

MINUTES

PUBLIC PARKING ADVISORY BOARD MEETING TUESDAY, AUGUST 7, 2018 – 8:00 AM COMMISSION ROOM, CITY HALL 224 W. 9TH STREET

Members Present: Hugh Dodson, Richard Gourley, Todd Meierhenry, Jen Schaefer,
Mike Von Bergen

Others Present: Matt Nelson, Jennifer Whitlock, Gail Trantina, Joe Batcheller

1) CALL TO ORDER

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

2) APPROVAL OF MINUTES FOR THE MEETING OF June 5, 2018

Approved unanimously

3) OLD BUSINESS

- Community Development department has been dissolved. Parking (enforcement, leasing, maintenance, and administration) is now a division of the Police Department. Office will physically remain located on ground level of City Hall at this time and Maintenance remaining at Weber location.
- Cameras are installed and operational at 8th & Dakota Ramp, Block 11 Ramp, Pavilion Ramp, & Carnegie Lot.

4) NEW BUSINESS

a) Financial Report

Balance Sheet for June 30, 2018

Balance sheet in 2017 began to show deferred outflows of resources and under other liabilities is pension including deferred inflows of resources. Items used to be footnoted but GASB 68 change includes them in face of financials statements. All employees except for Fire in same pool. Allocation amount based on number of employees in the department. Actuary does other calculations for allocation. This amount is not something parking needs to manage to.

- Restricted for Project Construction: \$16.5M
- Restricted for Current Year Payment: \$973,454 debt payment to be made in November 2018.
- Restricted for Debt Service: \$1.854M for 10% of Loan Proceeds required by the bond.
- Designated for Next Year Debt Service: \$298K, Designation for 2019 Debt Service - increases incrementally each month for the annual payment

Statement of Operations June 30, 2018

Total Operating revenues: As of June, 50% of the year completed, operating revenues are in line at 49% of budget. June operating revenues of \$1,590,592.

- Meter revenues of \$51,014 are at 38% of Budget and 19% higher than YTD 2017. In 2018, we expect to see meter revenues below budget due to projection overshoot. We did implement a \$0.25 meter rate increase in 2018. Meters now at \$1 non-credit cards or \$1.25 for credit card meters.
- Lot and ramp revenues which included all leased parking of meters and daily parking of \$149,543 are at 47% of budget and 3% higher than YTD 2017. Leased parking rates are \$1 higher per lease in 2018.

- Occupancy for June is at 99% compared to 98% at year end, reduction of 112 leases and 125 lot spaces since December for construction of new ramp.
 - Parking Fines excluding Snow are at 50% of budget.
 - Overtime 51% of budget, 3% increase from 2017 YTD.
 - Improper 40% of budget, 2% increase from 2017 YTD.
 - Prohibited 47% of budget, 1% decrease from 2017 YTD.
- Snow related tickets totaling \$201K are at 14% of budget, \$107K higher than last year at this time. (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: As of June, 50% of the year completed, operating expenses are at 52% of budget excluding depreciation. June operating expenses with depreciation were \$145,986, excluding depreciation would be \$107,808.

- Personnel 41% of budget, one pay period in January, two pay periods in February, 3pp in March, 2 in April, 2pp May, 2pp June.
- Professional 64% of budget (contains CC/Bank Fees, Collections, Security, Lockbox) (Property Liability to be billed in July) what came through?????
- Rentals 4% of Budget (Tech Rentals to be billed in July)
- Repair & Maintenance 28% of budget (snow removal used 80% of budget)
- Supplies & Materials 36% of budget (Software Support and Program Supplies)
- Travel & Education 0% of budget
- Utilities 44% of budget
- Other Current Expenses (airport reimbursements for 50% of airport citations) 28% of budget
- Interest Income for negative \$77K. We mark out investments to market and do interest rate allocation. When interest rates for borrowing increase it affects our return on interest income. This doesn't affect cash, we are account for the change in market.

Total Net Income for June with depreciation of \$14,911 without depreciation \$53,089. If we were to exclude depreciation and Interest allocation net income would be \$130,848.

Cash Flow for June had a cash decrease of \$335,735 and ending cash balance of \$24,101,690. Major changes to statement of cash flows for June include the Increase in debt obligations for new ramp of \$18,540,000 which consists of \$16.5M bond, \$1.854M Debt Service Reserve, \$186K (Cost of Issuance & Underwriters Discount).

Fixed Assets: Total YTD June Fixed Asset expenses are \$386,623.

- \$6.7K Actuals for Parking Lot and Ramp Improvements
- \$375K Actuals for New Parking Facility (Legal, Architect, CMAR, Consultant, Engineers)
- \$5.2K Actuals for Parking Ramp Equipment (Catalyst for Pavilion)

b) Leased Parking

- Project at Pavilion was delayed due to having to re-package the project bid when Engineering funds were no longer available for this project.
- On the Pavilion bottom level, new equipment will be installed when concrete work on Phillips is complete. The lower level will have hang tags for leased customers and pay stations for hourly customers.
- Top level of Pavilion ramp gate equipment has been removed and will convert to lease only parking with new gate equipment similar to Block 11. Cameras have been installed.
- Block 11 digital sign quote has been approved. Daktonics has not confirmed a date for installation.

c) 2019 Budget

- Matt Nelson gave a presentation of the 2019 Budget.
- R & M expenses projected to be more in line with what we have seen traditionally.
- Goods and services expenditures have been right-sized with actual spending.
- The reduced wages and benefits budget is a reflection of several new hires who are at a beginning wage rate and participate in the State of SD retirement system.

d) Mixed-use Ramp Update

- Continues to move forward begin site clearing today.
- Will take approx. 30 days to dig hole after placement of 250 foot crane
- Foundation will be micropile
- By November should begin to see post tension construction above ground
- Estimated that parking portion will open by the end of 2019.

5) ADJOURNMENT

Meeting adjourned 8:45 a.m.

NEXT MEETING DATE: TUESDAY December 4, 2018

/ / 2018

Board Approval