Re-Stripe the Garage		X						X		Paint vehicle stalls, disability markings, directional arrows, no parking areas
Inspect and Recaulk Joints								X		Inspect joints throughout the garage annually and perform minor caulking repairs

Operators are not expected to perform widespread painting in the parking facilities. Any widespread, large-scale painting projects will be undertaken as part of City capital improvement projects or be performed by City painters. Any graffiti which appears in the garage is considered an act of vandalism and should be reported to City officials immediately for prosecution. City painters will remove any graffiti. Operators are required to re-stripe the garage annually, preferrably using a professional service, to include stall lines, disability markings, directional arrows and no parking areas. The operator shall also inspect handrails and guardrails twice each year and perform small touchup painting jobs in areas were rusting or flaking paint is observed. Any newly or recently-installed items like new doors at Washington Street Parking Garage shall also follow the same procedure for twice a year touch-ups. Operators must only use approved products. Operators will be responsible for maintaining the original appearance of any new improvements with painted surfaces (such as standpipes, new doors, etc.) which are freshly painted or newly-installed during the forthcoming contract period.

HEATING, VENTILATION AND AIR CONDITIONING

DOORS AND HARDWARE	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Inspect and Test Pedestrian Doors for Proper Function		X			X					Inspect latches, hardware, closers, hinges and locks
Lubricate and Grease Door Hardware		X						X	X	Use appropriate lubricants to ensure proper door functionality
Repair or Replace Doors or Door Hardware	X								X	City carpenters will perform any necessary repairs
Inspect and Test Overhead Doors		X		X						
Repair or Replace Overhead Doors or Hardware			X						X	

There are more than 110 doors in the City parking facilities. All Stairwell doors at Washington Street Parking Garage were replaced in 2016. Ensuring doors function properly and have proper locking mechanisms is critical for safety in our buildings. The operator shall, on a weekly basis, test and inspect all doors in the facilities, including a visual inspection of the latches, the closers, hinges, locks and all other hardware. As needed, but not less than once a year, the operator shall use approved lubricants to grease any hardware to ensure its continued functionality. If any door hardware, or entire door, requires repair or replacement, the operator shall notify City officials for to complete repairs. As a rule, all fire doors shall be kept closed, not proped open, at all times. Overhead garage doors were replaced at Madison-Irving and Fayette Street Parking Garages in 2016. The operation of all overhead doors should be tested daily. The City maintains a repair and maintenance contract with a qualified third-party for repairs to overhead doors.

PLUMBING AND DRAINAGE	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Drain Outdoor Water Supplies	X							X		To be performed by City Plumbers each Fall
Blow Out Outdoor Water Supplies	X							X		To be performed by City Plumbers each Fall
Check and Clear Drains	X -->	X	X			X				Manager must make attempt prior to contacting City-preferred service contractor

DRIVING LANES AND PARKING STALLS	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Sweep all Floors		X				X				
Power Wash all Floors		X					X		X	Not in Winter
Pressure Wash Entry and Exit Lanes		X					X	X	X	Not in Winter
Pressure Wash Parking Areas in the Garage		X					X	X	X	Not in Winter
Snowplow and Shovel		X							X	After any accumulation
Treat Oil Spots		X					X		X	
Wet-Vac Standing Pools of Water		X							X	
Re-Stripe the Garage		X						X		Paint vehicle stalls, disability markings, directional arrows, no parking areas

SIGNS AND CLEARANCE BARS	RESPONSIBLE PARTY			FREQUENCY						NOTES
	CITY	MANAGER	VENDOR	D'LY	W'LY	M'LY	Q'LY	A'LY	AS NEEDED	
Replace or Repair Damaged Signs	X								X	Alert City officials of any broken, missing or damaged signs
Clean Metal and Illuminated Signs		X				X				
Wipe down Signs		X				X				
Wipe down clearance bars		X				X				
Organize Traffic Cones/Barricades					X					
Clean Storage Rooms						X				
Inspect and Recaulk Joints							X		X	X

Appendix I:

CAPITAL IMPROVEMENT PROGRAM
CITY PARKING GARAGES
2015/15 through 2019/20 Programs

In recent City of Syracuse Capital Improvement Plans (CIP)s, there have been several programs/projects which are directly attributable to city-owned or city-run parking garages.

-Parking Garage Mandated Repairs
-Parking Garage Revenue Control Equipment
-Parking Garage Rehabilitation

1. Parking Garage Mandated Repairs

The narrative in the CIP states, "Program years 2014/15 through 2019/20. This Program will preserve and rehabilitate City-owned parking garages to maintain and improve the structural integrity of the City's real property assets"

The figures presented in past CIPs are derived from "Figure A," a schedule of repairs and their approximate costs broken out by garage and year. This schedule was prepared by Tom Sprague based on the October, 2011 structural condition assessment study prepared by C&S Engineers. Nothing stated is specifically "mandated" by law or municipal code – they are immediately needed repairs or programmed repairs to protect the structural integrity of the garage.

2. Parking Garage Revenue Control Equipment

The narrative in the CIP states, "Program years 2014/15 through 2016/17. This program will replace outdated Revenue Control Equipment used in the daily operation of the City garages."

The figures presented in past CIPs appear to be derived from a quote provided to Tom Sprague from Ber-National Controls at some point in the past. That quote was provided to me and found to be excessive, utilizing lanes not currently in use among other concerns. Upon discussion with Ber-National Controls, we received a new quote and placed a recent Purchase Order off State Contract to procure reasonable upgrades to the garage which, when paid, will expend 82% of the 2014/15 fund balance.

3. Parking Garage Rehabilitation

The narrative in the CIP states, "Program years 2015/16 through 2019/20. This program will facilitate the rehabilitation and preservation of City-owned parking garages to maintain and improve the general condition of the City's real property assets. Projects undertaken are based on findings from annual engineering inspections."

The figures presented in past CIPs are derived from an unknown source. The amounts appear to be arbitrary in nature and it is unclear what it is needed for. Projects on this line ARE NOT based on findings from annual engineering inspections.

CAPITAL IMPROVEMENT PROGRAM
CITY PARKING GARAGES
2015/2016 through 2020/21 Programs

1. Parking Garage Rehabilitation Program

This Program remains in the 2015/16 CIP but will effectively combine the Parking Garage Mandated Repairs line with the Parking Garage Rehabilitation line. The new Program will provide one account for the ongoing and needed structural and regularly programmed repairs to city-owned parking garages.

The previous CIPs spread the cost of these repairs over the length of the CIP. While ongoing maintenance and improvements are required and this request does ask for funds throughout the CIP period, the upfront costs needed to repair the facilities due to years of neglect is higher than the previously requested amounts in past CIPs.

As a result, the upcoming years request a higher amount than originally requested and the out years provide funds for the ongoing repairs and maintenance to prevent the significant outlays which are now required.

2015/16: ~~$200,000~~ $1,000,000
2016/17: ~~$200,000~~ $500,000
2017/18: ~~$300,000~~ $500,000
2018/19: ~~$300,000~~ $350,000
2019/20: $350,000
2020/21: ~~N/A~~ $350,000

2. Parking Garage Safety and Security Program

This Program is new in the 2015/16 CIP. This new Program will provide the funds necessary to continue repairing, installing and/or upgrading the safety, security and emergency features present in garages.

The Program will focus on items required by municipal code including repairs and upgrades to elevators, emergency egress lighting, single-motion safety alarm devices, sprinkler systems, fire extinguishers, and security cameras.

2015/16: ~~N/A~~ $500,000
2016/17: ~~N/A~~ $500,000
2017/18: N/A
2018/19: N/A
2019/20: N/A
2020/21: N/A

3. Parking Garage Plumbing and Drainage Program

This Program is new in the 2015/16 CIP. This new Program will provide the funds necessary to repair or place drainage and plumbing systems present in garages.

The Program will focus on items necessary to prevent standing water and protect the longevity of garages, including clearing clogged drains and replacing or repairing drainage pipes, floor drains and drain covers which are in badly deteriorated condition or missing.

2015/16: ~~N/A~~ $250,000
2016/17: ~~N/A~~ $250,000
2017/18: N/A
2018/19: N/A
2019/20: N/A
2020/21: N/A

4. Parking Garage Mandated Repairs Program

This Program is eliminated from the 2015/16 CIP. The Program is now incorporated in the Parking Garage Rehabilitation Program.

2015/16: ~~$532,000~~ $0
2016/17: ~~$447,500~~ $0
2017/18: ~~$158,000~~ $0
2018/19: ~~$127,500~~ $0
2019/20: ~~$63,000~~ $0
2020/21: N/A

5. Parking Garage Revenue Control Equipment Program

This Program is eliminated from the 2015/16 CIP. The cost of the Program was overestimated.

2015/16: ~~$370,000~~ $0
2016/17: ~~$370,000~~ $0
2017/18: $0
2018/19: $0
2019/20: $0
2020/21: N/A

2018-2019 Fiscal Year
Complete Duress System work at Fayette Garage (Ber-National Controls)
Begin AXA Parking Garage Miscellaneous Repairs 2018 (Crane Hogan)

2017-2018 Fiscal Year

$2,500,000
1. Parking Garage Elevator Modernization Project $1,500,000 ** AUTHORIZED
2. MONY/AXA Garage Rehabilitation Project #1 $1,000,000 ** REQUESTED

Approximate Spending By Garage
MONY/AXA: $1,000,000
Fayette Street: $180,000
Washington Street: $350,000
Madison Irving: $390,000
Harrison Street: $390,000
Center Armory: $0

2018-2019 Fiscal Year

$600,000
1. Washington Street Roof Railing Repairs Project $35,000
2. Fayette Street Garage Joint Sealants Project: $150,000
WORK COMPLETED SATISFACTORLY IN 2016-17 PROJECT
3. Madison-Irving Garage Stair Tower Repairs Project $35,000
4. Parking Garage Duress Systems Replacement Project: $350,000
Madison-Irving and MONY/AXA Garages
NOT FUNDED
5. Parking Garage Miscellaneous Plumbing/Drainage Repairs Project: $100,000
Fayette Street, MONY/AXA and Harrison Street Garage
6. Madison-Irving Garage Driving Course Repair Project: $150,000
7. Contingency for AXA Parking Garage Miscellaneous Repairs 2018: $265,000

Approximate Spending By Garage
MONY/AXA: $250,000
Fayette Street: $200,000
Washington Street: $35,000
Madison Irving: $350,000
Harrison Street: $20,000
Center Armory: $0

2019-2020 Fiscal Year

$650,000
1. Parking Garage Emergency Lighting Replacement Project: $250,000
Fayette Street, MONY/AXA, Harrison Street, Madison-Irving Garages
2. Washington Street Garage Miscellaneous Repairs Project: $250,000
Expansion Joints, Masonry, Windows and Deck Coating
3. Fayette Street Garage Miscellaneous Repairs Project: $150,000
Retaining Walls, Stairs, Curbs, Ramps, Deck Repairs and Fencing

Approximate Spending By Garage
MONY/AXA: $0
Fayette Street: $150,000
Washington Street: $250,000
Madison Irving: $0
Harrison Street: $0
Center Armory: $0

2020-2021 Fiscal Year

$1,000,000
1. MONY/AXA Garage Rehabilitation Project #2 $1,000,000

Approximate Spending By Garage
MONY/AXA: $1,000,000
Fayette Street: $0

Washington Street: $0
Madison Irving: $0
Harrison Street: $0
Center Armory: $0

2021-2022 Fiscal Year

$450,000
1. Madison-Irving/Fayette Garages Structural Steel Corrosion Project: $100,000
2. Harrison Street Garage Miscellaneous Repairs Project: $350,000
Expansion Joints, Concrete Repairs, Stair Tower Repairs, Water Infiltration and Railings

Approximate Spending By Garage
MONY/AXA: $0
Fayette Street: $0
Washington Street: $0
Madison Irving: $100,000
Harrison Street: $350,000
Center Armory: $0

2022-2023 Fiscal Year

$0,000
1.

Approximate Spending By Garage
MONY/AXA: $0
Fayette Street: $0
Washington Street: $0
Madison Irving: $0
Harrison Street: $0
Center Armory: $0

Appendix J:

City of Syracuse
Department of Public Works
Skilled Trades
Project / Work Order Request Form

[Requesting Department Use]

Requested by: Kyle Madden
Telephone No: 315-448-8658
Department: PARKING GARAGES
Date of request: 6/13/2017
Contact Person: Kyle Madden
Description of work being requested: At Fayette Street Garage, inspect and address any issues or leaks with the water lines in the garage management office bathroom.
Requesting Department Head's : Kyle W. Madden (Signature)
Desired Completion Date: 6/20/2017

[DPW use only]
[Circle Type of Project and Trade(s) Needed]

Building Maintenance & Operations/Trade Labor Requirements:

Emergency | [Repair & Maint.] | Special Projects | Special Events | Capital Project

Electrical | [Plumbing] | Carpentry | Masonry | Painter | Roofing | Steam Fitter | Building Services

HVAC

Project Manager/Forman _____ Location Code _____

Acct. Billed To _____ Project Number _____

[For official use only:]

Martin E. Davis, L.S.
Deputy Commissioner _____ Date

Approved ☐ Denied ☐

REASON _____

FORM - 0319

City of Syracuse
Department of Public Works
Skilled Trades
Project / Work Order Request Form

[Requestng Department Use]

Requested by: Tom MacLachlan Telephone No: 399-6203

Department: Harrison Garage Date of request: 4-9-14

Contact Person Tom MacLachlan

Description of work being requested: I would like to meet with a city electrician at the Harrison Garage so he could show me how to remove the bulbs from the elevator directional lights

Requesting Department Head's : Signature Desired Completion Date:

[DPW use only]
[Circle Type of Project and Trade(s) Needed]

Building Maintenance & Operations/Trade Labor Requirements: Emergency (Repair & Maint.) Special Projects Special Events Capital Project

I will explain more clearly when we meet.

(Electrical) Plumbing Carpentry Masonry Painter Roofing Steam Fitter Building Services

4-9-14

Project Manager/Forman _____ Location Code _____

Acct. Billed To _____ Project Number _____

[For official use only:]

Martin E. Davis, L.S.
Deputy Commissioner _____ Date

Approved ☐ Denied ☐

REASON _____

FORM - 0219

City of Syracuse
Department of Public Works
Skilled Trades
Project / Work Order Request Form

[Requesting Department Use]

Requested by: KYLE MADDEN
Telephone No: 448-8568/575-3963

Department: DPW
Date of request: 6/12/2014

Contact Person: KYLE MADDEN

Description of work being requested: Repair broken water lines at Harrison Street Parking garage bringing water back to full service.

Expense any costs from 07.00975.0.008

Requesting Department Head's : Signature
Desired Completion Date: Jul-14

[DPW use only]
[Circle Type of Project and Trade(s) Needed]

Building Maintenance & Operations/Trade Labor Requirements:

Emergency | [Repair & Maint.] | Special Projects | Special Events | Capital Project

Electrical | [Plumbing] | Carpentry | Masonry | Painter | Roofing | Steam Fitter | Building Services

Project Manager/Forman _____ Location Code _____

Acct. Billed To _____ Project Number _____

[For official use only:]

Martin E. Davis, L.S.
Deputy Commissioner _____ Date

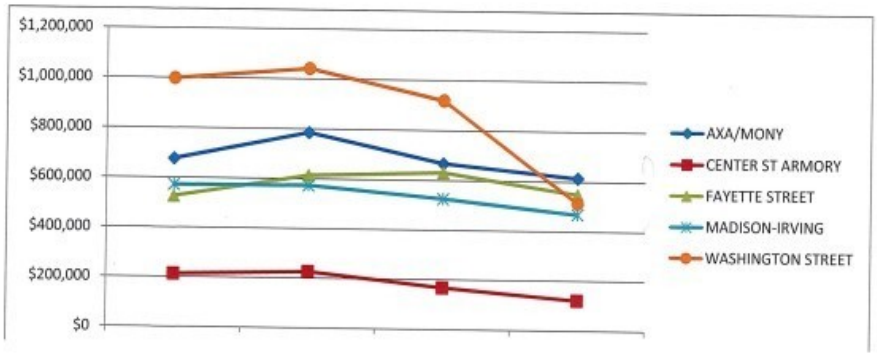
Approved ☐ Denied ☐

REASON _____

FORM - 03/10

Appendix K:

HISTORY OF CITY OWNED PARKING GARAGE REVENUE				
	FY 2018	FY 2019	FY 2020	FY 2021
AXA/MONY	$676,294	$784,418	$667,928	$614,168
CENTER ST ARMORY	$212,784	$226,154	$167,835	$120,997
FAYETTE STREET	$525,458	$614,472	$631,194	$548,592
MADISON-IRVING	$571,736	$573,798	$525,590	$468,700
WASHINGTON STREET	$996,887	$1,040,609	$918,129	$513,761
TOTALS	$2,983,159	$3,239,451	$2,910,676	$2,266,218
		6% increase from 2017/2018	9% decrease from 2018/2019	33% decrease from 2017/2018
			3% decrease from 2017/2018	37% decrease 2018/2019
				30% decrease from 2019/2020



Appendix L (Center Armory):

PARKING GARAGE
STRUCTURAL CONDITION SURVEY-2018

CENTER ARMORY PARKING GARAGE
218 WEST JEFFERSON STREET
SYRACUSE, NY

OWNER: CITY OF SYRACUSE

May 8, 2018

PREPARED BY:

C&S ENGINEERS, INC
499 COL. EILEEN COLLINS BLVD.
SYRACUSE, NY 13212

C&S File Number: 119.412.003

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3. BACKGROUND
4. PROCEDURES
5. OBSERVATIONS
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A. SELECT PHOTOGRAPHS
B. REFERENCE DRAWING

CENTER ARMORY PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
May 8, 2018

C&S COMPANIES

1.0 PURPOSE

Chapter 27 (Section 27-17) of the Revised General Ordinances of the City of Syracuse, as amended by General Ordinance 29 of 1995, requires the owner of every parking garage within the City to provide the Code Enforcement Division with an annual Structural Condition Survey and a Structural Condition Assessment on a tri-annual basis. This report addresses the requirements of the annual Survey of the afore-mentioned ordinance and is focused primarily on structural elements.

2.0 SCOPE

- Visual Inspection
- Report

2.0 BACKGROUND

The underground parking garage located at 218 West Jefferson Street, was constructed in the 1990's in conjunction with the commercial and residential development built above. It occupies the entire space below the development and has an approximate capacity of 155vehicles. There was no documentation provided to C&S regarding construction or previous inspections. The valet style parking is two deep on the north side and two to three deep on the south side. Garage patrons are required to leave their keys so the attendants can move cars to allow those blocked in to leave the garage. Access is via the ramp off West Jefferson or via enclosed staircases to the spaces above.

STRUCTURAL SYSTEM DESCRIPTION:

The structure consists of a slab-on-grade and reinforced concrete walls and pilasters. The perimeter steel columns terminate with base plates at the top of concrete while the interior columns appear to extend to footings below the slab with the concrete serving as physical and fire protection. The walls and pilasters support the structural steel frame of the building above. The soffit consists of the structural steel floor framing and composite metal deck for the structure above. All of the steel framing members and most of the metal deck has sprayed-on fire proofing. There are two adjacent bays with north south chevron braces intersecting at the beam above and a foundation below the concrete floor. The braces are in the north and south sides of the garage at the edges of the street level walk through (plaza).

4.0 PROCEDURE

On April, 11 2018 Robert Hamlin, P.E. of C&S conducted a walkthrough focusing on the overall structural condition of the garage and to identify any critical structural concerns which may require immediate attention and/or to be considered for further evaluation. Sample photos of observed deficiencies are included in Appendix A. The layout of the columns and field notes are shown on the attached drawing, Appendix B, which was developed by making rough measurements and fitting the layout within the property limits

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based on a tax map. The grid lines shown on the figure are arbitrary for the purpose of identifying locations within the garage.

The elevator shaft interiors and stair cases were not observed.

5.0 OBSERVATIONS

1. Corroded metal deck: Most of the metal deck is covered with sprayed-on fireproofing. The deck under the walk through plaza and at a few other locations is newer deck which only has fireproofing overspray. Based on our observations, we believe that the steel deck is composite, which means that the steel must remain intact in order for the deck to support the intended loads. In a few locations, we observed corroded metal deck where the fireproofing was missing. There are many other locations where the fireproofing is debonded from the deck, leading us to believe that there may be additional deck corrosion.
2. Corroded steel framing: At several locations adjacent to corroded deck the steel framing and base plates exhibit corrosion. In particular, the base of the bracing on line H adjacent to the elevator is heavily corroded. The extent of corrosion is unknown.
3. Missing fireproofing: At many locations throughout the garage the fireproofing is missing such as at the edges of beams and at the bracing which is subject to human contact. It appears that the plumbing serving the spaces above has undergone modifications over the years. There are places where penetrations have been abandoned and others where newer penetration have been made. There are many locations where the fireproofing is missing where piping runs under the beams.
4. Corroded and clogged trench drain grating: Portions of the trench drain grating at the top of the entrance ramp have missing bearing bars and is corroded. The trench drain grating in the centerline of the travel lane is about 90% plugged. The few locations that permit water to enter have missing bearing bars. At many locations the grating is deeply pitted. According to the attendants, common practice is to squeegee water to the openings.
5. Spalled Concrete: The concrete slab-on-grade, walls and pilasters are in very good condition. There is one spall at the base of a brace at J-2. The pilaster at L-1 has a minor spall at its base. There is a vertical crack in the wall on line 1 between lines F and G. The condition of the bases of the interior pilasters could not be observed because the protective blankets are padlocked in place.
6. Plumbing Leaks: Two locations were observed where there was a small amount of leakage, one from a plumbing trap and one from through the deck at a pipe penetration. There is a significant amount of water ponded on the east side of the elevator shaft emanating from a leaking domestic water backflow preventer.
7. Walk-thru Plaza: The plaza deck is directly above the bay between the braces (lines H to J) is covered with brick pavers. The paved area extends past east and west of that bay in the center. Sealant between the walls and pavers is weathered and absent especially at door thresholds. The condition of the waterproofing system under the pavers is unknown.

6.0 RECOMMENDATIONS

Our recommendations are summarized here on a prioritized basis. The deficiencies under the heading, "Require Immediate Attention" should be addressed as soon as possible or within the time frame noted. They represent an unsafe condition or do now or will soon compromise the structural integrity of the garage. Those issues discussed under the heading, "Programmed Repairs" should be scheduled soon as they will prevent accelerated degradation requiring more extensive repairs at a later date. Routine maintenance issues should be addressed on a periodic basis and can likely be done by garage maintenance staff.

REQUIRED IMMEDIATE ATTENTION

No issues were discovered which would warrant immediate attention in order to maintain the structural integrity of the garage.

PROGRAMMED REPAIRS

1. Corroded metal deck and steel framing and fireproofing: The extent of the steel corrosion cannot be determined by visual inspection because most of the steel members and deck are covered with fireproofing. Due to the humid environment and debonded fireproofing there is potential for unseen deck corrosion. We recommend removing the fireproofing and assessing the condition of the steel at the areas of known corrosion. The structural steel must be cleaned and the amount of section loss determined. A determination of required repairs would then be made. We recommend a program concentrating on the damaged areas observed and a sampling of the entire garage. Ultimately the fire proofing system should be at a minimum patched. The fireproofing on the HSS braces should be removed and replaced with intumescent type which is more resistant to abrasion.
2. Corroded and clogged trench drains: We recommend replacing the trench drain grates. When the grates are removed, the trench drains should be thoroughly cleaned.
3. Plumbing leaks: Ascertain the responsible party(s) and repair the leaks.
4. Walkway sealant: Inspect and repair/replace the sealant and waterproofing system.
5. Concrete: The observed concrete defects do not warrant repairs at this time. The areas should be checked at subsequent surveys and the condition of the interior pilaster bases should be checked at the next annual Condition Survey.

ROUTINE MAINTENANCE

1. Deck and drainage system cleaning: We understand that since garage personnel have access to vehicle keys at all times, the City is able to clean the deck with a street sweeper. We recommend that this be accompanied by flushing of the trench drains.

2. Fireproofing repair. If fireproofing becomes damaged it should be patched as soon as noticed. This can be picked up during the annual inspections.

7.0 COSTS

The costs presented below are for budgeting purposes. The quantities of work cannot be determined with so much of the deck covered and were estimated. Structural steel and deck corrosion evaluation would be developed during the design process.

Trench Drain Grating Replacement.	$30,000
Clean, repair, paint and fire proof existing corroded framing	$10,000
Repair corroded steel deck and fire proof	$25,000
Replace sealant at perimeter of walk way	$5,000

APPENDIX A – SELECT PHOTOGRAPHS

Corroded Beam and Metal Deck at H-1 (2967)

Corroded Beam and Metal Deck H1-H2(4765)

Corroded bracing at H-4, water leak at water service entrance. (2982)

HSS Brace corrosion at H-4 (2986)

Typical fireproofing condition at braces J-2, small area of spalled concrete (2963)

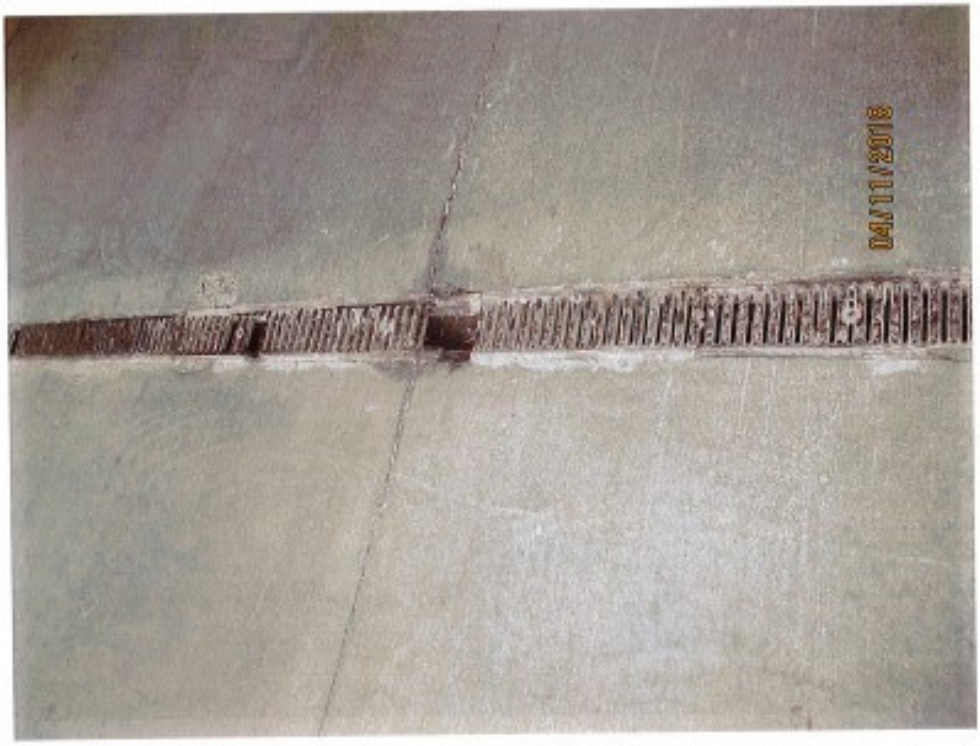
CENTER ARMORY PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
May 8, 2018

Typical condition at abandoned pipe penetration F1-2 (2999)

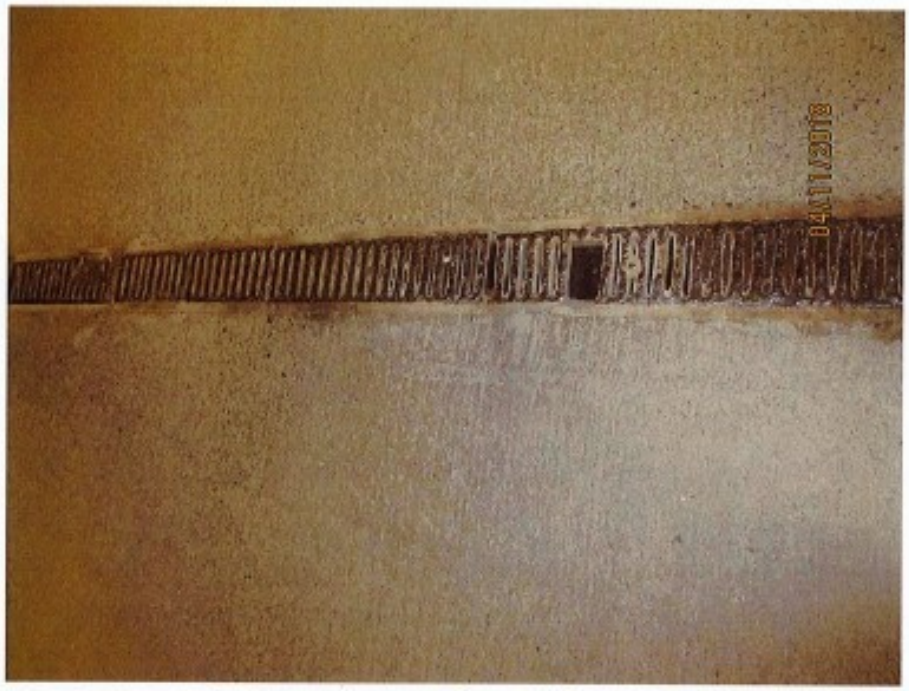
10

Typical failed fire proofing at beam (2953)

Typical base of interior pilaster L-2 (2961)



Trench drain at top of ramp (2941)

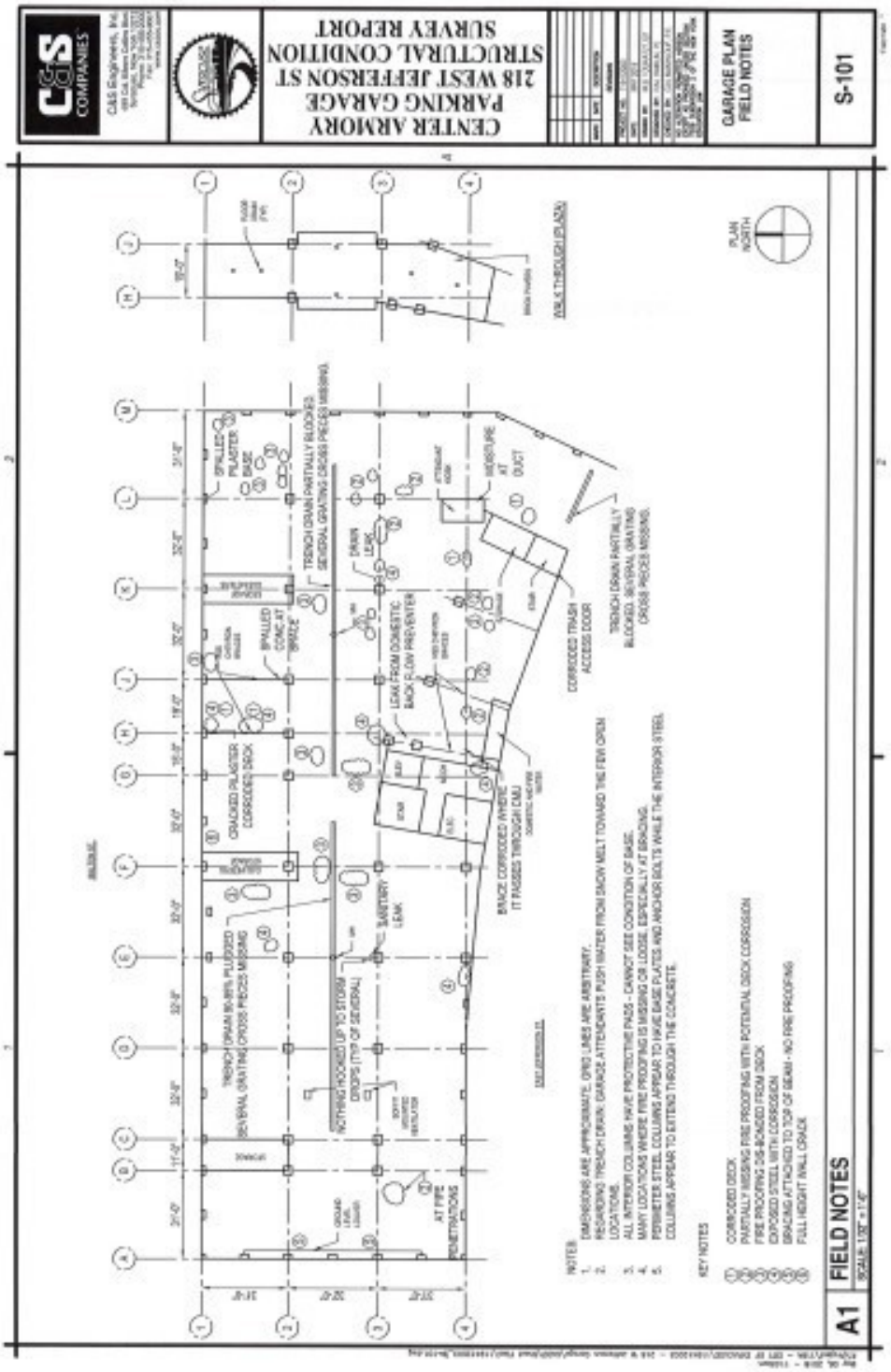


Blocked and broken trench drain grating line 2.5 (2956)

Plumbing leak at K-3 (2964-2965)

Plumbing leak at E-3 (2971-2972)

APPENDIX B - REFERENCE DRAWINGS


CENTER ARMORY
PARKING GARAGE
218 WEST JEFFERSON ST
STRUCTURAL CONDITION
SURVEY REPORT
GARAGE PLAN
FIELD NOTES
S-101
A1
FIELD NOTES
SCALE: 1/32" = 1'-0"
NOTES:
1. DIMENSIONS ARE APPROXIMATE. GRID LINES ARE ARBITRARY.
2. REGARDING TRENCH DRAIN, GARAGE ATTENDANTS PUSH WATER FROM SNOW MELT TOWARD THE FEW DRAIN LOCATIONS.
3. ALL INTERIOR COLUMNS HAVE PROTECTIVE PADS – CANNOT SEE CONDITION OF BASE.
4. MANY LOCATIONS WHERE FIRE PROOFING IS MISSING OR LOOSE, ESPECIALLY AT BRACING.
5. PERIMETER STEEL COLUMNS APPEAR TO HAVE BASE PLATES AND ANCHOR BOLTS WHILE THE INTERIOR STEEL COLUMNS APPEAR TO EXTEND THROUGH THE CONCRETE.
KEY NOTES
1 CORRODED DECK
2 PARTIALLY MISSING FIRE PROOFING WITH POTENTIAL DECK CORROSION
3 FIRE PROOFING DEBONDED FROM DECK
4 EXPOSED STEEL WITH CORROSION
5 BRACING ATTACHED TO TOP OF BEAM – NO FIRE PROOFING
6 FULL HEIGHT WALL CRACK
PLAN NORTH
WALK THROUGH (PLAZA)
SPALLED PLASTER
TRENCH DRAIN PARTIALLY BLOCKED, SEVERAL GRATING CROSS PIECES MISSING
DRAIN LEAK
MOISTURE AT DUCT
SPALLED CONC. AT BRACE
LEAK FROM DOMESTIC BACK FLOW PREVENTER
CORRODED TRASH ACCESS DOOR
TRENCH DRAIN PARTIALLY BLOCKED, SEVERAL GRATING CROSS PIECES MISSING.
CRACKED PLASTER CORRODED DECK
BRACE CORRODED WHERE IT PASSES THROUGH DMJ
SANITARY LEAK
TRENCH DRAIN 90-95% PLUGGED SEVERAL GRATING CROSS PIECES MISSING
NOTHING HOOKED UP TO STORM DROPS (TYP OF SEVERAL)
AT PIPE PENETRATIONS
GROUND LEVEL

Appendix L (AXA):

PARKING GARAGE
STRUCTURAL CONDITION ASSESSMENT-2018

AXA PARKING GARAGE
HARRISON STREETS
SYRACUSE, NY

OWNER: CITY OF SYRACUSE

April 4, 2018

PREPARED BY:

C&S ENGINEERS, INC
499 COL. EILEEN COLLINS BLVD.
SYRACUSE, NY 13212

C&S File Number: 119.412.002

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AXA MONY PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

C&S COMPANIES

1.0 PURPOSE

Chapter 27 (Section 27-17) of the Revised General Ordinances of the City of Syracuse, as amended by General Ordinance 29 of 1995, requires the owner of every parking garage within the City to provide the Code Enforcement Division with a Structural Condition Assessment on a tri-annual basis. This report addresses the requirements of the afore-mentioned ordinance and is focused primarily on structural elements.

2.0 SCOPE

- Visual Inspection
- Report

3.0 BACKGROUND

The MONY Parking Garage was constructed roughly in 1968. The parking garage is situated in the cellar and sub-cellar levels below the MONY Plaza (now known as AXA Plaza) and located between Harrison, Warren, Montgomery and Madison streets in Syracuse. The original above ground garage structure was completely demolished following a partial collapse of the structure. The garage underwent a major rehabilitation in 1997, which was designed by John P. Stopen Engineering Partnership of Syracuse. The most recent condition assessment was prepared by C&S Engineers, Inc., and is dated June 19, 2017.

In January 2018, C&S Engineers, Inc. completed contract drawings for the construction of miscellaneous repairs in the garage as a response to the 2017 Condition Assessment Report. The repairs addressed in the construction drawings had not yet begun at the time of the 2018 Condition Survey.

Available documentation includes the following: February 1968 Contract Drawings (partial set) prepared by Graham-Kahn & Jacobs Architects and Engineers, of New York City; 1972 MONY Parking Garage Expansion Joints by Konski Engineers, 1997 Contract Drawings of MONY Plaza Garage Rehabilitation-Onondaga County prepared by John P. Stopen Engineering Partnership of Syracuse; 2009 AXA Towers Parking Garage Repairs prepared by John P. Stopen Engineering Partnership of Syracuse; the 2013, 2015, and 2017 Condition Survey Reports; and January 2018 AXA Parking Garage Miscellaneous Repairs Contract Drawings.

STRUCTURAL SYSTEM DESCRIPTION: The parking garage is roughly 512' long by 370' wide and consists of two parking levels below the street level. The 560 car capacity structure consists of concrete frame with two-way conventionally reinforced concrete slabs with drop panels at the columns which are supported on spread footings on the west side and piles and pile caps on the east side. The floor of the lower level, known as the sub-cellar, consists of concrete slab-on-grade. Both underground levels extend under Montgomery- and Madison Streets. The upper level (cellar) has an asphaltic based traffic bearing membrane. The Plaza deck is covered with a membrane and pavers. The two tower buildings above the parking

garage are independently supported by concrete spread footing and a separate structural steel frames. The facility has four stairs and one wheel chair lift at the War Memorial entrance and a tunnel from the sub cellar under Warren Street to the Hotel Syracuse (Marriot). The Plaza deck over the Cellar level has a waterproof layer with a drainage system and precast concrete pavers with caulked joints.

4.0 PROCEDURE

On March 1, 2018 Robert Hamlin, Michael Duclos, and Mary Beth Toukatly of C&S conducted a walkthrough to review the condition of the garage. The site visit focused on reviewing the overall structural condition of the garage and to identify any new critical structural concerns, which may require immediate attention and/or to be considered for further evaluation and had not already been addressed in the January 2018 construction drawings. Inspection of the elevator shafts interior was not performed. Sample photos of observed deficiencies are included in Appendix A. The locations of the observed defects are shown on the drawings in Appendix B.

5.0 FINDINGS

Most of the structural concerns are related to water entering the garage through failed sealants or joints or at floor and plaza deck drains. The results of our investigation are summarized here on a prioritized basis. The deficiencies under the heading; "Require Immediate Attention" should be addressed as soon as possible or within the time frame noted. They represent an unsafe condition and do now or will soon compromise the structural integrity of the garage. Those issues discussed under the heading, "Programmed Repairs" should be scheduled soon as they will prevent accelerated degradation requiring more extensive repairs at a later date. Routine maintenance issues should be addressed on a periodic basis and can likely be done by garage maintenance staff.

REQUIRE IMMEDIATE ATTENTION

1. **At this writing, the City is taking bids for a limited garage repair project:** The work includes: replacement of the Montgomery Street and Madison Street expansion joints, repair of the columns and beams along the expansion joints at the plaza and cellar decks, repair of delaminated soffit areas, repair of delaminated and cracked walls, repair of curbs, repair of damaged slab-on-grade in the sub-cellar and ramps, repair of the beam over the cellar level exit oat Madison street and removal of the shoring. Repair of defects which are not currently shown on the contract documents may be added to the scope. The joint at curb at the east edge of Montgomery Street is being addressed by the County in a separate project in connection with the War Memorial building.

2. The concrete stair located at the southwest corner of the garage, near Warren Street, is cracked due to corrosion of the steel bars and require repair. We recommend repairing the stairs and additional columns and beams within two years.

PROGRAMMED REPAIRS

1. **Expansion Joints:** Most of the structural issues in this garage are the result of salt laden water leaking through the expansion joints or membrane and causing heavy damage to the structural concrete elements (columns and beams) below. The joints in the pavement at Montgomery and Madison Streets are being repaired in the 2018 project. The expansion joints in the plaza and in the Cellar level decks are also leaking in various degrees. The resulting deterioration of the concrete beams and columns below will be addressed in the 2018 project. These joints are not currently scheduled for replacement. We understand that the joints within the plaza deck were replaced in 2009 by AXA. We observed several instances where the concrete has been patched and the patches have subsequently debonded and further deterioration is occurring.

2. **Drainage System:** There are a large number of floor drains with broken or missing grates. Many floor drains are covered with standing water and at others, the rim protrudes above the surface. There are several leaks noted at the floor drains of the plaza and some cast iron pipes that are leaking along the north side in the Sub-Cellar area. Several of the drain drops are severely corroded. Also, the trench drains located at the entrance below Madison Street and Montgomery Street require repair/reconstruction. There are approximately 32 floor drains within the plaza area. The leaking plaza drains are causing damage to deck and the installed evaporation pans are unable to control the leaks. Additionally the deck is leaking at "holes" in putting greens at the north side of plaza. Cleaning and repairing of the system is necessary. We recommend performing maintenance repair in 2019. Complete evaluation of plaza deck waterproofing and entire drainage system is warranted to determine required repair or replacement of the system.

3. **Structural Concrete Repairs:** An extensive program of concrete repairs is being undertaken in the current rehabilitation including deck, beams, and columns. The proposed 2018 rehabilitation project will address most of the concrete beams and columns in the sub-cellar and cellar levels along the east-west and north-south direction expansion joints. However, not all of the defects could be addressed. There are many locations where the soffits show signs of leaking membrane and deteriorated concrete. The water infiltration through the plaza level is damaging the ceiling board and the boards are sagging in some areas. We recommend removing the wet and loose ceiling boards, which will allow to observe the condition of the underside of the concrete deck and to avoid the risk of ceiling boards falling down.

4. **Steel Piles and Concrete Caps:** There is a need to investigate the condition of the corroded steel piles and/or cracked concrete pile caps located along the east wall in the Cellar Level of the garage. One of the steel piles has heavy corrosion and may require repair. This steel pile system provides support to the sidewalk slabs over the vaults of the War Memorial building and possibly the concrete wall along the garage at both levels. We recommend investigating the structural condition and repairing the corroded steel, pile enclosures and concrete pile caps in 2019, after completing the expansion joint replacement project by Onondaga County. (Investigation/Construction Cost TBD)

5. **Plaza Level Waterproofing & Sealants:** At various locations at the pavers and plaza stairs, there are areas of leaching coming out between the pavers of the plaza. There is also evidence of saturation and leaking through the deck below these pavers, causing concrete and ceiling board deterioration at the ceiling (soffit) level. Water infiltration and saturation is damaging the sand layer below the plaza pavers and causing displacement of the pavers. Most of the severe leaking was located along the north side of the plaza. There are several areas where water is actively dripping to the floor of the garage through the expansion joints. There are several other plaza deck (paver) areas that do not appear to have been maintained and the caulked joints along the expansion joint are debonded in some locations. Several deteriorated landscape features, such as the concrete planters, are also contributing to the water infiltration into the garage space below.

   The light poles on the west side of the Tech Garden building have been removed and the deck plugged. At each location an evaporation pan has been installed, however, it appears that the leak rate exceeds the evaporation rate. It is likely that the plaza membrane was not repaired when the poles were removed.

   A detailed investigation of the plaza deck system is warranted at this time. That would include removal of the paving system in the vicinity of leaking drains to identify the extent of damage and to review the drains and the underlying drainage waterproof layer. Also, close observation of possible deterioration of the pavers themselves can take place. The waterproof membrane needs to be inspected at several locations and a program of repair and rehabilitation developed. It is believed that the original waterproofing membrane contains asbestos.

6. **Cathodic Protection System:** The cathodic protection (CP) system appeared to be energized; however, the system within the concrete beams at the east of the garage, below the Montgomery Street, did not appear to be connected to the rectifiers. In 2017 the City authorized C&S to retain the services of CORRPRO Companies, Inc. to test the CP system, which confirmed the system is operational and in good condition. Refer to MONY/AXA Parking Garage Cathodic Protection System Survey reported dated September 26, 2017 prepared by CORRPRO.

7. **Waterproofing and Street Repairs:** The condition of the Madison and Montgomery streets entrance ramp where the city street passes over the parking structure is a concern. Leakage in areas of the barrier wall and street curbs at the speed ramp has led to corrosion and freeze-thaw damage of the beams below. The northeast (Madison St.) exit is open at this time and the City has installed some temporary shoring below some spalled concrete beams. However after reviewing the framing in this area and the nature of the damage it was not immediately evident that the shoring was needed. The rebar corrosion does not appear to have significant effect on the load carrying capacity of the beam. The proposed 2018 rehabilitation project will address repairing the delaminated concrete walls, beams and columns in the vicinity of the entrance and exit ramps at Madison Street along with patching the damaged asphalt pavement along the expansion joints. We recommend investigating the waterproofing system below the street pavement and at the curbs and repairing as necessary within two years.

8. **Asphaltic Traffic Wearing Course (Waterproofing System):** There are several cracks in the wearing course/waterproofing on the cellar level, which need to be addressed as soon as possible. The majority of the wearing course appears to be adhering well to the concrete deck; however, we recommended repairing these cracks to protect the concrete deck and prevent future damage. We noted leakage through an array of cracks below the east entrance of the garage, which appears to be related to the damaged wearing course. There is also leaking coming from cracks further up the entrance ramp where a cast-in-place concrete wearing surface was installed. At various locations, the membrane has pulled away from the concrete or CMU walls or column bases where it turns up two inches. None of this appears to be a concern at this time to warrant an emergency reaction, but clearly a renewal of the waterproofing system is needed. Our limited concrete sounding of the Cellar deck was inconclusive in determining the condition of the concrete. When repairs or replacement of the wearing surface are done, the deck should be sounded at that time.

9. **Sub-Cellar Deck:** There are several areas of the sub-cellar floor which are unraveling and developing large pot holes. There are areas where the entire finished surface has worn away showing an exposed aggregate surface and steel mesh. The 2018 rehabilitation project will address the most severe areas.

10. **Utility pipe and conduit supports:** There are several locations where utility pipe supports have been subjected to leaks from the deck above and have corroded to failure leaving the pipes unsatisfactorily supported or temporarily shimmed from below.

11. **Damaged Decorative Masonry Wall:** The bottom course of the decorative masonry wall in the Sub-Cellar Level near Stair #5 is heavily water damaged. Most of the bottom course require replacement to maintain the stability of the wall. Additionally, there are several rooms enclosed with CMU walls throughout the garage. The bottom two courses of block of several rooms are significantly deteriorated. We recommend repairing the masonry walls in 2019.

12. **Utility Room Access Doors:** Doors to the south sump pump room, the west side blower room and gas meter room were unlocked and ajar. The gas meter door is corroded such that it cannot be closed.

ROUTINE MAINTENANCE

1. **Loose Overhead Concrete:** The City has undertaken a program of removing overhead concrete which appears to be loose. Additional areas are likely to develop. We recommend that a detailed inspection and removal of loose concrete be performed semiannually.

2. **Snow Removal Procedure:** Inspect and evaluate any damage to the exterior expansion joints caused by snow removal operation and perform repairs annually.

3. **Drain Cleaning:** We observed leaking drains, damaged drain pipe, and sediment building up in the trench drains; they should be repaired and cleaned each spring after the salt and sanding season is over.

4. **Cathodic System Inspection and Maintenance**: In 2017 the City authorized C&S to retain the services of CORRPRO Companies, Inc. to test the CP system. That inspection confirmed that the system is operational and in good condition. Refer to MONY/AXA Parking Garage Cathodic Protection System Survey reported dated September 26, 2017 prepared by CORRPRO. Annual inspection of the CP system is recommended.

5. **Warren Street Stairwell**: The door closer at street level is broken and there is a throw bolt on the inside jamb making ingress impossible and egress requires opening the throw bolt. The hardware should be replaced with operable crash bar.

AXA MONY PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

APPENDIX A
SELECT PHOTOGRAPHS

Standing water between columns C-D and 34-35 on sub-cellar floor

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AXA MONY PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Loose and falling insulation

- 8 -

AXA MONY PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Delaminated column with exposed rebar located at B/21 on sub-cellar level

Typical corroded pipe support Cellar level east wall

AXA MONY PARKING GARAGE
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April 4, 2018

Detached electrical conduit

- 11 -

Broken conduit

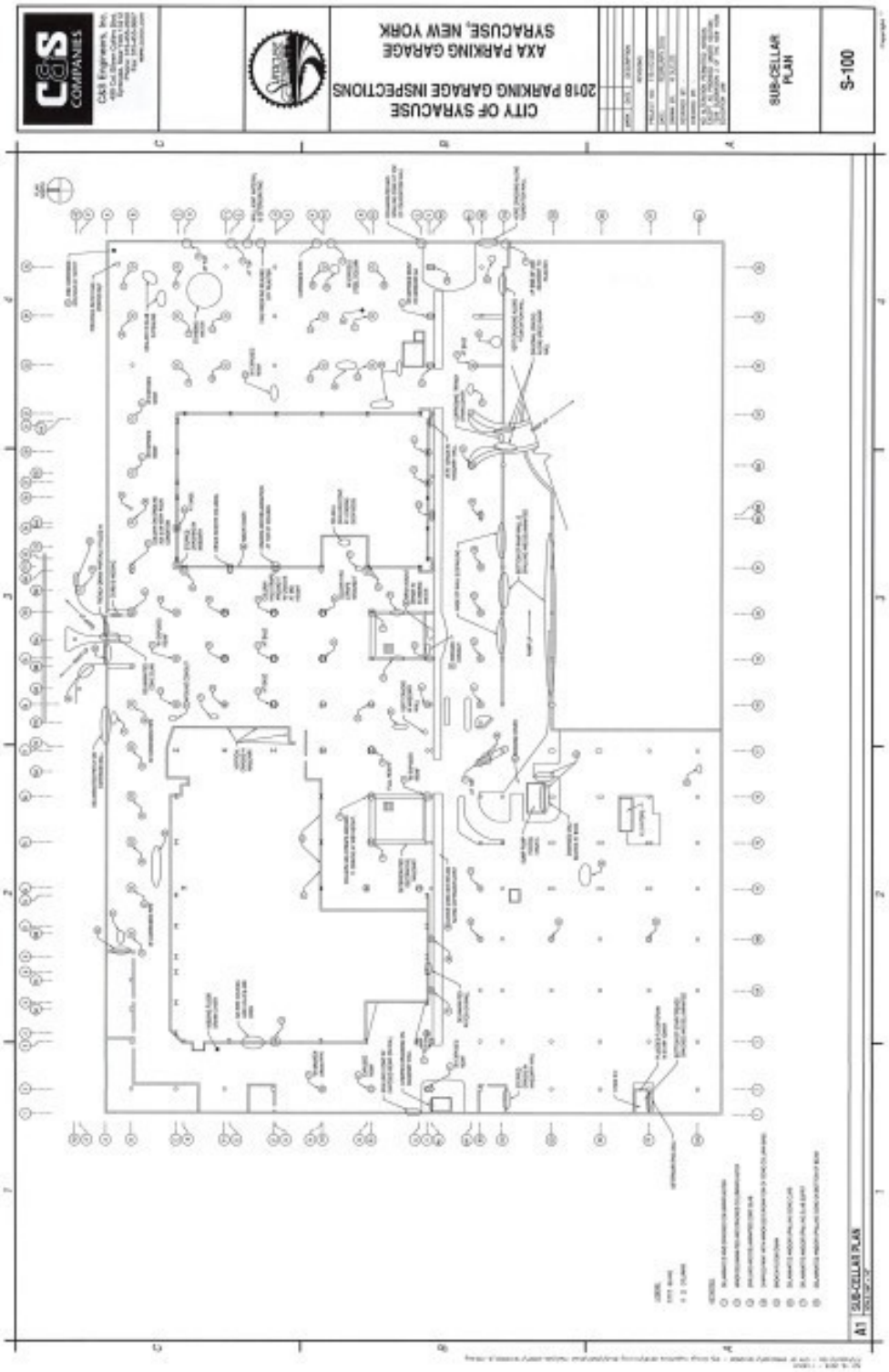
Cellar soffit at removed light pole

Deck plug at removed light pole

Warren Street Stair Typical Condition

Corroded steel pile along Montgomery Street sidewalk, Cellar Level.

APPENDIX B - REFERENCE DRAWINGS


CJS COMPANIES
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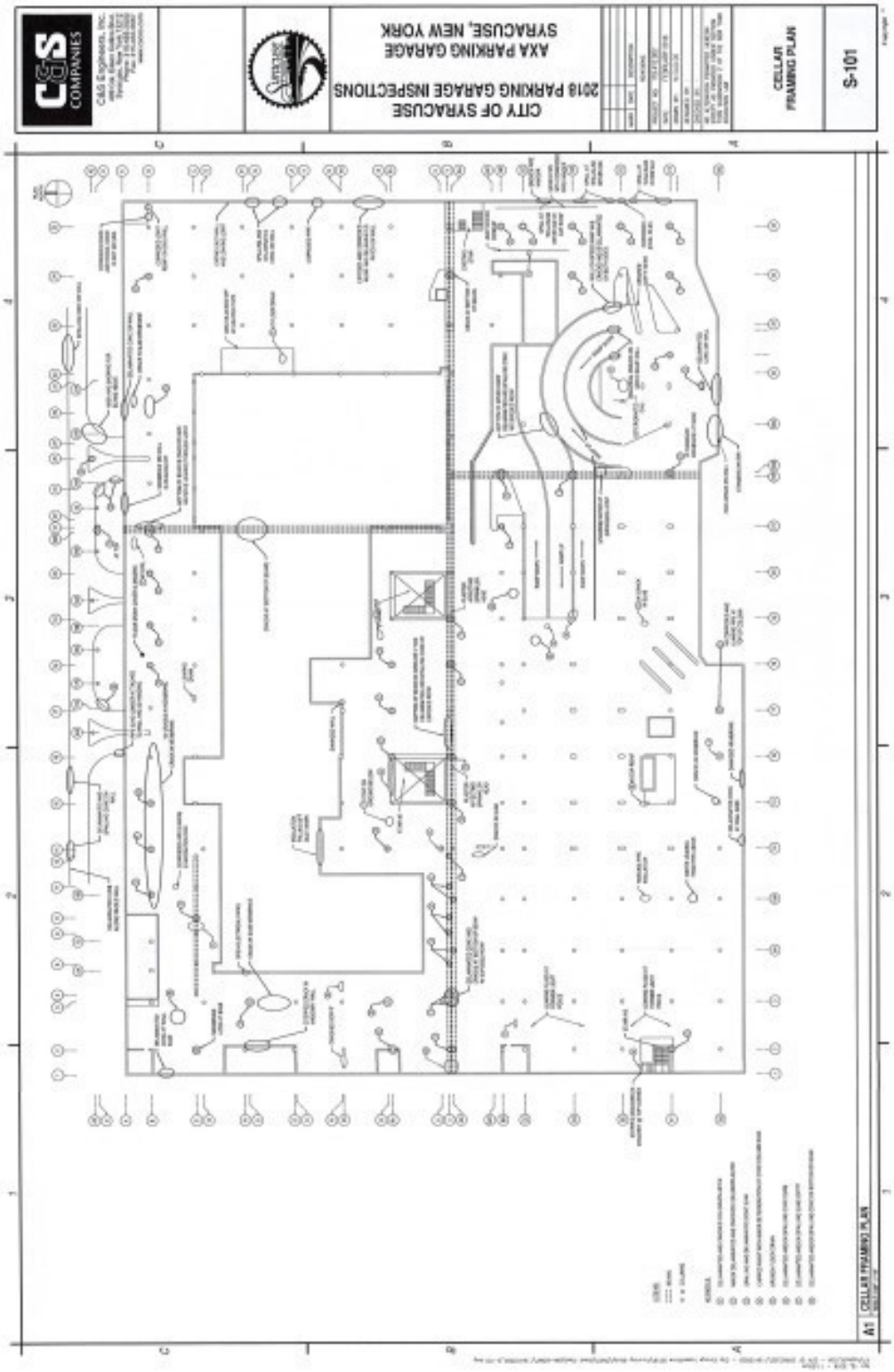
AXA PARKING GARAGE
SYRACUSE, NEW YORK
SUB-CELLAR PLAN
S-100
A1
SUB-CELLAR PLAN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CELLAR FRAMING PLAN
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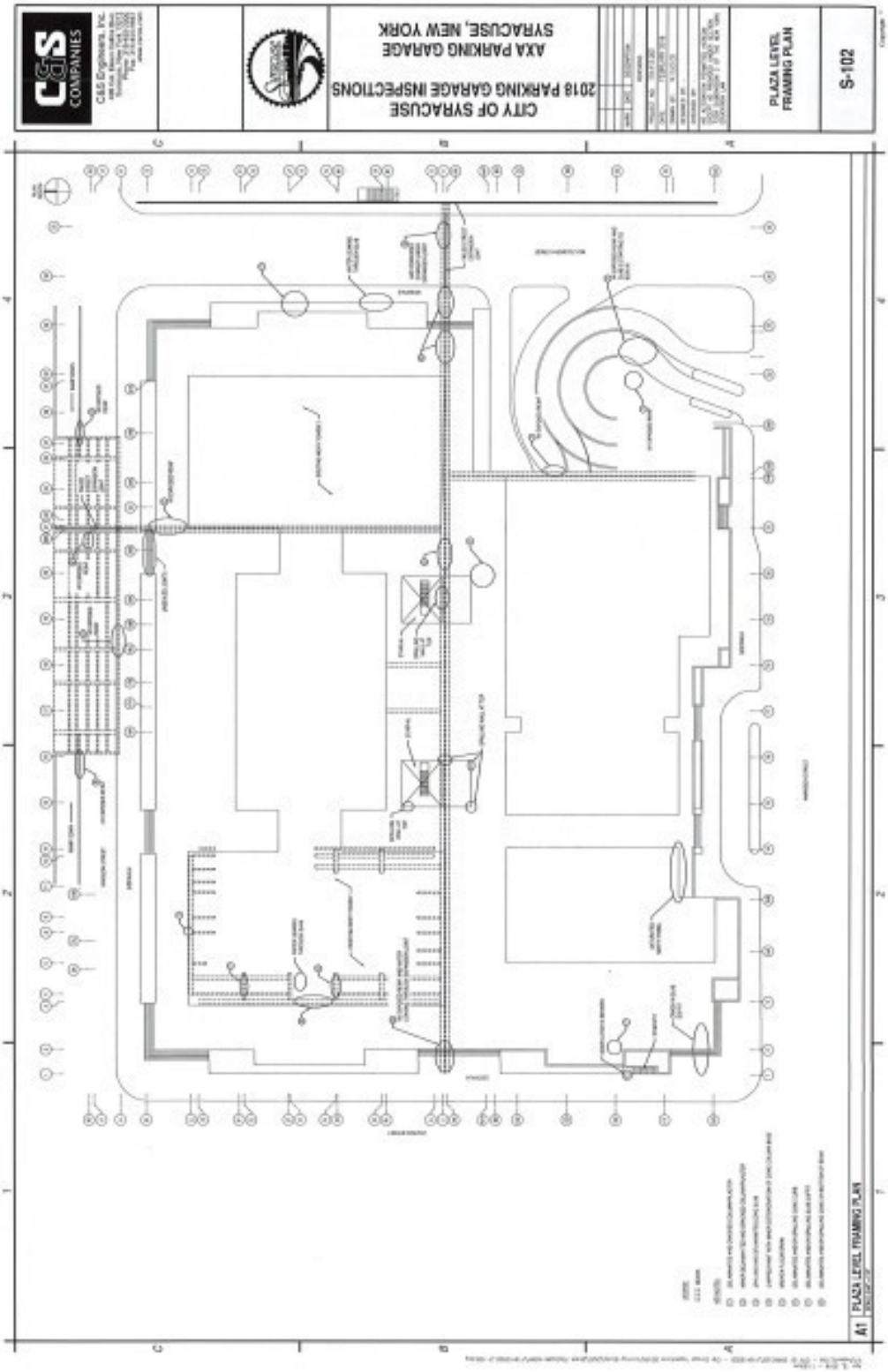
C&S COMPANIES
C&S Engineers, Inc.
CITY OF SYRACUSE
2018 PARKING GARAGE INSPECTIONS
AXA PARKING GARAGE
SYRACUSE, NEW YORK
PLAZA LEVEL FRAMING PLAN
S-102
A1
PLAZA LEVEL FRAMING PLAN

Appendix L (Fayette):

PARKING GARAGE
STRUCTURAL CONDITION SURVEY-2018

FAYETTE PARKING GARAGE
FAYETTE AND MONTGOMERY STREETS
SYRACUSE, NY

OWNER: CITY OF SYRACUSE

April 4, 2018

PREPARED BY:

C&S ENGINEERS, INC
499 COL. EILEEN COLLINS BLVD.
SYRACUSE, NY 13212

C&S File Number: 119.412.002

FAYETTE PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
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1.0 PURPOSE

Chapter 27 (Section 27-17) of the Revised General Ordinances of the City of Syracuse, as amended by General Ordinance 29 of 1995, requires the owner of every parking garage within the City to provide the Code Enforcement Division with a Structural Condition Survey on an-annual basis. This report addresses the requirements of the afore-mentioned ordinance and is focused primarily on structural elements.

2.0 SCOPE

- Visual Inspection
- Report

3.0 BACKGROUND

The Fayette Parking Garage was constructed in 1985. It consists of seven levels of parking surface (six supported levels) and has an approximate capacity of 571 vehicles. The deck joint seals were replaced along with some painting of the structural steel and other miscellaneous repairs were made in 2005. The floor deck drainage system replacement project was installed in 2012. We understand there was a rehabilitation project in 1994 and in 2017. The most recent Condition Assessment Report was prepared by C&S Engineers, Inc. and is dated June 19, 2017.

Available documentation includes the following: September 1984 Contract Drawings: A2 to A8, prepared by Associated Architects of Syracuse and S-1 to S.8 prepared by John P. Stopen Engineering Partnership; April 1994 Contract Drawings for joint replacement and Miscellaneous Repairs prepared by Klepper, Hahn & Hyatt; August 2004 Contract Drawings for Joint Replacement and Miscellaneous Repairs prepared by C&S Engineers, Inc.; 2016 Construction Documents for Miscellaneous Repairs by C&S Engineers, Inc.; Structural condition Surveys by C&S Engineers, Inc., 2006, 2011, 2013, 2015 and the most recent 2017 Condition Assessment.

STRUCTURAL SYSTEM DESCRIPTION: The parking garage is 183' long by 163' wide and consists of two full bays and one half-bay with two-way vehicle flow. Cast-in-place concrete caissons footings, grade beams and foundation walls support a structural steel frame and pre-cast concrete deck planks. The joints between the pre-cast planks are sealed with caulking material over a backer rod. The facility has three stair towers and one bank of two elevators. The floor decks are solid precast conventionally reinforced concrete panels 7 inches thick. The precast slabs are 10 feet wide and span up to 17 feet.

4.0 PROCEDURE

On February 19, 2018 Ghaith Makhlouf, PE and Jeffrey Conese of C&S conducted a visual observation of the condition of the garage. Observed deficiencies are noted on the drawings in Appendix B. Illustrative photos are included in Appendix A.

Inspection of the elevator shafts interior or stairwell roofs was not performed.

5.0 FINDINGS

Many of the structural deficiencies observed were documented in the previous reports. For instance, as described in the previous reports, every one of the floor slabs has pronounced sag at mid span on the order of 1 to 2 inches which creates a noticeable rise and fall as you travel up the ramps. The soffits of the slabs show an extensive pattern of transverse hairline cracking. There is no rust staining coming from any of these cracks and they do not extend to the top of slab. Since all of the reinforcing appears to be in the bottom of the slabs, the top of slabs are virtually delamination and corrosion free. The quality of the precast concrete itself also appears to be good since there is no freeze-thaw damage or abrasion of the wearing surface. With the exception of small deteriorated areas around the original lifting pockets. The cast-in-place curbs and accessible ramps next to the elevators exhibit significant delamination throughout the garage. The concrete slab on grade is weathered with exposed aggregate, however it is structurally sound.

The results of our survey are summarized here on a prioritized basis. The deficiencies under the heading: "Require Immediate Attention" should be addressed as soon as possible or within the time frame noted. They represent an unsafe condition or do now or will soon compromise the structural integrity of the garage. Those issues discussed under the heading, "Programmed Repairs" should be scheduled soon as they will prevent accelerated degradation requiring more extensive repairs at a later date. Routine maintenance issues should be addressed on a periodic basis and can likely be done by garage maintenance staff.

REQUIRE IMMEDIATE ATTENTION

Structural Steel Corrosion: Base of column at gridline P-7 First Floor has significant corrosion. Visible holes in the column flanges and flange thickness deteriorating. Base plate and anchor bolts also corroding. The condition is being addressed.

The brackets at the baseplate of column at gridline L-7 First Floor has standing water. Steel in surrounding area starting to corrode. We suggest grouting the voids around the column's base to eliminate the standing water condition. The condition is being addressed.

Concrete Curbs: A large crack in concrete curb observed near grid Q-9 Fifth Floor. We recommend repairing the curb due to the fact that the curb is providing lateral support to adjacent CMU wall and the crack propagates near CMU wall clip.

Deck soffit: Significant cracking and delamination is observed at deck soffits surrounding drain pipe penetrations. This is most notable for drain penetrations at grid F-16. We recommend these areas be patch as delamination will continue more rapidly in these areas.

PROGRAMMED REPAIRS

Structural Steel Corrosion: The structural steel frames were partially painted in 1994, 2005, and in the current 2016/2017 program to address the worst areas of structural steel corrosion. The majority of the steel tubes used for lateral bracing and bumper rails exhibit heavy corrosion and require replacement or repair. We recommend repairing and painting all steel tubes in 2019.

Concrete Repairs:

1. **Retaining Wall:** The retaining wall along line Q on the sub grade level is deteriorated. We recommend that the wall be repaired in 2019.
2. **South East Exterior Stair:** The exterior stairs leading south east down from Level 2 are cracked on many of the treads. The top tread has loose concrete; and the others may begin to unravel soon. The nosing strips are also beginning to become loose. We recommend that this stair be repaired in 2019.
3. **Concrete Curbs and Ramps (Cracks, Delaminations and Exposed Reinforcing):** Curbs cracks are forming at many locations throughout the garage with loose or broken off concrete and exposed reinforcing. The 2016/2017 project addressed several areas. However, there are additional curb and ramp areas require repair. We recommend repairing the remaining damaged curbs in 2019 to prevent further concrete degradation and corrosion.
4. **Deck Repairs Grout Pockets:** The pre-cast deck slabs have lifting hook pockets near each corner which were originally filled with grout. Since the embedded steel is close to the surface, they have corroded and the original grout has popped out. While the 2005 program repaired many the roof pockets, the condition persists at a lesser extent on other levels. We recommend the detail used for the 2005 improvements be used for any other locations where the grout has failed.
5. **Deck Repairs Panel Joints and Corners:** There is a pattern of cracking at the corners of the precast slabs. We observed this damage at all levels of the deck and it appears to be a systemic problem. This likely results from the downward deflection of the slab centers and the slight raising of the slab edges which is more pronounced at the corners. This is more evident at the roof slab where snow removal operations may exacerbate the condition. Repairs to these fractured zones have been made in the past, for instance 2005 and 2016. We believe that nothing short of replacing the deck panels in kind or with a cast-in-place system would remedy his situation. We believe this condition will continue to be a maintenance issue and we recommend addressing these cracks annually if they occur.
6. **Nosing at Roof Trench Drains:** The concrete nosing at the slot drains at the base of the roof ramps on lines F and L are frequently damaged by snow plowing operations. Additional repairs will be required by 2019.
7. **Exterior Precast Panels:** An exterior facade precast panel in between Q-9 and Q-11 at Fourth Floor shows significant cracking. A large piece of concrete was observed hanging from outside face of precast and had been removed during inspection to avoid it falling to ground below. We recommend this area be repaired by 2019.

Deck Drainage: There is standing water along line Q at all levels except the roof and P6 where there are floor drains. The other levels have openings in the curb which act as scuppers with the water flowing between the deck and precast fascia resulting in weathering of the panels. We recommend installing a drainage system along line Q to help alleviate this situation. This should be done as funds become available.

Chain-link Fence: The posts and rails of the chain link fence located along Column Line Q, at south wall of Level 2 is heavily corroded and require replacement.

Window Glass: In southwest stair tower, exit door has broken glass at First Floor. We recommend this be replaced.

Miscellaneous Items Relating to the 2016-2017 Rehabilitation Project:

a. Several directional and informational signs have been taken down, assuming due to recent repair work. Signs are found lying on ground in surrounding area not visible to vehicles. Contractor was notified and will address.
b. Touch up paint is required at some miscellaneous locations. Contractor was notified and will address.

ROUTINE MAINTENANCE

Snow Removal Procedure: We recommend the use of a blade with a forgiving edge and directing the operators to not scrape right against the curbs and deck.

Drain Cleaning: We observed that the trench drains have been recently cleaned; however, they should be cleaned regularly each spring after the salt and sanding season is over.

Pigeon Nesting/Droppings: The stair wells require cleaning regularly due to the pigeon nesting problem. Bird deterrent spikes have been placed in the upper levels of the stair towers and appear to be partially effective. However, not all nesting/roosting areas have been covered and some of the spike sections have come loose.

APPENDIX A – SELECT PHOTOGRAPHS

Cracking in wall at lower level (First Floor gridline Q)

FAYETTE PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Corroded column base (First Floor P-7)
The condition is being addressed

- 6 -

FAYETTE PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Standing water and corrosion at column base (First Floor L-7)
The condition is being addressed

- 7 -

Corroded steel tube bumper rail with hole at Level 2, along Column Line Q.

FAYETTE PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Concrete cracking at southeast stairs

- 9 -

Directional sign taken down from visible position

Cracking and spalling in exterior precast panel (Fourth floor gridline Q)

Typical delamination at pipe penetration (Sixth Floor soffit F-16)

Cracked curb near CMU wall clip (Fifth Floor gridline Q)

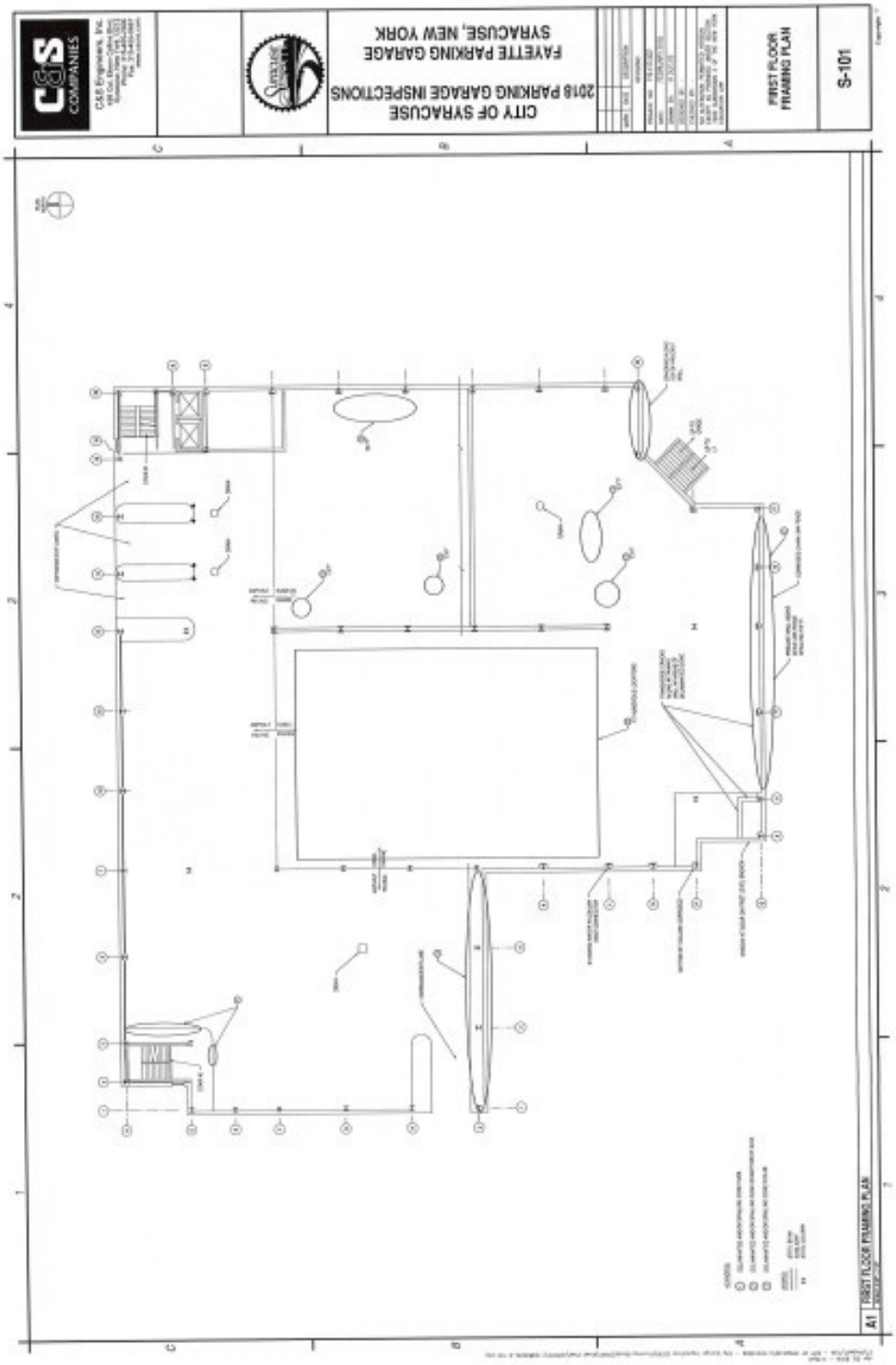
Typically deterioration of roof joint caulking

FAYETTE PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Broken window of exit door at southwest stair tower

- 15 -

APPENDIX B - REFERENCE DRAWINGS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SYRACUSE, NEW YORK
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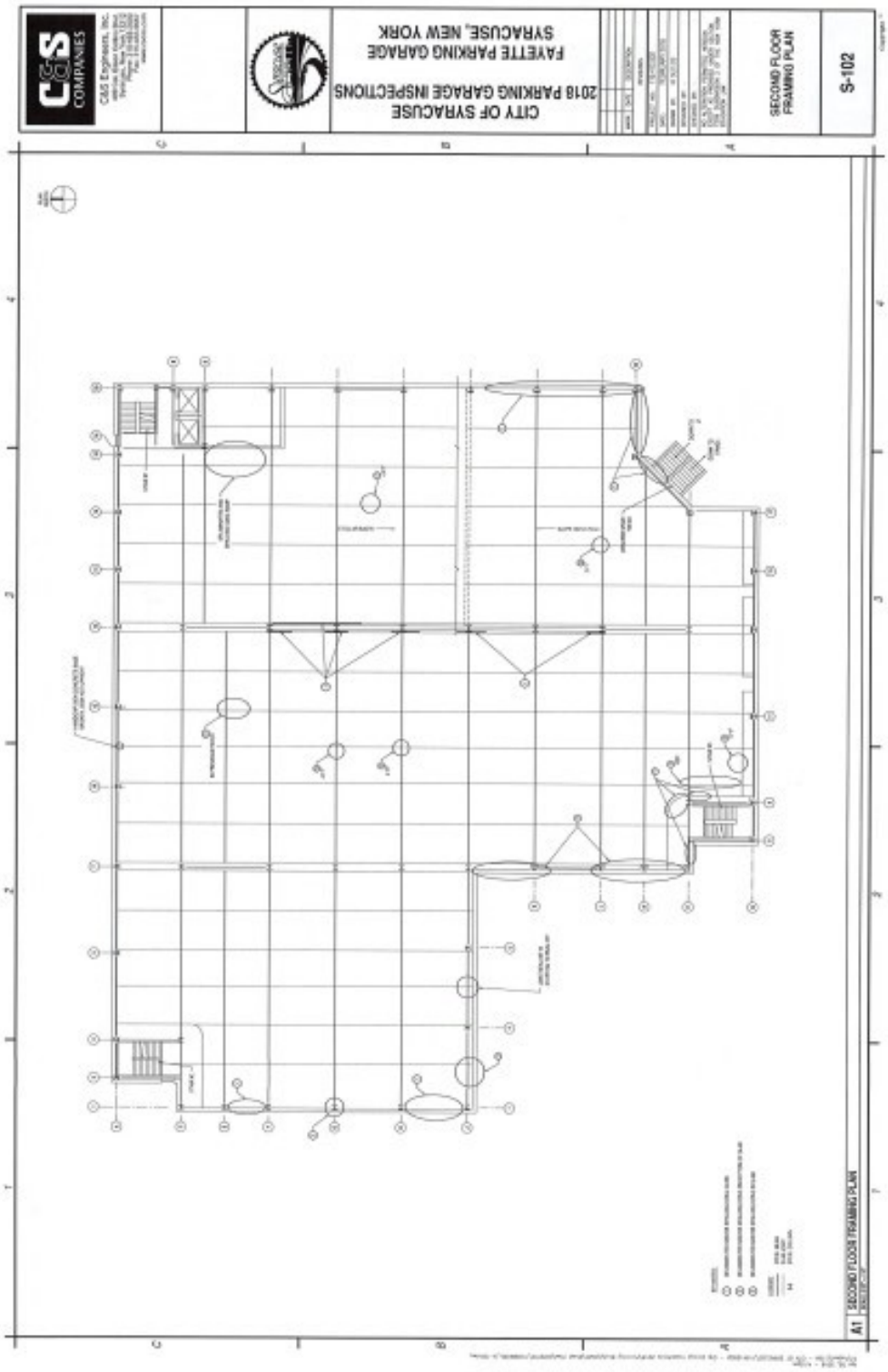
S-101
A1 FIRST FLOOR FRAMING PLAN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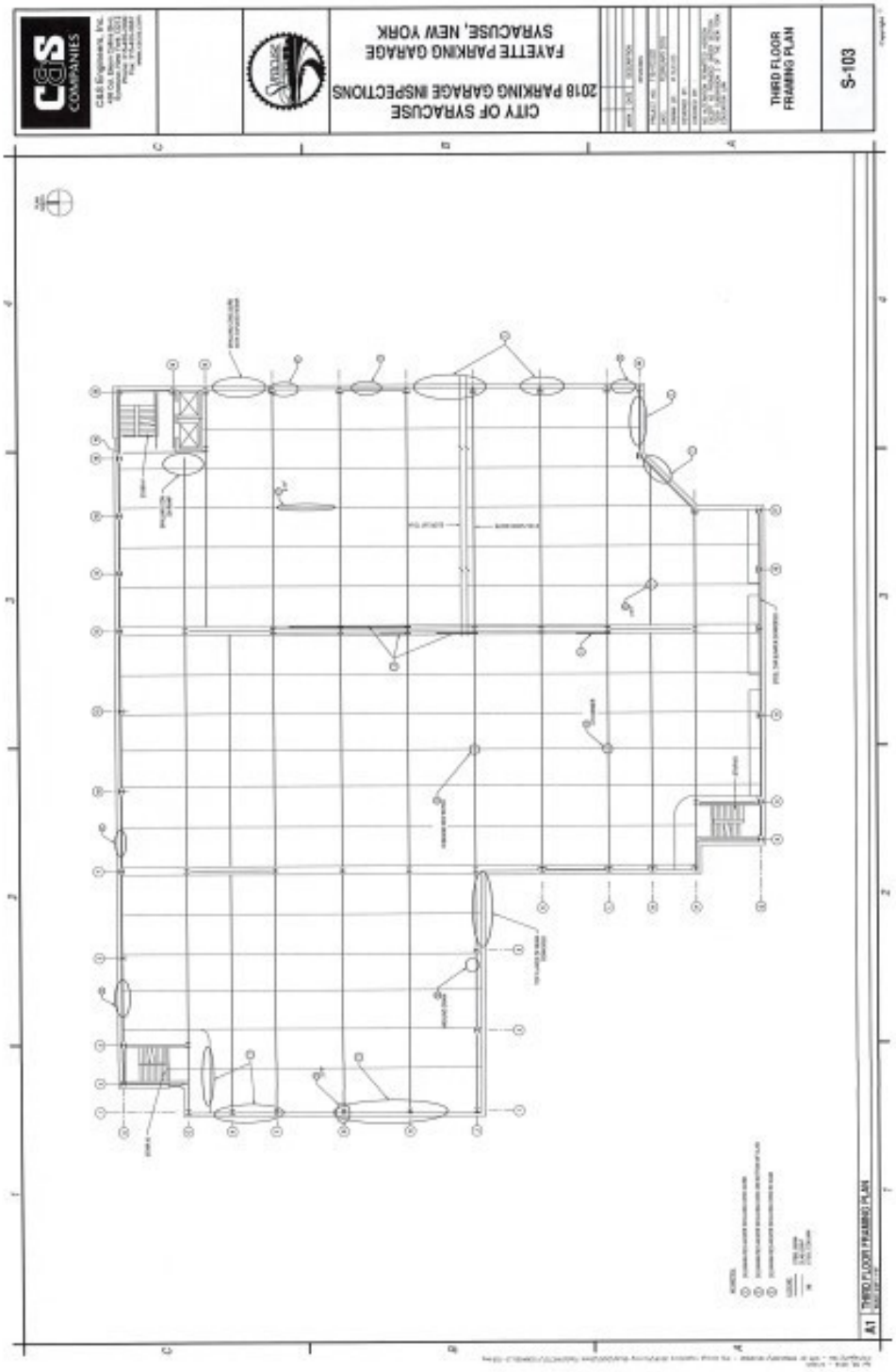
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S-103
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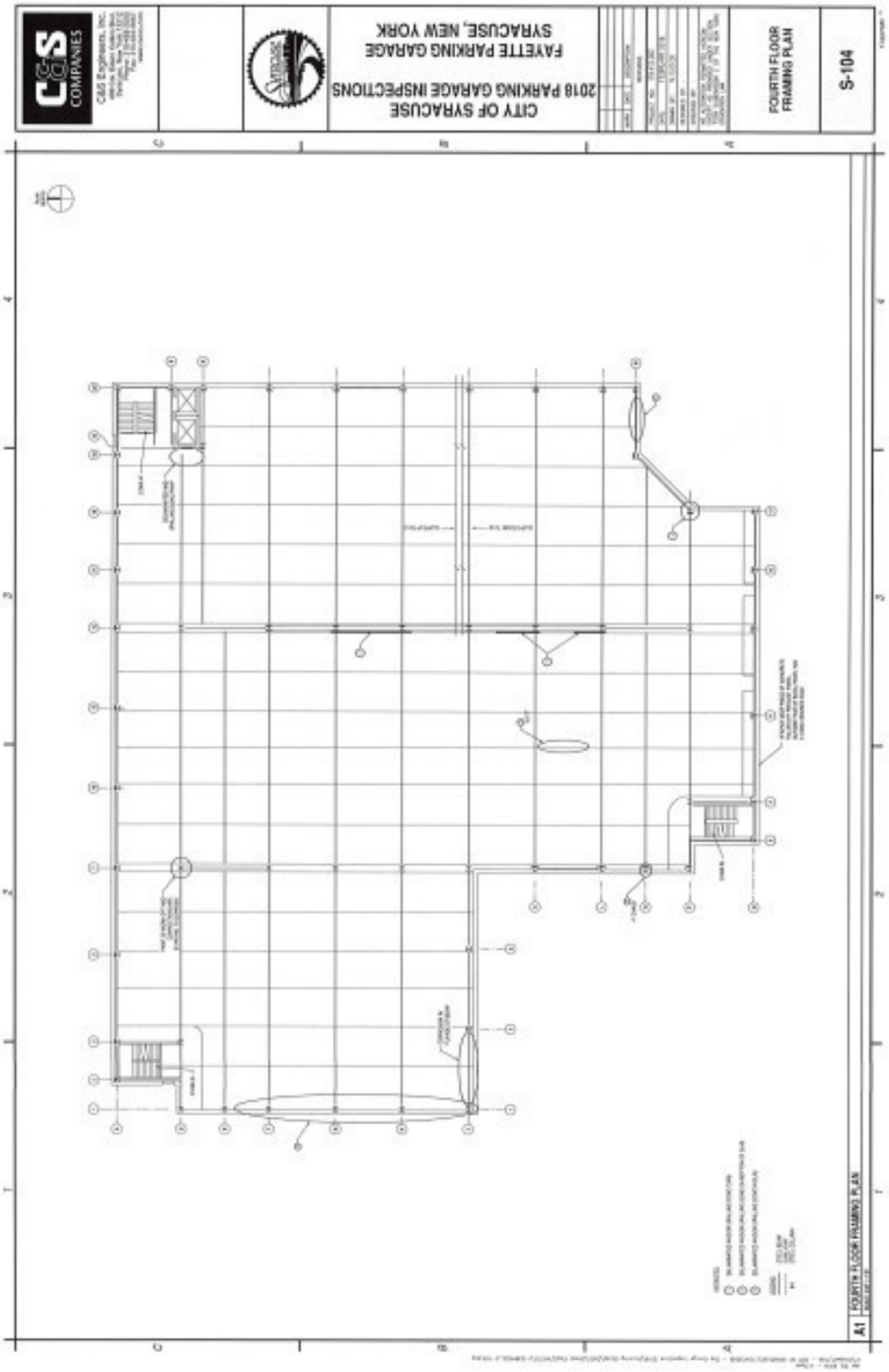
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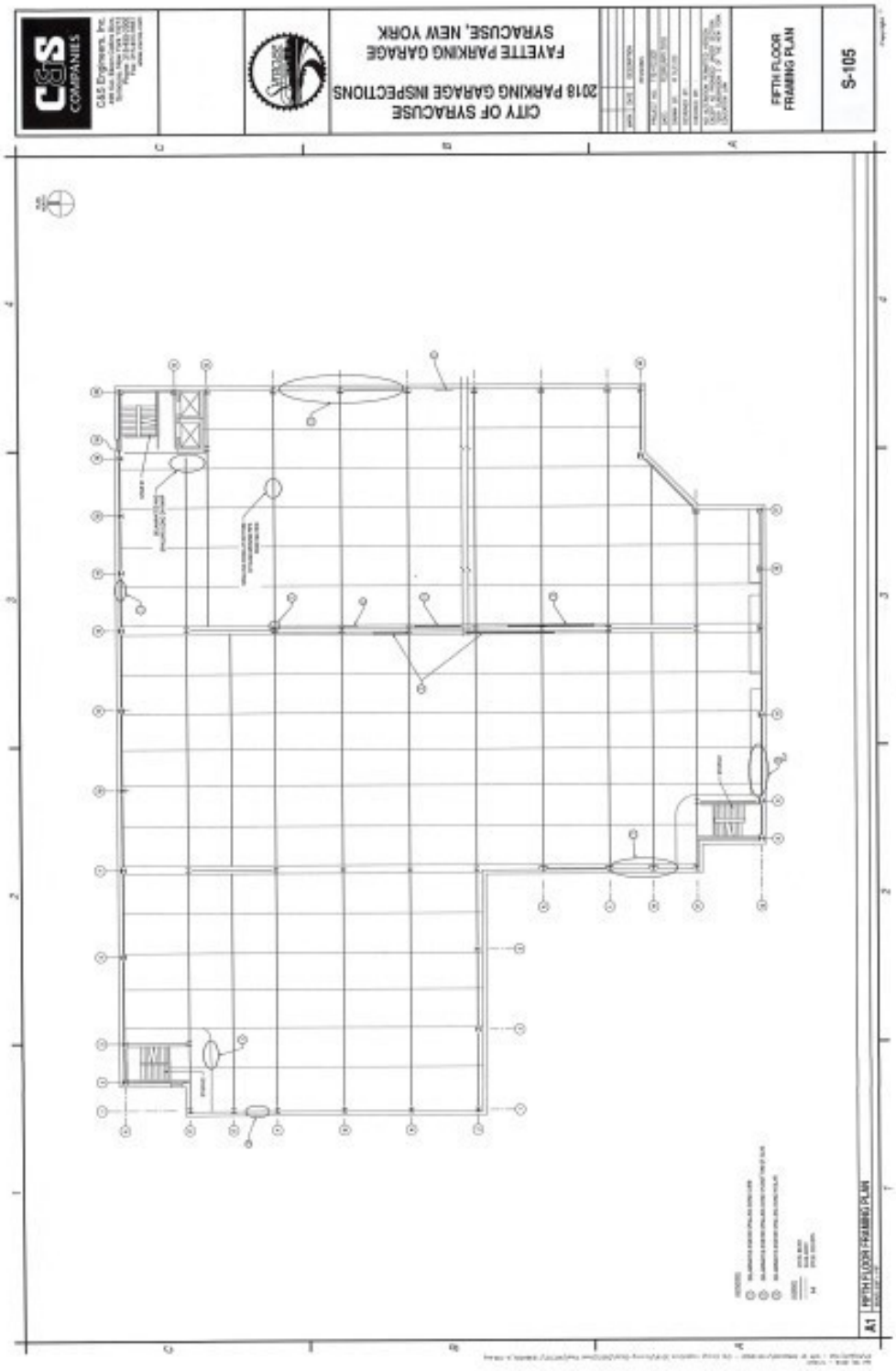
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FIFTH FLOOR FRAMING PLAN
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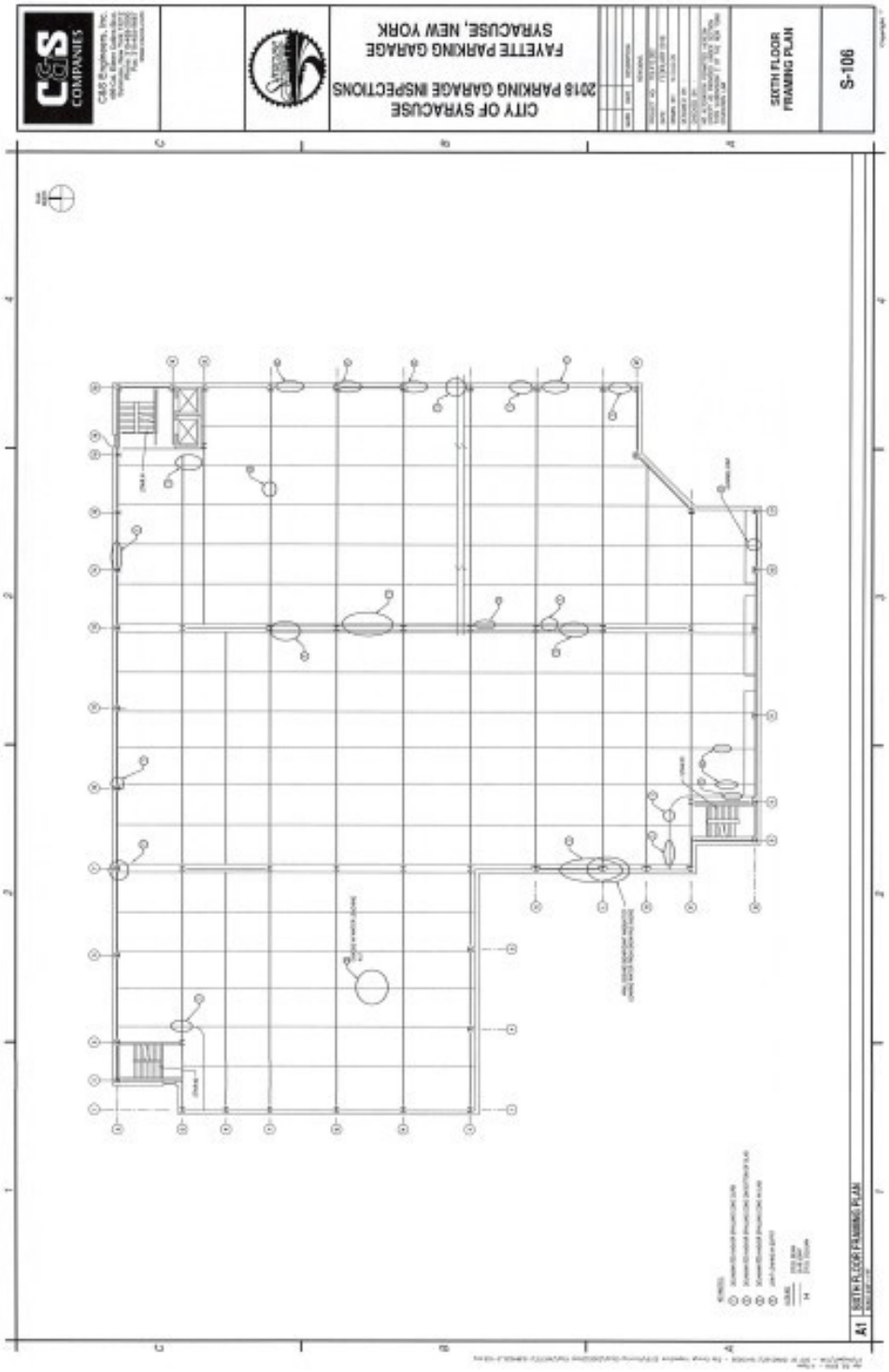
FIFTH FLOOR FRAMING PLAN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S-106
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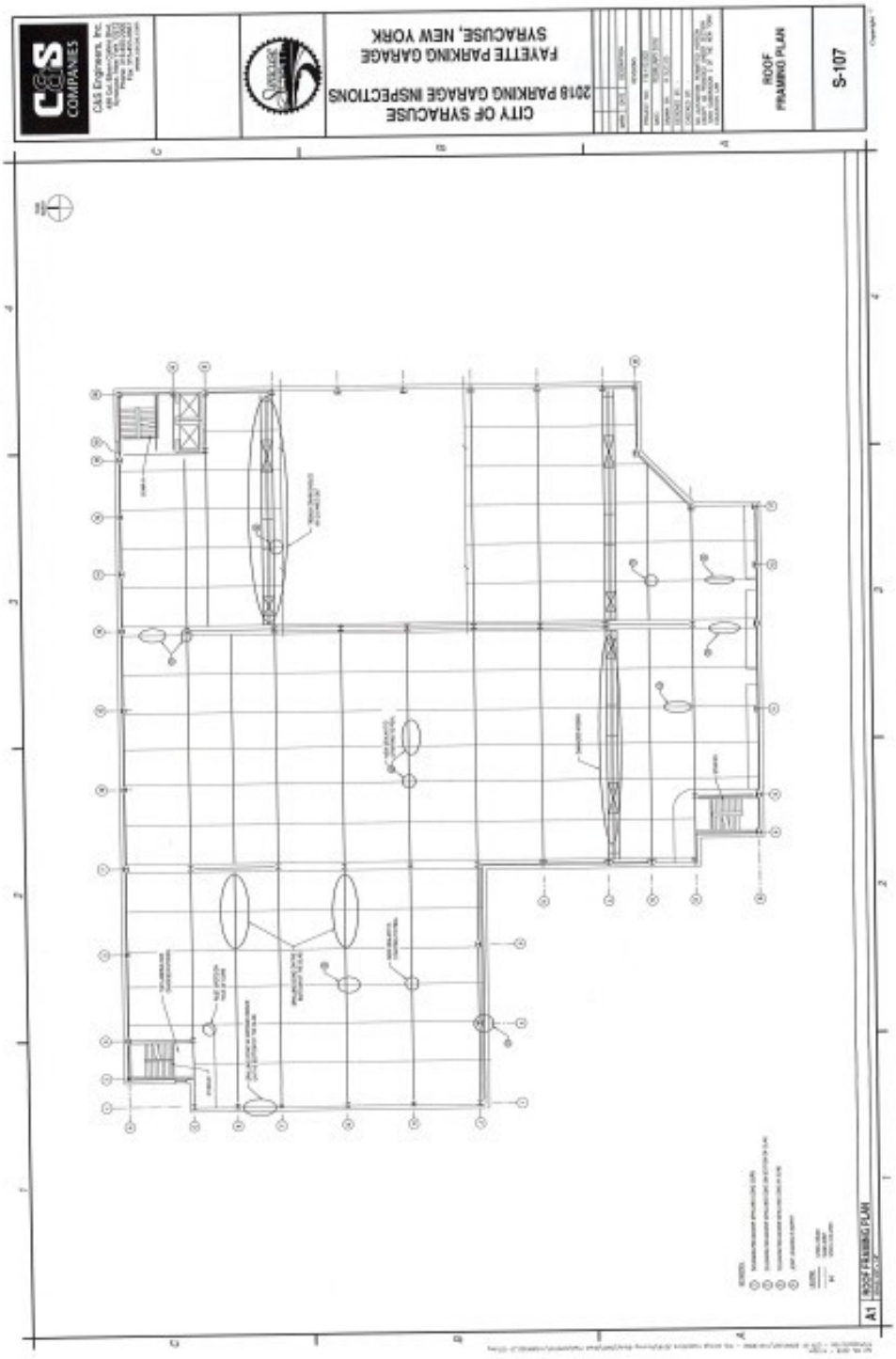
SIXTH FLOOR FRAMING PLAN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C&S Engineers, Inc.
CITY OF SYRACUSE
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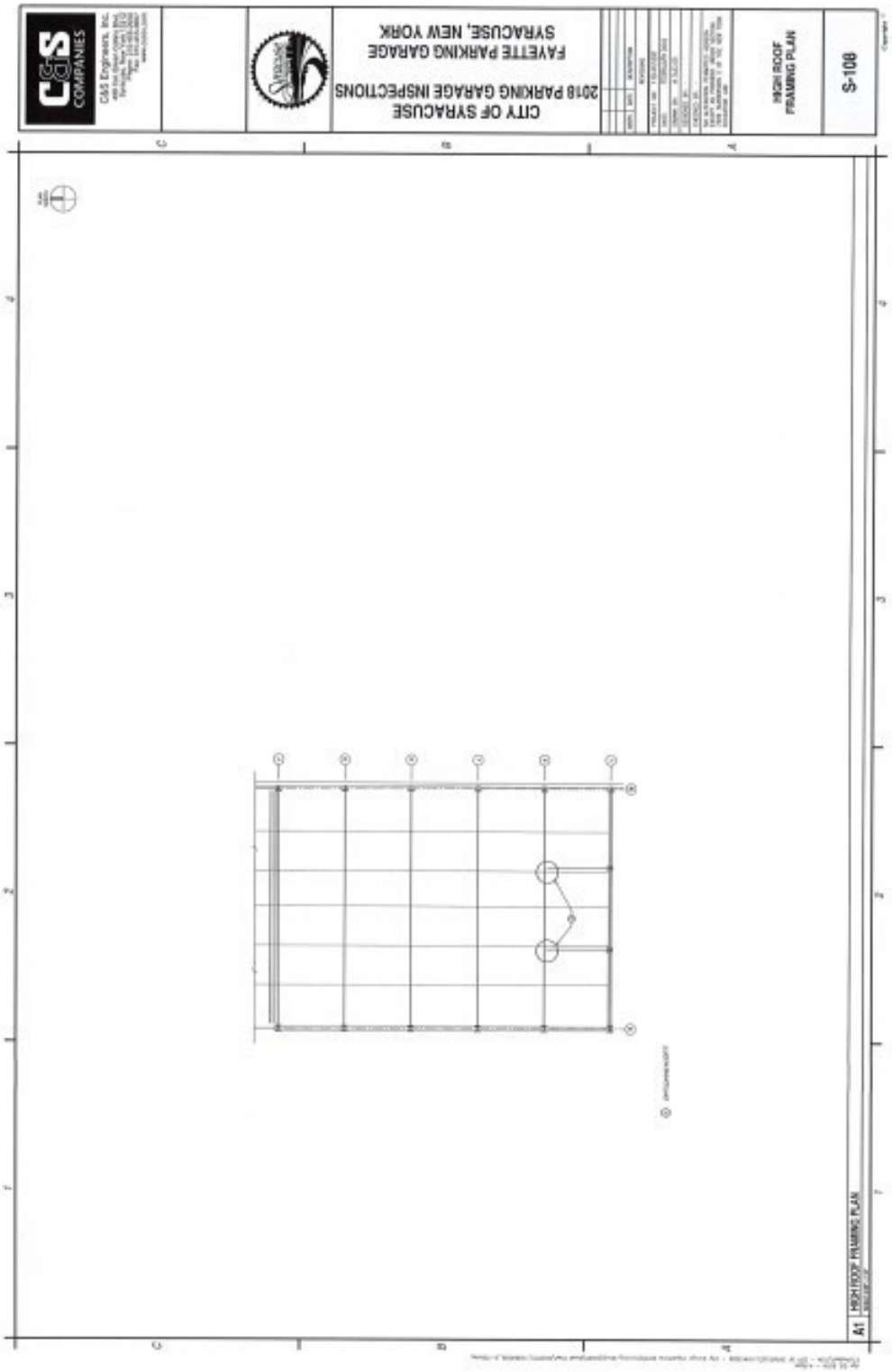
SYRACUSE, NEW YORK
ROOF FRAMING PLAN
S-107
ROOF FRAMING PLAN
A1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C&S Engineers, Inc.
CITY OF SYRACUSE
2018 PARKING GARAGE INSPECTIONS
FAYETTE PARKING GARAGE
SYRACUSE, NEW YORK
HIGH ROOF FRAMING PLAN
S-108
A1 HIGH ROOF FRAMING PLAN

Appendix L (Madison):

PARKING GARAGE
STRUCTURAL CONDITION SURVEY-2018

MADISON IRVING PARKING GARAGE
IRVING STREET
SYRACUSE, NY

OWNER: CITY OF SYRACUSE

April 4, 2018

PREPARED BY:

C&S ENGINEERS, INC
499 COL. EILEEN COLLINS BLVD.
SYRACUSE, NY 13212

C&S File Number: 119.412.002

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2. SCOPE
3. BACKGROUND
4. PROCEDURES
5. FINDINGS

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MADISON IRVING PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

C&S COMPANIES

1.0 PURPOSE

Chapter 27 (Section 27-17) of the Revised General Ordinances of the City of Syracuse, as amended by General Ordinance 29 of 1995, requires the owner of every parking garage within the City to provide the Code Enforcement Division with a Structural Condition Assessment on a tri-annual basis. This report addresses the requirements of the afore-mentioned ordinance and is focused primarily on structural elements.

2.0 SCOPE

- Visual Inspection
- Report

3.0 BACKGROUND

The Madison Irving Parking Garage was constructed in 1986. It consists of seven levels of parking surface (seven supported levels) and has an approximate capacity of 532 vehicles. The plumbing system improvements were performed in 2013. The cable guiderails were replaced in 2014 and a contract for partial painting of the structural steel elements has been completed. A contract to stabilize the stair towers was completed in 2017. The most recent Structural Condition Assessment Report was prepared by C&S Engineers, Inc., and is dated June 19, 2017.

Available documentation includes the following: September 1985 Contract Drawings prepared by Associated Architects of Syracuse S1 to S7, E1 to E5, and P1 to P3; drawings A1 and A2 dated July 1997 for repairs and stairway rehabilitation, 2014 Contract Drawings for the Repairs of the Garage structural steel painting; 2006, 2011, 2013, 2015 Condition Reports by C&S Engineers as well as the afore-mentioned 2017 Structural Condition Assessment.

STRUCTURAL SYSTEM DESCRIPTION: The parking garage is 220' long by 122' wide and consists of two way helical vehicle flow. Cast-in-place concrete spread footings and foundation walls support a moment resisting structural steel frame and conventionally reinforced concrete decks. The concrete decks are covered with a mastic membrane and 1 ½" thick asphaltic wearing course. The facility has three stair towers and one bank of elevators.

There is a cast-in-place concrete curb placed along all edges, including the interior column line. The membrane was originally detailed to stop at the face of curb and that is where the asphalt also terminates. So, there is no membrane under the curb. The back or outside edge of the curb was formed with a light gage (approximately 16 gage) pour stop such as you would find in a corrugated steel form deck construction. The pour stop was left in place, which over the years continued to trap water and caused severe corrosion and concrete deterioration. In 2014 the pour stop was removed at most accessible locations.

The deck slopes and directs water towards the interior column line where there are drain inlets at each hinge line (both end bay areas). There is no apparent wash built into the asphalt overlay to direct water back from the joint at the face of curb.

4.0 PROCEDURE

On February 20, 2018, Michael Duclos and Jeffrey Conese of C&S conducted a walkthrough observation of the garage. The site visit focused on reviewing the overall structural condition of the garage and to identify any critical structural concerns, which may require immediate attention and/or to be considered for further evaluation. Inspection of the elevator shafts interior was not performed. Sample photos of observed deficiencies are included in Appendix A. Observed deficiencies are noted on the drawings in Appendix B.

5.0 FINDINGS

The results of our observation are summarized here on a prioritized basis. The deficiencies under the heading, "Require Immediate Attention" should be addressed as soon as possible or within the time frame noted. They represent an unsafe condition and do now or will soon compromise the structural integrity of the garage. Those issues discussed under the heading, "Programmed Repairs" should be scheduled soon as they will prevent accelerated degradation requiring more extensive repairs at a later date. Routine maintenance issues should be addressed on a periodic basis and can likely be done by garage maintenance staff.

REQUIRE IMMEDIATE ATTENTION

Stair Towers: Repair the enclosures of the stairwells as necessary to stop the water leaking into the North and Southwest stairwells as soon as possible to prevent any further corrosion. Water infiltration is a concern due to icing in the winter inside these stairwells. The water is leaking inside the stairwells through cracks along the thresholds and around the exterior curtain walls. Corrosion of the steel elements is present in the stair towers.

The curtain wall system at the stairwells rattles and the seal is damaged at several locations. Water is leaking into the stairwells through the damaged seals. The entire glass enclosures require a thorough inspection by a qualified curtain wall system installer or a manufacturer's representative to check the noticeable rattle movement and to seal the panels. A man-lift will be required for access at the exterior of the garage. Curtain wall mullions and steel frame of stair towers exhibit damaged paint and corrosion. Painting of the stair tower structure is recommended while inspecting and repairing the curtain wall system.

PROGRAMMED REPAIRS

Asphalt Wearing Course Evaluation and Repair: In general the aggregate in the asphalt mix is eroding on all levels. It is perhaps most severe at the roof where the longitudinal joints have unraveled to the point of leaving grooves running down the deck. There also is a fairly high level of unraveling present on the lower levels in the drive lanes and at turns. The consequence of not removing the loose stone and repairing the asphalt topping is that it will clog the newly installed floor drains. Several potholes have emerged in asphalt in various areas, see plans for location.

Several areas of wet spots in the slab soffits were noted; especially directly under the floor drains at each end of the center scissors. This is a further indication of a possibly failing membrane. The surface

of the patched wearing course around the floor drains is higher than the drain grate leaving standing water.

Structural Steel Corrosion: The majority of the structural (columns, beams and tube bumper rails) in the center core have been recoated including blasting to bare metal. However several of the areas near the lower levels have begun to show signs of corrosion and in need of attention. More specifically the (7) columns in the center of the garage is showing signs of corrosion, most notably Levels 1-3. Corrosion is noted at beam-to-column connections, including bolts and angles, and at beam flanges in this area. Other areas show the beginning surface corrosion as well. Steel along the retaining wall at the lower level is beginning to show signs of corrosion. This area appears to see a significant amount of water as the surrounding walls and soffit are saturated. Also corrosion seen at the beam-to-column connection at gridline D15 at Level 2 soffit. The majority of columns splices at levels 2 and 3 are showing signs of corrosion. More specifically, two columns and adjoining beam along gridline P at Level 2 soffit show significant signs of corrosion in flanges. Additionally, the tube frames of the stair tower #2 and #3 have corroded members and will need painting. Steel corrosion also occurring at beam-to-column connections at gridlines C15 and D15 at Level 4 soffit.

The steel circular bumpers at gridline D8 and K8 show heavy corrosion with section loss. We recommend repairing and painting these elements by 2020.

The corrosion of the steel along the center of the garage will continue to occur due to the deck drainage pattern and the suspect waterproofing membrane. We believe that the drainage pattern can be improved by installing a concrete wash along the center curb and waterproofing to keep water away from seeping the curb. Therefore, we recommend investigating the asphalt and waterproofing along the center curb and repair accordingly by 2020.

Additionally, we recommend cleaning and paining the corroded steel observed at the columns and beams along the perimeter of the garage and the steel frame of the stair towers by 2019.

Structural Steel: The embedded connection plate at gridline G1 at soffit of Level 1 (at the retaining wall) shows significant amount of corrosion. Clean corrosion and paint steel plate.

Concrete Deck: No direct observations could be made of the top side concrete deck surfaces. There was no obvious evidence of surface issues. However, as noted above, the wearing course is unraveling and should be repaired. When the repairs are made, enough wearing course should be removed in order to evaluate the condition of the membrane. If the membrane remains intact, the deck should remain in good condition.

Concrete Soffit Delamination: At several locations the concrete soffit (underside/ceiling) slab at the interior and exterior edges show products of corrosion weeping through. Which may indicate an ongoing reinforcing corrosion process. The soffit areas around pipe penetrations at most levels at gridlines D8 and K8 appear show evidence of deteriorations and loose concrete. Damaged concrete is present around the floor drains and at the first level in the location around column lines 1 and 2 and F and G. We recommend repairing these areas in 2018. Some additional localized repairs may be required in the future. Investigation of the condition of the membrane at the curb edge is warranted at this time.

Additionally, in 2017 C&S removed concrete from the rust stained areas at underside of the concrete deck located along the edge of the slabs next to column line 8. *Refer to Garage Condition Assessment-2017, Madison Irving Parking Garage-Soffit Concrete Excavation*, which provided the following findings and conclusions:

> The edge of concrete deck located below the curb along the center column line is experiencing a varying degree of localized corrosion of the embedded reinforcing and steel "highchairs". The underside at these areas of the deck, which contain corrosion stains, appears to be constantly wet, which we believe is mainly from rain water dripping along the floor steel beams and wicking across through the concrete.
>
> The 2015 garage repair project included the removal of the steel pour stop which trapped water and caused heavy corrosion to the steel beams and heavy rust staining below the deck.
>
> The condition of the waterproofing system below the asphalt topping is unknown and may have contributed to the wet and corrosion condition in the concrete deck along the center column line. We believe that repairing and sealing the asphalt topping is critical to preserving the structural integrity of the concrete deck and prevent further damage to the concrete along the center column line.
>
> In our opinion the corrosion and section loss of the main bottom steel bars could be critical and will require repair in areas containing heavy concentration of rust staining. Our recommendation is to periodically monitor the concrete deck areas with heavy rust staining and perform repairs by 2018. Please refer to drawings in the report for soffit areas with rust staining.

Investigation of the condition of the membrane at the curb edge is necessary to help determine the scope of the required repairs to address the water infiltration into the deck below the curb. Similar recommendation is provided under the structural steel corrosion conditions discussed above.

Moisture in North end East Side CMU Wall: Water enters the garage at the base of the masonry wall. The bottom of the CMU wall is below the exterior grade almost along the entire length of the wall, which contributes to the water infiltration along the joint. At the extreme north end of wall one half block is broken with daylight showing through. The entire CMU wall showed signs of moisture penetration at various locations. The water is potentially entering at the top of the wall, or at slab connections at higher levels. Also along the east side several steel clips, connecting the exterior concrete masonry wall to the interior steel framing, are corroded. We recommend cleaning and painting the masonry wall clips by 2019.

Caulked Joints at the Perimeter: All caulked joint along the perimeter of the garage are heavily damaged and require replacement. Water leaking through the open joints is damaging the masonry walls and associated clip angles. We recommend replacing all damaged caulked joints including the caulk along the perimeter of the roof level.

Doors: Doors at level 4 in the North stair tower and level 5 in the Southwest tower do not close entirely. The ground level exit door at the southwest tower is closed with an out of order sign. It is recommended that these doors be repaired for proper use. Also, broken window pane in door at G-15 Level 1. Should be replaced.

Miscellaneous Items:

The cast iron plumbing vent stack adjacent to the column at level 3, P-9 is cracked and require replacment.

Standing water located in basement area of garage, and around several floor drains located along Gridline 8. Surface should be adjusted to alleviate these areas.

ROUTINE MAINTENANCE

Floor Drainage System: Typical standard maintenance programs include periodic sweeping of the deck surfaces to remove debris and flushing of the system in that way reduces clogging at drain grates and risers. The garage floor drain system was replaced recently. We recommend annual cleaning of the entire system and repair/ of any damaged elements. The washing and cleaning the deck should be performed as soon as practical after the salt season has passed.

Joint Sealants: The garage requires replacement of all damaged sealants.

Recommended Additional Testing For Future Repairs:

1. Performing a detailed evaluation of the asphalt overlay and membrane system. Obtain cores from the overlay for density testing aggregate gradation, air void content, etc. to assess the condition of the mix. Coring down through the asphalt wearing course will also provide an opportunity to assess its bond to the membrane and to examine the condition of the membrane.

APPENDIX A – SELECT PHOTOGRAPHS

Specific locations noted in the captions refer to the building grid lines shown on the drawings in Appendix B

Soffit condition at level 1, line 1 F to G

MADISON IRVING PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Retaining wall and structural steel at G-8 lower ground level

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Missing block and moisture at base of Level 1 CMU wall at C-15

Typical corrosion at connections at columns along Gridline 8.

MADISON IRVING PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Embed plate at G-1 Level 1 soffit

MADISON IRVING PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Standing Water and clogged drains at Level 1, D-8

Spalling soffit with exposed rebar around pipe penetrations. (D-8 Level 2 soffit)

Wet wall, similar on stories above, presumably from snow pile on roof (D-15 Level 1).

Typical corroded column splice (P-7 Level 2).

Non Functioning Exit Door Stair #2

Corrosion at column and beam flanges (P-6/P-7 Level 3 soffit).

Soffit delamination around pipe penetration (D-8 Level 3 soffit)

Corrosion at beam-to-column connection (D-15 Level 4 soffit).

MADISON IRVING PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Corrosion of beam connection between stair tower #3 and Level 5- soffit

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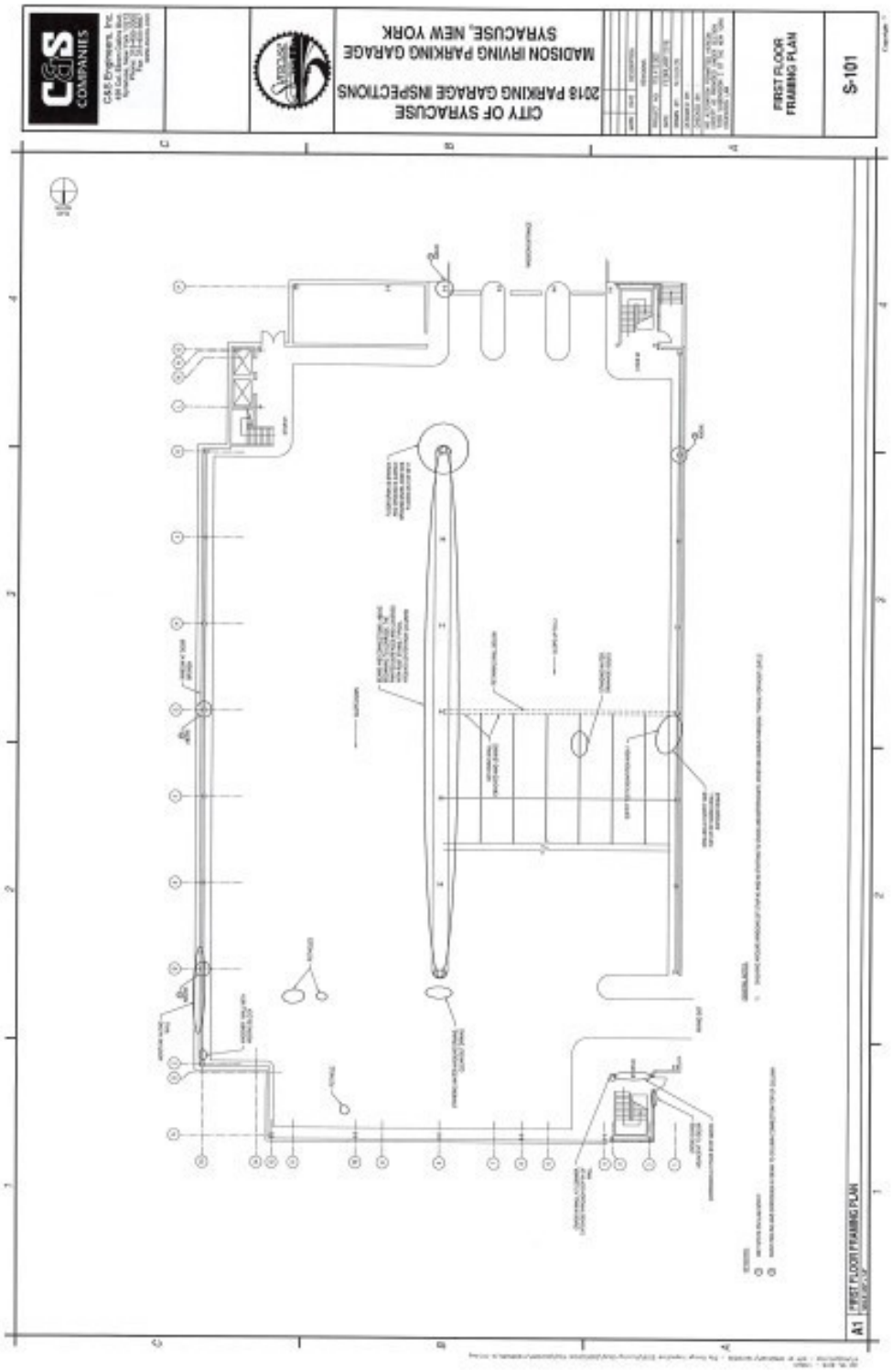
MADISON IRVING PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4, 2018

Outside frame of stair tower has corrosion.

- 20 -

APPENDIX B - REFERENCE DRAWINGS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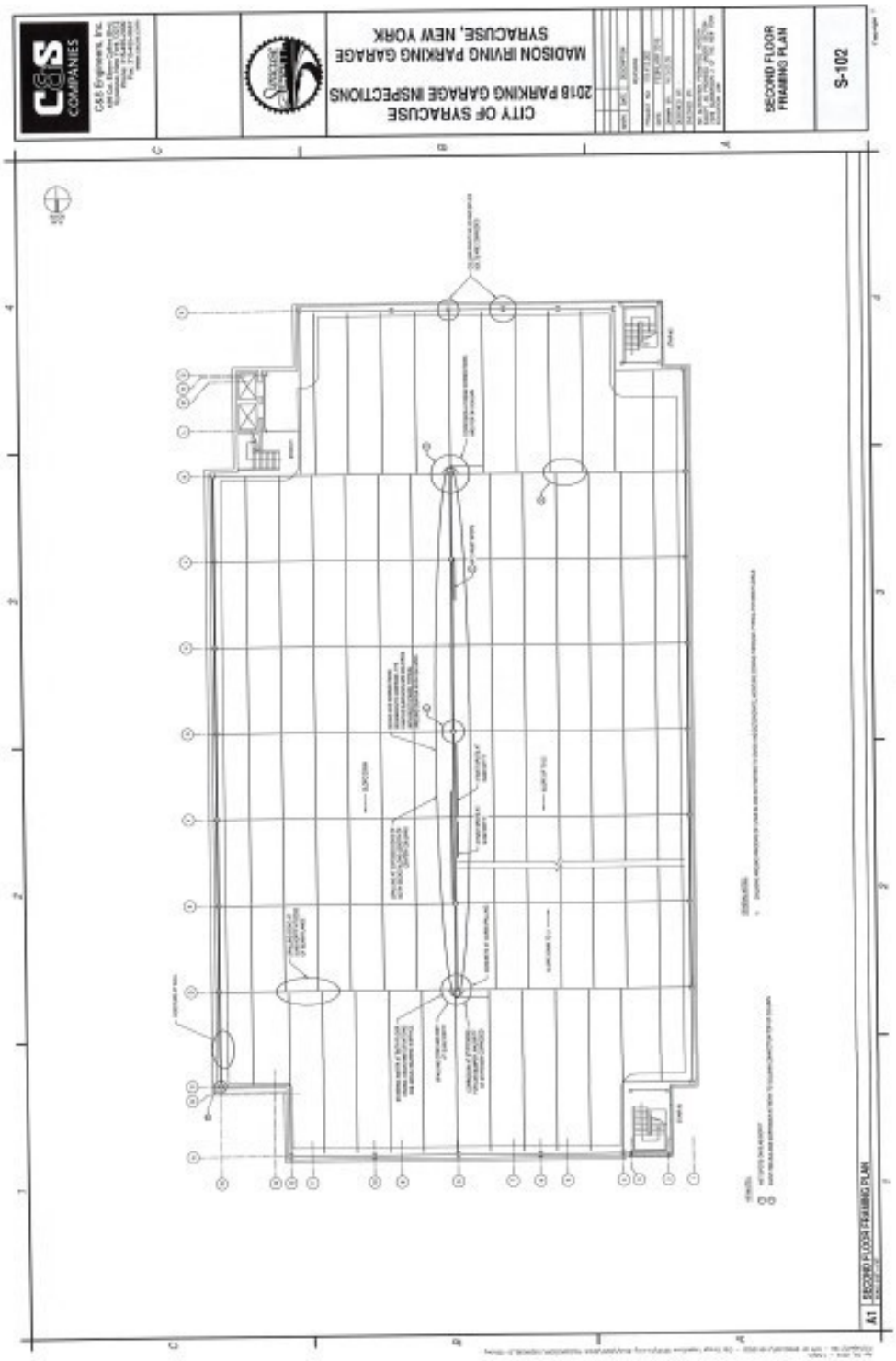
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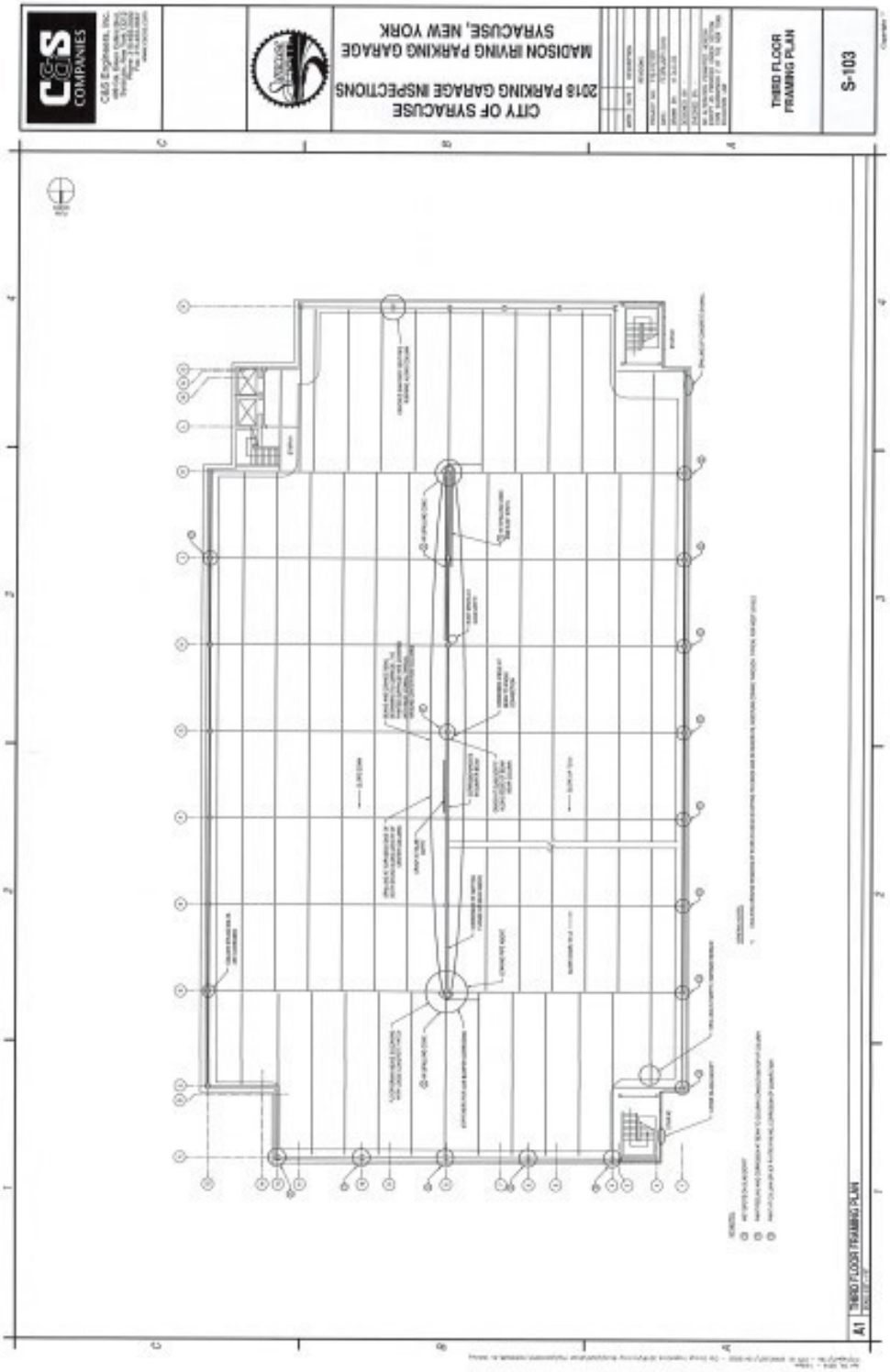
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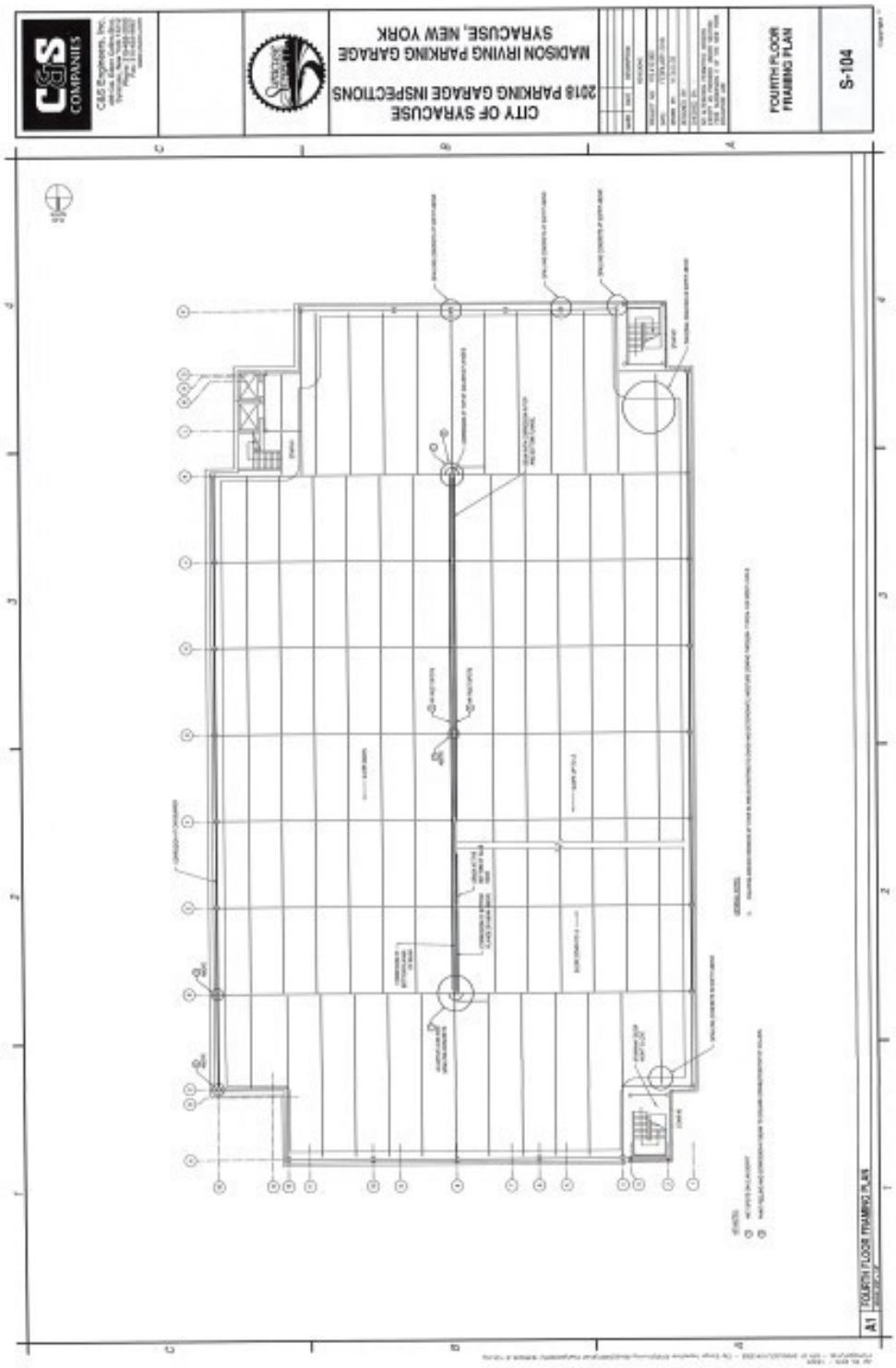
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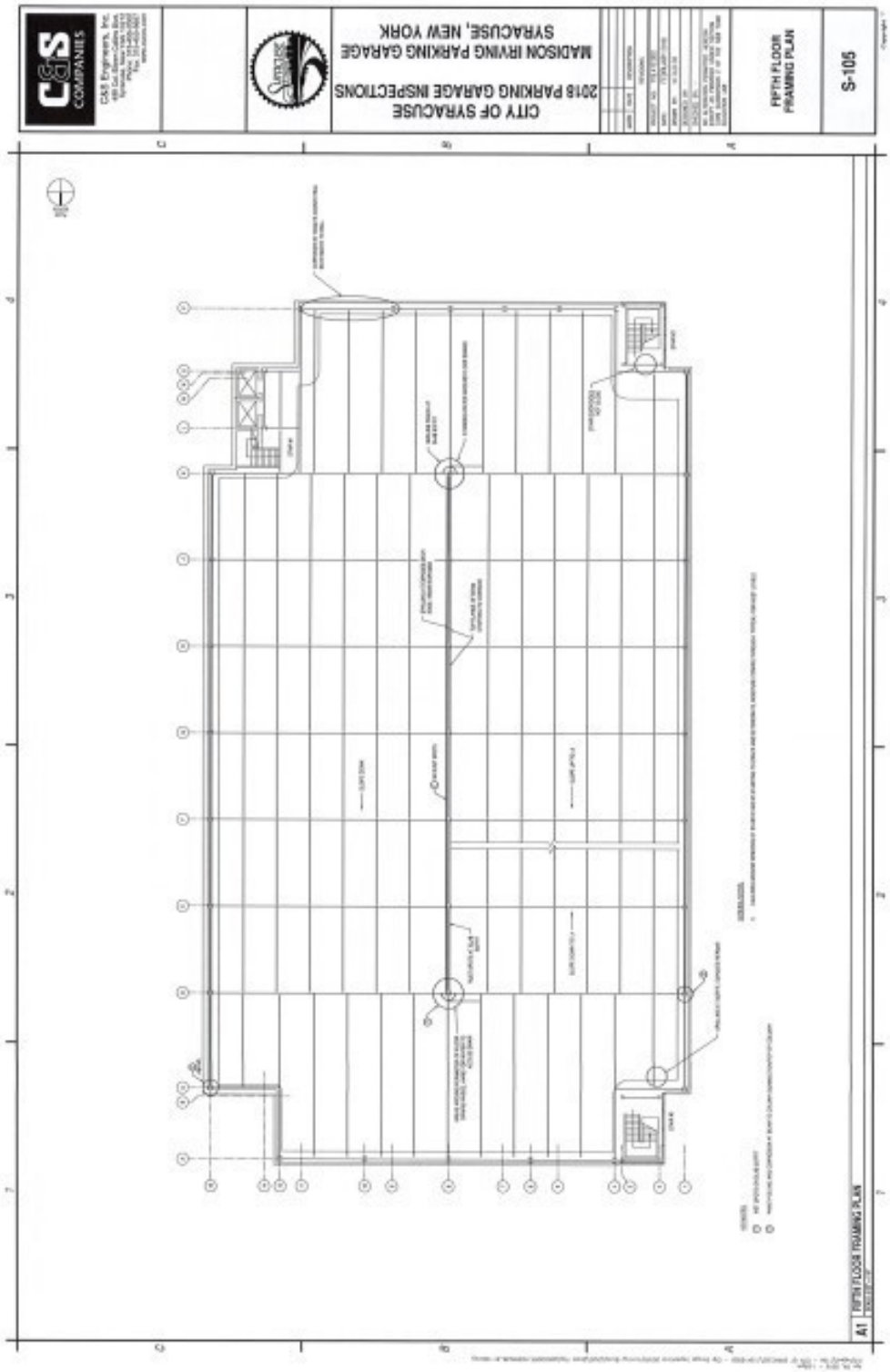
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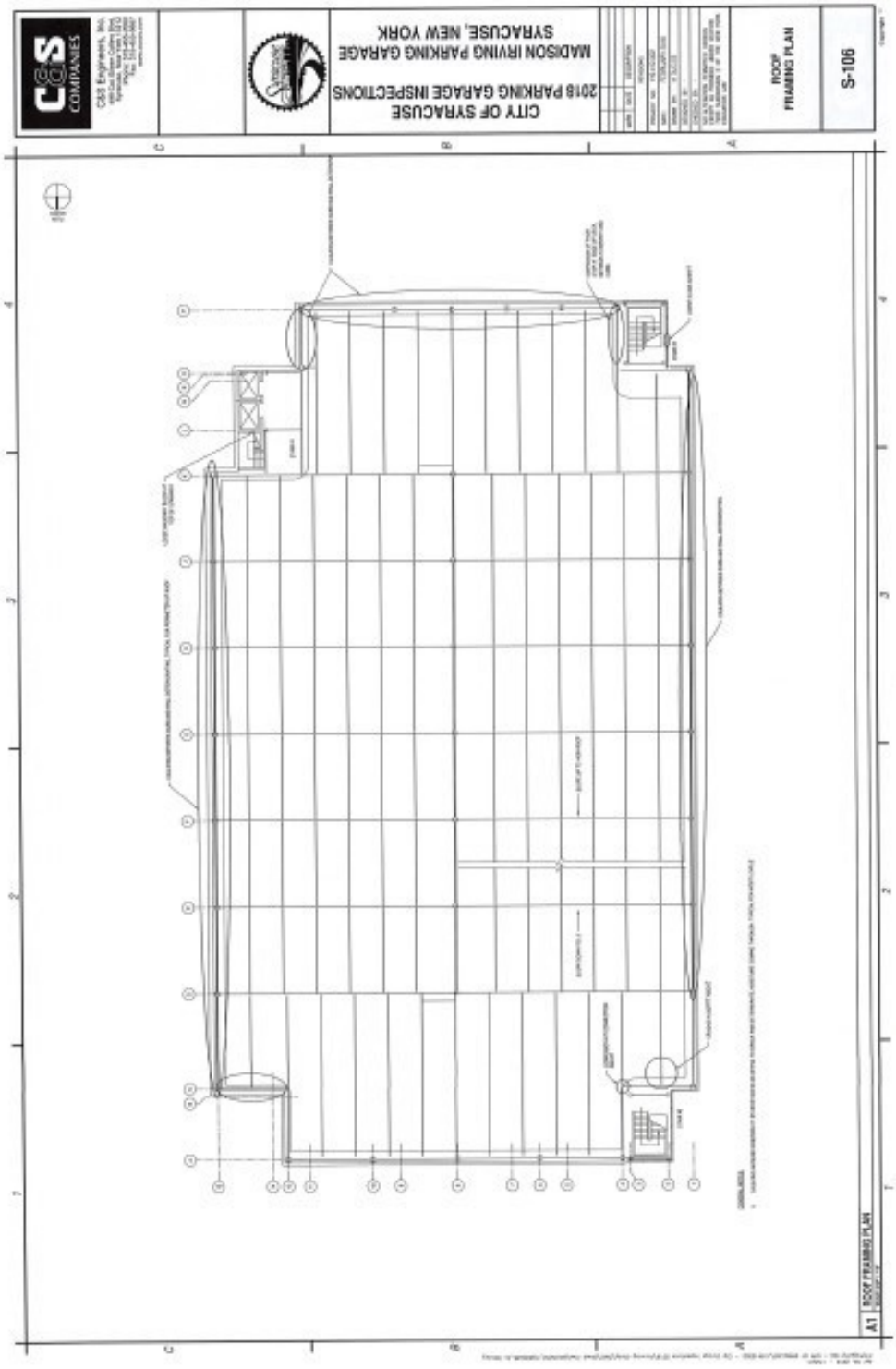
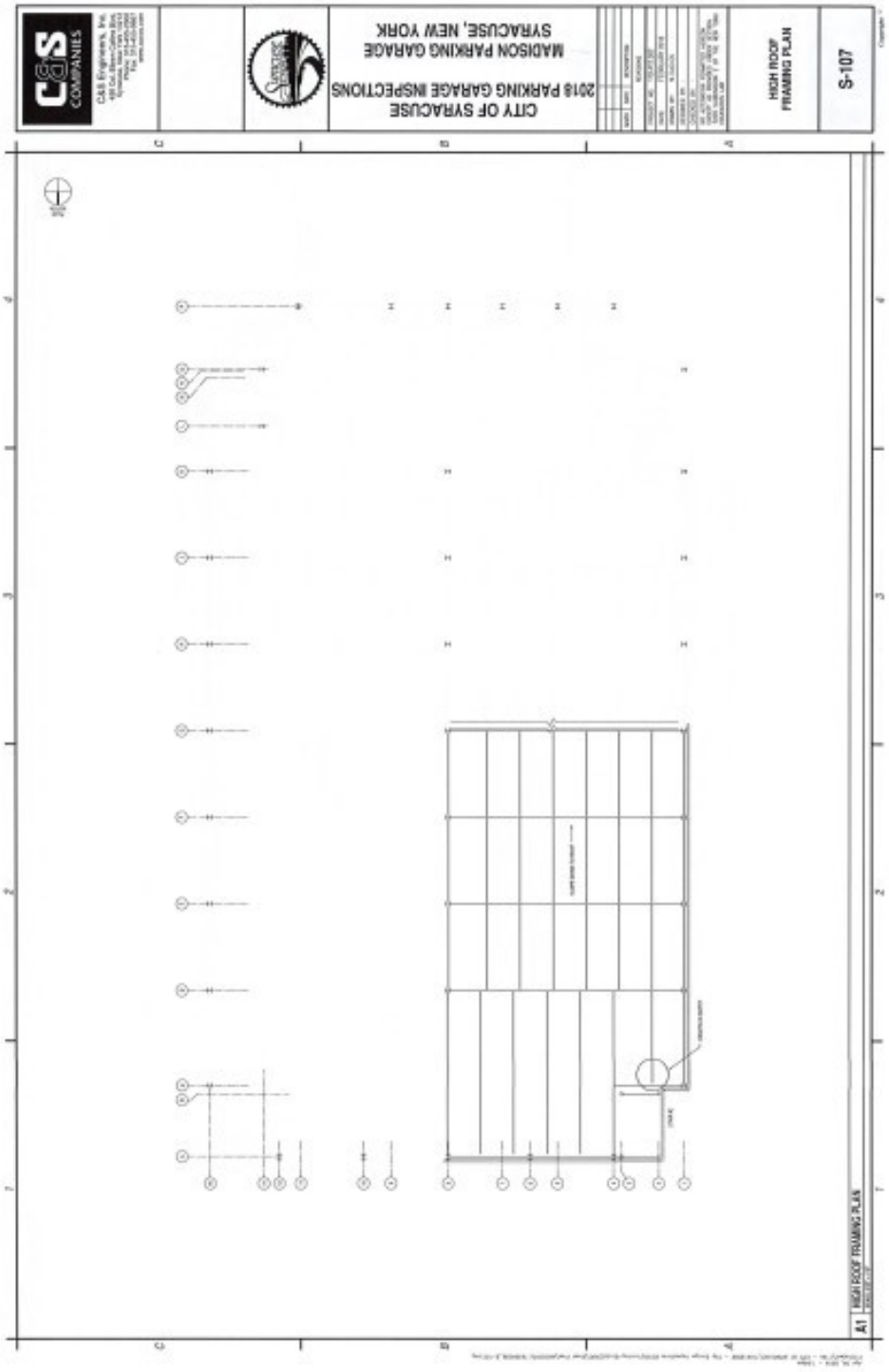

CS&S COMPANIES
CS3 Engineers, Inc.
CITY OF SYRACUSE
2018 PARKING GARAGE INSPECTIONS
MADISON IRVING PARKING GARAGE
SYRACUSE, NEW YORK
ROOF FRAMING PLAN
S-106
A1
ROOF FRAMING PLAN


CSS COMPANIES
CITY OF SYRACUSE
2018 PARKING GARAGE INSPECTIONS
MADISON PARKING GARAGE
SYRACUSE, NEW YORK
HIGH ROOF FRAMING PLAN
S-107
A1 HIGH ROOF FRAMING PLAN

Appendix L (Washington):

PARKING GARAGE
STRUCTURAL CONDITION SURVEY-2018

WASHINGTON STREET PARKING GARAGE

WEST WASHINGTON STREET
SYRACUSE, NY

OWNER: CITY OF SYRACUSE

April 4, 2018

PREPARED BY:

C&S ENGINEERS, INC
499 COL. EILEEN COLLINS BLVD.
SYRACUSE, NY 13212

C&S File Number: 119.412.002

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2. SCOPE
3. BACKGROUND
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5. FINDINGS

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WASHINGTON STREET PARKING GARAGE
STRUCTURAL CONDITION SURVEY REPORT
April 4. 2018

C&S COMPANIES

1.0 PURPOSE

Chapter 27 (Section 27-17) of the Revised General Ordinances of the City of Syracuse, as amended by General Ordinance 29 of 1995, requires the owner of every parking garage within the City to provide the Code Enforcement Division with a Structural Condition Assessment on a tri-annual basis. This report addresses the requirements of the afore-mentioned ordinance and is focused primarily on structural elements.

2.0 SCOPE

- Visual Inspection
- Report

3.0 BACKGROUND

The Washington Street parking garage was constructed in 1990. It consists of five levels of parking surface and has an approximate capacity of 1230 vehicles. The most recent Condition Assessment Report was prepared by C&S Engineers, Inc. and is dated May 17, 2015.

Available documentation includes: the 1990 Structural Contract Drawings S1 to S19 prepared by John P. Stopen Engineering Partnership; 2003, 2005, 2011, 2013. 2015 Reports by C&S, and the afore-mentioned 2017 Condition Assessment; Construction documents for repairs to the south stairway street level bridge and elevator shaft prepared by C&S.

STRUCTURAL SYSTEM DESCRIPTION: The parking garage consists of two separate structures on opposite sides of Onondaga Creek. They are connected by bridges at all levels except the lowest B2 underground level. The foundations consist of a combination of relatively shallow concrete caissons and spread footings. The columns are cast-in-place reinforced concrete while the beams and girders are cast-in-place place post-tensioned concrete. The supported decks are also cast-in-place post tensioned concrete. The connecting bridges are pre-stressed, pre-cast concrete tee beams with a concrete topping with joints at the west ends.

There are five stair towers and two banks of elevators. The garage is open, that is, exposed to the elements, and portions of the façade elements are covered with a brick veneer set in precast- concrete panels.

4.0 PROCEDURE

On February 21, 2018 Michael Duclos and Jeffrey Conese of C&S conducted a walkthrough focusing on the overall structural condition of the garage and to identify any critical structural concerns which may require immediate attention and/or to be considered for further evaluation. Sample photos of observed deficiencies are included in Appendix A.

- 1 -

The elevator shaft interiors were not observed.

The roofs of the elevators and stair penthouses were not observed.

5.0 FINDINGS

Our findings are summarized here on a prioritized basis. The deficiencies under the heading, "Require Immediate Attention" should be addressed as soon as possible or within the time frame noted. They represent an unsafe condition or do now or will soon compromise the structural integrity of the garage. Those issues discussed under the heading, "Programmed Repairs" should be scheduled soon as they will prevent accelerated degradation requiring more extensive repairs at a later date. Routine maintenance issues should be addressed on a periodic basis and can likely be done by garage maintenance staff.

REQUIRED IMMEDIATE ATTENTION

Aluminum Railing at Roof Level: There are over 20 aluminum rail posts with cracked base plate welds and deformations mainly at the location of the snow removal areas, substantial bowing is noticeable at the west side, east, and middle areas. There are some old repairs made to some damaged posts, which we believe caused by snow removal equipment. There are also areas of split concrete at the anchor bolts of rail post bases. We recommend repairing the damaged railing posts or barricade areas as necessary.

Deck Soffit: Delaminated deck soffit was observed in several locations. The main areas of concern are; at stair #5 and stair #2 at Level B-1, large cracks have formed and delamination is observed at the underside of stair tread. At the soffit of Level B-1 at G-8 the concrete is delaminating around the pipe penetration. Also the soffit of Level B-1 at Gridline K-15 appears to have a concrete patching that is delaminating and falling down. The main concern is the potential for falling concrete and it is recommended that any lose concrete be removed and area be patched.

Stair Tower Slabs: Delamination and spalling has been observed at several areas in the top of the concrete landings and steps at the stair towers. Specifically at Stair #5 Level 1 landing and landing between Level B2-B1. At Stair #2 landing between Level B2-B1 and Stair #3 at steps going up to Level 2. These areas are cause for concerns due to a potential tripping hazard at stairways and should be patched.

Concrete Beam Defect: A crack in a concrete beam has formed at Level B-1 soffit along Gridline 15 between J-15 and K-15. Adjacent wall at Level B-2 also has a crack along its face. Crack has propagated enough to recommend this area to be patched as soon as possible.

Column Defects: Columns at gridline D-22 Level 1 and gridline D-25 Level B-2, has several cracks at the top. Given the amount of cracks and size, it is recommended that this area be

repaired. Column at gridline G-8 Level 1 has loose concrete along the side of it, it is recommended that this column be patched to prevent further spalling of concrete.

PROGRAMMED REPAIRS

The following items are issues that if left unattended, will result in continued degradation of the structural integrity of the garage. We recommend a comprehensive repair program be undertaken to address the noted deficiencies.

Exposed PT: Previously, two tendons were found exposed and effectively broken in the North Bay at column line 10 on the ramp between levels B1 and L1 west. It appears that it had been patched, however, the patch has worn away subjecting the tendons to direct traffic and the size of the spall has increased. There was no evidence indicating any other issues with the post-tensioning reinforcing tendons. We recommend that this area be patched as soon as possible

Column Defects: We observed many locations where the columns at or just above the deck have cracked corners or spalls. This is especially apparent along lines D and G. The damage is generally more severe at the columns next to the drain pipes. Some of the drain piping has been replaced with PVC pipe. Some columns exhibit significant vertical cracks near the edges that eventually will lead to further structural degradation. There are a few locations where the beams are cracked at the column interface. We recommend that the more severely damaged columns be repaired within one year.

Supported Deck Defects: Other than noted above, the concrete slabs are generally in good condition, however, as noted in the previous inspection reports there are some areas of corrosion induced spalling of the surface that developed over the shallow reinforcing steel and has become more widespread. We found over 600 square feet of delaminated or spalled concrete deck during our sounding program of 2017 primarily on levels B1 and L1 closest to the entrances. We recommend repairing the spalled and delaminated concrete.

We found a few locations with cracks of less than a foot up to 8 feet long. We also noted cracked slabs at some stair landings. The existing construction and control joints are not leaking; however, the existing caulking is damaged and requires resealing. We recommend routing and sealing the cracks equal or wider than1/16th of an inch to prevent water intrusion and resealing the construction joints

There are many hairline cracks in the deck, soffit, and beam surfaces. These do not appear to be a concern at this time.

Retaining Wall Cracks: We noted locations with vertical cracks in the retaining walls and bumper walls on the lower level as well as vertical cracks in the bumper walls at other levels. Corrosion products are visible on the face of the concrete due to water infiltration. We recommend removing the unsound concrete and patching. Also, we recommend sealing the areas to stop any water infiltration.

Stair Towers: There are also expansion joints at each stair tower between the parking deck and the stair landing. Occasionally there is no bond between the vertical and horizontal portions of the joint where the extruded material has to turn up and over the adjacent bumper walls on either side of the stair doors. These expansion joints require repairs or replacement to make that joint more watertight and reduce staining and potential future deterioration of the masonry of the stair towers.

Part of the design of the stair towers was to incorporate only a semi-enclosed surround for the stairs. Typically there is a large gap between the stair structure and the parking structure at the side walls, on the order of 8 inches or more. There is no flashing to cover this vertical gap, which allows rain water to infiltrate into the walls and cause damage. There are a few locations where the CMU walls are damaged or loose. We recommend repairs to the masonry walls, and joints at all stair towers.

Expansion Joint Nosing at Bridge Area: The expansion joint seals are located at each end of the precast double "T" beam bridges which connect the east and west structures at each supported level and at the garage entrance at Washington Street side. The nosing which protects the embedded flange of the joint material has cracked and broken off in several areas. We recommend repairing or replacing the nosing, or entirely replacing the joints if possible.

Traffic Bearing Membrane: The membrane protecting the precast bridges is old and beyond its useful life with cracks. Consideration should be given to replacing the membrane within two years.

Drain Pipes: While many of the corroded and broken drain pipe risers have been replaced with PVC pipe, some corroded iron pipe remains which will eventually fail.

Railing Cable: There are a few locations where the cover of the guide rail cable has split and the cable is beginning to corrode. We recommend patching the cover.

Brick Façade: As noted in our previous reports, the majority of the brick-faced precast facade panels contain hairline cracks and delaminations. The deterioration of the brick facing is a non-structural issue but the condition is impacting the appearance of this facility. The brick appears to be a half brick approximately 1-1/2 inches thick that was set into a form that produced the effect of raked mortar joints. The outer face of the bricks has begun to crack and spall at locations all around the structure. There are a few panels where this has become fairly severe, for example a south facing spandrel at the west end of the west structure.

This brick-faced precast concrete exhibits the typical bowing and cracking of this type of composite construction. All of the spandrel panels bow outward due to long-term expansion of the brick and shrinkage of the concrete. The column covers bow outwards as well but in the vertical direction rather than horizontal. The cracking of the concrete does not appear to be a serious durability concern, although there are a few locations where it is a blemish and there is evidence of possible water migration behind the outer face causing leaching from some of the

cracks. This noted condition requires further evaluation to determine options to protect the spandrels from further damage.

Exterior Bollards at North Basement Entranceway: Several large bollards have been damaged by snow plows and should be replaced. There is also some asphalt pavement deterioration and potholes that should be noted for maintenance at the same entranceway drive aisle.

Windows Glass: Cracked glass panels were noticed at several locations, some have been boarded up with plywood. This condition has persisted for several years. Corrosion of the window frames is also evident. We recommend replacing the broken glass and repairing / repainting or replacing the frames.

ROUTINE MAINTENANCE

Maintenance Painting: Steel window frames are corroded. After repairs or replacement of the glazing and frames, the steel should be inspected and touched up annually.

Annual Deck Cleaning and Drainage System Flushing: As soon as possible each spring after salt is no longer in use, power wash the deck and clean the sediment from the drain traps.

Assure all Exits are Accessible: Regularly inspect the stair tower exits and assure that they can be used for egress from the garage.

APPENDIX A – SELECT PHOTOGRAPHS

Broken drain and sediment build-up in surrounding area (D-18 Level B2)

Broken drain, sediment build-up and standing water in surrounding area (G-24 Level B2)

Delaminated/broken concrete at underside of stair treads (Stair #5 Level B1)

Delaminated concrete at slab soffit (K-15 Level B1 soffit)

Broken window and corroded frame (A-23 Level B2)

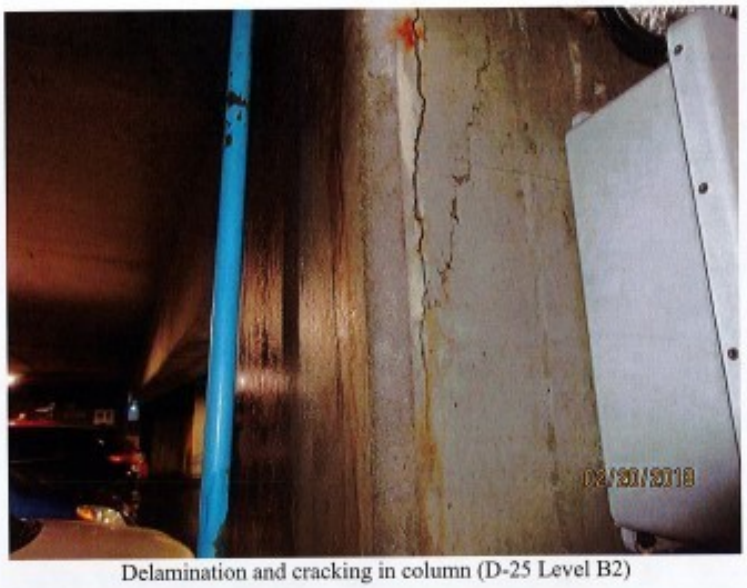
Broken windows and corroded frame (K-19 Level B2)

Delamination at stair landing (Stair #5 Level B1-B2)

Delamination at stair landing (Stair #2 Level B1-B2)

Large in cracking in beam and adjacent wall (J-15 Level B1 soffit)

Several cracks in column near interface (D-22 Level 1)



Delamination and cracking in column (D-25 Level B2)

Delamination and cracking in column (G-8 Level 1)

Expansion joint nosing deterioration (Southeast Entrance/Exit Level 1)

Expansion joint nosing deterioration (Along grid 16 Level 2)

Delamination/spalling of column (H-15 Level B1)

Exposed PT with split casing (Level B1-1 ramp, gridline 10)

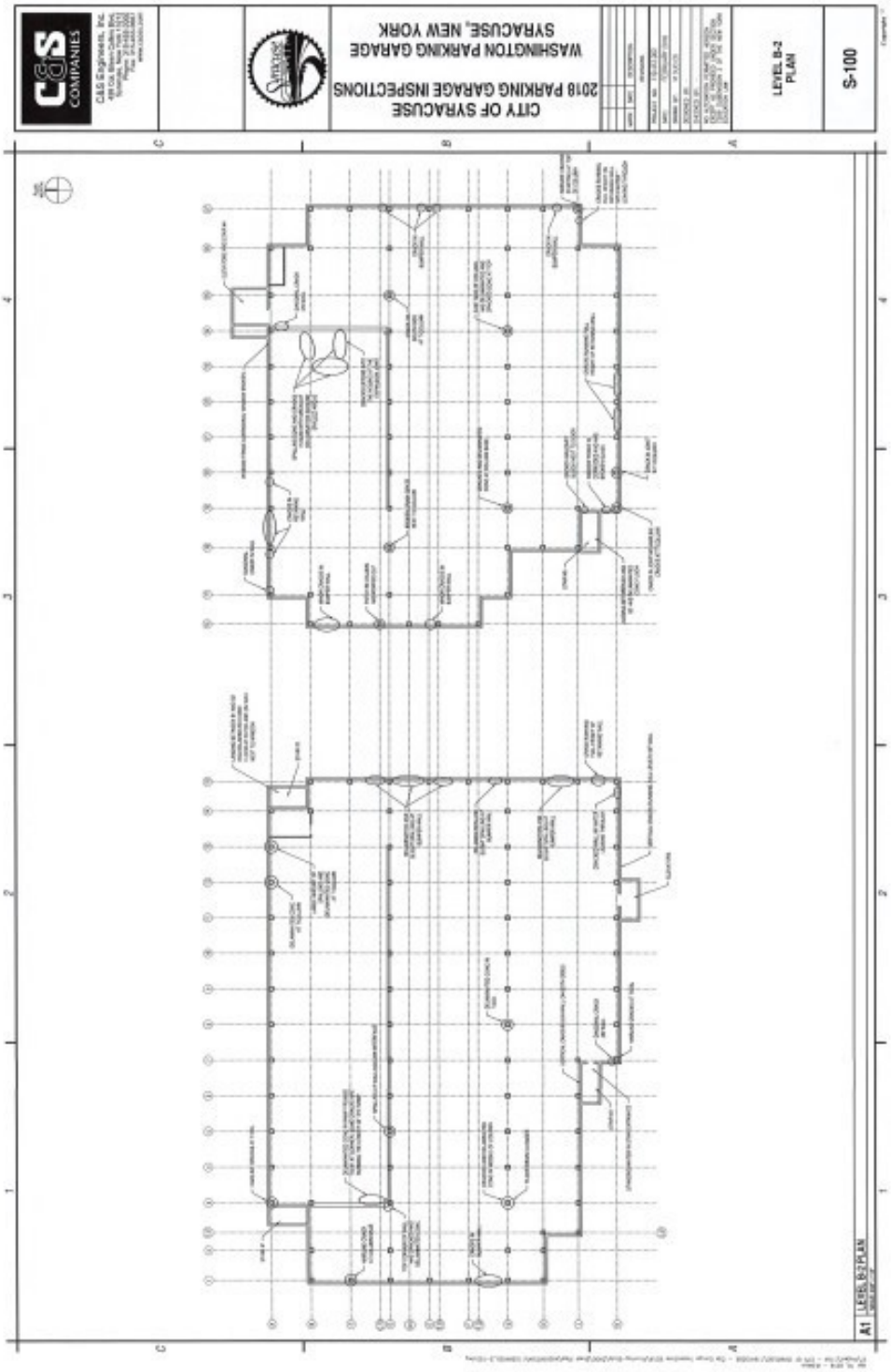
Broken aluminum rails at rooftop

Broken aluminum rails at rooftop

Water leaking in stairwell (Stair #4 Level B2)

Water leaking in stairwell (Stair #4 Level B2)

APPENDIX B - REFERENCE DRAWINGS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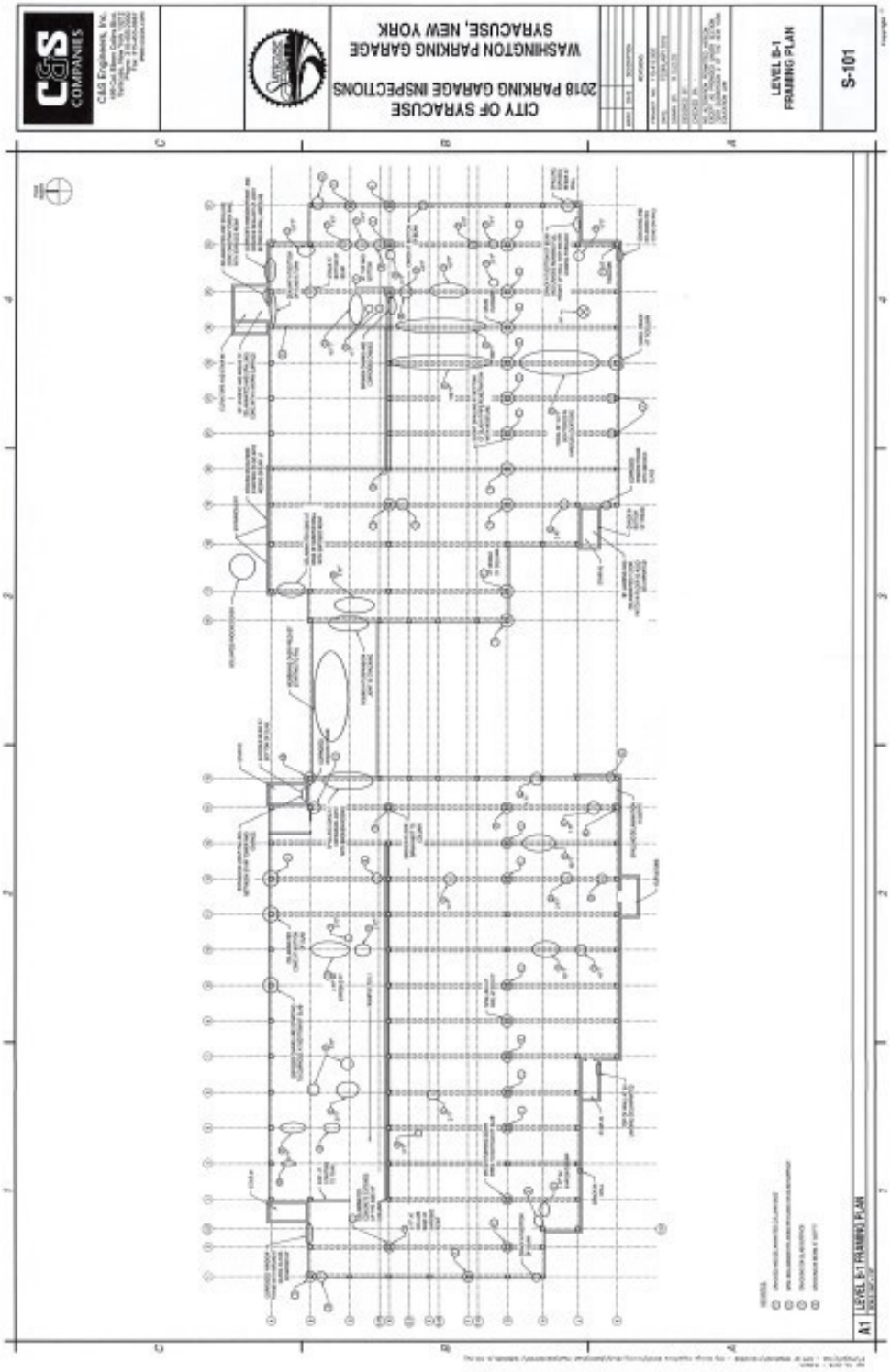
WASHINGTON PARKING GARAGE
SYRACUSE, NEW YORK
LEVEL B-2
PLAN
S-100


C&S COMPANIES
CITY OF SYRACUSE
2018 PARKING GARAGE INSPECTIONS
WASHINGTON PARKING GARAGE
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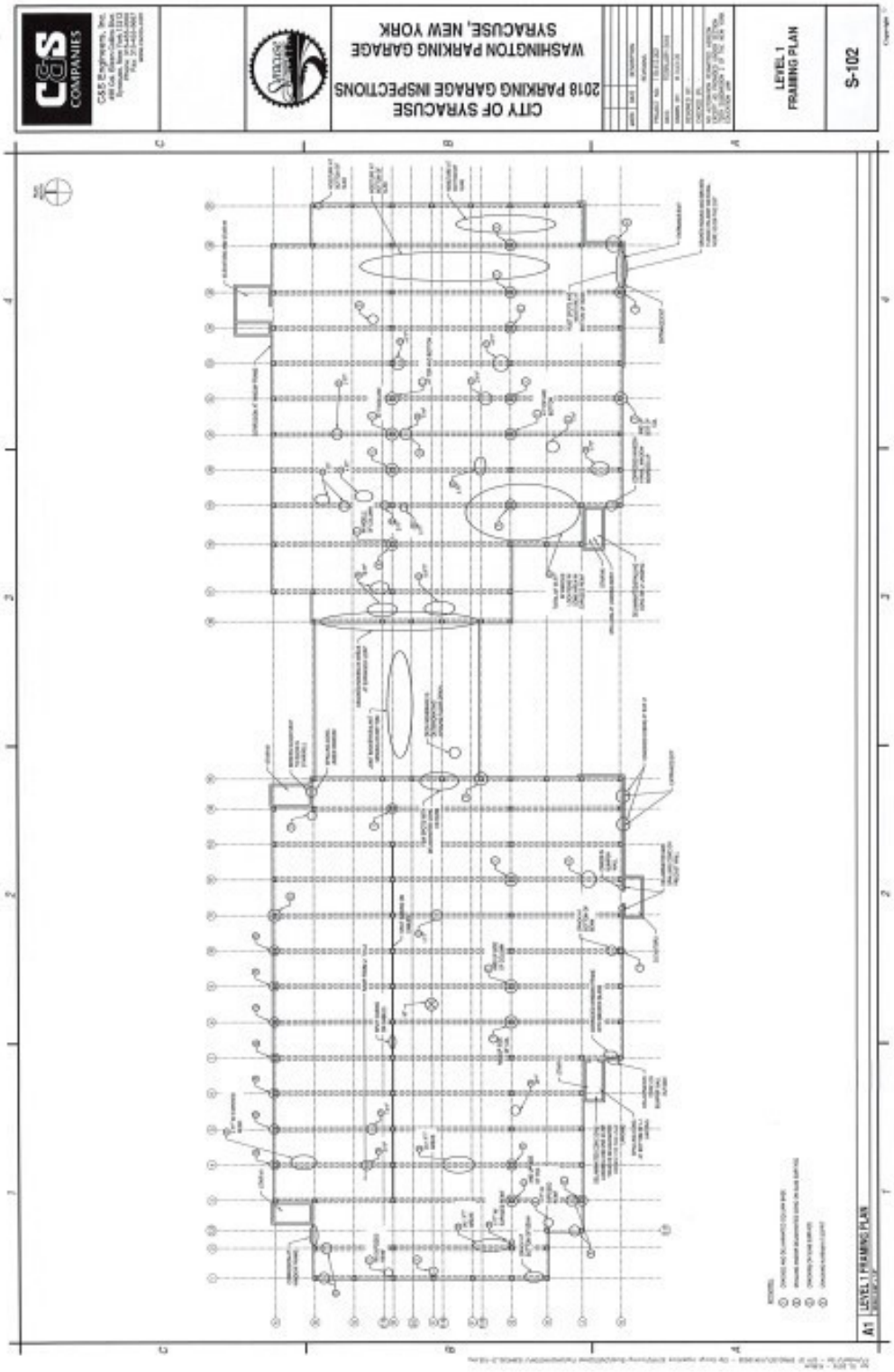
LEVEL B-1 FRAMING PLAN
S-101
A1 LEVEL B-1 FRAMING PLAN


CGS
COMPANIES
CITY OF SYRACUSE
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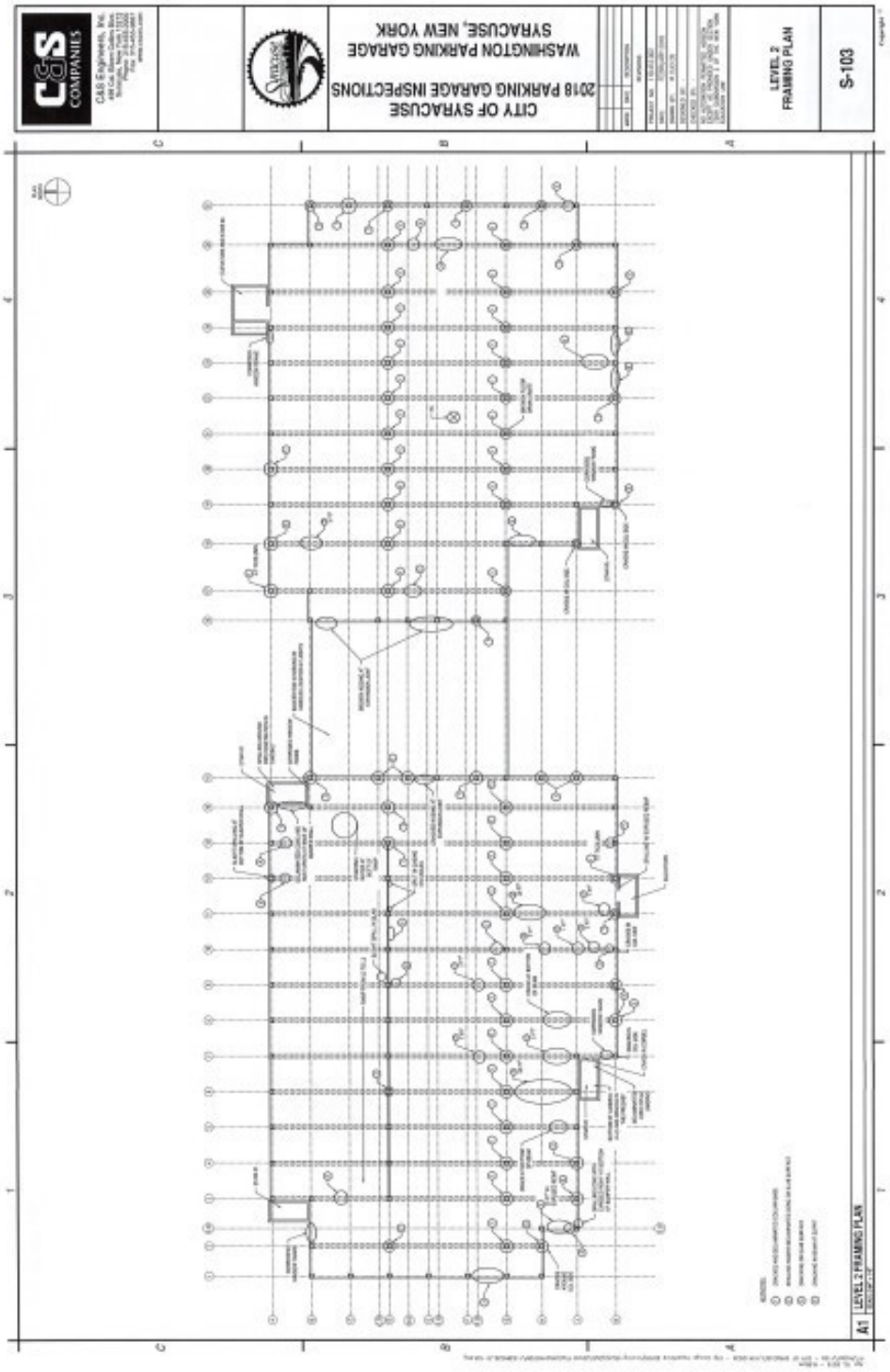
S-102
A1
LEVEL 1 FRAMING PLAN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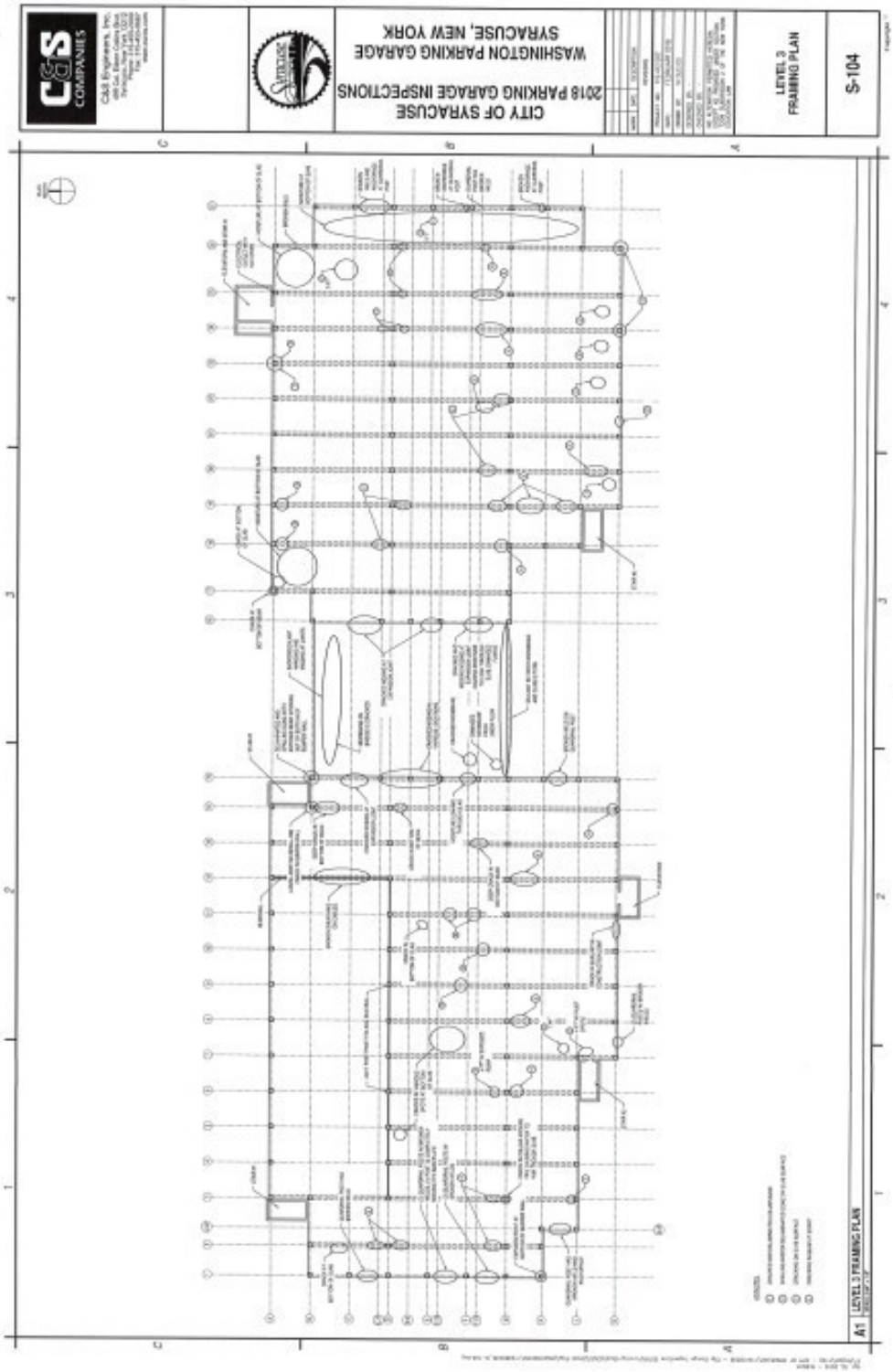
S-103
LEVEL 2 FRAMING PLAN


C&S COMPANIES
CITY OF SYRACUSE
2018 PARKING GARAGE INSPECTIONS
WASHINGTON PARKING GARAGE
SYRACUSE, NEW YORK
LEVEL 3 FRAMING PLAN
S-104
A1 LEVEL 3 FRAMING PLAN

Appendix M:

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CITY OF SYRACUSE

PARKING GARAGE STRUCTURAL CONDITION SURVEYS

SUMMARY REPORT

May 29, 2020

PREPARED BY:

C&S ENGINEERS, INC
499 COL. EILEEN COLLINS BLVD.
SYRACUSE, NY 13212

C&S File Number: 119.412.017

FAYETTE STREET PARKING GARAGE

REQUIRED IMMEDIATE ATTENTION ($79,000)

1. **Steel Corrosion and Cracked Weld at Level 5:** Repair cracked weld at column J-6 beam connection at Level 5. (Construction budget = $1,000)
2. **Inlet structure:** The inlet structure at the first floor is damaged and has caused the slab-on-grade surrounding structure to cave in. We recommend repairing the structure along with the subbase and asphalt paving adjacent to the structure. (Construction budget = $2,000)
3. **Exterior Precast Panels:** The tops and bottoms of the precast panels at the south exterior facade in between Q-9 and Q-11 at floors two, three and four have delaminated and spalled concrete. (Construction budget = $50,000)
4. **Concrete Curbs:** There are many cracked curbs with loose broken off pieces with exposed reinforcing steel at many locations throughout the garage. (Construction budget = $25,000).
5. **Railing Post:** There is a corroded and broken railing post at northwest corner of roof level. (Construction budget = $1,000)

PROGRAMMED REPAIRS ($298,000)

1. **Structural Steel Corrosion**: There is heavy corrosion with pack rust at approximately 13 columns just above and below the deck level as indicated on the field notes drawings. Additionally, the majority of the steel tubes used for lateral bracing and bumper rails exhibit heavy corrosion and require replacement or repair. We recommend removing the pack rust and painting the beams and columns along with repairing and painting the most severe corroded steel tubes (approximately 3000 sf). (Construction budget = $100,000)

1. **Deck soffit:** Observed some general soffit delamination along with cracking and delamination at deck soffits surrounding drain pipe penetrations. This is most notable for drain penetrations at grid F-16. There is approximately 140 sf soffit repair. We recommend these areas be patched as delamination will continue more rapidly in these areas. (Construction budget = $21,000)

2. **Concrete Repairs Retaining Wall:** The retaining wall along line Q on the subgrade level is deteriorated, approximately 150sf area. We recommend that the wall be repaired. (Construction budget = $30,000)

3. **Concrete Stair:** Repair the damaged exterior concrete stairs leading to the south east stair tower from Level 2. (Construction budget = $10,000)

4. **Precast Concrete Deck Grout Pockets:** Repair the damaged lifting hook grout pockets of the pre-cast deck slabs. We estimate 500 pockets (10% of grout pocket) require repair.

5. **Deck Repairs Panel Joints and Corners:** We recommend allowing an annual maintenance budget to repair miscellaneous cracked slab corners. (Construction budget = $25,000)

6. **Concrete nosing at Roof Trench Drains:** Repair the concrete nosing at the slot drains at the base of the roof ramps on lines F and L. (Construction budget = $15,000)

7. **Floor Drains at Column Line Q:** Provide 8 drains including piping and concrete curb to close scupper at level 2 through 5 similar to the drains installed on the 6th Level. (Construction budget = $40,000)

8. **Masonry wall:** Repair the cracks and damp-proof the south masonry wall using penetrating sealer. (Construction budget = $31,000)

9. **Chain-link Fence:** Replace the corroded chain link fence located along Column Line Q, at south wall of Level 2. (Construction budget = $10,000)

10. **Window Glass:** In southwest stair tower, exit door has broken glass at First Floor. We recommend this be replaced. (Construction budget = $1,000)

Fayette St. Garage Construction Budget = $377,000

MADISON IRVING PARKING GARAGE

REQUIRE IMMEDIATE ATTENTION ($145,000)

1. **Loose concrete around drains:** The soffit areas around pipe penetrations at most levels at gridlines D8 and K8 show evidence of deteriorations and loose concrete. Damaged and loose concrete is present around the floor drains, which require repair. We recommend repairing these areas as soon as possible. (Construction budget = $70,000)

2. **Structural Steel Corrosion:** Heavy corrosion at beams, columns, and connections was observed at second and fourth floor framing at grid D-8. We recommend that the beams and connections be further inspected and repaired as required. (Construction budget = $30,000)

3. **Precast Panel Brackets:** Brackets supporting the exterior precast cast panels between gridlines A-13 and B-13 were observed to be broken on levels two, three, and four. We recommend these brackets be inspected and repaired as required. (Construction budget = $10,000)

4. **Masonry Wall Clip Angle:** Repair concrete masonry wall clip angle with cracked welds below the roof soffit between grids O-13 and P-13. Additionally, we recommend cleaning, inspecting, and painting all masonry wall clips. (Construction budget = $10,000)

5. **Delaminated Concrete:** Remove the damaged asphalt and repair the deteriorated concrete slab at the first level in the location around column lines 1 and 2 and F and G. (Construction budget = $10,000)

6. **Stair Towers:** Repair the seals of the curtain wall system at the stairwells. Water is leaking into the stairwells through the damaged seals. The entire glass enclosures require a thorough inspection by a qualified curtain wall system installer. (Inspection budget = $15,000)

PROGRAMMED REPAIRS ($400,000)

1. **Asphalt Wearing Course:** The asphalt wearing course is in poor condition around the interior parking stalls, perimeter parking stalls and in drive lanes. We recommend patching and sealing these areas on all levels. (Construction budget = $175,000)

2. **Caulked Joints at the Perimeter:** All caulked joint along the perimeter of the roof level are heavily damaged and require replacement. (Construction budget = $23,000)

3. **East Masonry Wall:** Caulk the joint along the base of masonry wall and replace missing block. (Construction budget = $2,000)

4. **Structural Steel Corrosion:** Perform miscellaneous repair and painting of the structural steel frame and steel box-rail bumpers located in the center of the garage. Also, paint three columns on the perimeter, which have corroded splice plates. After surface preparation review the condition of steel and bolts. (Construction budget = $100,000)

5. **Stair Towers:** Repair the seals of the curtain wall system at the stairwells. Water is leaking into the stairwells through the damaged seals. The entire glass enclosures require a thorough inspection by a qualified curtain wall system installer. (Inspection, painting and partial seal replacement budget = $100,000)

Madison Irving Garage Construction Budget = $545,000

AXA PARKING GARAGE

REQUIRE IMMEDIATE ATTENTION ($40,000)

1. **Loose Concrete:** Remove loose (delaminated) concrete at the underside of the concrete deck on both levels and patch. The City is in the process of removing the delaminated concrete.

2. **Concrete Stair Slabs and Tread:** Repair the cracked stair slabs and treads in Stair #12, southwest corner of garage. (Construction budget = $15,000)

3. **Damaged Decorative Masonry Wall:** The bottom course of the decorative masonry wall in the Sub-Cellar Level near Stair #5 is heavily deteriorated. Most of the bottom course require replacement to maintain the stability of the wall. (Construction budget = $5,000)

4. **Sub-Cellar Slab-on-Grade:** There are several areas of the sub-cellar floor with heavy damage and large potholes. We recommend removing the broken concrete and patching the potholes. (Construction budget = $20,000)
5.

PROGRAMMED REPAIRS ($6,180,000)

1. **Expansion Joints:** Replace all existing expansion joints located within the plaza as outlined in the planned garage rehabilitation project. (Construction budget = $120,000)

2. **Drainage System:** Replace the floor and trench drains along with any damaged pipes at both parking levels as outlined in the planned garage rehabilitation project. (Construction budget = $215,000)

3. **Concrete Columns, Beams, Slabs, and Walls:** Repair the deteriorated concrete elements at both parking levels as outlined in the planned garage rehabilitation project. (Construction budget = $1,500,000)

4. **Steel Piles and Concrete Caps:** Repair the deteriorated steel H-piles and concrete pile caps along the east wall at cellar level per the planned garage rehabilitation project. (Construction budget = $50,000)

5. **Plaza Level Waterproofing & Sealants:** Replace the waterproofing, sealants and rebuild the plaza as outlined in the planned garage rehabilitation project. (Construction budget = $4,000,000)

6. **Waterproofing and Pavement Repairs:** Investigate, waterproof and repair asphalt pavement along the street curbs and entrance ramps at Madison and Montgomery streets where the city street passes over the parking structure as outlined in the planned garage rehabilitation

project. Leakage in areas of the barrier wall and street curbs at the speed ramp has led to corrosion and freeze-thaw damage of the beams below. (Construction budget = $50,000)

7. **Leaking Plaza Deck at Removed Light Poles:** Repair the four patched holes of the former light poles located at the west side of the plaza. We recommend removing the temporary grout plug, install waterproofing membrane over the hole in the deck and seal per the planned garage rehabilitation project. (Construction budget = $5,000)

8. **Asphaltic Traffic Wearing Course (Waterproofing System):** Seal the cracks and damaged areas of the wearing course inside the garage per the planned garage rehabilitation project. (Construction budget = $50,000)

9. **Pipe Hangers in Cellar at East Side:** There are several corroded and disconnected pipe hangers supporting the main sewer line located in the Cellar Level along the east side of the garage. We recommend repairing the hangers or installing temporary supports below the pipe in 2018. (Construction budget = $50,000)

10. **Sub-Cellar Slab-on-Grade:** Repair the damaged sub-cellar floor. We recommend removing the broken concrete and patching the potholes. (Construction budget = $140,000)

AXA Garage Construction Budget = $6,220,000

HARRISON PARKING GARAGE

REQUIRE IMMEDIATE ATTENTION ($40,000)

1. **Concrete Stairs:** Remove loose (delaminated) concrete at the underside of the stairs and patch. (Construction budget = $10,000)

2. **Loose Concrete in Basement:** Remove loose concrete at three columns and retaining walls in the basement and patch. Additionally, repair spalled parapet wall at column A-28 at 4th level near the railing post location. (Construction budget = $15,000)

3. **Drainage System:** Clear clogged floor drains at Level 1 West near column B-23 and near B26 at Level B (basement). (Construction budget = $ minor)

4. **Bollard Hole in Sidewalk:** There is an open 4" diameter hole in the sidewalk area at the northeast corner of the garage next to the North Stair. Remove corroded steel in the hole and patch. (Construction budget = $ minor)

5. An unused anchor bolt was observed protruding from column C-2 on the Sixth Floor Framing Plan. This anchor bolt sticks out approximately one foot from side of column and is at head height. We recommend that this bolt be trimmed off for safety reasons. (Construction budget = $ minor)

6. **Pipe Railing:** Repair damage to railing posts and concrete pockets around the posts. We recommend re-setting the rail posts, remove any loose concrete and patch the post pockets in 2021. (Construction budget = $15,000)

PROGRAMMED REPAIRS ($906,000)

1. **Expansion Joint Nosing**: We recommend partially repairing and/or replacing all joints in 2021. (Construction budget = $200,000 for partial repair and replacement)

2. **Concrete Deck Spalling:** There is approximately 850 SF of spalled concrete with exposed reinforcing steel at the deck surface. We recommend repairing all damaged slab concrete in 2021. (Construction budget = $100,000)

3. **Concrete Topping at Hollow-Core Precast Plank Deck:** The concrete topping over the hollow-core precast plank deck located between Column Line 14 and 15 of Level 1 is cracked at several locations. Water is infiltrating through the cracked and loose topping and causing damage to the precast plank. We recommend repairing the damaged topping and waterproofing these areas in 2021. (Construction budget = $75,000)

4. **Concrete spandrel beams and column:** Repair the spalled concrete beams and columns faces at the ends expansion joints at most levels. We recommend repairing all spalled concrete areas and provide flashing over the expansion joint ends in 2021. (Construction budget = $50,000)

5. **Concrete Bumper Walls:** Repair the spalled concrete and exposed reinforcing steel at the interior face of the cast-in-place bumper walls, including the connector bridges at the north stair/elevator tower. There are approximately 44 locations throughout the garage. (Construction budget = $35,000)

6. **Concrete Stairs:** Remove loose (delaminated) concrete at the underside of the stairs and patch. Also, remove and repair the loose and cracked cast aluminum stair nosing. Additionally, repair the spalled side walls of the connecting ramp of stair/elevator tower #3. (Construction budget = $210,000)

7. **Live End Grout Pockets:** We recommend sounding the post tensioning live anchorage pockets during the next structural condition assessment in year 2021 and applying a protective coating system periodically in order to prevent water infiltration. (Construction budget = $35,000)

8. **Column Base Cracking:** Repair the spalled concrete at the column bases at approximately 40 locations in 2021. (Construction budget = $20,000)

9. **Stair / Elevator Towers Roofing and Waterproofing**: we recommend the following repairs in 2021:

    a. Replace the damaged sealant and expansion joint between the parking deck and walls of the connecting bridge at each level at stair/elevator tower #3. (Construction budget = $25,000)
    b. Waterproof the landings of stair tower #2. We recommend that the landings be cleaned and waterproofed. (Construction budget = $10,000)
    c. Replace the missing glass panel in stair tower #4. (Construction budget = $1,000)
    d. Inspect the roofs and flashings and replace as necessary. (Construction budget = $35,000)

10. **Cable Railing:** Repair and seal the damaged plastic sheathing of cable railing and sleeved anchorage at the columns in 2021. (Construction budget = $5,000)

11. **Drainage System:** Several drain grates and sediment bowls are missing (approximately 50%). We recommend repairing or replacing damaged insulation, inspecting and repairing the pipes and the heat trace, and replacing the sediment bowls and grates with a vandal-resistant type. We recommend performing these repairs in 2021 or as soon as possible. (Construction budget = $60,000)

12. **Water Infiltration:** Water is leaking in the basement at the west wall adjacent to the sidewalk level at Warren Street and at the north wall next to stair/elevator tower #3. Investigate the water leak locations and seal as necessary. (Construction budget = $20,000)

13. **Caulked joints:** The caulked joint between the parapet wall and perimeter columns at Level 1 are damaged. Replace the caulking throughout the garage in 2021. (Construction budget = $10,000)

14. **Ventilation Equipment:** Remove and replace if required the corroded ventilation equipment located between column line 15 and 16 at Level 1 and basement. Also, patch the opening in the floor deck as necessary. (Construction budget = $15,000)

Harrison St. Garage Construction Budget = $946,000

WASHINGTON STREET PARKING GARAGE

REQUIRED IMMEDIATE ATTENTION ($70,000)

1. **Aluminum Railing at Roof Level:** Repair roughly 20 aluminum rail posts with cracked base and repair damaged concrete at the anchor bolts along the perimeter. (Construction budget = $30,000)

2. **Deck Soffit:** Remove and patch delaminated concrete soffit at column G-8 and K-15, Level B-1 and at other areas as indicated in the drawing. (Construction budget = $5,000)

3. **Concrete Beam Defect:** Repair cracked concrete beam at Level B-1 soffit along Gridline 15 between J-15 and K-15. Additionally, repair the cracked wall at the same area at Level B-2. (Construction budget = $5,000)

4. **Column Defects:** Repair cracked concrete columns at gridline D-22 and G-8 at Level 1 and gridline D-25 Level B-2. (Construction budget = $15,000)

5. **Exposed Post-Tensioning Tendons**: Remove any loose concrete and patch the deck at the exposed PT tendons. The exposed anchor will require de-tensioning prior to patching the deck. (Construction budget = $5,000)

6. **Exterior Railings:** Replace or repair the corroded, cracked and leaning railing at the retaining wall outside the garage along the North side, at the West end of the garage. (Construction budget = $10,000)

PROGRAMMED REPAIRS ($567,000)

1. **Supported Deck Defects**: Repair approximately 800 square feet of delaminated or spalled concrete deck on levels B1 and L1. Additionally, clean and seal cracks, construction joints and control joints. We recommend repairing the spalled and delaminated concrete in 2021. (Construction budget= $120,000)

2. **Column Base Defects**: Repair the cracked columns (approximately 110 columns) corners near the bases and all other significant vertical cracks along the edges. We recommend performing these repairs in 2021. (Construction budget = $75,000)

3. **Retaining and Bumper Wall Cracks:** Remove unsound concrete and patch spalls and cracks in the retaining walls and bumper walls at approximately 20 locations, which are mostly on the lower levels. (Construction budget = $20,000)

4. **Expansion Joint**: Replace all expansion joints located at the transition between the precast bridge and the adjacent two parking structures and expansion joints at the garage entrances in 2021. (Construction budget= $150,000)

5. **Stair Tower Slabs:** Repair spalled concrete landings and steps at stair towers #2, #3, and #5 in 2022 or sooner. (Construction budget= $10,000)

6. **Brick Façade:** Patch the delaminated brick-faced precast panels and apply penetrating sealer to prevent water infiltration. (Construction budget = TBD)

7. **Exterior Bollards at the North Entranceway:** Several large bollards have been damaged by snow plows and should be replaced. There is also some asphalt pavement deterioration and potholes that should be noted for maintenance at the same entranceway drive aisle. (Construction budget = $25,000)

8. **Railing Cable:** Repair the damaged sheathing of the railing cable. We recommend patching the damaged sheathing. (Construction budget = $2,000)

9. **Windows Glass:** There are many broken windows and corroded frames throughout the garage. We recommend replacing the damaged and corroded windows. (Construction budget = $35,000 for replacing 11 windows)

10. **Protective Deck Coating**: Replace the damaged waterproofing membrane at all levels of the precast bridge areas between the two parking structures. We recommend replacing the waterproofing membrane in 2021 with the recommended expansion joint repair work. (Construction budget = $130,000 for the precast bridge areas)

Washington St. Garage Construction Budget = $637,*000*

CENTER ARMORY PARKING GARAGE

REQUIRED IMMEDIATE ATTENTION ($280,000)

1. **Corrosion of K-Bracing and Structural steel:** Repair and replace the corroded steel floor beams and K-braces along column line 13, 14, R12, and R15, which located below the walkway. The extent of the corrosion appears sever and will require removing fireproofing, concrete, and pack rust to determine the extent of the damage. (Construction budget = $250,000)
2. **Corroded Metal Deck:** The underside of the metal deck is corroded in various spots and requires repair in locations under the walkway adjacent to column line 13, 14, R12, and R15 and some other locations. (Construction budget = $30,000)

PROGRAMMED REPAIRS ($240,000)

1. **Missing fireproofing:** Remove loose and damaged fireproofing at various locations and replace in kind in 2021. (Construction budget = $20,000)

2. **Corroded and clogged trench drain grating:** Replace all the trench drains using corrosion resisting materials and jet clean the pipes in 2021. (Construction budget = $35,000)

3. **Spalled Concrete:** Remove spalled concrete and patch in 2021. (Construction budget = $5,000)

4. **Plumbing System Condensation & Leaks:** Insulate the pipes and use dehumidifiers in the water service room to manage the heavy condensation condition around the domestic water pipes and the backflow preventers. Additionally, install floor drain or sump pit if necessary to collect any further condensation. We recommend performing the work in 2021 or sooner. (Construction budget = $10,000)

5. **New Market Street Walkway:** Investigate the condition of the 27-year old walkway pavers and waterproofing system and replace as necessary. Additionally, jet clean the drains located in the walkway area. We recommend performing the investigation and repair in 2021 to prevent further steel corrosion below the walkway. (Construction budget = $170,000)

Center Armory Garage Construction Budget = $520,*000*

Appendix N:

C&S COMPANIES®

Send Payment to: C&S Engineers, Inc.
PO Box 64366
Baltimore, MD 21264-4366

Kelly Haggerty
City of Syr Dept. of Engineering
401 City Hall
Syracuse, NY 13202

Invoice # : 0187782
Project : 119412017
Invoice Date : 6/18/2020

For Professional Services Rendered from 5/2/2020 through 6/12/2020

Syr Garage Condition Assessments

PO# SYGOV-0000018493

Salaries

Multiplier Labor	15,142.40		
	Total Salaries		15,142.40
	Current Invoice		15,142.40
	Less Retainage Amount *	5.00%	757.12
	Payment Amount Due This Invoice **		**14,385.28**

Contract Summary

Total Contract Amount	29,400.00
Less: Previous Invoices	13,219.51
Less: This Invoice	15,142.40
Contract Balance	1,038.09

Previous Outstanding Invoice(s)

Number	Date	Amount	Balance
0187218	5/22/2020	12,558.53	12,558.53
	Total :		12,558.53

Invoice Contact Person: Kim Cadrette, Account Manager
Telephone: (315) 455-2000 Ext. No. 4203, kcadrette@cscos.com
Net 30 Days - 1 1/2% Interest per Month

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	Total :		12,558.53

Invoice Contact Person: Kim Cadrette, Account Manager
Telephone: (315) 455-2000 Ext. No. 4203, kcadrette@cscos.com
Net 30 Days - 1 1/2% Interest per Month

Project : 119412017 -- Syr Garage Condition Assessments **Invoice # : 0187782**

Multiplier Labor *Class / Employee Name*	*Hours*	*Cost*	*Multiplier*	*Amount*
ENGINEER				
DUCLOS, MICHAEL R.	72.00	35.50	2.80	7,156.80
SENIOR PRINCIPAL				
MAKHLOUF, GHAITH N.	46.00	62.00	2.80	7,985.60
	Multiplier Labor			***15,142.40***
Total Project:	**119412017 -- Syr Garage Condition Assessments**			**15,142.40**

MONTHLY ESTIMATE
Approximate

30-Apr-18

To the Honorable Mayor and Common Council:

Syracuse New York

In accordance with the terms of this contract entered into on December 23, 2010 with:

Supplier #5439
ORD 950-17

C & S ENGINEERS, INC.
PROFESSIONAL SERVICES
SYRACUSE CITY GARAGE INSPECT-2018
WORK ORDER CS-2

Estimate #2 thru 4/6/18

		Items Dollars	Total Dollars
GENERAL ARCHITECTURAL SERVICES AND/OR ENGINEERING SERVICES AGREEMENT pursuant to Common Council Ordinance No. 950-2017, dated 02/02/18			
Basic Fee (Not To Exceed)	***$24,000.00***		
STATEMENT OF ACCOUNT AS OF: *30-Apr-18*			
Allowed on Estimate per Invoices #0171383 covering basic services through 4/6/18			
Labor		$23,991.82	
Reimbursable Expenses		$8.18	
		$24,000.00	
Deduct 5% Retainage		($1,200.00)	
		$22,800.00	
Less Previous Payments - No. 1		($12,964.84)	
		$9,835.16	
Amount of Payment #2			$9,835.16

Charge to:

Account	Current	Previous	Total
540511.01.81800	$10,352.80	$13,647.20	$24,000.00
260501, 01.81840	($517.64)	($682.36)	($1,200.00)
	$9,835.16	$12,964.84	$22,800.00

Typ: C&S CS

Prepared by: Marsa Gitt

Computations Correct:

I hereby verify the within:

K Haggerty

Division Engineer

I hereby certify that, to the best of my knowledge, the measurements and are correct and that the work herein estimated has been done in accordance with the contract and specifications.

May E Robinson 5/16/18

City Engineer

C&S COMPANIES

Send Payment to: C&S Engineers, Inc.
PO Box 64366
Baltimore, MD 21264-4366

Kelly Haggerty
City of Syr Dept. of Engineering
401 City Hall
Syracuse, NY 13202

Invoice # : 0171383
Project : 119412002
Invoice Date : 4/20/2018

For Professional Services Rendered from 3/3/2018 through 4/6/2018

Syracuse City Garage Inspect-2018

Work Order No. CS-2

Salaries			
Multiplier Labor	10,388.00		
	Total Salaries		10,388.00
Expenses			
Unit Pricing - Rate	8.18		
	Total Expenses		8.18
	Current Invoice		10,396.18
	Less Retainage Amount *	5.00%	519.81
	Payment Amount Due This Invoice **		9,876.37

Less: 35.20 (over control)
10,352.80
<517.64>
9,835.16

Contract Summary

Total Contract Amount	24,000.00
Less: Previous Invoices	13,647.20
Less: This Invoice	10,396.18
Contract Balance	-43.38

Invoice Contact Person: Kim Cadrette, Account Manager
Telephone: (315) 455-2000 Ext. No. 4203, kcadrette@cscos.com
Net 30 Days - 1 1/2% Interest per Month

C&S ENGINEERS, INC.
Invoice Backup - eExpense

Project : 119412002 Syracuse City Garage Inspect-2018
Client: 119C City of Syr Dept. of Engineering
Expense Report : ER00045284 pe 02-09-18

Expense Report Date Range: 2/12/2018 - 3/9/2018
Period End Date : 3/30/2018

000394 MAKHLOUF, GHAITH N.

Transactions

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Total
					Other			23.11					23.11
					Week Total			23.11					23.11

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 2/18	Mon 2/19	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	Total
					Other		20.95	2.00	4.18				27.13
					Week Total		20.95	2.00	4.18				27.13

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	Total
					Other				50.00	20.15			70.15
					Week Total				50.00	20.15			70.15

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 3/4	Mon 3/5	Tue 3/6	Wed 3/7	Thu 3/8	Fri 3/9	Sat 3/10	Total
					Other				4.56				4.56
					Week Total				4.56				4.56
Total Transactions							20.95	25.11	58.74	20.15			124.95

Units

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Total
					Other			350.00					350.00
					Week Total			350.00					350.00

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 2/18	Mon 2/19	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	Total
MILEAGE	119412002	100	****	1125	US		15.00 Miles						15.00
					Other			91.00	129.00		36.00		256.00
					Week Total		15.00	91.00	129.00		36.00		271.00

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	Total
					Other				14.00				14.00
					Week Total				14.00				14.00

Co Pd Category	Project	Phase	Task	Org	Curr	Sun 3/4	Mon 3/5	Tue 3/6	Wed 3/7	Thu 3/8	Fri 3/9	Sat 3/10	Total
					Other				120.00				120.00
					Week Total				120.00				120.00
Total Units							15.00	441.00	263.00		36.00		755.00

Audit Trail

Date/Time	Employee	Status/Notes
3/12/2018 7:41:45AM	000394 MAKHLOUF, GHAITH N.	Signed

Project : 119412002 -- Syracuse City Garage Inspect-2018 **Invoice # : 0171383**

Multiplier Labor *Class / Employee Name*	*Hours*	*Cost*	*Multiplier*	*Amount*
SENIOR PRINCIPAL				
MAKHLOUF, GHAITH N.	12.00	59.00	2.80	1,982.40
SENIOR PROJECT ENGINEER				
HAMLIN JR., ROBERT M.	26.00	44.00	2.80	3,203.20
STAFF ENGINEER				
TOUKATLY, MARY BETH	39.50	26.50	2.80	2,930.90
CONESE, JEFFREY	29.50	27.50	2.80	2,271.50
Total: STAFF ENGINEER	69.00			5,202.40
	Multiplier Labor			***10,388.00***

Unit Pricing Expenses *Vendor / Employee Name*	*Units*	*Rate*	*Amount*
MILEAGE			
MAKHLOUF, GHAITH N.	15.00	0.545	8.18
	Unit Pricing		***8.18***
Total Project:	**119412002 -- Syracuse City Garage Inspect-2018**		**10,396.18**

Page: 2

Appendix O:

A REPORT ON

CODES, BUILDING MAINTENANCE & SAFETY AT CITY-OWNED PARKING GARAGES

COVERING

CENTER ARMORY PARKING GARAGE
FAYETTE STREET PARKING GARAGE
HARRISON STREET PARKING GARAGE
MADISON-IRVING PARKING GARAGE
MONY-AXA PARKING GARAGE
WASHINGTON STREET PARKING GARAGE

Kyle W. Madden
February 21, 2014

"The city of Syracuse has numerous parking garages used by the public at large or various segments of the public. The safety and security of these facilities and the public perception thereof not only has an impact upon the condition of these facilities and the well-being of the public, but, also reflects directly the vitality of the city."

-City of Syracuse Property Conservation Code, Section 27-17 "Parking Garages"

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CODES AND MAINTENANCE

Parking garages have a number of moving pieces in and around them that require constant inspection, maintenance and repairs to keep them working their best. It is important that the segregation of responsibilities between management and owners is clearly spelled in contracts to avoid duplication or avoidance (accidental or intentional) of necessary maintenance and repairs.

Once there is a clear delineation of responsibilities, a maintenance schedule or checklist should be created and implemented. This schedule or list should include all general maintenance responsibilities required of garage management with the frequency each item should be addressed. The individual completing the work should then sign off on completing the task.

A listing of code, building maintenance and safety concerns for parking garages:

- **Elevators**
- **Sprinkler Systems**
- **Panic Buttons**
- **Lighting**
- **Fire Alarms**
- **Fire Extinguishers**
- **CCTV Security Cameras**
- **Doors and Locks**
- **Emergency Lights**
- **Stairways and Railings**
- **Potholes and Driving Surfaces**
- **Sidewalks and Curbs**
- **Ice, Snow and Drainage**
- **Bird Feces**

The extent that these issues exist vary from garage to garage, with serious concerns at some facilities and no issues whatsoever at others.

For purposes of this report, the following names will be used for garages:

ARMORY – Center Armory Parking Garage located on West Jefferson Street.
FAYETTE – Fayette Street Parking Garage located at East Fayette and Montgomery Streets.
HARRISON – Harrison Street Parking Garage located on South Warren Street.
MADISON – Madison-Irving Parking Garage located at Madison and Irving Streets.
MONY – MONY-AXA Parking Garage located on Montgomery Street beneath AXA towers.
WASHINGTON – Washington Street Parking Garage located on West Washington Street.

This report seeks to provide useful information including an overall summary of conditions, a quick snapshot table of conditions at each garage, a garage specific summary and photos of the more extreme conditions.

The issues facing garages must be prioritized and addressed. Capital and operating budgets must be prepared for garages so that the City can adequately plan for future improvements and make informed budgeting decisions.

Every City parking garage has at least one elevator shaft, and as a result, should have a current certificate of inspection available in the garage office. To date, no certificates of inspection have been located. The Armory Garage elevator appears managed by the building and the two shafts in the MONY garage have been out of service for some time. The other four garages all have two working elevators which the City is responsible for.

In recent weeks, the west elevator in the Washington Garage and the south elevator in the Madison Garage were taken out of service. An incident in late-January in a Madison elevator caused a pregnant woman to be trapped inside a malfunctioning elevator for approximately fifteen minutes, forcing fire fighters to free them on the second floor. Both elevators are back in service as of mid-February.

Issues with elevators range from floor buttons not lighting up, to sensors not working, to missing or compressed call buttons or alarms, to mechanical heating elements not properly functioning. Not one elevator has a fire extinguisher and emergency phones and panic buttons vary from unit to unit across the garages. There is no conformity to any of the units.

Elevators require a semi-annual and annual inspection in addition to routine maintenance. The inspections must be performed by one company and witnessed by another. Routine maintenance does not require a witness. Once inspections are completed, original copies of elevator inspection certificates should be readily available in garage offices and copies of certificates should be kept on file at the Department of Public Works. It should be a joint responsibility of the garage manager and city personnel responsible for overseeing parking garages to ensure that future inspections are timely and updated certificates are made available.

Garage	Number	Location	Sensors	Buttons	Safety Equipment	Certificate
Armory	1	Middle of South wall	Unknown	Unknown	Unknown	Unknown
Fayette	2	Northeast Corner	Functioning Correctly	Functioning Correctly	Push button call boxes	Unknown
Harrison	2	(1) Center and (2) North Stairwell	Functioning Correctly	Functioning correctly	Push button call boxes	Unknown
Madison	2	Southeast Corner	Functioning Correctly	Functioning Correctly	Blue Panic Buttons and Empty call boxes	Unknown
MONY	0	Two Empty Shafts	--	--	--	--
Washington	4	(2) Middle of South wall and (2) Northeast corner	Functioning Correctly	Functioning Correctly	Blue Panic Buttons	Unknown

Armory: One elevator is present in the garage but it appears that it is the responsibility of the building owners, not the City. We should look into this. There is some sort of call box to upstairs apartments. The City should find out for certain who is responsible for the elevator and a copy of the inspection certificate should be located. We may be but I'm going to have law review the documents.

Fayette: Two side-by-side elevators exist in the northeast corner of the garage. The left elevator needed assistance closing after the sensors were activated but both function properly otherwise.

Harrison: Two single elevators exist in this garage. One is in the center near the garage office, the other is in the north stairwell. Both function properly.

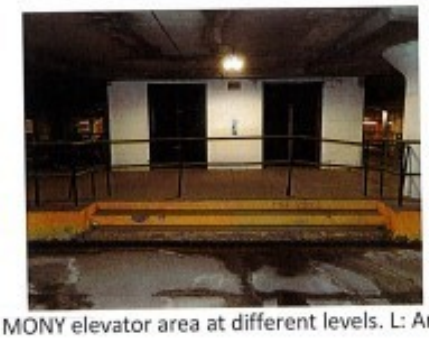
Madison: Two side-by-side elevators exist on the southeast corner of the garage, nearest the adjoining medical complex. The north elevator malfunctioned recently causing a pregnant woman to be trapped inside. Due to the nature of this facility, elevator maintenance in this garage should be a top priority.

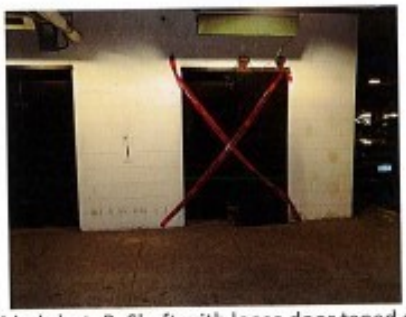
MONY: There are no working elevators in the MONY garage. Two elevator shafts are abandoned and taped off or welded shut. There appear to be elevators inside the AXA towers which adjoin the garage. The City should develop a plan for the empty and exposed elevator shaft which poses a safety threat.

Washington: Two elevators exist directly across from one another on the south side of the building. Both are functioning correctly.

Armory elevator and call box

Harrison elevator emergency call box





MONY elevator area at different levels. L: Area welded shut. R: Shaft with loose door taped off

Fayette elevator emergency call box

Madison elevator call button compressed

Compressed call button in Washington

SPRINKLER SYSTEMS

No city code has been located related to requirements for sprinkler systems in city garages but moving forward we will use the basis that standpipes are required throughout garages and sprinkler systems are required in the subterranean portions of garages. In the case of a fully-subterranean garage such as the Armory Garage and the MONY garage, a sprinkler system is required in the entire garage. Standpipe caps are missing from most locations in most garages, both inside and at exterior fire department hook-ups. The City should purchase a plastic alternative that isn't appealing to theft and all existing metal caps should be scrapped.

Neither garage manager has experienced any incident of fire for years with only Tom MacLachlan reporting an incident to take place more than several years ago at a non-city-owned garaged.

Sprinkler systems should undergo a full trip inspection every three years and the gauges should be replaced or recalibrated every five years; most often they are simply replaced.

Garage	System Type	Functioning
Armory	Standpipe, Full Dry and Full Wet	Fully Functional
Fayette	Standpipe, Partial Dry	Dry Out of Service
Harrison	Standpipe, Partial Dry	Dry System Unknown
Madison	Standpipe Only	Functional
MONY	Standpipe and Full Dry	Dry Mostly Out of Service
Washington	Standpipe	Dry Below Ground?

Armory: Standpipe, dry sprinkler and wet sprinkler. This small garage appears to be fully covered and has a fully functioning sprinkler system.

Fayette: Standpipe and partial wet sprinkler. The sprinkler system exists only within the garage office. Upon recent inspection, a plate on a standpipe flapper valve was found to be disconnected. Upon consultation with the Syracuse Fire Department, the plate was recommended to be reattached to allow better functioning of the system in the event of fire. Skilled Trades plumbers reattached the plate the week of February 10th.

Harrison: Standpipe and partial dry system in the subterranean portion of the garage. It is believed that the sprinkler system is not functioning properly.

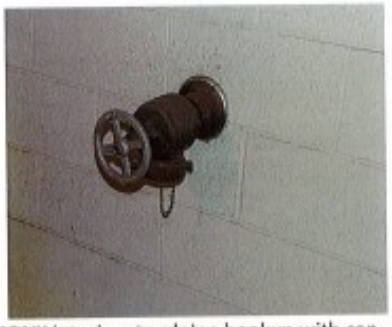
Madison: Standpipe only.

MONY: Standpipe and dry sprinkler system exist throughout the garage. The bulk of the sprinkler system is non-functional, per an inspection in mid-February. Hundreds of sprinkler heads exist throughout the facility which may need replacement.

Washington: Standpipe only.

Fayette flapper valve plate missing
(Has been replaced)

Harrison fire department hook-ups missing caps
(Typical of most garages)



MONY interior standpipe hookup with cap

Washington stairwell standpipe hookup missing cap

PANIC BUTTONS

Panic buttons (single motion safety alarm devices) exist in all garages except Armory but it is unclear if they function properly; systems were not tested. It is unclear if compressing a panic button sets off an internal alarm (some type of sound, flashing lights or display indictor in the office) and/or if they connect directly to 911 or Ber-National Controls/Syracuse Time & Alarm. Code requires them to include an audible and visible alarm at each location and indicate alarm activation in an office. (Section 27-17F.4)The blue panic button in the south elevator of the Fayette garage is compressed, indicating that the entire system may not be functioning. The panic buttons typically are labeled with a hanging blue or red sign saying EMERGENCY but this is not consistent.

Armory: There are no panic buttons in this garage. City Property Conservation Code (Section 27-17.6) exempts valet parking facilities from this requirement.

Fayette: There are multiple blue panic buttons on each level of this garage. There are no buttons in elevators and no blue emergency lights are functioning. One on the roof is blocked by snow.

Harrison: There are panic buttons and lights throughout the facility, often close to doors and stairways. No blue lights were observed working.

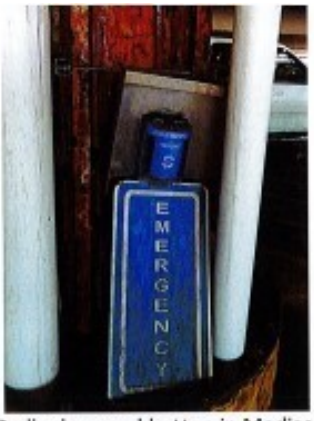
Madison: Several blue panic boxes exist throughout the facility, near stairwells and elevators and at the north and south areas around the center beams of the facility. The panic button in the south elevator is compressed and many of the units around the center of the facility appear badly damaged from water and other corrosives. One on the roof is blocked by snow.

MONY: Panic buttons in this garage vary significantly from other garages – they are a red push button design, as opposed to the blue panic button. This suggests a badly outdated system. One blue emergency light was observed working near a stairwell on the west side of the garage.

Washington: Covered blue panic buttons exist throughout the facility including outside of stairwells and the elevators. Uncovered panic buttons exist in the elevators with a large red sign stating "EMERGENCY CALL FOR HELP STATION." All panic buttons outside of the elevators are attached to a blue light however none of the lights are illuminated.

Garage	In Elevators	In Stairwells	Others	Units Per Level	Functioning
Armory	Unknown	Unknown	No	0	N/A
Fayette	No	Outside stairwells	Yes on center beams	~3	Unknown
Harrison	Call boxes with phones	Yes	Unknown	~3	Unknown
Madison	Push buttons-one compressed	Outside stairwells	Yes on center beams	~3	Unknown
MONY	N/A	Outside stairwells	Throughout facility	Unknown	Unknown
Washington	Push buttons	Outside stairwells	Otis	~6	Unknown

Compressed button in Madison elevator



Badly damaged button in Madison garage

MONY pushbutton alarm system

Washington safety cluster
(Typical of most garages)

LIGHTING

Four of our garages have made the transition to LED lighting but Fayette and Washington lag behind. We should consider a cost analysis for moving these over and monitor federal and state grants for these projects. The LED lighting systems in all four garages that have them are on motion sensors, displaying a dim light all the time and an illuminated light when motion reaches it from approximately twenty feet. Upon agreement of new management contracts, managers will be asked to complete a lighting inventory of each garage. Lights that are not functioning correctly should be replaced.

Garage	Type	In Elevators	In Stairwells	Number Observed Out
Armory	LED	Unknown	Unknown	0
Fayette	Unknown	Yes	Yes	5-15
Harrison	LED	Yes	Yes	0
Madison	LED	Yes	Yes	5-10
MONY	LED	N/A	Yes	0
Washington	Unknown	Yes	Yes	5-15

Armory: Has motion-sensor LED lights. It's a dark underground garage with no sunlight and all lights appear to be functioning correctly.

Fayette: Unknown upside down bucket-like design lights. Most lights are functioning correctly but approximately a dozen are out, including several in a cluster. Stairways and elevators are lit. Some ballasts may need to be replaced.

Harrison: Has motion-sensor LED lights. Upon inspection no lights were observed out at this garage. Stairways and elevators appeared properly lit.

Madison: Has motion-sensor LED lights. Several lights were observed out, including at the Madison Street entrance and all lights in the northwest stairwell. A work order has been put in with Skilled Trades to address the stairwell lights.

MONY: Has motion-sensor LED lights. Several lights were observed out in stairwells.

Washington: Unknown light design. Must lights function correctly but six lights in a cluster were observed out. One was noted missing a cover and one was noted missing the entire light.

Fayette stairwell light out at rooftop level

Madison northeast stairwell LED lights out

Fayette overhead light out
(tape indicates broken ballast)

Washington cluster of six lights out

-

FIRE ALARMS

Fire alarms exist in all garages with the exception of Armory. We are unsure if any of the alarm systems function or what type of an alarm they produce. Fire alarm panels look very outdated and may require capital improvements. We should perform a system-wide fire alarms inspection this year and repair where necessary, including panels. Systems should be put onto a regular testing schedule, per industry requirements and standards. It should be a joint responsibility of the garage manager and city personnel responsible for overseeing parking garages to ensure that future inspections are timely and updated certificates are made available.

Garage	Functioning	Type of Alarm
Armory	N/A	N/A
Fayette	Unknown	Unknown
Harrison	Unknown	Unknown
Madison	Unknown	Unknown
MONY	Unknown	Unknown
Washington	Unknown	Unknown

Armory: No alarms were observed in this facility. Are fire alarms required? There may be an alarm in the elevator however there is not one in the rear stairwell.

Fayette: Approximately three alarms exist on each level. A February 19 trip of the system, likely caused by being shorted out by leaking water, caused an alarm to go into 911.

Harrison: Alarms exist in the facility but it is unclear if they are functional or whether or not they produce a local alarm or dial 911 directly.

Madison: Approximately three alarms exist on each level. It is unclear if they are functional or whether or not they produce a local alarm or dial 911 directly.

MONY: Due to the odd design of this garage, it's hard to say how close alarms are but a number of alarms exist throughout the facility and one is never far away. They always exist in a cluster with the red panic button, which is unique to this garage. It is unclear if they are functional or whether or not they produce a local alarm or dial 911 directly. One was noticeably damaged.

Washington: Pull down fire alarms exist throughout the garage located next to blue panic buttons. It is unclear if they are functional or whether or not they produce a local alarm or dial 911 directly.

-

Typical Fayette alarm

Typical Harrison alarm

Typical safety cluster in Madison

Badly damaged fire alarm in MONY

Deteriorating stairs and poorly painted railings at Fayette garage

Deteriorating stairs in Madison garage

Crumbling stairs at Fayette

Crumbling stairs at Harrison

28

Deterioration at Harrison

Well painted railings at Washington

Stairwell covered with snow in MONY

29

POTHOLES AND DRIVING SURFACES

Potholes present a problem throughout Syracuse and our parking garages are no different. The driving surfaces in our garages vary from concrete to asphalt and some include a special membrane beneath the surface that prevents water from seeping into the concrete below. Several driving courses are badly damaged and need complete repair/replacement.

Due to the city's expertise, repairs to the driving surfaces should be performed in-house whenever possible.

Garage	Problems	Type of Surface
Armory	No issues	Asphalt
Fayette	Needs better caulking of some areas	Concrete
Harrison		
Madison	Potholes and standing water at most level changes. Track at entrance/exit is badly damaged.	Asphalt
MONY	Will need repairs in several years	Asphalt
Washington	Small potholes	Asphalt

Armory: Driving surface is in good shape with the exception of water puddles as the result of the drainage gate being clogged.

Fayette: The surface is in fairly good shape and but there are areas that could use better caulking.

Harrison:

Madison: Without a doubt, the worst wearing course of any garage, there are potholes and standing water at the intersection of level changes. The surface near the entrance/exit is very poor condition.

MONY: This surface is in fairly good shape but some repairs will be needed within several years. The entrance and exit ramps at Madison Street are badly damaged and require immediate attention.

Washington: The majority of this driving surface is in okay condition with some small potholes and standing water present.

Clogged drain and standing water at Armory

Badly damaged wearing course Madison entrance

30

Cracked asphalt at entrance of Madison

Deteriorated asphalt at Madison

Entrance at Madison Street ramp badly deteriorated

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SIDEWALKS AND CURBS

Sidewalks near our garages present a constant safety threat that must be managed. Through regular maintenance including power washing, painting and repair, sidewalks can provide safe navigation throughout our garages. Due to the city's expertise, repairs to the curbs and sidewalks should be performed in-house whenever possible.

Most sidewalks outside of garages are in good shape with very little deterioration. Outside of Harrison there is a cracked piece of sidewalk that needs repair. Inside garages there are instances of cracked concrete in some which may be repairable by Skilled Trades and these locations should be noted and checked.

Curb paint in garages appears to have been done several years ago and as a result, most, if not all garages should be completely repainted this summer after being power washed at least once. The paint should then be checked annually for touchups and completely repainted every several years.

Garage	Deterioration	Curb Paint
Armory	None noted	No curbs
Fayette	None noted	Needs complete repainting
Harrison	Several cracked in front of garage on Harrison Place	Needs spot repainting
Madison	None noted	Needs complete repainting
MONY	None noted	Needs complete repainting
Washington	None noted	Needs spot repainting

Armory: There are no sidewalks in this facility and as a result, no need for curbs to be painted. The sidewalk outside of the facility is in good shape.

Fayette: Reports of snow being pushed off the roof onto sidewalks below is a threat that will be addressed in the Winter Preparation Meeting in the fall. Curb paint varies at this location and a complete repainting should take place this year.

Harrison: Most curb paint is in good shape at this garage but there is cracked concrete in front of the building on Harrison Place. The city should drill out and lay new concrete.

Madison: While this facility has decent curb paint, because of the nature of the garage, being attached to a medical complex, all curbs should be repainted this year and should be inspected regularly for touchups. There are no issues with sidewalks at this location.

MONY: Curb paint in this garage is perhaps the worst across garages. There is badly deteriorated concrete at curbs throughout the garage that probably requires capital improvements. Curb need to be repainted throughout the garage.

Washington: No major issues at this garage. Stairs and curbs are well painted but there are spots that could use a fresh coat.

Two photos of cracked pavement at Harrison garage near the entrance/exit and office door

Stairs with worn paint at Harrison

Unpainted curbs at Fayette

33

Curb with worn paint at Washington

Curb with badly worn paint at MONY

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ICE, SNOW AND DRAINAGE

Ice and snow buildup is not a major concern at our garages but there are some areas where leaky pipes have presented dangerous and icy situations. Other water puddles must be monitored during the winter and dangerous areas must Shop-Vacced or otherwise drained.

The biggest concern with ice and snow, however, is structural in nature and is the result of snow removal. At the Washington garage there are damaged rooftop fence connections, joints and beams, the result of plows. Reports of snow being pushed onto sidewalks below also pose danger at the Fayette garage.

Beginning in fall of 2014, garage managers will be required to attend an annual "Winter Preparation Meeting" to outline special steps that must be taken in the winter to ensure safety and building longevity. Our managers must know they will be held responsible for damages related to plowing.

Garage	Snow	Ice	Drainage
Armory	No problem	No problem	Some puddles and clogged drain
Fayette	Heavy on rooftop	Rooftop at doors needs salt	Some small puddles
Harrison	Rooftop closed in winter	No major issues	Missing drain caps
Madison	Some snow on rooftop	Some icy patches	One burst pipe causing icy patches
MONY	Snow in a stairwell	Several instances of ice	1-3" standing water in multiple locations; several clogged drains
Washington	Heavy snow on rooftop	No major issues	Several clogged drains

Armory: No issues with ice or snow but water does puddle as the result of a severely clogged drain. Cleaning out this drain should be a priority so that the garage can be hosed down properly. It has not occurred in nearly five years.

Fayette: There is poor shoveling and salting at rooftop stairwells, including the entrance to the elevators. A substantial amount of snow exists on the rooftop, pushed to the sides.

Harrison: The rooftop at Harrison is closed during the winter, taking potentially more than 100 spaces out of service. As a result there is no need for plowing and no major ice issues.

Madison: The rooftop is plowed regularly. There is accumulation of ice just outside the office where a pipe burst.

MONY: Major snow build up in one stairwell – it is not well traveled and goes to street level. The door it leads to is unlocked but slightly jammed – we should make sure the facility is secured. There are several locations where 1-3'' of standing water is present and one location where it has produced ice, as indicated by a cone.

Washington: The rooftop is in use during the winter and needs regular plowing. Snow plow contractors are responsible for damaged metal along the perimeter of the roof as they push snow to the edge and over the edge. It is clear that snow was pushed over the roof on the West Street side of the building, causing a massive snow pile at the base of the garage. Due to plows pushing into the sides of the roof so hard, there is significant damage to the fence connections where it meets the concrete. Entrances to the stairwells should be better salted.

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Major snow accumulation on roof of Fayette garage

Poorly salted doorways at Fayette

Closed off roof at Harrison

Ice marked by concrete blocks at Madison

Snow covered stairwell in MONY garage

Three inches standing water in MONY garage

36

Icy patch at MONY indicated by a cone

Clogged drainage pipe at Armory full of cigarettes

Loose drain cover at Washington

Clogged drain at Washington

Clogged drain at MONY

Missing drain cover at creating a 6'' hole

37

BIRD FECES

A number of garages suffer from pigeons perching on various stoops and defecating, particularly in stair wells. Steps have been taken to reduce their ability to perch by placing plastic dart strips on some of those perches and the efforts appear to have been successful. A less successful approach placed an "owl" in the stairwell to scare off birds. The Fayette garage has the worst situation with feces heavily present in several stairwells, creating an unpleasant scenario. One dead bird was observed in the south stairwell at Fayette recently. It has since been removed.

Garage	Issues
Armory	No problems
Fayette	South and northwest stairwells have heavy bird feces
Harrison	Outside office has heavy bird feces
Madison	Netting up to prevent birds, will re-evaluate in the summer
MONY	No problems
Washington	No problems

Armory: No issues – underground garage. Unclear if birds ever get into the garage.

Fayette: This is the worst garage for birds. The south stairwell is a mess and must be power washed completely in the spring and should be put on a regular schedule. The south and northwest stairwells have "owls" hanging to deter pigeons but they are not doing any good. The best solution seems to be placing the tack strip down.

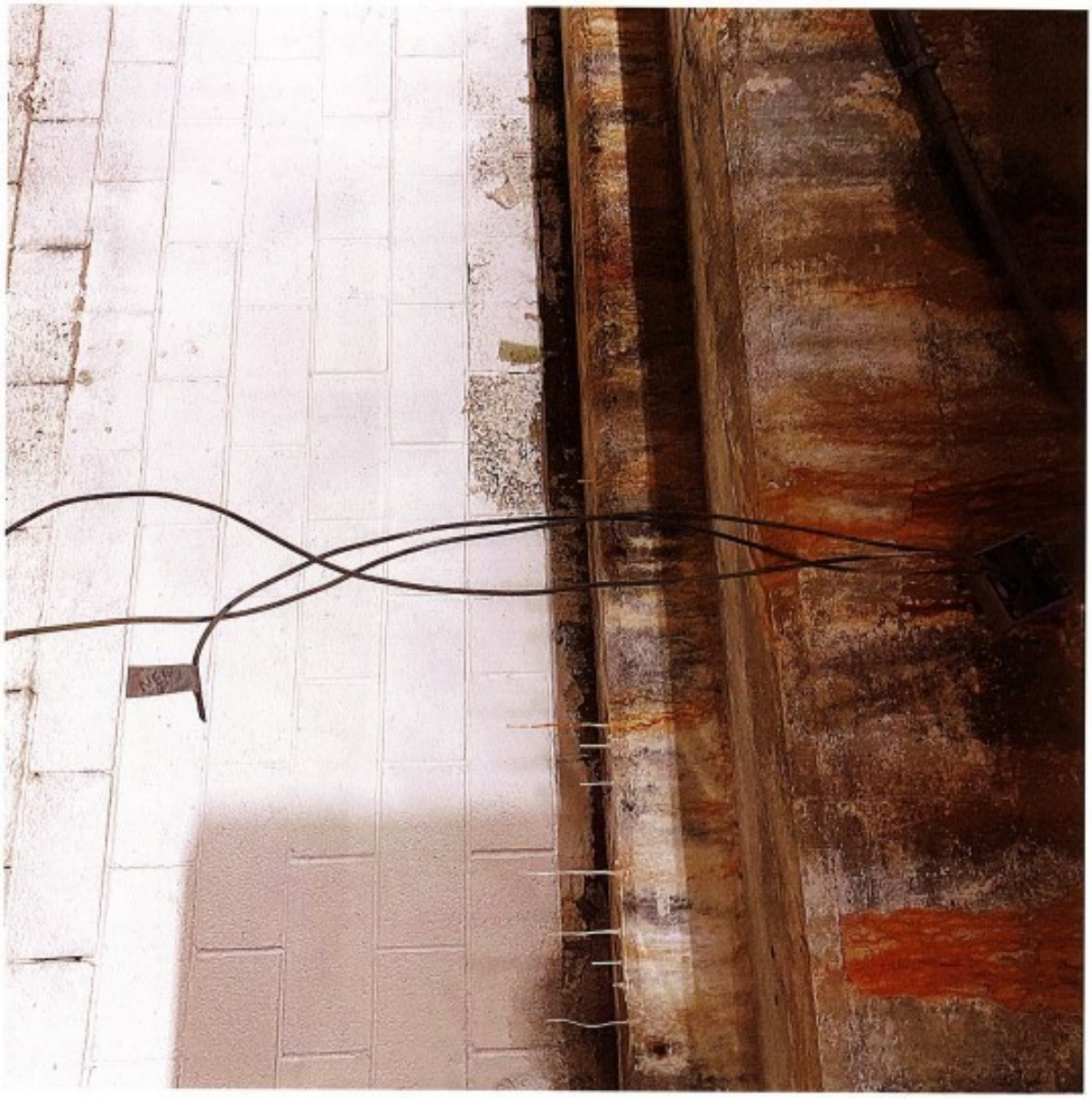
Harrison: One spot just outside the office receives heavy treatment from birds perching at the top of the garage, creating projectiles falling from over seven stories. Security at the facility say that the area must be hosed down regularly in the most of the year; in the winter it isn't as big of a concern. We should try to place tack strip there or at least put up some sort of barrier.

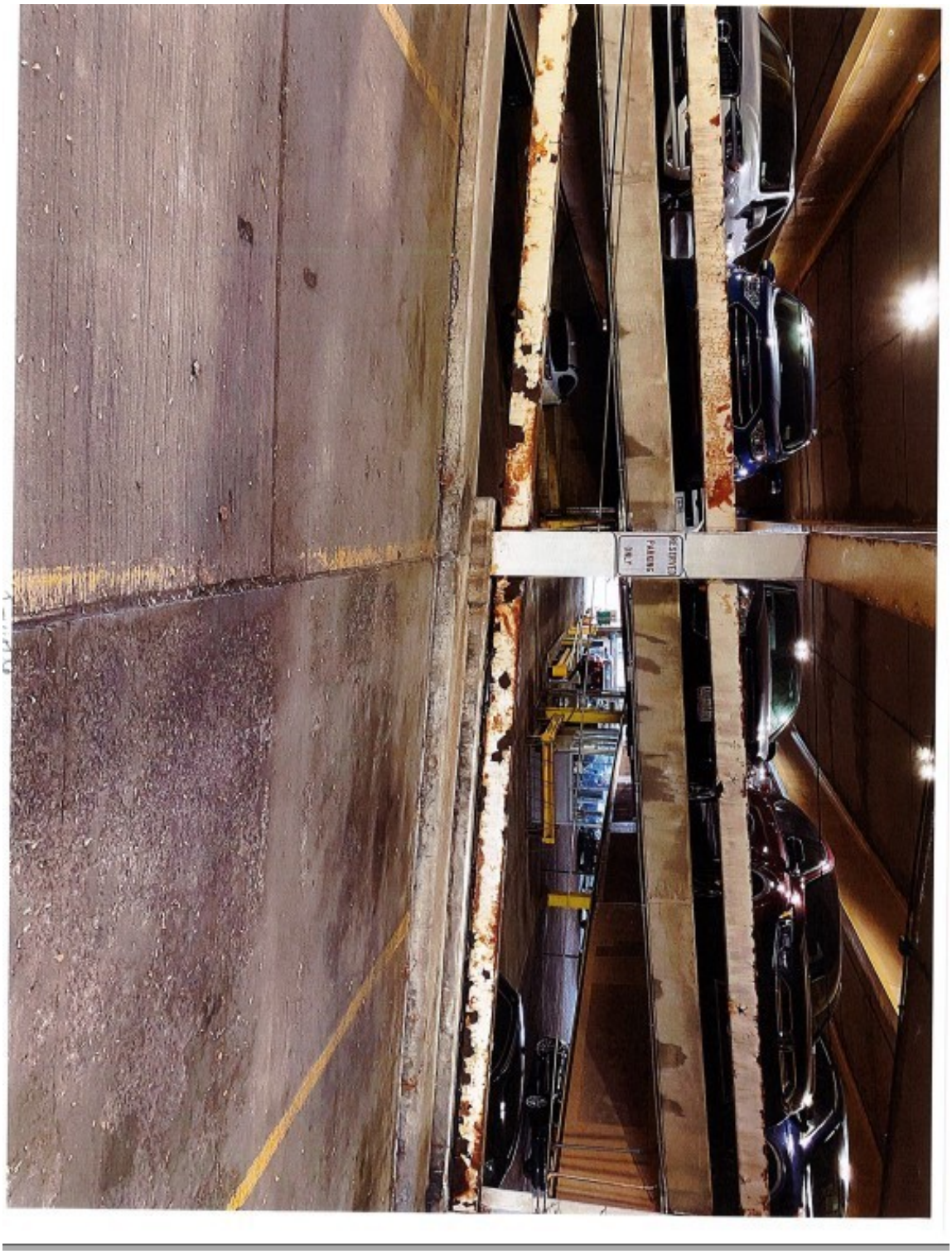
Madison: Netting exists in several stairwells to prevent birds from perching and the garage manager says there are more locations where we can put up more netting. It should be reevaluated in the summer.

MONY: Underground facility, no issues noted with birds.

Washington: There was no noted accumulation of bird feces or presence of birds anywhere in the facility. This will have to be reevaluated during the summer.

Appendix P:

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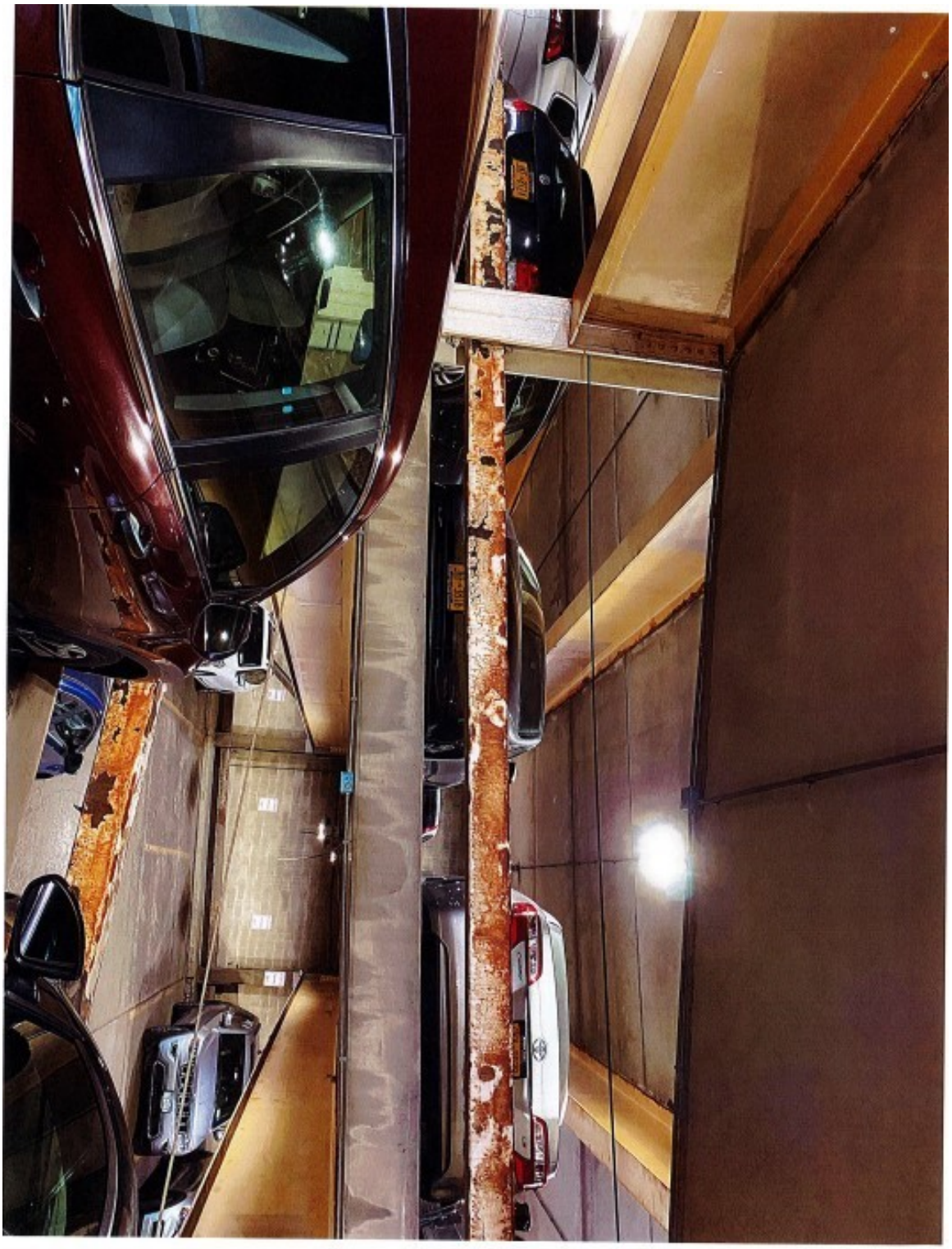

Level
P4

P5
Level

Appendix O:

21

Ordinance No. 630 2019

ORDINANCE AUTHORIZING AGREEMENT WITH SYRACUSE STAGE SOLUTIONS FOR THE CITY TO PROVIDE EXTENDED HOURS AT THE MADISON-IRVING GARAGE FOR USE DURING SEASONAL SHOWS AT SYRACUSE STAGE

BE IT ORDAINED, subject to the approval of the Mayor, that the Mayor be and he is hereby authorized to enter into an agreement with Syracuse Stage for the City to provide extended hours at the Madison-Irving Garage for use during seasonal shows at Syracuse Stage; and

BE IT FURTHER ORDAINED, that this agreement will be for the 2019-2020 season of Syracuse Stage performances; and

BE IT FURTHER ORDAINED, that Syracuse Stage will pay the City $20,000,00 to cover the costs to the City for extending the hours at Madison-Irving Garage for use during seasonal shows at Syracuse Stage; and

BE IT FURTHER ORDAINED, that said agreement shall contain such other terms and conditions as the Corporation Counsel shall deem in the best interest of the City of Syracuse; and

BE IT FURTHER ORDAINED, that all funds received pursuant to this Agreement shall be deposited in an appropriate account as designated by the Commissioner of Finance.

Appendix R:

Appendix S:

MONY/AXA Garage
Parking Operation

Financial Report
September 2021

One Financial Plaza
14th Floor
Hartford, Connecticut 06103

LAZ PARKING
One Financial Plaza
14th Floor
Hartford, CT 06103
P: (860) 522-7641
F: (860) 524-8249
www.lazparking.com

Partners in Parking™

October 15, 2021

City of Syracuse
Attn: Pat Monan
Dept of Public Works
1200 Canal Street Ext.
Syracuse, NY 13210

Re: September 2021 Financial Report

Dear Mr. Monan,

Enclosed is the September 2021 financial package for the MONY/AXA Garage.

Expenditures for the month totaled $29,596.17. LAZ collected $2,790.00 in revenue.

Should you have any questions, please feel free to contact me by email at jschillo@lazparking.com or by phone at (860) 522-7641x7821.

Sincerely,

Jamie Schillo

Jamie Schillo
Regional Accountant
Client Reporting Services

AXA Garage
Parking Operation

Table of Contents

- Financial Statements
  - Balance Sheet
  - Income Statement
    - Current Month and YTD Actual vs. Budget
    - Annual Trend
- Revenue Reports
  - Transient and Events - DCR Monthly Summary
  - Payment by Payment – Monthly Paris Report
- General Ledger
- Payroll Support
- Expense Support

LAZ Parking Management
M - 590641 AXA Garage
For the Nine Months Ending September 30, 2021

	Assets	
1008	Cash - Wells Fargo ZBA	(127,066.97)
1021	Cash - Depository 2	2,790.00
1100	A/R - Trade	108,910.47
1199	InterOrganizational Clearing Account	20,580.53
1200	Prepaid Expense	723.90
	Total Assets	**5,937.93**
	Liabilities	
2000	Accounts Payable - Trade	12,651.77
2015	Intercompany	9,513.01
2250	Accrued Expenses	8,179.32
2377	Pending Transfers (Due to LAZ)	2,400.00
	Total Liabilities	**32,744.10**
	Stockholders' Equity	
3250	Funding - Client	145,796.11
3504	Revenue Collected by Owner	(282,279.39)
3700	Retained Earnings	109,677.11
	Total Stockholders' Equity	**(26,806.17)**
	Total Liabilities & Stockholders' Equity	**5,937.93**

Parking Garage Performance Audit

LAZ Parking Management
M - 580641 AXX Garage
For the Nine Months Ending September 30, 2021

	ACTUAL	BUDGET	VARIANCE	% VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	YTD VARIANCE %
REVENUES								
Transient Parking	4,889.00	0.00	4,889.00	0.00%	16,811.00	0.00	16,811.00	0.00%
E-Commerce	0.00	0.00	0.00	0.00%	157.00	0.00	157.00	0.00%
Validations	770.15	0.00	770.15	0.00%	3,541.89	0.00	3,541.89	0.00%
Monthly Parking	44,425.75	0.00	44,425.75	0.00%	275,353.53	0.00	275,353.53	0.00%
Gross Revenue	**50,084.90**	**0.00**	**50,084.90**	**0.00%**	**295,863.42**	**0.00**	**295,863.42**	**0.00%**
Net Revenue	**50,084.90**	**0.00**	**50,084.90**	**0.00%**	**295,863.42**	**0.00**	**295,863.42**	**0.00%**
OPERATING EXPENSES								
Payroll	5,134.13	8,409.19	3,269.06	38.90%	46,781.73	52,437.14	5,705.42	10.88%
Payroll Taxes	659.34	1,079.81	420.47	38.90%	6,005.03	6,788.18	783.15	10.88%
Workers Compensation Insurance	213.86	348.79	135.67	38.90%	1,939.86	2,176.14	236.28	10.88%
401K Company Match	55.56	0.00	(55.56)	0.00%	411.79	0.00	(411.79)	0.00%
Other Hiring Costs	846.37	0.00	(846.37)	0.00%	144.78	0.00	(144.78)	0.00%
Internal Audit Fees	2,500.00	2,500.00	0.00	0.00%	3,000.00	3,000.00	0.00	0.00%
Accounting Fees	250.00	250.00	0.00	0.00%	2,500.00	2,500.00	0.00	0.00%
Vehicle	259.92	100.00	(159.92)	-159.92%	1,216.36	8,300.00	6,883.64	84.58%
Repairs and Maintenance	90.67	100.00	9.33	9.33%	394.79	4,050.00	3,655.21	90.25%
Operating Supplies	6.25	200.00	193.75	96.88%	246.85	1,200.00	953.15	79.43%
Uniforms	0.00	0.00	0.00	0.00%	929.41	750.00	200.59	27.48%
Claims	0.00	0.00	0.00	0.00%	200.00	0.00	(200.00)	0.00%
Office Supplies	60.74	200.00	139.26	69.63%	271.49	2,100.00	1,828.51	87.08%
Bank Fees	89.83	0.00	(89.83)	0.00%	179.56	0.00	(179.56)	0.00%
Credit Card Fees	0.00	0.00	0.00	0.00%	100.00	0.00	(100.00)	0.00%
Payroll Fees	305.36	595.13	289.77	38.90%	1,869.26	2,087.50	218.24	10.50%
Telephone	0.00	260.00	260.00	100.00%	772.74	2,160.00	1,387.26	64.23%
Cell Phone	340.41	80.00	(80.41)	-75.52%	884.84	480.00	(404.84)	-84.34%
Signage	253.40	100.00	(153.40)	-253.40%	756.29	3,050.00	2,293.71	75.20%
Security	16,862.99	2,544.77	(13,318.16)	-470.07%	107,463.16	61,287.50	(46,175.66)	-75.34%
Management Fee	145.83	145.83	0.00	0.00%	874.98	874.98	0.00	0.00%
Sanitation	0.00	208.00	208.00	100.00%	0.00	1,200.00	1,200.00	100.00%
Insurance - GKL	1,140.00	1,140.00	0.00	0.00%	6,840.00	6,840.00	0.00	0.00%
Internet	122.97	250.00	127.03	50.81%	172.97	1,550.00	1,377.03	91.80%
Tickets/Cards	0.00	0.00	0.00	0.00%	0.00	1,500.00	1,500.00	100.00%
Professional Services	100.00	100.00	0.00	0.00%	600.00	600.00	0.00	0.00%
Call Center Services	1,125.00	750.00	(375.00)	-50.00%	1,125.00	750.00	(375.00)	-50.00%
Marketing	50.00	50.00	0.00	0.00%	300.00	300.00	0.00	0.00%
Depreciation	0.00	3,680.77	3,680.77	100.00%	0.00	9,079.20	9,079.20	100.00%
Miscellaneous	0.00	0.00	0.00	0.00%	339.85	0.00	(339.85)	0.00%
Reservation System Cost	0.00	0.00	0.00	0.00%	5.80	0.00	(5.80)	0.00%
Total Operating Expenses	**29,596.17**	**23,859.23**	**(5,736.94)**	**-24.15%**	**185,826.54**	**174,888.64**	**(10,966.26)**	**-6.27%**
Net Income	**20,488.73**	**(23,859.23)**	**44,347.96**	**-185.85%**	**110,036.88**	**(174,888.64)**	**284,874.12**	**-162.92%**

Appendix T:

City of Syracuse
Department of Audit
Philip J. LaTessa
City Auditor

REPORT
OF THE ELECTED
CITY AUDITOR

To the: **Honorable Mathew J. Driscoll, Mayor**
Members of the Common Council
City of Syracuse, New York
Jeffrey Wright, Acting Commissioner, Department of Public Works, City of Syracuse

The Department of Audit is responsible for reviewing the activities of all the departments of the City in accordance with generally accepted government auditing standards. Those standards require that we assess risk in determining the subject matter for audit.

We conducted our examination in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States and *Standards for the Professional Practice of Internal Auditing*, as promulgated by the Institute of Internal Auditors. Those standards require that we plan and perform the audit to afford a reasonable basis for our judgments and conclusions regarding the organization, program, activity or function under examination. An audit also includes assessments of applicable internal control and compliance with requirements of law and regulations when necessary to satisfy audit objectives. The management of the City of Syracuse, New York, is responsible for establishing, maintain and complying with the internal control structure and for compliance with applicable laws, regulations and contracts.

Performance audits entail an objective and systemic examination of evidence to provide an independent assessment of the performance and management of a program against objective criteria as well as assessments that provide a prospective focus or that synthesize information on best practice or cross cutting issues. Performance audits provide information to improve program operations and facilitate decision making by parties with responsibility to oversee or initiate corrective action and improve public accountability.

Performance audits encompass a wide variety of objectives including objectives related to assessing program effectiveness and results; economy and efficiency internal control (programmatic, financial and compliance), compliance with legal or other requirements; and objectives related to providing prospective analyses, guidance or summary information.

Performance audits may entail a broad or narrow scope of work and apply a variety of methodologies, involve various levels of analysis, research, or evaluation; generally provide findings, conclusions and recommendations and result in the issuance of a report.

This report is intended solely for the information of the Mayor, the Common Council and the Department of Public Works for the City of Syracuse, New York. However, this report is a matter of public record and its distribution is not limited.

Introduction:

In response to information received by the Department of Audit, the City Auditor determined that an examination of parking garage supervision and management practices was in order. It was anticipated in the original Audit Scope and Methodology that was developed for the project that the performance audit aspect of the examination would be enhanced by some of the procedures normally employed during unannounced cash audits; such procedures would incorporate site visits to determine with the assistance of appropriate personnel employed by the parking garage contractor that cash and checks were being adequately safeguarded and accounted for, confirm that prior days' receipts had been properly and timely deposited, were accurately accounted for, and assess the exposure to fraud and/or theft of moneys. Consistent with Section 5-503 of the City of Syracuse Charter, an audit of operations related to four selected parking garages was included in the Audit Work Plan. The four garages selected were the Fayette Street Parking Garage, the Washington Street Parking Garage, the MONY Parking Garage and the Harrison Street Parking Garage. The manager retained by the City for the Fayette Street, Washington Street and MONY Parking Garages is Murbro Parking, Inc. and the most recent management agreement for the Harrison Street Garage is with Allright Parking Systems, Inc. The audit period was from October 1, 2005 through March 31, 2006.

Background Information:

General Background

In 1987 the City's Department of Transportation was consolidated into the Department of Public Works, primarily within the newly configured Division of Transportation. The City Budget for fiscal 1987 reflected the abolishing of the entire Department of Transportation and the transfer of personnel costs and contractual expenses to Public Works. The Transportation Division is charged with the responsibility of assuring municipal transportation in the most convenient and safe manner, with

minimum interference and congestion. This includes the implementation, operation and maintenance of the City's traffic system services and street lighting. The Division has also assumed the responsibilities previously held by the Department of Transportation's Off-Street Parking Bureau. This Bureau had been responsible for the inspection, operation and maintenance of all municipal parking lots, City-owned parking garages, and City Parking meters.

In the interval since 1987, there have been several organizational re-configurations that have moved responsibility for technical support services related to design, construction and renovations of parking structures back and forth between the Department of Public Works and the City's Department of Engineering. The focus of this audit was not to evaluate the maintenance and renovations aspects of the parking garages, but rather to look into the daily operation of the garages as areas where substantial monetary transactions occurred, and the oversight by the Department of Public Works to assess its general management of this particular component of the Division of Transportation. However, it should be noted that the rotation and sharing of responsibility for garages between departments has created confusion which we found to be a recurring theme in other areas reviewed during the audit.

In 2005/2006, the Department of Public Works administered nine parking garages. In recent years there have been twelve different parking garage facilities on-line, however, over the last eleven years, various garages have been closed for repairs, sold or demolished. Between the 1994/1995 fiscal year and the 2004/2005 fiscal period the revenues generated to the City from these physical investments constructed in various areas of the City have averaged between $3.6 million and $4.1 million annually. The four garages selected for examination in this audit have been responsible for generating 50.6% of the total revenues from all garages for the above-noted period (See Attachments A and B), making them substantial contributors to overall parking garage income as well as standard selections for risk assessment. The audit of the operation of parking garages under the supervision of the Department of Public Works was conducted to in part determine the efficiency of their operation and management, relative to the entire garage administration component.

Financial Background

The contracts for the parking garages specify that the Owner (the City) shall pay the Manager a specified fee per space per month for Manager's services under each agreement. Additionally, the Owner shall reimburse the Manager for the expenses the Manager incurs and for which the Owner has expressly agreed to be responsible under the agreement, within thirty (30) days after receipt of Manager's written request for reimbursement and upon the submission of the information and documentation requested by the Owner and/or otherwise required by the agreement.

The contracts further stipulate that the Manager shall deposit each day, at the end of each shift the entire gross revenue of each shift's operation at a bank named by, and to the account of, the Owner. Such account will be a Trust Account established by the

Commissioner of Finance of the City of Syracuse. On a daily basis, the Manager shall transmit all bank deposit slips to the City department head designated to receive them.

The Manager shall retain cashier worksheets, deposit slips and register tapes for a period of three (3) years, and all parking ticket stubs, for the purpose of auditing by the City. Such records shall be stored as directed by the City and be made available upon request.

Upon review of the numerous bank accounts used by the City for parking garage transactions, the Commissioner of Finance for the City of Syracuse made a determination several years ago that it was preferable for a single account to be used for all the City's garages instead of those housed at several local banks. HSBC was selected as the depository bank and a single account was established. Daily deposits are made to HSBC and each garage's deposits were supposed to be made with the utilization of a deposit slip that contains a micro-encoded, two-digit number (MICR Number) that would identify which garage was making the deposit.

During our review it was determined that in the Department of Finance two individuals, a Deputy Commissioner and an Account Clerk II, assigned to the Bureau of Accounts, were involved in the reconciliation of the parking garage account and the collection of bad checks. At the Department of Public Works, the daily financial management of financial and accounting management of the garages involved the Administrative Officer for Public Works and an Accountant I from the Main Office.

Our examination confirmed that daily deposits are made by the garage managers. At the end of the month the Department of Finance is sent the monthly bank statement for the garage revenue account. The statement details the deposits, and provides the detail of any adjustments, fees and charges, printing charges related to the account and returned items. Our dialogue with DPW and Department of Finance staff indicated that a Deputy Commissioners of Finance was also sent the original checks that were returned to the bank for there being insufficient funds to cover. These checks, referred to as Returned Checks or NSF Items, were handled by the Deputy Commissioner who sent letters to the maker indicating receipt of the returned item and the general reason for it being returned. The maker would be advised that a $20.00 returned check fee and the original check amount were due to the City.

We found no indication that the garage managers were being made aware of any of the returned items, which could be checks from monthly parkers or daily garage users. We were informed by the Department of Public Works that they were provided with information on the successfully collected items, but that they had no specific information being communicated to them on any of the failed efforts to collect. In turn, this made it impossible for DPW to inform the garage managers of the unpaid items in an effort to pursue collection, terminate services, etc. We also found no evidence of any sort of log or master sheet being maintained on returned checks for tracking purposes.

Upon the monthly receipt of the bank statements, the Department of Finance would forward the original copy to the Department of Public Works. This is the earliest transmittal of the details on returns, fees, etc. that DPW gets, which was pointed out to us as a disruption in normal information flow. The Accountant I at Public Works will then reconcile the deposit slips received from the garages to the bank statement, make the necessary adjustments for credits or debits based on information contained in the bank statement and compile the journal entries to be posted to reflect the revenues received, by location. The Accountant I sends the journal entries to the Bureau of Accounts for posting to the City's Financial Recording System.

Operational Background

The contracts also require that only numbered parking tickets provided by the Owner are to be used and the Manager shall be fully accountable for these tickets. Tickets lost by customers shall be accounted for by a "lost ticket form" provided by the Manager and approved by the Owner and fully executed by the customer. Managers will be charged for tickets unaccounted for in excess of five (5) in one month on a sliding scale and such sums to be charged may be deducted from the Manager's fee.

The parking rates established for each facility are established by the City of Syracuse. The Owner has the right to establish a maximum number of monthly parkers and to designate specific areas of the garage for the exclusive or mandatory use of monthly parkers or transient parkers. The Managers are bound by and must honor any existing agreements or any agreements the Owner may make for the purpose of reserving monthly spaces, turnover spaces or parking validation programs.

The Managers shall insure that all parking charges are prominently displayed at the entrance and on each exit booth of each parking facility on signs, the size, design, and location of which shall be subject to the written approval of the Owner.

Audit Scope:

Scope and Methodology

The purpose of this audit was to get an over view of the management of four selected parking garages through a review of the Comprehensive Audit Questionnaire submitted by the Department of Public Works and from meetings/communications with various individuals in DPW, the Department of Finance and the Corporation Counsel's Office; subsequently, spot checks would be scheduled at some or all of the selected garage sites.

The planned methodology of this audit was to meet with appropriate personnel, to obtain necessary documentation, relevant policies and procedures, and any pertinent correspondence to verify the management practices in place as they relate to the four garages selected for investigation. With a general understanding of the daily operations of the garages obtained, it was expected that the Audit Team would make unannounced

visits to the four garages to perform a physical count of the cash and checks in the cashiers' drawers and the reconciliation of cash and checks on hand to the daily imprest balances plus the cash and checks collected by the cashiers on the premises, per the cash register/revenue control equipment tapes and/or the daily recap sheets maintained by the garage.

Preliminary interviews were conducted with staff from the Department of Public Works and the Department of Finance. The Audit Department's initial contact with individuals from these departments very quickly started to reveal that there were a number of serious gaps in cohesive management that should be investigated to understand what has been developing over an extended period of time. This new information that was shared with the Audit Team demanded that the original scope and methodology needed to be adjusted.

Objectives:

The original objectives of the audit included confirming that the cash on hand was being adequately safeguarded and accounted for, performing a risk assessment of each of the selected locations to determine if there are sufficient internal controls against the theft of moneys and services, and reviewing the current parking garage contracts to verify that revenues are being calculated and reported properly. In addition to the above-noted objectives, the effectiveness of the Department of Public Works in administering its responsibilities was also anticipated to be reviewed for possible improvements.

After meeting with the Acting Commissioner of Public Works on May 8, 2006, the Audit Department started to receive materials requested including the deposit slips and cash register reconciliations from 10/01/05 through 03/31/06, credit memo or other notices issued by the bank indicating any correction, revenue and expense reports and reconciliations from 10/01/05 through 03/31/06 and all journal entries used to post monthly revenues and expenses for the audit period.

It was with the review of this financial information that it started to become evident to the Audit Department that there was a lack of coordination and accountability in reporting the moneys the City was receiving from the parking garages. Among the problems we identified were the fact that HSBC Bank was not always accurately adjusting for the differences between the actual cash/checks included in a deposit and the amount entered on the deposit slip, the source garages were occasionally not identified due to the use of generic deposit slips instead of the encoded MICR deposit slips, that there was no timely communication between the Department of Finance and the Department of Public Works staff regarding NSF checks, and that there was a lack of any sense of ownership over the management of City parking garages.

Also among the first requests for relevant information made by the Audit Department was the request for copies of the most recent contracts for the four garages that had been specified. It took several weeks to get three of the four contracts, those being the Fayette Street Parking Garage, the Washington Street Parking Garage and the

Harrison Street Parking Garage. The City's staff from the Department of Public Works and the Corporation Counsel's Office was asked to search their files for the fourth and final contract requested, for the MONY Parking Garage. While the Acting Commissioner of Public Works was asked to start providing contracts and related information at a meeting with the Audit Team in May 2006, the MONY Parking Garage contract has not been located and forwarded to the Department of Audit.

When we started looking at the contracts that were provided, we observed that the most current agreements had expired on December 31, 1999. We asked why the contracts had been allowed to continue without re-bidding for nearly six and a half years after the 6/30/99 termination date, which was the common date of termination for the eight separate garage contracts that we were able to examine.

The Department of Public Works has expressed the opinion that the specific provisions of the expired contracts have been extended on a month-to-month basis and that the City, as the owner, has the ability to exercise the option to terminate without cause or penalty upon thirty (30) days written notice to manager. We contacted the Corporation Counsel's Office regarding this interpretation of the present status of the contracts, bringing to the attention of Corporation Counsel Staff the fact that there is no specific mention of the option to continue past the termination date of the agreements in the executed documents that we had been given. Nonetheless, the City's Corporation Counsel concurs with the position taken by the Department of Public Works that the City is within its rights to continue with month-to-month extensions and without the requirement to get Common Council approval for extending the contracts past their termination dates.

We were informed that Department of Public Works staff had started to review the expired contracts in 2002 to try to incorporate desired changes that would improve the administration of the parking garages, before soliciting bid responses from professional garage management companies. The management at DPW recognized a number of provisions in the existing contracts that could be altered, bringing benefit to the City's ongoing operating of it parking garage assets. Due to personnel changes that took place during that part of 2002, the momentum toward authorizing improved contracts was lost.

The individuals involved in working on updating the garage management contracts were not exclusively employed to deal with the parking management function. The last individual that held this responsibility, and was physically located at the Department of Public Works, held the title of "Building Manager". The person who was in this position left City employment in 1998 and his departure started the trend of using various City Hall staff on a as-needed-basis to give DPW assistance and fill in; the parking management portion of their job duties was generally one of several job responsibilities and their attention to parking issues has remained limited, as evidenced by a number of the findings in this audit.

We asked the DPW personnel we met with how they made determinations as to compliance with garage contracts when: a.) They did not have copies of the most

current agreements to reference and b.) Provisions of the agreements were over six years old. While staff felt that they could answer these questions, it was freely communicated that there had developed lapses in oversight, resulting from insufficient resource being dedicated to the supervision and management of the parking garages.

The lack of adequate support was the reason given for a number of inactions and oversights on the part of Public Works, as the owner of the facilities. For example, mention was made of the failure of the City (DPW) to perform spot audits to determine if the garage managers are in compliance with the provisions of the contracts, as an indicator of the typical kind of omissions in adequately supervising the contractors.

Conclusion:

The conclusion reached by the Department of Audit regarding the operation of parking garages under the supervision of the Department of Public Works is that the management of the garages has been fundamentally flawed, if not non-existent. An insufficient level of support has been dedicated to the parking program in general. It seems to be a reflection of a belief that the City's investment in parking, made out of necessity to assist the City with its parallel economic development agenda, is by nature a losing investment and the best philosophy available to the City is one that minimizes the number of dollars committed. Given the materiality of the dollars involved in the macro-economic picture (Including the construction of garages and the required maintenance as well as the costs of daily operation, utilities, etc.), and in light of the instability of the City's financial condition with its excessive reliance on nonrecurring revenues, fuller support and participation from management is critical and timely.

One of the most striking impressions the Audit Team picked up during the early phase of the audit is that there was a lack of ownership associated with parking. It came across as though the staff doing the management and accounting for the garages felt they had only a partial responsibility to see that things were done properly. Whether this is a result of the including of multiple departments in many aspects of the operating of City garages (i.e. maintenance efforts shared by DPW and Engineering, while the financial accounting for the garages is split between DPW and the Department of Finance) or other factors, the City management must sort out these interactions and establish a chain of leadership and ownership that can provide the immediate corrective action needed to re-establish control over the management of the parking garages.

Later on it may be in the City's interest to evaluate the potential for moving to a City Parking Authority, re-creating a separate Department of Transportation or merely reorganizing the Bureau of Transportation within DPW. In the short term the City must focus on working collectively to remedy the problems currently impeding effective management of the garages. The areas needing corrective action immediately or almost immediately are numerous and it is understandable if the Management of the Department of Public Works were to feel overwhelmed by our findings. It is the belief of the Auditor that by building a core management team whose job it will be to prioritize the

goals and starting to work toward these goals with a work plan that reflects a number of the recommendations herein; major improvements are within the City's reach.

For a number of years the City's printed budget has displayed an Analysis of Tax Levy Impact derived from city parking facilities. The analysis for 2005/06 indicates that the total revenues associated with parking (Inclusive of garages, lots, and meter receipts) falls short of the expenses (utilities, contract expenses, debt service, etc) by over $2.4 million. It has been this subsidizing of parking that has been interpreted to be the cost to City government's efforts to make a number of City businesses economically viable and provide a level playing field to those competing against development in the surrounding suburban communities. However, by casting the analysis in the light of "Tax Levy Impact" the emphasis is turned toward finding ways to lessen what is essentially a cost to taxpayers. This can be done in several ways other than under-investing in the managing and operating of expensive parking facilities.

Auditor's Note: During our interview sessions with the management staff at Public Works, we observed a very proactive attitude and we felt the interest expressed in working closely with the Audit Department to resolve these long-standing problems was genuinely made. This support was greatly appreciated and we look forward to working with these individuals in the future to remedy the problems brought to light in this report.

Findings and Recommendations:

Finding 1: Public Works Department Unable To Locate Contracts For All Garages Included In Audit

Finding: As noted in the Audit Objectives, the administration at Public Works was not able to provide the Audit Department with the most recent parking management agreement for MONY Parking Garage even after repeated requests.

Recommendation: Public Works Management needs to immediately locate copies of all executed contracts for the parking garages and parking lots that it currently manages and needs to inform appropriate staff as to the location of their retention so they are available as a resource for determining the responsibility of the City and the Managers of these facilities.

Management Response: To date no signed agreement has been located. However, the Acting Commissioner has located the ordinance authorizing contract with MURBRO Parking, Inc. relative to the management of the MONY Parking Garage, Ordinance 229-1999.

Finding 2: Garage Contracts Expired on December 31, 1999 Without Subsequent Action By City To Put Expired Contracts Out To Bid

Finding: As noted in the Audit Objectives, the administration at Public Works started to address the issue of expired parking garage contracts in 2002 but failed to complete the

desired changes in newly-structured agreements and successfully put revised documents out to bid. As a result of this failure, outdated and unfavorable contracts have been allowed to remain in place for an unacceptable period of time.

Recommendation: Public Works Management needs to immediately start reviewing the currently used agreements for changes and start the process of openly soliciting parking garage management firms, both regional and national, with the goal of enhancing the City's position with the best possible contractual arrangements possible.

Management Response: Current agreements have been reviewed and a proposed Operating and Structural Management Plan must be finalized with the Department of Engineering and the Department of Law. Once hired, the first priority of the Parking Facilities Supervisor will be to finalize this plan and begin the RFP process.

Finding 3: Expired Garage Contracts Extended On Month-To-Month Basis Without Common Council Approval

Finding: As stated previously, both the Corporation Counsel's Office and the administration at Public Works have taken the position that it is within the City administration's prerogative to have extended the parking garage contracts over the last six plus years on a month-to-month basis without Common Council approval. We accept the legal interpretation provided by the Corporation Counsel as valid while suggesting that such action is counter to the spirit of the RFP process in soliciting proposals both from the point of view that such continuances does not favor an open and competitive environment and that the extending of significantly older agreements can be seen as an act of favoritism toward the existing vendors managing garages at the expense of taxpayers. Best practice policy would favor a timely re-bidding of expired contracts: this is obviously especially desirable when the magnitude of the dollars involved is as large as with the parking garages.

Recommendation: Public Works Management needs to establish the re-bidding of the parking garage contracts as an immediately priority for the individual who is hired for the newly created title of Parking Facilities Supervisor.

Management Response: As stated in the Management Response to Finding #2, once hired the first priority of the Parking Facilities Supervisor will be to finalize the Operating and Structural Management Plan and begin the RFP process.

Finding 4: City Has Failed To Communicate Information To Garage Managers Related To NSF Checks Allowing Some Parkers To Park Free Of Charge

Finding: The handling of returned checks was observed to be a disjointed system at best. We found no written procedures detailing what steps are to be taken to collect on returned items and no provision for communication whatsoever with garage managers who might be able to assist in the collection process by threatening to terminate access for non-payment. The Deputy Commissioner of Finance who has been sending out

collection letters did not bring DPW into the process, allowing Public Works fully exploit its relationships with garage managers to maximize collection efforts. DPW was only provided with information on the successful collections resulting from the letters sent by the City and had no details regarding the individuals who did not respond to the letters.

Recommendation: The Department of Finance is encouraged to take the lead in establishing a written Returned Check Policy that would apply to the handling of NSF items regardless of which operating department is responsible for revenue collection. Furthermore, Public Works Management needs to establish a written Returned Check Collection Procedure that would outline the policy for notifying the managers of the City's parking garages and lots of non-payment. One of the two departments needs to set up and maintain a log to track the returned checks and DPW should share information related to repeated offenders with the garage managers.

Management Response: Based on the Department of Finance's "Procedures for Handling Returned Checks" (reference "Subsequent Events" on Page 15), the Department of Public Works is currently establishing a written policy for the garage managers related to NSF checks.

Finding 5: No Timely Communication Between Bank and City

Finding: The Department of Public Works Staff that were contacted during this audit informed the Audit Team that they only were made aware of any adjustments in the bank account due to returned items, fees and charges, etc. at the end of the month when the prior month's bank statement was received from the City's Finance Department. While the Finance Department received notification on the returned checks, all other adjustments were likewise not communicated to the City until the monthly bank statements were sent out at the end of each month.

Recommendation: The Department of Public Works need to ensure that it receives whatever information it deems to be relevant in a timely manner from HSBC Bank. A closer working relationship needs to be established for DPW to properly manage the financial component of the administration of parking garages.

Management Response: The Department of Finance has requested of HSBC Bank timely notifications of all bank adjustments. Once received by Finance, copies are to be forwarded to the Department of Public Works. This procedure will aid in the management of the financial component of the administration of the parking garages.

Finding 6: Frequent Addition Errors Made By Garage Managers When Assembling Deposit Slips

Finding: The review of the deposit slips provided to us for the audited period showed an unusually large number of mathematical errors having been made by the garage managers in preparing deposits. There was a question of consistency in how these deposits were

prepared suggesting that a calculator might not have been used. There was no indication that a calculator tape was submitted on a regular basis with the deposit.

Recommendation: The Department of Public Works need to ensure that more attention is given to the preparation of the deposit slips, and the managers need to be held accountable for a higher degree of accuracy. DPW should instruct garage managers to include a calculator tape with each deposit to verify the total amount of cash and checks included in the deposit and accurately total the amount of the deposit.

We were provided with various spreadsheets that are maintained at some of the garages, with the intent being to show that there was some further maintenance of receipt information that stood behind the daily deposits. However, our review showed that these spreadsheets were of limited value, and in some cases didn't even seem to be based on programming formulas that accurately tied out to the daily amounts deposited at the bank. We suggest that either DPW or the Finance Department work with the garage managers to put into use a uniform spreadsheet that will assist in improving the accuracy of the daily deposits.

Management Response: The Department of Public Works has developed a daily reconciliation form to be completed by the individual parking garage supervisors. This procedure will achieve a higher degree of accuracy in the daily preparation of deposit slips. The Department of Public Works has scheduled individual training sessions with each garage supervisor to review this procedure. Full implementation of the procedure is expected to be in place on or about August 15, 2006.

Finding 7: No Master Spreadsheet Detailing Revenues And Expenditures For City's Parking Garage Operations Maintained

Finding: Our examination showed that there was no master spreadsheet maintained for expenditures and revenues, the percentages of growth or shrinkage, etc. that could be useful for long-term planning.

Recommendation: A master document, which could be formatted by the Parking Facilities Supervisor to best suit the City's planning decisions (i.e. Set up to aid with periodic pricing adjustments in facilities to impact on parking habits) as that supervisor sees those needs, should be another one of the top priorities to establish control over the City's parking structures and manage them in a proactive manner in conjunction with economic development needs.

Management Response: The Department of Public Works concurs with this recommendation.

Finding 8: Bank Errors Not Found And Brought To The Attention Of The Bank; Information From HSBC Bank Statements Not Accurate

Finding: Our examination of deposit slips revealed errors in addition being made in making deposits that HSBC Bank failed to pick up and record corresponding adjustments. It may be a situation where, given the mix of coins, currency and checks, the bank has been adjusting the amounts being credited to the actual receipts by using it's own short account (an internal over/under account maintained by HSBC). As a result, DPW was reconciling revenue against inaccurate bank statements. Since reconciling against the bank is at the core of the reconciliation process, the bank's information must be completely accurate or need s to be adjusted when the customer points out mistakes in the bank's work.

Recommendation: We recognize that DPW does not have the time to manually recheck every deposit slip submitted to the bank from all nine of the City's parking garages. However, as the responsible department for the information delivered to the bank, DPW needs to work with both entities - the garages and the bank - to find a practical way to address this situation and correct it.

Management Response: The Department of Public Works is working with the Department of Finance and HSBC Bank to address this issue.

Finding 9: No Written Policies Or Procedures In Place For Handling Of Returned Items, Bank Exceptions, etc.

Finding: As we have found in a number of other audits on City operations, there were no written policies or procedures that could be located in DPW or the Finance Department to follow for handling returned checks or to confirm the accuracy of other charges reported in the monthly bank statements.

Recommendation: Once more the Department of Audit encourages the Department of Finance to take the lead in establishing a written Returned Check Policy that would apply to the handling of NSF items regardless of which operating department is responsible for revenue collection. The Department of Public Works needs to establish a written Returned Check Collection Procedure that would outline the policy for notifying the managers of the City's parking garages and lots of non-payment. DPW should also establish a written procedure for verifying the amount charged by the bank for other charges and adjustments so that they are reasonably accounted for and understood.

Management Response: Once hired, the Parking Facilities Supervisor shall establish such policies and procedures.

Finding 10: No Uniformity In Utilization/Placement Of Revenue Control Equipment: Some Equipment Still In Use Outdated

Finding: We found that an effort to standardize the revenue control equipment was started by the Department of Public Works but was not seen through to its conclusion. Whether totally standardized revenue control equipment is a prudent goal, or whether a mix of a number of professional products would be a better solution is for the

management team at Public Works to determine. It seems clear though that the out-dated equipment remaining in some of the garages does not facilitate the City's efforts to get at data and use it effectively.

Recommendation: DPW needs to make this another priority for the Parking Facilities Supervisor when that person is hired. That professional position can be instrumental in directing the City's energies in finding the right equipment that will give the City information that can be used for monitoring garage revenues and using the data base of each garage as a planning tool.

Management Response: The Department of Public Works concurs with this recommendation.

Finding 11: No Spot Check Audits Being Conducted By Management Of The Department Of Public Works

Finding: We were informed that the lack of adequate staffing had prevented DPW from undertaking what it recognized as its own audit responsibilities in the garages including the use of spot checks to keep the garage managers and staff sensitive to the fact that they were being checked on by the garage owner's employees.

Recommendation: DPW will want to reinstitute a regular schedule of periodic spot checks in the garages at the earliest opportunity after re-aligning the staffing to meet the needs and responsibilities of the Division of Transportation.

Management Response: Spot checks shall be established and shall be the responsibility of the Parking Facilities Supervisor once hired. In the interim, Bureau of Main Office staff shall conduct monthly spot checks.

Finding 12: City Has Failed To Replace Full-Time Administrative Staff To Manage The Parking Garages Function

Finding: We were informed that DPW was optimistic that a number of the problems pointed out during the audit of the operation of parking garages under the supervision of Public Works would be addressed with the hiring of an individual to fill the newly created position of Parking Facilities Supervisor. The lack of adequate managerial staffing was portrayed as a major undermining of DPW's management and operational responsibilities for the garages. We were also led to believe that the recognition of this need was obvious enough to the Office of Management and Budget that the Budget Office expedited the hiring process by creating the new position in May 2006 (The new position was originally scheduled to be created as part of the 2006/07 budget which means that the effective date for the position was July 1, 2006). We did see the approved Create/Abolish Form that created the new position in May and hoped this did in fact reflect a real recognition of the extreme need for this position, but as of July 24, 2006 nobody has been hired for this job.

Recommendation: DPW needs to successfully move the process along and find someone qualified to fill the position of Parking Facilities Supervisor as soon as possible.

Management Response: The Department of Public Works has budgeted for a new position of Parking Facilities Supervisor in the 2006/07 FY Budget. A request has been submitted to fill said position.

Finding 13: City Has Failed To Commit Adequate Resources To Function Which Involves A Material Amount Of Revenue And A Substantial Amount Of Cash

Finding: The City has created many of the problems reported in this examination of the operation of parking garages under the supervision of Public Works by under-investing in the management of these garages. The City has not dedicated sufficient resources (supervisory staff, operational staff, investment in revenue control equipment, capital reinvestment, etc.) to be regarded as a good "owner" for the multi-million dollar structures that it owns and operates. This can only set the stage for future problems that could manifest themselves in a vast array of complications. With better management of the assets discussed in this audit, the City may be able to recoup the additional dollars that would be spent on the expense side with comparable revenue increases on the income side of the equation.

Recommendation: DPW needs to successfully advocate for adequate resources to be made available to sustain the assets that represent millions of dollars in investment from taxpayers and fully take on the role of ownership and responsibility that is the true role of the Department of Public Works as the managing department for this governmental function.

Management Response: Capital investment has been prioritized over the last five years so that the investments are being made in a more proactive manner to extend the life use of the parking garages. This effort will be enhanced under the Operating and Structural Management Plan that is currently under development and shall be implemented once additional staff is hired. In addition at this time, budgetary constraints are a challenge when managing assets.

Subsequent Events:

On June 30, 2006, the Systems Accounting Manager for the City's Department of Finance sent a correspondence to HSBC Bank requesting that the Finance Department be notified in a timely fashion when there are items returned unpaid and when deposit amounts are adjusted due to errors.

On July11, 2006, the Department of Audit was provided with a copy the written Procedures for the Handling of Returned Checks as distributed by the Bureau of Accounts and described as preliminary guidelines that may be revised by the supervisor of the Bureau of Accounts as necessary.

The Department of Audit acknowledges and applauds these efforts initiated by the Department of Finance, Bureau of Accounts.

July 24, 2006

Philip J LaTessa
Syracuse City Auditor