

OPERATIONS AND ACCOMPLISHMENTS

A summary of key activities and accomplishments in 2012 are listed below:

1. Total revenue from garage operations for 2012 was \$492,099, representing a slight decrease in revenue of approximately 2.8% from the previous year. The primary reason for this decrease is attributable to the ongoing renovations at the Civic Center Garage. The revenues, however, still exceeded the amount budgeted.

2. Adopted or re-adopted all policies and procedures including:

- Business and Travel Expense
- Code of Ethics
- Credit Card
- Freedom of Information
- Internal Controls and Financial Accountability
- Investment
- Non Collusion
- Public Comment Period
- Purchasing
- Responsibility of Members and Officers
- Tracking Inventory and Disposal of Assets
- Whistleblower

3. The Contractor selected by Civic Center in 2011 to perform renovations to the Civic Center Garage commenced work and completed the following in 2012:

Lower level:

- Overhead Concrete Repairs - underside of upper level concrete deck
- Slab Repairs – lower level floor slab and at new drainage system installations
- Drainage Repairs – De-scaled all underground piping & downspouts, replace all damaged/cracked piping, removed & replaced all damaged/non-functioning drains and cleanout, added additional new cleanouts to insure full drainage line access for future cleaning, cleared & cleaned entire garage drainage system & discharge structures to sumps, and videoed lines
- Ramp Repairs – concrete repairs and installation of traffic topping

Upper level:

- Drain Replacement – Removed non-functioning drains, installed new, and pour replacement concrete floor

- Drain line Replacement – Remove all most of the deteriorated/constricted drain lines and down spouts connecting the upper level drains to the underground drainage system and install new PVC drain lines & downspouts
- New Expansion Joint System
- Partial Depth Concrete Repairs – These repairs will continue into 2013
- Protected Waterproof Membrane System (PWMS) – Remove existing failed Waterproof Membrane & Asphaltic protection traffic surface. Installed new Waterproofing & Protection Surface. This work will continue into 2013.
- Moisture Protection – Removed & replaced failed joints and repaired cracks.

It is anticipated that the renovations will be completed in the summer of 2013.

4. Updated the Corporation's website and filed reports with the State Budget office.