
AGENDA

Vehicle Parking District
May 19, 2022 – 8:15 a.m.

City Administration Building – Training Room
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. Approval of Agenda
- C. Approval of meeting minutes from April 21, 2022 - Attached
- D. Financial Report – Attached (if available)
 - 1. Review invoices
- E. New Business
 - 1. 2022-2023 Budget development
- F. Old Business
 - 1. PUMA call recap
 - 2. Parking lot striping
- G. Other Business
 - 1. City project update

Next meeting June 16, 2022 at 8:15 a.m. at the Administration Building, 309 N 5th St.

VEHICLE PARKING DISTRICT ADVISORY BOARD

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:19 a.m. Roll call found the following Board members present.

Members Present

Pat Carney	Steve McNally
Connie Geary	Justin Webb

Members Absent

Stephanie Bates	Doug Stebbing
John Stappert	

Guests

Scott Adams	Jennifer Olson
Anna Allen	Steve Rames
Candice Alder	Ex-Officio – Amy Renter
Mickella Brabec	Sheila Rios

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

B. Recommended Actions

Approval of Agenda

A motion was made by Webb and seconded by Carney to approve the agenda. Roll call: Ayes: Carney, Geary, McNally, Webb. Nays: None. Absent: Bates, Stappert, Stebbing.

Approval of Minutes

A motion was made by Justin Webb and seconded by Pat Carney to approve the minutes from the March 17, 2022 meeting. Roll call Ayes: Carney, Geary, McNally, Webb. Nays: None. Absent: Bates, Stappert, Stebbing.

C. Financial Report

Discussion was held on the annual budget. City Staff Accountant Sheila Rios explained Item 46 – Maintenance – Snow Removal - \$2,500 is budgeted for snow occurrences that might require city staff to remove snow. Public Works Director Steven Rames reported that the city will be replacing and absorbing the cost of downtown parking lot signs. The group discussed using the Parking Lot Maintenance dollars to pay for the removal of the old posts. Rames also brought up that striping of parking lots and spaces is usually done annually or every other year, depending on funding. McNally requested that Parking Lot E be considered as a priority project for repair. It was discussed to select and budget for the repair of one parking lot per year. Rios reported Item 46 – Maintenance – Sweeping - \$3,500 is billed once per year in June.

Financial Report continued

Renter asked if Billboard Advertising - \$4,200 was being spent. Geary responded it is not being used and should be re-allocated to a different budget line. Rios reminded the board to notify her of large, budgeted expenses that would be coming out of the budget this year so she can include them when preparing the 2022-23 budget. She also mentioned that the Trash Collection - \$2,800 had not been expended and was going to look into it and report back. Rios said the board should plan to give input on the 2022-23 budget at the next meeting and said she would attend. Invoices from Love Signs and Lacey J Porn were reviewed. Webb made a motion, second by McNally to approve the Love Signs invoice. Roll call Ayes: Carney, Geary, McNally, Webb. Nays: None. Absent: Bates, Stappert, Stebbing.

D. Old Business – None

E. New Business

1. Zoom call with Brad with PUMA

The call is scheduled for April 26, 2022 from 11:30 a.m. to 12:15 p.m. The city will host the call in the City Administration Building Training Room. Renter would share the meeting invite with selected DNA members. Geary asked board members to be ready and to bring their questions.

2. Downtown Tree Replacements

Jennifer Olson reported on April 20, 2022, the staff from the Parks department and the mayor conducted a walking assessment of all trees on both sides of Norfolk Ave from 1st Street to 7th Street. The assessment found missing trees and trees that need to be removed. The Parks department has committed to planting approximately 40 new trees in the downtown area. Rames reported that he is working with the Streets department to repair alleys as they cross sidewalks in downtown.

3. Downtown Lighting

Economic Developer Candice Alder reported Festoon Lighting. Alder is working to request a quote for a Festoon Lighting Plan designed for the downtown area. The deliverables outlined include proposed anchor point locations – preference is to use city-owned infrastructure, evaluation of weight requirements for Festoon Lighting Plan and recommendation for placement of reinforced cables if/where necessary, recommendation for multi-phase implementation, recommendation for type of lighting suitable for long-term commercial use, provide an opinion of probable cost for each phase of the plan and the economic benefits of enhanced lighting. Webb suggested to implementing the lighting all at once instead of phases. The lighting will increase value to parts of downtown if it's done in phases.

4. Parking Lot Striping

There was no time left in the meeting to discuss this item.

F. Other Business

- 1) City project Update – No Updates
- 2) Next meeting is May 19, 2022 at 8:15 a.m. in the City Administration Building – Training Room.
- 3) Agenda Items for next meeting - Budget

G. Meeting adjourned at 9:35 a.m.

VPD Monthly Financial Summary - April 1, 2022 - April 30, 2022

Date	Expenses	Deposit	Expense	Description
4/30/2022	Sound Products		\$55.00	Monthly Music Service
				Monthly Payment for rent and monthly fees for
5/15/2022	DNA		\$1,500.00	maintenance, electricity, insurance of sign
5/3/2022	Hollman Media		\$74.95	Monthly Agreement CMS Pro Hosting
4/21/2022	Prime Sanitation		\$1,534.50	Monthly Trash Charges
4/19/2022	Lacey J. Porn		\$840.00	Website management for 4/1/2022-6/30/2022
	Total Expenses		\$4,004.45	

Lacey J Porn
lacey.porn@gmail.com
PO Box 269
Battle Creek, NE 68715

INVOICE
Date: 04/19/2022
Invoice #: 1581

Bill To:
Vehicle Parking District
City of Norfolk
309 N 5th St
Norfolk, NE 68701

Description:	Qty:	Amount:
Website Management: Update TheRiverPoint.com with new events, photos, information, etc. Gather business information to add, edit, and delete business profiles. 8 hours per month for a 3-month period. Service Dates: 04/01/2022 - 06/30/2022	24	\$840
Total:	24	\$840

Thank you!

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	101,112	2,223	2.25%
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	101,382	2,223	2.24%
	Rent & Other Revenue							
37102	Other Rental Income	-	190	-	-	-	-	-
37104	Parking Lot Rent	27,196	34,769	34,900	30,000	-	(30,000)	(100.00%)
37404	Miscellaneous	200	-	-	-	-	-	-
37408	Late Charges	4	-	-	-	-	-	-
	Total Rent & Other Revenue	27,400	34,959	34,900	30,000	-	(30,000)	(100.00%)
	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	103,514	(31,639)	(23.41%)
	Total Funds Available	222,747	262,507	447,846	266,698	288,745	22,047	8.27%

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	101,112
	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 \$102,123 resulting in a levy rate of 35 cents per \$100 of assessed value.	
31401	MOTOR VEHICLE PRO RATE	270
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	85,300	10,000	13.28%
	Total Utilities & Maintenance	27,089	33,853	21,000	79,700	90,900	11,200	14.05%
	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	185,784	20,497	12.40%
	Ending Balance	110,735	151,090	185,231	101,411	102,961	1,550	1.53%
	Total Funds Accounted For	222,747	262,507	447,846	266,698	288,745	22,047	8.27%

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				
	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			Miscellaneous	1,750			
	Lights	4,400		TOTAL OFFICE SUPPLIES	1,750			
	TOTAL ELECTRICITY	4,400	65	LEGAL NOTICES & ADVERTISE	1,000			
				TOT. LEGAL NOTICES&ADVER.	1,000			
43	WATER & SEWER		68	PROFESSIONAL FEES				
	City Owned Sprinklers	1,200		Transfer to City of Norfolk General Fund for bookkeeping, and general administration	5,780			
	TOTAL WATER & SEWER	1,200		Filing Fees for FIP	400			
46	MAINTENANCE			DNA Management of Digital Sign	18,000			
	Sweeping	3,500		TOTAL PROFESSIONAL FEES	24,180			
	Snow Removal	2,500		TOT. OTHER ADMIN.&OVHEAD	27,330			
	Landscape Maintenance	9,000	90	DEBT SERVICE				
	Parking Lot Maintenance	65,000	91	PRINCIPAL				
	Trash Collection	2,800		Bond Payment	15,000			
	Materials & Miscellaneous Labor	2,500		TOTAL PRINCIPAL	15,000			
	TOTAL MAINTENANCE	85,300	92	INTEREST				
	TOTAL UTILITIES & MAINT.	90,900		Bond Payment	1,014			
50	LEGISLATIVE AFFAIRS			TOTAL INTEREST	1,014			
51	PUBLIC RELATIONS			TOTAL DEBT SERVICE	16,014			
	Music Service	660						
	Website Management	1,680		GRAND TOTAL	185,784			
	Billboard Advertising	4,200						
	Other Advertising & Promotion	17,000						
	TOTAL PUBLIC RELATIONS	23,540						
	TOTAL LEGISLATIVE AFFAIRS	23,540						

CITY OF NORFOLK, NE

VEHICLE PARKING FUND

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