



June 17, 2021

Vehicle Parking District Advisory Board

8:15 AM

City Council Chambers

Administration Building

309 N. 5th Street

Norfolk, NE 68701

This meeting is subject to the provisions of the Open Meeting Act, which are posted in the meeting room and are accessible to members of the public.

1. Call to Order
2. Roll Call
3. Public Notification of the location of the Open Meetings Act
4. Financial Report
5. City Project Updates
6. Other Business
 - a) 2021-2022 Budget
7. Adjourn

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	1,040.00
103-000-123.001	NOTES RECEIVABLE	4,031.51
103-000-138.009	DUE FROM DISB. FUND	124,744.84
Total Assets		132,816.35
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	4,031.51
103-000-221.001	ACCOUNTS PAYABLE	2,129.75
Total Liabilities		6,161.26
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
Total Fund Balance		137,583.58
Beginning Fund Balance		137,583.58
Net of Revenues VS Expenditures		(10,928.49)
Ending Fund Balance		126,655.09
Total Liabilities And Fund Balance		132,816.35

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BGD USED
		2020-21 AMENDED BUDGET	MONTH 03/31/2021 INCREASE (DECREASE)	03/31/2021 NORMAL (ABNORMAL)	03/31/2021 NORMAL (ABNORMAL)	BALANCE		
Fund 103 - VEHICLE PARKING FUND								
Revenues								
103-000-311.001	PROPERTY TAXES	98,889.00	2,004.80	17,854.04	81,034.96	18.05		
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	0.00	103.87	166.13	38.47		
103-000-345.007	PROPERTY TAX CREDIT	0.00	1,821.37	1,821.37	(1,821.37)	100.00		
103-000-371.004	PARKING LOT RENT	30,000.00	400.00	35,013.00	(5,013.00)	116.71		
103-000-386.001	INTEREST ON LOANS	150.00	27.76	104.61	45.39	69.74		
103-000-388.001	OTHER INTEREST INCOME	200.00	191.81	526.24	(326.24)	263.12		
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	937.84	3,274.99	2,369.01	58.03		
TOTAL REVENUES		135,153.00	5,383.58	213,698.12	(78,545.12)	158.12		
Expenditures								
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	30,275.75	(2,275.75)	108.13		
103-013-541.000	ELECTRICITY	4,400.00	286.69	1,471.13	2,928.87	33.43		
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	354.75	2,071.50	73,228.50	2.75		
103-013-551.000	PUBLIC RELATIONS	23,540.00	405.00	3,556.60	19,983.40	15.11		
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	21.09	978.91	2.11		
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	1,500.00	13,825.00	(3,049.00)	128.29		
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	3,102.71	2,101.29	59.62		
TOTAL EXPENDITURES		165,287.00	2,546.44	224,626.61	(59,339.61)	135.90		
Fund 103 - VEHICLE PARKING FUND:								
TOTAL REVENUES		135,153.00	5,383.58	213,698.12	(78,545.12)	158.12		
TOTAL EXPENDITURES		165,287.00	2,546.44	224,626.61	(59,339.61)	135.90		
NET OF REVENUES & EXPENDITURES		(30,134.00)	2,837.14	(10,928.49)	(19,205.51)	36.27		

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	960.00
103-000-123.001	NOTES RECEIVABLE	4,031.51
103-000-138.009	DUE FROM DISB. FUND	132,367.20
Total Assets		140,358.71
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	4,031.51
103-000-221.001	ACCOUNTS PAYABLE	1,879.70
Total Liabilities		5,911.21
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
Total Fund Balance		137,583.58
Beginning Fund Balance		137,583.58
Net of Revenues VS Expenditures		(3,136.08)
Ending Fund Balance		134,447.50
Total Liabilities And Fund Balance		140,358.71

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE	% BDGT USED
		2020-21 AMENDED BUDGET	MONTH 04/30/2021 INCREASE (DECREASE)	04/30/2021 (ABNORMAL)	BALANCE (ABNORMAL)	
Fund 103 - VEHICLE PARKING FUND						
Revenues						
103-000-311.001	PROPERTY TAXES	98,889.00	10,058.25	27,912.29	70,976.71	28.23
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	0.00	103.87	166.13	38.47
103-000-345.007	PROPERTY TAX CREDIT	0.00	0.00	1,821.37	(1,821.37)	100.00
103-000-371.004	PARKING LOT RENT	30,000.00	220.00	35,233.00	(5,233.00)	117.44
103-000-386.001	INTEREST ON LOANS	150.00	0.00	104.61	45.39	69.74
103-000-388.001	OTHER INTEREST INCOME	200.00	15.09	541.33	(341.33)	270.67
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	3,274.99	2,369.01	58.03
TOTAL REVENUES		135,153.00	10,293.34	223,991.46	(88,838.46)	165.73
Expenditures						
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	30,275.75	(2,275.75)	108.13
103-013-541.000	ELECTRICITY	4,400.00	271.23	1,742.36	2,657.64	39.60
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	224.75	2,296.25	73,003.75	3.05
103-013-551.000	PUBLIC RELATIONS	23,540.00	504.95	4,061.55	19,478.45	17.25
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	21.09	978.91	2.11
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	1,500.00	15,325.00	(4,549.00)	142.21
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	3,102.71	2,101.29	59.62
TOTAL EXPENDITURES		165,287.00	2,500.93	227,127.54	(61,840.54)	137.41
Fund 103 - VEHICLE PARKING FUND:						
TOTAL REVENUES		135,153.00	10,293.34	223,991.46	(88,838.46)	165.73
TOTAL EXPENDITURES		165,287.00	2,500.93	227,127.54	(61,840.54)	137.41
NET OF REVENUES & EXPENDITURES		(30,134.00)	7,792.41	(3,136.08)	(26,997.92)	10.41

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	158,422.54
Total Assets		165,061.38
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	3,078.84
103-000-221.001	ACCOUNTS PAYABLE	320.52
Total Liabilities		3,399.36
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
Total Fund Balance		137,583.58
Beginning Fund Balance		137,583.58
Net of Revenues VS Expenditures		24,078.44
Ending Fund Balance		161,662.02
Total Liabilities And Fund Balance		165,061.38

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDGT USED
		2020-21 AMENDED BUDGET	MONTH 05/31/2021 INCREASE (DECREASE)	05/31/2021 NORMAL (ABNORMAL)	05/31/2021 NORMAL (ABNORMAL)	BALANCE		
Fund 103 - VEHICLE PARKING FUND								
Revenues								
103-000-311.001	PROPERTY TAXES	98,889.00	34,635.86	62,548.15	36,340.85	63.25		
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	0.00	103.87	166.13	38.47		
103-000-345.007	PROPERTY TAX CREDIT	0.00	1,821.37	3,642.74	(3,642.74)	100.00		
103-000-371.004	PARKING LOT RENT	30,000.00	(400.00)	34,833.00	(4,833.00)	116.11		
103-000-386.001	INTEREST ON LOANS	150.00	12.93	117.54	32.46	78.36		
103-000-388.001	OTHER INTEREST INCOME	200.00	5.52	546.85	(346.85)	273.43		
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	952.67	4,227.66	1,416.34	74.91		
TOTAL REVENUES		135,153.00	37,028.35	261,019.81	(125,866.81)	193.13		
Expenditures								
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	(5,995.00)	24,280.75	3,719.25	86.72		
103-013-541.000	ELECTRICITY	4,400.00	268.60	2,010.96	2,389.04	45.70		
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	9,305.46	11,601.71	63,698.29	15.41		
103-013-551.000	PUBLIC RELATIONS	23,540.00	405.00	4,466.55	19,073.45	18.97		
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	9.77	30.86	969.14	3.09		
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	5,820.00	21,145.00	(10,369.00)	196.22		
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	3,102.71	2,101.29	59.62		
TOTAL EXPENDITURES		165,287.00	9,813.83	236,941.37	(71,654.37)	143.35		
Fund 103 - VEHICLE PARKING FUND:								
TOTAL REVENUES		135,153.00	37,028.35	261,019.81	(125,866.81)	193.13		
TOTAL EXPENDITURES		165,287.00	9,813.83	236,941.37	(71,654.37)	143.35		
NET OF REVENUES & EXPENDITURES		(30,134.00)	27,214.52	24,078.44	(54,212.44)	79.90		

FUND REVENUE DETAIL

FUND CODE: 103

Code	Description	2018-2019 Actual Revenues	2019-2020 Actual Revenues	2020-2021 Estimated Revenues	2020-2021 Budget	2021-2022 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
	Beginning Fund Balance	89,607	110,735	151,090	131,545	185,231	53,686	40.81%
	Taxes							
31101	Property Taxes	91,504	102,869	96,000	98,889	106,889	8,000	8.09%
31401	Motor Vehicle Pro Rate	294	285	300	270	270	-	-
34507	Property Tax Credit	5,812	6,526	3,643	-	-	-	-
	Total Taxes	97,610	109,680	99,943	99,159	107,159	8,000	8.07%
	Rent & Other Revenue							
37102	Other Rental Income	-	190	-	-	-	-	-
37104	Parking Lot Rent	27,196	34,769	34,900	30,000	30,000	-	-
37404	Miscellaneous	200	-	-	-	-	-	-
37408	Late Charges	4	-	-	-	-	-	-
	Total Rent & Other Revenue	27,400	34,959	34,900	30,000	30,000	-	-
	Other Interest Income							
38601	Interest on Loans	563	274	149	150	12	(138)	(92.00%)
38801	Other Interest Income	1,375	1,822	600	200	200	-	-
	Total Other Interest Income	1,938	2,096	749	350	212	(138)	(39.43%)
	Non-Revenue Receipts							
39503	Proceeds - Refunding Bonds	-	-	155,000	-	-	-	-
39704	Other Loans Principal Payments	6,192	5,037	6,164	5,644	1,920	(3,724)	(65.98%)
	Total Non-Revenue Receipts	6,192	5,037	161,164	5,644	1,920	(3,724)	(65.98%)
	Total Revenue	133,140	151,772	296,756	135,153	139,291	4,138	3.06%
	Total Funds Available	222,747	262,507	447,846	266,698	324,522	57,824	21.68%

FUND REVENUE BUDGET CALCULATION**FUND CODE: 103**

Code	Description	Amount
	BEGINNING FUND BALANCE	185,231
	Estimate of amount to be brought forward on October 1, 2021 after current obligations which includes \$12,968 cash held by the County Treasurer.	
31101	PROPERTY TAXES	106,889
	All property taxes on real and personal property are measured by value. Assuming a 1% collection fee, it will be necessary to levy property tax of \$107,958 resulting in a levy rate of 35 cents per \$100 of assessed value.	
31401	MOTOR VEHICLE PRO RATE	270
37104	PARKING LOT RENT	30,000
	Parking lot rent based on \$80 per stall.	
38601	INTEREST ON LOANS	12
38801	OTHER INTEREST INCOME	200
	Average of beginning and ending balance @ 0.15%.	
39704	OTHER LOANS PRINCIPAL PAYMENTS	1,920

DIVISION EXPENDITURE DETAIL

DIVISION CODE: 013

Code	Description	2018-2019 Actual Expenditures	2019-2020 Actual Expenditures	2020-2021 Estimated Expenditures	2020-2021 Budget	2021-2022 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
	Other Operating Costs							
33	Contract Snow Removal	25,130	23,103	24,281	28,000	28,000	-	-
	Total Other Operating Costs	25,130	23,103	24,281	28,000	28,000	-	-
	Utilities & Maintenance							
41	Electricity	4,141	4,105	4,000	4,400	4,400	-	-
43	Water & Sewer	-	-	1,000	-	1,200	1,200	100.00%
46	Building Ground & Plant Maintenance	22,948	29,748	16,000	75,300	115,300	40,000	53.12%
	Total Utilities & Maintenance	27,089	33,853	21,000	79,700	120,900	41,200	51.69%
	Legislative Affairs							
51	Public Relations	13,957	10,341	12,000	23,540	23,540	-	-
	Total Legislative Affairs	13,957	10,341	12,000	23,540	23,540	-	-
	Other Administration & Overhead							
61	Insurance	140	185	269	192	275	83	43.23%
63	Postage	38	75	125	125	125	-	-
64	Office Supplies	2	589	1,500	1,750	1,750	-	-
65	Legal Notices & Advertising	739	644	1,000	1,000	1,000	-	-
68	Other Professional Fees	24,188	22,131	28,900	10,776	24,180	13,404	124.39%
	Total Administration & Overhead	25,107	23,624	31,794	13,843	27,330	13,487	97.43%
	Debt Service							
91	Principal	15,000	15,000	170,000	15,000	15,000	-	-
92	Interest	5,729	5,496	3,540	5,204	1,014	(4,190)	(80.51%)
	Total Debt Service	20,729	20,496	173,540	20,204	16,014	(4,190)	(20.74%)
	Total Expenditures	112,012	111,417	262,615	165,287	215,784	50,497	30.55%
	Ending Balance	110,735	151,090	185,231	101,411	108,738	7,327	7.23%
	Total Funds Accounted For	222,747	262,507	447,846	266,698	324,522	57,824	21.68%

DIVISION EXPENDITURE BUDGET CALCULATION

DIVISION CODE: 013

Code	Description	Amount	Code	Description	Amount	Code	Description	Amount
30	OTHER OPERATING COSTS		60	OTHER ADMIN. & OVERHEAD				
33	CONTRACT SNOW REMOVAL		61	INSURANCE			GRAND TOTAL	215,784
	Estimated cost to contract w/outside contractors to remove snow of Off-Street Parking District	28,000		General Liability	275			
	TOT.CONTRACT SNOW REMOVA	28,000		TOTAL INSURANCE	275			
	TOTAL OTHER OPER. COSTS	28,000	63	POSTAGE	125			
				TOTAL POSTAGE	125			
40	UTILITIES & MAINTENANCE		64	OFFICE SUPPLIES				
41	ELECTRICITY			Tags	750			
	Lights	4,400		Miscellaneous	1,000			
	TOTAL ELECTRICITY	4,400		TOTAL OFFICE SUPPLIES	1,750			
43	WATER & SEWER		65	LEGAL NOTICES & ADVERTISE	1,000			
	City Owned Sprinklers	1,200		TOT. LEGAL NOTICES&ADVER.	1,000			
	TOTAL WATER & SEWER	1,200	68	PROFESSIONAL FEES				
46	MAINTENANCE			Transfer to City of Norfolk General Fund for billing and collecting of rents, bookkeeping, and general administration	5,780			
	Sweeping	3,500		Filing Fees for FIP	400			
	Snow Removal	2,500		DNA Management of Digital Sign	18,000			
	Landscape Maintenance	9,000		TOTAL PROFESSIONAL FEES	24,180			
	Parking Lot Maintenance	95,000		TOT. OTHER ADMIN.&OVHEAD	27,330			
	Trash Collection	2,800						
	Materials & Miscellaneous Labor	2,500	90	DEBT SERVICE				
	TOTAL MAINTENANCE	115,300	91	PRINCIPAL				
	TOTAL UTILITIES & MAINT.	120,900		Bond Payment	15,000			
				TOTAL PRINCIPAL	15,000			
50	LEGISLATIVE AFFAIRS		92	INTEREST				
51	PUBLIC RELATIONS			Bond Payment	1,014			
	Music Service	660		TOTAL INTEREST	1,014			
	Website Management	1,680		TOTAL DEBT SERVICE	16,014			
	Billboard Advertising	4,200						
	Other Advertising & Promotion	17,000						
	TOTAL PUBLIC RELATIONS	23,540						
	TOTAL LEGISLATIVE AFFAIRS	23,540						

DIVISION EXPENDITURE BUDGET CALCULATION

DIVISION CODE: 013

FISCAL YEAR 2021-2022

Bond Issue	Payment Date	Principal Amount	Payment Date	Interest Amount	Total Interest
Off-Street Parking Refunding Bonds Series 2020	12-15-2021	15,000	12-15 -21 6-15 -22	524 490	1,014
TOTALS		15,000		1,014	1,014