
AGENDA

**Vehicle Parking District
July 21, 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 June 16, 2022 - Attached
- D. Financial Report – Attached if available
 - 1. Review invoices
- E. Old Business
 - 1. Approve 2022-2023 Budget
- F. New Business
 - 1. Approve Resolution No. 2022-1 – Request Allocation of \$110,203 from Norfolk City Council
 - 2. Downtown Sign – Retrofit, discontinue digital use
 - 3. City-owned parking Lot C-1
- G. Other Business
 - 1. City projects update
- H. Adjourn

BID Exploration Steering Committee members are invited to join at 9:00 am. VPD business will be concluded and the PUMA Introduction, BID and an overview of the process will begin.

Next meeting August 18, 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 8:17 a.m.

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.

Roll call found the following Board members present.

Members Present

Connie Geary
John Stappert
Justin Webb

Pat Carney
Doug Stebbing

Members Absent

Stephanie Bates

Guests

Scott Adams
Candice Alder
Mickella Brabec

Melissa Figueroa
Steve Rames

B. Approval of Agenda

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

C. Approval of Minutes

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

D. Financial Report

1. Review Invoices

Board members discussed the monthly invoices. There was a question on the location of one water bill. Mickella Brabec will ask staff and report back. Also discussed was why VPD paid for the watering costs of downtown and why the city doesn't absorb those costs. The board agreed they need to be aware of any increasing costs that might go along with increasing sprinklers downtown. Webb made a motion, seconded by John Stappert, to approve the monthly invoices. Roll call: Ayes: Carney, Geary, Stappert, Stebbing and Webb. Nays: None. Absent: Bates

2. Review 2022-2023 Budget

Board members discussed the proposed budget for 2022-2023. There was a question over the increased bond payment and about moving one monthly invoice to a different category. Mickella Brabec will ask staff and report back.

E. Old Business

1. PUMA Discussion

Connie Geary led discussion on PUMA by reviewing the letter dated November, 2021, the objectives and steps and steering committee composition. City of Norfolk Economic Developer, Candice Alder, reported that the City Council approved \$100,000 for downtown planning. Alder also reported the VPD could make a recommendation to the City Council to approve the contract with PUMA. If recommended, the contract would be voted on at the July 5, 2022 meeting. PUMA would participate in the July 21, 2022 VPD meeting and in Norfolk August 29 – 31. City Engineer, Steve Rames, commented on keeping the consultant’s focus on the downtown as a whole and not focus on a narrow topic. Board members questioned if the BID would still provide parking lot maintenance and were concerned about funding for parking lot repair. Alder reported staff will be sending PUMA requested studies and plans from previous downtown planning grants. It was questioned if the VPD had contacted other consultants. Yes; PUMA was chosen because they specialize specifically in BID development. Pat Carney and Steve Rames both shared their concern for the need for a cap on expenses be documented in the contract. It was determined that a “Not to exceed” clause would be added to the contract. Justin Webb made a motion to recommend the PUMA contract move forward to City Council. Pat Carney seconded the motion. Roll call: Ayes: Carney, Geary, Stappert, Stebbing and Webb. Nays: None. Absent: Bates

F. New Business

1. BID Steering Committee Discussion

Board members began discussing nominations for the BID Steering Committee. Candice Alder told members the steering committee should be between 8-15 people. The steering committee members will be expected to participate in all meetings which could range from 90 minutes to 2 hours. It was decided that current VPD members would sit on the steering committee if they are able. Alder also informed the group that Justin Webb would not be able to stay on VPD if he is elected to the City Council. He could participate on the steering committee as a downtown business owner. Stephanie Bates, John Stappert and Doug Stebbing declined serving on the committee. A list of 15 names with 6 alternates was agreed upon. City staff will contact the individuals about serving on the steering committee and report back at the July meeting.

2. BID Steering Committee Selection – No Discussion.

G. Other Business

1. City Projects Update – No discussion.

H. Adjourn

Webb moved to adjourn the meeting at 9:50 a.m.

Next meeting will be July 21, 2022 at 8:15 a.m. in the Training Room at the City Administration Building.

VPD Monthly Financial Summary - June 1, 2022 - July 1, 2022

Date	Expenses	Deposit	Expense	Description
6/30/2022	Sound Products		\$55.00	Monthly Music Service
6/20/2022	DNA		\$1,500.00	Monthly Payment for rent and monthly fees for maintenance, electricity, insurance of sign
7/7/2022	Hollman Media		\$74.95	Monthly Agreement CMS Pro Hosting
7/1/2022	Prime Sanitation		\$255.75	Monthly Trash Charges
6/30/2022	Lacey J Porn		\$840.00	Quarterly Website Management (7-1-22 to 9-30-22)
	City of Norfolk			Water Billings
	Total Expenses		\$2,725.70	

FUND REVENUE DETAIL

FUND CODE: 103

Code	Description	2019-2020 Actual Revenues	2020-2021 Actual Revenues	2021-2022 Estimated Revenues	2021-2022 Budget	2022-2023 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
	Beginning Fund Balance	110,735	151,090	196,549	185,231	181,844	(3,387)	(1.83%)
	Taxes							
31101	Property Taxes	102,869	95,348	96,500	101,112	109,112	8,000	7.91%
31401	Motor Vehicle Pro Rate	285	292	300	270	270	-	-
	Total Taxes	103,154	95,640	96,800	101,382	109,382	8,000	7.89%
	Intergovernmental Revenues							
34506	Homestead Allocation	-	-	65	-	-	-	-
34507	Property Tax Credit	6,526	4,316	4,371	-	-	-	-
	Total Intergovernmental Revenues	6,526	4,316	4,436	-	-	-	-
	Rent & Other Revenue							
37102	Other Rental Income	190	-	-	-	-	-	-
37104	Parking Lot Rent	34,769	34,643	-	-	-	-	-
	Total Rent & Other Revenue	34,959	34,643	-	-	-	-	-
	Other Interest Income							
38601	Interest on Loans	274	145	2	12	-	(12)	(100.00%)
38801	Other Interest Income	1,822	733	400	200	1,400	1,200	600.00%
	Total Other Interest Income	2,096	878	402	212	1,400	1,188	560.38%
	Non-Revenue Receipts							
39503	Proceeds - Refunding Bonds	-	155,000	-	-	-	-	-
39704	Other Loans Principal Payments	5,037	6,132	1,175	1,920	-	(1,920)	(100.00%)
	Total Non-Revenue Receipts	5,037	161,132	1,175	1,920	-	(1,920)	(100.00%)
	Total Revenue	151,772	296,609	102,813	103,514	110,782	7,268	7.02%
	Total Funds Available	262,507	447,699	299,362	288,745	292,626	3,881	1.34%

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

Code	Description	Amount
	BEGINNING FUND BALANCE	181,844
	Estimate of amount to be brought forward on October 1, 2022 after current obligations which includes \$14,019 cash held by the County Treasurer.	
31101	PROPERTY TAXES	109,112
	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 \$110,203 resulting in a levy rate of 35 cents per \$100 of assessed value.	
31401	MOTOR VEHICLE PRO RATE	270
38801	OTHER INTEREST INCOME	1,400
	Average of beginning and ending balance @ 1%.	

DIVISION EXPENDITURE DETAIL

DIVISION CODE: 013

Code	Description	2019-2020 Actual Expenditures	2020-2021 Actual Expenditures	2021-2022 Estimated Expenditures	2021-2022 Budget	2022-2023 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
	Other Operating Costs							
33	Contract Snow Removal	23,103	24,281	4,032	28,000	28,000	-	-
	Total Other Operating Costs	23,103	24,281	4,032	28,000	28,000	-	-
	Utilities & Maintenance							
41	Electricity	4,105	3,424	4,000	4,400	4,400	-	-
43	Water & Sewer	-	1,289	2,000	1,200	1,500	300	25.00%
46	Building Ground & Plant Maintenance	29,748	13,444	46,000	85,300	78,200	(7,100)	(8.32%)
	Total Utilities & Maintenance	33,853	18,157	52,000	90,900	84,100	(6,800)	(7.48%)
	Legislative Affairs							
51	Public Relations	10,341	7,592	11,000	23,540	21,500	(2,040)	(8.67%)
	Total Legislative Affairs	10,341	7,592	11,000	23,540	21,500	(2,040)	(8.67%)
	Other Administration & Overhead							
61	Insurance	185	269	464	275	550	275	100.00%
63	Postage	75	34	50	125	50	(75)	(60.00%)
64	Office Supplies	589	-	500	1,750	500	(1,250)	(71.43%)
65	Legal Notices & Advertising	644	31	1,000	1,000	1,000	-	-
68	Other Professional Fees	22,131	27,247	32,458	24,180	27,540	3,360	13.90%
	Total Administration & Overhead	23,624	27,581	34,472	27,330	29,640	2,310	8.45%
	Debt Service							
91	Principal	15,000	170,000	15,000	15,000	20,000	5,000	33.33%
92	Interest	5,496	3,539	1,014	1,014	930	(84)	(8.28%)
	Total Debt Service	20,496	173,539	16,014	16,014	20,930	4,916	30.70%
	Total Expenditures	111,417	251,150	117,518	185,784	184,170	(1,614)	(0.87%)
	Ending Balance	151,090	196,549	181,844	102,961	108,456	5,495	5.34%
	Total Funds Accounted For	262,507	447,699	299,362	288,745	292,626	3,881	1.34%

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	550			
	TOT.CONTRACT SNOW REMOVA	28,000		TOTAL INSURANCE	550			
	TOTAL OTHER OPER. COSTS	28,000	63	POSTAGE	50			
				TOTAL POSTAGE	50			
40	UTILITIES & MAINTENANCE		64	OFFICE SUPPLIES				
41	ELECTRICITY			Miscellaneous	500			
	Lights	4,400		TOTAL OFFICE SUPPLIES	500			
	TOTAL ELECTRICITY	4,400	65	LEGAL NOTICES & ADVERTISE	1,000			
43	WATER & SEWER			TOT. LEGAL NOTICES&ADVER.	1,000			
	City Owned Sprinklers	1,500	68	PROFESSIONAL FEES				
	TOTAL WATER & SEWER	1,500		Transfer to City of Norfolk General Fund for bookkeeping, and general administration	5,780			
46	MAINTENANCE			Filing Fees for FIP	400			
	Sweeping	3,500		Website Management	3,360			
	Landscape Maintenance	9,000		DNA Management of Digital Sign	18,000			
	Parking Lot Maintenance	60,000		TOTAL PROFESSIONAL FEES	27,540			
	Trash Collection	3,200		TOT. OTHER ADMIN.&OVHEAD	29,640			
	Materials & Miscellaneous Labor	2,500						
	TOTAL MAINTENANCE	78,200	90	DEBT SERVICE				
	TOTAL UTILITIES & MAINT.	84,100	91	PRINCIPAL				
50	LEGISLATIVE AFFAIRS			Bond Payment	20,000			
51	PUBLIC RELATIONS			TOTAL PRINCIPAL	20,000			
	Music Service	660	92	INTEREST				
	Website Hosting	840		Bond Payment	930			
	Other Advertising & Promotion	20,000		TOTAL INTEREST	930			
	TOTAL PUBLIC RELATIONS	21,500		TOTAL DEBT SERVICE	20,930			
	TOTAL LEGISLATIVE AFFAIRS	21,500						
				GRAND TOTAL	184,170			

CITY OF NORFOLK, NE

VEHICLE PARKING FUND

DIVISION EXPENDITURE BUDGET CALCULATION

DIVISION CODE: 013

FISCAL YEAR 2022-2023

Bond Issue	Payment Date	Principal Amount	Payment Date	Interest Amount	Total Interest
Off-Street Parking Refunding Bonds Series 2020	12- 15- 2022	20,000	12-15 -22 6-15 -23	490 440	930
TOTALS		20,000		930	930

Resolution No. 2022-1

WHEREAS, the board of the Vehicle Off-Street Parking District No. 1 of the City of Norfolk, Nebraska, has declared its intent to submit to the City Council a preliminary request for levy allocation of \$110,203; and

WHEREAS, the board has approved the request by a majority vote of the board members present at the July 21, 2022 board meeting.

NOW, THEREFORE BE IT RESOLVED, by the board of the Vehicle Off-Street Parking District No. 1 of the City of Norfolk, Nebraska as follows:

The board requests a levy allocation of \$110,203 from the Norfolk City Council.

PASSED AND APPROVED this 21st day of July, 2022.

VPD President

ATTEST:

VPD Vice President