
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

November 17, 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 November 10, 2022 - Attached
- D. Financial Report – Attached if available
 - 1. Review invoices
 - 2. Trash removal bid update
- E. New Business
 - 1. Justin Webb resignation
 - 2. Board nominations
 - 3. Discussion regarding use of Riverpoint District logo
- F. Old Business
 - 1. Parking lot discussion
 - 2. PUMA Business Improvement District (BID) planning update
 - 3. Snow removal – overview of bids received
 - 4. Base level of service discussion – see attached examples
- G. Adjourn

The next meeting will be December 15, 2022 at 8:15 a.m. at the City of Norfolk Administration Building, 309 N 5th Street, Norfolk, NE.

VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Minutes – November 10, 2022 at 8:15 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:32 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: Connie Geary, Justin Webb, Stephanie Bates

Members Absent: Pat Carney (alternate), Steven McNally (alternate), Douglas Stebbing, Amy Renter (ex-officio).

Guests: Scott Adams Staff: Anna Allen, Candice Alder, Steve Rames, Will Elwell, and Mikah Wheeler.

B. Approval of Agenda

A motion was made by Bates and seconded by Webb to approve the agenda. Roll call: Ayes: Justin Webb, Stephanie Bates, and Connie Geary. Nays: None.

C. Approval of Minutes

A motion was made by Webb, seconded by Bates to approve the minutes. Roll call: Ayes: Justin Webb, Stephanie Bates, and Connie Geary. Nays: None.

D. Financial Report

No financial report.

E. New Business

a. Snow removal

Elwell informed board that the contract for snow removal for the VPD expired in the spring. The expired contract was brought to the attention of Elwell when discussing City snow removal for downtown streets. Elwell informed the board that a request for bid has been sent and the results will be back November 16. The City of Norfolk has a verbal contract with a contractor that will move piled snow the day after a snow event. Elwell stated the City does not have the workforce to handle parking lot snow removal. ASPM did not want to renew their contract. Rames informed the VPD board that the process will include a bid opening, VPD recommendation, and finally City Council approval. There may be a variety of options for the VPD to consider, ideally a contract for street and parking lot removal in one. Rames indicated it may take a week or two to digest the contracts once they are opened.

F. Old Business

a. Parking and street- Discussion over responsibilities of City and VPD

i. Streetlights- Model Electric

1. In the median is City
2. On sidewalks is VPD

ii. Parking Lots

1. The city will mill and overlay the public parking lots.
2. The maintenance of the parking lots will then be the responsibility of the VPD or BID. (crack sealing, painting, etc)

Geary told the board that business owners and employees are using parking spaces in front of businesses forcing customers to park further away or leave downtown altogether. Rames indicated to the VPD board that they might need to consider adding parking meters to free up parking spaces in front of businesses downtown.

G. Adjourn.

Bates made a motion to adjourn the meeting. The meeting was adjourned at 9:28 a.m.

The next VPD meeting will be Thursday, November 17, 2022 at 8:15 a.m. at the City of Norfolk Administration building at 309 N. 5th Street, Norfolk, NE.

VPD Monthly Financial Summary - Nov. 17, 2022

Date	Expenses	Deposit	Expense	Description
11/7/2022	Sound Products		\$ 55.00	Monthly Music Service
11/7/2022	Prime Sanitation		\$ 348.75	
11/7/2022	Hollman Media		\$ 70.00	
11/7/2022	Downtown Norfolk Association		\$ 1,500.00	
11/7/2022	Lacey J Porn		\$ 840.00	Web Services/Development
			\$ 2,813.75	

Attachment 4

Steamboat Springs Business Improvement District (BID):

Base Level of Services

Routt County Service Provider	Expected Base Level of Service	BID Enhanced Services
County Regional Building Dept.	Review of building permit applications and issuance of building permits	-
	Building permit construction inspections	-
	Building inspections as needed for safety concerns	-
City of Steamboat Springs Service Provider	Expected Base Level of Service	BID Enhanced Services
City Clerk	Processing and issuance of special event permits and new liquor licensing applications/transfer of ownership/renewals	Coordinate with City Clerk to provide education and assistance to business owners regarding special event permits and liquor laws
City Manager's Office	Appointment of staff liaison to BID Board and consultation with MainStreet Steamboat/the Downtown Steamboat Springs Business Improvement District for regular reporting to City Council	-
City Code Enforcement	Responding to animal control and code enforcement calls for service.	-
	Education and enforcement actions.	Coordinate and assist with education and notifications, including signage, sandwich boards, sidewalk enforcement, etc.
City Facilities Dept.	Maintenance of bus shelters (cleaning, graffiti removal, pavement within)	BID administers overall trash/recycling contract and enhances services by increasing frequency to once a day seven days a week year round, weather permitting (includes scheduling pick-ups, fix when broken, stand up when tipped, etc.).
	Snow removal at bus shelters and City facilities	
	Sidewalk maintenance at City facilities	
	City currently takes care of trash at Bus Shelters and City Parks (2-3 x per week, depending on season) and would pay BID a comparable fee for base level of service	
City Finance Dept.	Sales tax collection and assistance with sales tax licensing, education, reporting and compliance	-
Fire Dept.	Routine Fire Rescue and EMT/ambulance services	-
City Parks and Recreation Dept.	Mowing and weeding, including aeration and fertilization, based on department's mowing, weeding, aeration/fertilization schedule on all City owned properties. (contracted at \$9,000 annually)	BID will administer master contract and provide services as necessary, including watering of flower pots on Lincoln Avenue daily. Flowers displayed from approximately June 1st through September 30th, weather permitting.

City of Steamboat Springs Service Provider	Expected Base Level of Service	BID Enhanced Services
City Parks and Recreation Dept. (cont...)	Staff will energize the irrigation system in the spring, winterize in the fall, adjust heads as needed, repair breaks in a timely manner, and prevent any interruptions in the watering cycles for all City landscaping within the District. Performance of routine maintenance on the system components based on maintenance schedule, and winterization of the sprinkler system, as necessary.	Site amenities (trash cans, bike racks, benches, etc.) installed and removed seasonally as required for winter maintenance and stored off-site, in cooperation with the City. Amenities such as trash receptacles, bike racks, light poles, benches are inspected once a week for damage.
	Tree, shrub and plant care to maintain health, vigor and aesthetic appearance according to accepted horticultural practices. This includes cutting back ornamental grasses, herbaceous perennials, and pruning all dead, diseased and dying branches. Pruning of ground covers to maintain neat, well-kept appearance. Regular pruning of trees to maintain desirable form, eliminate diseased or damaged growth, prevent health or safety hazards, and maintain sidewalk and street clearance. Once a year or more, overall pruning will occur of all trees, shrubs and plant material. Once a month winter tree watering is done on all trees throughout the streetscape tree wells.	Graffiti eradication including all surfaces throughout the site, including but not limited to private property on: walkways, hard surfaces, benches, tables, boulders, retaining walls, signage, lighting and fencing, as needed
		Weather permitting, the holiday lights are installed on the street trees approximately November 1st and displayed through close of the Steamboat Springs Ski Area. Propose that city pays 50% of cost.
	All seasonal decorations, including Holiday Spurs and Skylines, are installed, removed, maintained and stored seasonally.	On call services for special events that are held in the District within the requirements of the City's Special Activity Permits, including, but not limited to additional trash removal services
City Planning and Community Development Dept.	Planning and zoning review, including site development plans	-
	Routine code enforcement actions	-
Police Dept. - Traffic/Parking Enforcement	Parking enforcement on public ROWs and parking lots	-
	Responding to service requests related to crime or traffic, as well as increases to crime or traffic in a particular area	-
	Performance of routine traffic control / enforcement activities, as needed	-
Police Dept. - Basic Patrol Svcs.	Police Officers responding to District calls 24 hours a day/seven days a week (Basic Patrol Service).	Security for special events
	Routine premise, business and security checks involving contact with business owners and employees, building relationships	-
	Programs for businesses and residents in the area, including training to businesses and their employees in reducing the occurrences of crime, as well as a number of other programs based on the needs of the business or resident	-

City of Steamboat Springs Service Provider	Expected Base Level of Service	BID Enhanced Services
City Public Works - Streets Dept.	Routine street-sweeping of public streets and alleys in accordance with the City's regular street sweeping schedule.	Assists with parking on Lincoln Ave. during restricted hours for snow removal
	Patching of public streets and alleys as needed.	Enhanced pedestrian lighting, if desired
	Snow plowing on public streets, alleys and City owned parking lots in accordance with city plowing standards and schedule.	Sidewalk snow plowing throughout the BID with a master contract (snow storage would be coordinated with the City and City would pay a comparable fee for snow plowing/removal adjacent to public properties).
	Striping and marking of public streets as needed/per City schedule.	
	Traffic sign installation and maintenance as needed.	Yampa Street "festival lighting" (propose 50/50 split)
	Clean and maintain storm water infrastructure.	Enhanced sidewalk litter picking, sweeping, and pan/broom along Lincoln and Yampa
	Hanging and take-down of advertising banners (for a fee) for the Steamboat Springs Chamber Resort Association.	
	Snow removal from public streets and public parking lots based on City's snow removal schedule and ordinances (within twenty four hours after the snowfall).	Periodic cleaning or power-sweeping of sidewalks along Lincoln and Yampa (consistent with storm water runoff regulations)
City Water, Wastewater, Stormwater Depts.	Regular meter reading for utility billing and maintenance	-
	Fire hydrant maintenance as scheduled.	-
	Water system flushing as needed.	-
	Water line valve rotation as needed.	-
	Replacement of public water mains as needed.	-
	Routine cleaning of public wastewater mains.	-
	Replacement of public wastewater mains as needed.	-
	Routine inspection of public wastewater mains.	-
	Review and consultation about private sewer service line issues.	-
	On-call procedures for after-hours emergencies.	-
	Cleaning of public stormwater system pipes as needed.	-
	Replacement of public stormwater system components as needed.	-
	On-call procedures for after-hours stormwater management emergencies.	-
	Enforcement of illicit discharge (grease)	Grease trap inspection and maintenance funded in a consolidated manner to effectively manage grease disposal



Office of the City Manager

990 Palm Street, San Luis Obispo, CA 93401-3249
805.781.7114
slocity.org

January 31, 2019

Ms. Bettina Swigger
Chief Executive Officer
Downtown SLO
1135 Chorro St.
San Luis Obispo, CA 93401

RE: City of San Luis Obispo-Level of Service

Dear Ms. Swigger,

The City of San Luis Obispo is supportive of Downtown SLO's (DSLO)'s effort to work with the community to determine if a Property-Based Business Improvement District (PBID) in the downtown area is supported and appropriate. We understand that the PBID would increase resources available for downtown revitalization and build the capacity of the Downtown SLO/City partnership in promoting a safe, clean, and economically vibrant downtown.

The City has historically provided a base level of services in the downtown area, as outlined in the attached document. Each relevant City department was requested to describe their services and staff is committed to continuing to deliver these services in a consistent and professional way into the future, subject to funding availability.

As the economy continues to fluctuate there may be times when financial constraints cause the City to reduce budgets affecting base level services. Nevertheless, any reductions would be mindful of our stated goals to support and enhance a thriving downtown.

If you have any questions, please feel free to contact me for any further discussion or clarification.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Johnson".

Derek Johnson
City Manager

Attached: City of San Luis Obispo Base Level Services in the Proposed PBID Area

The Downtown Baseline Services listed below are provided by the Police Department, the Department of Parks and Recreation, the Department of Utilities, and the Department of Public Works. Please note that funding for portions of a few of these services come through non-City grant sources and may be subject to budget pressures outside of City control. The purpose of this Appendix is to provide a point in time summary of services. The City Council may adjust service levels based on budget priorities and other factors. This description is in no way intended to constrain or otherwise limit the discretion of future City Councils.

Police Department Downtown Services

Bike Officers:

1. Provide four (4) Bike Officers assigned to downtown. Two (2) bike officers are assigned to work during the days. They provide coverage Monday through Saturday, working from 7:00 AM to 5:00 PM. The other two (2) Officers are assigned to work evenings. These Officers work Wednesday through Saturday from 5:00 PM to 3:00 AM. There are also special functions like marathons, parades, Thursday Night Farmers' Market and permitted events where their hours may be flexed, or they are payed overtime to work these events through permit fees. Their primary coverage area is Palm to the north, Pismo to the south, Carmel to the west and Santa Rosa to the east. Depending on patrol staffing needs, these officers may be temporarily reassigned to maintain minimum staffing within patrol.

Community Action Team Officers:

1. Provide two (2) Community Action Team (CAT) Officers to primarily address chronic offenders within the downtown. CAT Officers cover Monday through Friday from 7:00 AM to 5:00 PM. They alternate every other Monday and Friday. In addition, these Officers work with City Rangers to patrol the open spaces and creeks surrounding downtown. Depending on patrol staffing needs, these Officers may be temporarily reassigned to maintain minimum staffing in patrol.

Patrol Officers:

1. Weekly, the Police Department staffs four (4) to six (6) Officers, in vehicles, to patrol within the downtown and respond to calls for service when needed. These Officers patrol the entire City with no specific assigned beat.

Graffiti Removal:

1. The Police Department tracks graffiti through calls received in dispatch and on the police department's webpage. The department works with volunteers and city staff to ensure the graffiti is removed in a timely manner.

Parks and Recreation Downtown Services

Banner Reservations:

1. Downtown SLO receives 50% discounts on banner reservations and priority booking prior to the public.

Facility Rentals:

1. Downtown SLO is not charged for the use of facilities for special events including Mission Plaza.
2. Downtown SLO has four (4) reservations per year to use the library community room for public education workshops.

Special Events Permits:

1. Special events permit processing at 50% of standard City fees.

Storage:

1. Free storage and access to the Mission Plaza Adobe.
2. Downtown SLO and the City have each contributed 50% of the chairs that are stored in the Mission Plaza Adobe.

Staff Support:

1. In previous years, Downtown SLO received free support from Parks & Recreation staff for Snow Night, from set up to trucks to staff.

Public Art Support:

1. Staff participation and support of increased public art in downtown.

Utilities Department Downtown Services

Sewer:

1. Sewer pipe cleaning occurs every two (2) months with two (2) Wastewater Collection Operators and the vacuum truck for the entire downtown district amounting to 12 personnel hours.
2. Storm drain cleaning occurs every summer with two (2) Wastewater Collection Operators and the vacuum truck to prepare for winter storm events.
3. The downtown creek corridor is walked by two (2) Wastewater Collection Operators every three months to monitor private laterals and storm drain source points.
4. Quarterly downtown pressure washer surveillance by one (1) Environmental Compliance Inspector taking four (4) hours.
5. Quarterly creek tunnel inspection through two (2) Environmental Compliance Inspectors taking four (4) hours per inspection.
6. Annual priority storm inlet/outfall inspection prior to winter with one (1) Environmental Compliance Inspector taking about 18 hours.

Solid Waste:

1. San Luis Garbage Company empties the downtown bins daily during non-business hours requiring a special truck. This is a service that is carried by all City rate payers. The maintenance of the bins falls on the City through Public Works. This is an area worth exploring to analyze if different rates should be pursued to address the unique service needs of the downtown.

Public Works Downtown Service

Streets Maintenance Division:

1. Daily street sweeping.
2. Thursday Night Farmers' Market street closure set-up and take down by four (4) part-timers for an annual total of 1,479 hours (29 hours weekly x 51 weeks). The current fee for each closure is \$132, which Downtown SLO pays quarterly.
3. Third party sidewalk pressure washing on specific, high pedestrian areas. Friday morning and Monday morning cleaning in Bubblegum Alley. Quarterly sidewalk pressure washing of the entire downtown area. Total annual contract budget for sidewalk pressure is \$30,000.
4. Sidewalk trash pickup (2-3 hours by a part-timer) four (4) days a week.

Parks Maintenance Division:

1. Part-time employee bags parking meters and then delivers and sets up two (2) porta potty facilities for Thursday Night Farmers' Market. The employee maintains the facilities during the entire duration of the event, then removes and cleans them. Total annual staff hours are 714 (14 hours weekly x 51 weeks).

Urban Forest Division:

1. Two employees, using a bucket truck, hang and take down special event banners. Each service takes approximately two (2) hours. Due to the high pedestrian and vehicle traffic in the downtown, the trees in the downtown are maintained at a higher frequency than other areas in the city.

Parking Services Division:

1. Loss of parking meter revenue, approximately two (2) hours, due to the meters being 'bagged' in preparation for Thursday Night Farmers' Market on Thursday or on Saturdays for special events. Staff time spent verifying the correct meters were bagged (by Downtown SLO, etc.) to ensure the 24-hour notification period has been achieved. This results in a direct loss of parking meter revenues that is partially offset by increased revenue in the parking structures. The Police Department will not tow vehicles unless this notification requirement has been met.

Transit Division:

1. Subsidized Trolley service (\$.50 per rider) on Thursday, Saturday and Sunday from 5:00 pm — 9:00 pm.