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## AGENDA

**Vehicle Parking District  
August 19, 2021 – 8:15 a.m.  
Norfolk City Council Chamber  
309 N. 5th St. – Norfolk NE**

- A. Call Meeting to Order
  - 1. Public notification of the location of the Open Meetings Act.
  - 2. Roll call.
- B. Recommended Actions
  - 1. Approval of agenda.
  - 2. Approval of meeting minutes from July 15, 2021 8:15 a.m.
- C. Old Business
  - 1. Discussion of option to remove parking permits.
  - 2. Update from City regarding creation of a BID.
- D. New Business
  - 1. Update board on discussion that took place during a downtown parking walk-about with a vendor who deals in kiosk/permits. Steve Rames, City Engineer, invited Connie Geary and Jen Olson to the discussion.
- E. Other Business
  - 1. Next meeting September 16, 2021 at 8:15 a.m. in the Council Chambers.
  - 2. Agenda items for next meeting.
- F. Financial Report

### **VEHICLE PARKING DISTRICT ADVISORY BOARD**

Connie Geary called the meeting to order at 8:15 a.m.

Roll call found the following Board members present: Connie Geary, Doug Stebbing, Stephanie Bates, Justin Webb, and Amy Renter (ex-officio). Absent: John Stappert.

City Staff members present were Public Works Director/City Engineer Steve Rames, Senior Accountant Sheila Rios, and Economic Development Assistant Jen Olson.

Geary informed the public about the location of the current copy of Open Meetings Act posted in the meeting room and accessible to members of the public.

#### Agenda

Geary moved, seconded by Bates to approve the agenda as printed. Roll call: Ayes: Connie Geary, Doug Stebbing, Stephanie Bates, and Justin Webb. Nays: None. Absent: John Stappert

#### Financial Report

2021-2022 budget was considered and discussion followed. Geary asked about the bond line item. Rios explained the 2021 outstanding bond was paid off and new bonds issued at a lower interest rate and this does not affect the pay-off date of December 2028.

Discussion of a CDBG grant for wayfinding and parking followed. Rios explained VPD would need to have a 25% match. The Board expressed concerns over the lack of parking enforcement and no one adhering to the two-hour limit signs downtown.

Rames proposed removing the permitting structure currently in place downtown. The Board expressed concern about losing the permit revenue and that being the match VPD would need for the CDBG grant. Rames described a future vision of moving away from the VPD and moving into a BID district, asked for feedback regarding the moving away from VPD and moving into a BID district, and explained a BID is funded differently and would allow for more funding opportunities and flexibility.

Webb recounted a previous meeting about a BID with some downtown business owners and a committee was going to be formed but he is not aware that has happened.

Rios explained that for the purpose of the Budget it would be better to remove the \$30,000 permit revenue from the line item prior to approval rather than approve it with the revenue then later decide to remove the permits.



Resolution 2021-1  
(2021-2022 Budget)

Stebbing moved, seconded by Webb, to adopt Resolution 2021-1 removing the parking lot rent of \$30,000 and decreasing the parking lot maintenance by \$30,000. Roll call: Ayes: Connie Geary, Doug Stebbing, Stephanie Bates, and Justin Webb. Nays: None. Absent: John Stappert.

City Project Updates

Rames updated the Board on the restriping downtown.

Bates moved, seconded by Webb to adjourn the meeting at 9:25 a.m.

Next meeting will be August 19, 2021 at 8:15 a.m.

Fund 103 VEHICLE PARKING FUND

GL Number	Description	Balance
*** Assets ***		
103-000-118.006	DNA IMPREST ACCOUNT	3,000.00
103-000-121.003	ACCOUNTS RECEIVABLE	560.00
103-000-123.001	NOTES RECEIVABLE	3,078.84
103-000-138.009	DUE FROM DISB. FUND	170,222.08
<b>Total Assets</b>		<b>176,860.92</b>
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	3,078.84
103-000-221.001	ACCOUNTS PAYABLE	1,821.87
<b>Total Liabilities</b>		<b>4,900.71</b>
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
<b>Total Fund Balance</b>		<b>137,583.58</b>
<b>Beginning Fund Balance</b>		<b>137,583.58</b>
<b>Net of Revenues VS Expenditures</b>		<b>34,376.63</b>
<b>Ending Fund Balance</b>		<b>171,960.21</b>
<b>Total Liabilities And Fund Balance</b>		<b>176,860.92</b>

PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE		% BDGT USED
		2020-21 AMENDED BUDGET	MONTH 06/30/2021 INCREASE (DECREASE)	06/30/2021 (ABNORMAL)	NORMAL	(ABNORMAL) BALANCE	
Fund 103 - VEHICLE PARKING FUND							
Revenues							
103-000-311.001	PROPERTY TAXES	98,889.00	16,503.36	79,051.51	19,837.49		79.94
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	119.59	223.46	46.54		82.76
103-000-345.007	PROPERTY TAX CREDIT	0.00	0.00	3,642.74	(3,642.74)		100.00
103-000-371.004	PARKING LOT RENT	30,000.00	40.00	34,873.00	(4,873.00)		116.24
103-000-386.001	INTEREST ON LOANS	150.00	0.00	117.54	32.46		78.36
103-000-388.001	OTHER INTEREST INCOME	200.00	10.16	557.01	(357.01)		278.51
103-000-395.003	PROCEEDS-REFUNDING BONDS	0.00	0.00	155,000.00	(155,000.00)		100.00
103-000-397.004	OTHER LOANS PRINCIPAL PA	5,644.00	0.00	4,227.66	1,416.34		74.91
TOTAL REVENUES		135,153.00	16,673.11	277,692.92	(142,539.92)		205.47
Expenditures							
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	24,280.75	3,719.25		86.72
103-013-541.000	ELECTRICITY	4,400.00	268.60	2,279.56	2,120.44		51.81
103-013-543.000	WATER AND SEWER	0.00	317.99	317.99	(317.99)		100.00
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	266.87	11,868.58	63,431.42		15.76
103-013-551.000	PUBLIC RELATIONS	23,540.00	2,085.00	6,551.55	16,988.45		27.83
103-013-561.000	INSURANCE	192.00	0.00	269.30	(77.30)		140.26
103-013-563.000	POSTAGE	125.00	0.00	33.53	91.47		26.82
103-013-564.000	OFFICE SUPPLIES	1,750.00	0.00	0.00	1,750.00		0.00
103-013-565.000	LEGAL NOTICES&ADVERTISE	1,000.00	0.00	30.86	969.14		3.09
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	3,000.00	24,145.00	(13,369.00)		224.06
103-013-591.000	DEBT SERVICE-PRINCIPAL	15,000.00	0.00	170,000.00	(155,000.00)		1,133.33
103-013-592.000	DEBT SERVICE-INTEREST	5,204.00	436.46	3,539.17	1,664.83		68.01
TOTAL EXPENDITURES		165,287.00	6,374.92	243,316.29	(78,029.29)		147.21
Fund 103 - VEHICLE PARKING FUND:							
TOTAL REVENUES		135,153.00	16,673.11	277,692.92	(142,539.92)		205.47
TOTAL EXPENDITURES		165,287.00	6,374.92	243,316.29	(78,029.29)		147.21
NET OF REVENUES & EXPENDITURES		(30,134.00)	10,298.19	34,376.63	(64,510.63)		114.08

Fund 103 VEHICLE PARKING FUND

GL Number	Description	Balance
*** Assets ***		
103-000-118.006	DNA IMPREST ACCOUNT	3,000.00
103-000-121.003	ACCOUNTS RECEIVABLE	560.00
103-000-123.001	NOTES RECEIVABLE	2,133.23
103-000-138.009	DUE FROM DISB. FUND	171,283.92
<b>Total Assets</b>		<b>176,977.15</b>
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	2,133.23
103-000-221.001	ACCOUNTS PAYABLE	1,860.75
<b>Total Liabilities</b>		<b>3,993.98</b>
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
<b>Total Fund Balance</b>		<b>137,583.58</b>
<b>Beginning Fund Balance</b>		<b>137,583.58</b>
<b>Net of Revenues VS Expenditures</b>		<b>35,399.59</b>
<b>Ending Fund Balance</b>		<b>172,983.17</b>
<b>Total Liabilities And Fund Balance</b>		<b>176,977.15</b>

PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BGD USED
		2020-21 AMENDED BUDGET	MONTH 07/31/2021 INCREASE (DECREASE)	07/31/2021 NORMAL (ABNORMAL)	07/31/2021 NORMAL (ABNORMAL)	BALANCE		
Fund 103 - VEHICLE PARKING FUND								
Revenues								
103-000-311.001	PROPERTY TAXES	98,889.00	1,802.12	80,853.63	18,035.37	81.76		
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	0.00	223.46	46.54	82.76		
103-000-345.007	PROPERTY TAX CREDIT	0.00	673.47	4,316.21	(4,316.21)	100.00		
103-000-371.004	PARKING LOT RENT	30,000.00	0.00	34,873.00	(4,873.00)	116.24		
103-000-386.001	INTEREST ON LOANS	150.00	19.99	137.53	12.47	91.69		
103-000-388.001	OTHER INTEREST INCOME	200.00	61.12	618.13	(418.13)	309.07		
103-000-395.003	PROCEEDS-REFUNDING BONDS	0.00	0.00	155,000.00	(155,000.00)	100.00		
103-000-397.004	OTHER LOANS PRINCIPAL PA	5,644.00	945.61	5,173.27	470.73	91.66		
TOTAL REVENUES		135,153.00	3,502.31	281,195.23	(146,042.23)	208.06		
Expenditures								
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	24,280.75	3,719.25	86.72		
103-013-541.000	ELECTRICITY	4,400.00	268.60	2,548.16	1,851.84	57.91		
103-013-543.000	WATER AND SEWER	0.00	0.00	317.99	(317.99)	100.00		
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	255.75	12,124.33	63,175.67	16.10		
103-013-551.000	PUBLIC RELATIONS	23,540.00	405.00	6,956.55	16,583.45	29.55		
103-013-561.000	INSURANCE	192.00	0.00	269.30	(77.30)	140.26		
103-013-563.000	POSTAGE	125.00	0.00	33.53	91.47	26.82		
103-013-564.000	OFFICE SUPPLIES	1,750.00	0.00	0.00	1,750.00	0.00		
103-013-565.000	LEGAL NOTICES&ADVERTISE	1,000.00	0.00	30.86	969.14	3.09		
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	1,550.00	25,695.00	(14,919.00)	238.45		
103-013-591.000	DEBT SERVICE-PRINCIPAL	15,000.00	0.00	170,000.00	(155,000.00)	1,133.33		
103-013-592.000	DEBT SERVICE-INTEREST	5,204.00	0.00	3,539.17	1,664.83	68.01		
TOTAL EXPENDITURES		165,287.00	2,479.35	245,795.64	(80,508.64)	148.71		
Fund 103 - VEHICLE PARKING FUND:								
TOTAL REVENUES		135,153.00	3,502.31	281,195.23	(146,042.23)	208.06		
TOTAL EXPENDITURES		165,287.00	2,479.35	245,795.64	(80,508.64)	148.71		
NET OF REVENUES & EXPENDITURES		(30,134.00)	1,022.96	35,399.59	(65,533.59)	117.47		