

**MEETING M I N U T E S**  
**PUBLIC PARKING ADVISORY BOARD MEETING**  
**TUESDAY, JANUARY 9, 2018 – 8:00 AM**  
**ECONOMIC DEVELOPMENT CONFERENCE ROOM, 100 S DAKOTA AVE.**

**Members Present:** Hugh Dodson, Chris Hanmer, Todd Meierhenry, Jen Schaefer  
Mike Von Bergen

**Others Present:** Daren Ketcham, Matt Nelson, Jennifer Whitlock, Gail Trantina,

**1) CALL TO ORDER**

Meeting called to order at 8:00 a.m.

**2) APPROVAL OF MINUTES FOR THE MEETING OF DECEMBER 5, 2017**

Meierhenry motion to approve as sent, Hanmer second, Approved unanimously

**3) NEW BUSINESS**

**Financial Report-**

November had a cash increase of \$58,345 and ending cash balance of \$5,249,958. November of 2016 had an ending cash balance of \$4,690,191. Parking has increased cash by \$560K since November of 2016.

**Total Operating revenues:** 92% of the year has been completed and operating revenues are at 88% of budget. November operating revenues of \$219,994. Excluding snow tickets, operating revenues are 8% higher than YTD 2016.

- Meter revenues of \$41,480 are 7% higher than YTD 2016, 87% of Budget.
- Lot and ramp revenues of \$147,573 are 11% higher than YTD 2016, 88% of budget.
  - Occupancy is at 98% compared to 96% last November. Total available leased parking spaces 2,579, with 2,532 leased.
- Parking Fines:
  - Overtime flat growth from YTD last year, 88% of Budget.
  - Improper 10% decrease from YTD last year, 69% of Budget
  - Prohibited 1% decrease from YTD last year, 85% of Budget
- Snow related tickets are \$24K lower than YTD November 2016. (Variance can relate to timing of snow alerts, timing of ticket payments, and occasionally won't ticket for snow alerts if special events are occurring in the city)

**Total Operating Expenses:** 92% of the year has been completed and operating expenses excluding depreciation are at 75% of budget excluding depreciation. November operating expenses with depreciation were \$156,312, excluding depreciation would be \$112,602.

- Personnel 76% of budget, 2 pay periods in November
- Professional 72% of budget (Property Liability billed in July \$25K)
- Rentals 97% of Budget (\$19K Tech Rentals billed in July)
- Repair & Maintenance 80% of budget
- Supplies & Materials 56% of budget
- Travel & Education 9% of budget
- Utilities 81% of budget
- Other Current Expenses (airport reimbursements for 50% of airport citations) 57% of budget

**Total Net Income** for November with depreciation of \$63,906 without depreciation \$107,616.

**Fixed Assets:** Total YTD October Fixed Asset expenses are \$625K with \$158K encumbrances remaining:

- \$196K Actuals for Parking Lot and Ramp Improvements
- \$413K Actuals for New Parking Facility (Legal, Architect, CMAR, Consultant, Engineers)
- \$16K Actuals for Parking Ramp Equipment (Conduit and equipment upgrades at Block 11)

**Leased Parking Report**

Overall occupancy is currently at 98% and has been at 98% or higher for 12 month period.

**2018 Maintenance Plan**

- Pavilion Ramp will get upgraded gate/pay station equipment in spring
- Chris Hanmer has also been talking with Arts Council regard rotating mural project with local professional artists for the outside walls of ramp.
- Parking decks at Block 11 will be sealed.

**Parking Ramp Update**

Council voted for project to move forward.

Contracts are signed following 20 day waiting period after Council approval

Village River Group is the new LLC, Journey Group will construct the ramp

JLG and Walker are working together on the final design contracts

Jeff LaMont is the hotel and hospitality developer working with us.

Hotel name to be announced

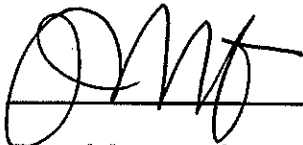
Ground breaking in spring – April 17<sup>th</sup> or later

**Other Business**

The board had brief discussion regarding potential 2018 changes for metered parking.

MEETING ADJOURNED 9:02 A.M.

**NEXT MEETING DATE: TUESDAY February 6, 2018**



04.03.18

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Board Approval