



AGENDA

PUBLIC PARKING ADVISORY BOARD

TUESDAY, March 6, 2012

8:00 AM

PUBLIC WORKS CONFERENCE ROOM, 1ST FLOOR CITY HALL

___ Rod Carlson, President
___ Todd Meierhenry, Vice-President
___ Dick Murphy, Secretary

___ Hugh Dodson
___ Richard Gourley
___ Dan Johnson
___ Mike Von Bergen

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES FOR THE MEETING OF February 7, 2012.
- 3) OLD BUSINESS
- 4) NEW BUSINESS:
 - a) Introduction of Mike Von Bergen – Darrin Smith
 - b) Financial Report – Duane Hatch
 - c) Leased Parking Report – Claudia Behr
 - d) River Ramp Removal and RFP – Erica Beck
- 5) OTHER BUSINESS
- 6) ADJOURNMENT

REMINDER:

Next Regular Meeting – Tuesday, April 3, 2012

MINUTES

PUBLIC PARKING ADVISORY BOARD MEETING

TUESDAY, February 7, 2012

Lower Level Carnegie, Public Parking Conference Room

Members Present: Rod Carlson, Rich Gourley, Hugh Dodson, Dan Johnson, Dick Murphy, Todd Meierhenry

Members Absent:

Others Present: Darrin Smith, Erica Beck, Matt Nelson, Dwight McElhaney, Jason Dennison, Duane Hatch, Claudia Behr, and Gail Trantina.

1) CALL TO ORDER

President Rod Carlson called the meeting to order at 8:03 am

2) APPROVAL OF MINUTES FOR THE MEETING OF January 10, 2012.

Dick Murphy asked minutes to be amended to reflect his absence as excused from January 10, 2012 meeting. So noted and minutes were approved.

3) NEW BUSINESS

- a) **Election of Vice-President** - Dick Murphy nominated Todd Meierhenry, Rich Gourley seconded the motion. Todd Meierhenry was unanimously approved as Vice President.
- b) **Financial Report** – Duane Hatch reported that the Finance office is currently experiencing a routine annual financial audit. He reported an overall net income of \$705,000 and income from Operations was \$223,000. The difference was due to land transferred from the Engineering division recorded as revenue gain, but is not actually cash. Duane also stated that there is an outstanding expense of \$100,000 for First Avenue ramp equipment that had not yet been paid to the vendor. For the year, the overall cash on hand was \$640,000.
- c) **Leased Parking Report** – Claudia reported that parking was down slightly from January to February mostly due to CCC Information Services employees who have chosen not to lease since the company is no longer paying us for employee parking. Also 36 spaces that were leased at the Pavilion ramp are no longer leased since the Federal Court House construction project is complete and contractors are no longer leasing. Claudia also reported that First National has now relocated and vacated all of their employees from the River Ramp.
- d) **River Ramp Removal and RFP Update** – Erica told the board that it our intent to recognize the demolition of the ramp with a special event that will be planned for a date in March. Erica distributed a copy of the Agreement to Purchase River Ramp Parking Structure and reported that the first reading of the document was at the February 6, 2012 City Council meeting with the second reading scheduled for February 13, 2012. It allows for the structure to be sold to River Greenway Hospitality, LLC for \$1.00 with intent to demolish. The City retains ownership of the land which will be transferred to the Developer/Contractor at a later date.

Erica highlighted several points of the agreement:

- A low water level in the river is needed for demolition
- Demolition and removal of debris are part of the agreement
- The Agreement takes into account potential scenarios including the hotel not proceeding with construction and permits that are needed
- Demolition cannot begin sooner than 20 days after publication (March 9, 2012)

Darrin told the board that there are details CD/Parking is working to complete including: relocation of the parking meter shop, customer relocation plans, the possibility of providing a shuttle service for GWB employees, giving 30-day notice to all parking tenants, and the overall agreement for transfer of the land contingent on removal of the ramp.

- e) **1st Avenue Ramp Potential Enhancements** – Matt Nelson reported that the upgrade is not 100% complete due to software issues although the system is operational. Matt told the board that issues with network speed and vying for the vendor's time for installation and training have delayed the completion. Final payments will not be made to the vendor until the system, including the office software, is completely operational. Matt noted that the new automated system also offers us new options for things such as license plate recognition, and flexibility to offer some customized options for validated parking.

Matt asked the board to consider whether there should be changes to the token values for the downtown area and whether the \$.60 token value should change. There was a brief discussion and a decision to discuss further options at a future date.

- f) **Credit Card Meter RFP Timeline** – Matt Nelson informed the board that the RFP for new meters would be sent to Purchasing within the next two weeks for legal formats to be added. There is a potential for a release to bidders mid-to-late March with intent to begin installation of new meters by mid-June. The specifications are written to replace 14-18% of the meters, approximately 150.

There was an inquiry and brief discussion about adjusting the speed of the screens on the current trial meters. Matt said that the speed could be slowed to accommodate the readability for customers. It is currently set at a rate that is optimal for the parking patrol when they are on their rounds.

Rod Carlson noted that a special meeting of the Parking Advisory Board would be held sometime in April to look more closely at the RFP. Replacing the meters will not generate a large gain for the department in revenue but will improve customer options and provides updated technology.

4) **ADJOURNMENT**

Motion by Rich Gourley, second by Rich Murphy. The meeting adjourned at 9:00 a.m.

Richard Murphy, Secretary

CITY OF SIOUX FALLS
PUBLIC PARKING FACILITIES BALANCE SHEET
JANUARY 31, 2012
(UNAUDITED)

ASSETS

Current Assets:

Cash			
Operating	\$	2,419,923	
Structural Maintenance		800,000	\$ 3,219,923
Accounts receivable (Net of uncollectable accounts)			(69,490)
Interest receivable			5,513

Total Current Assets 3,155,946

Other Assets:

Cash			
Deposits			18,235

Fixed Assets (Net of Accumulated Depreciation):

Land	5,975,445		
Improvements other than buildings	4,451,378		
Equipment	125,878		
Construction in progress	-		
			10,552,701

Total Assets \$ 13,726,882

LIABILITIES AND EQUITY

Current Liabilities:

Accounts payable	\$	14,043	
Salaries payable		-	
Prepaid Revenue		-	
Benefitness		764	\$ 14,807

Other Liabilities:

Deposits	19,658		
Accrued vacation and sick leave	33,990		
			53,648

Total Liabilities 68,455

Equity:

Retained earnings			13,658,427

Total Liabilities and Equity \$ 13,726,882

CITY OF SIOUX FALLS
PUBLIC PARKING FACILITIES STATEMENT OF OPERATIONS
FOR THE PERIOD ENDED JANUARY 31, 2012 AND 2011
(UNAUDITED)

	2012			2011	
	JANUARY	YTD	BUDGET	JANUARY	YTD
Operating Revenues:					
Meter revenue	\$ 24,239	\$ 24,239	\$ 311,600	\$ 25,046	\$ 25,046
Lot & ramp revenue	118,628	118,628	1,456,057	124,324	124,324
Parking Fines:					
Overtime	16,974	16,974	245,000	14,833	14,833
Improper	585	585	14,000	855	855
Prohibited	4,714	4,714	65,000	3,712	3,712
Snow Route	505	505	1,500	630	630
Snow Alert	21,229	21,229	75,000	44,447	44,447
Total Operating Revenue	186,874	186,874	2,168,157	213,847	213,847
Operating Expenses:					
Personal services					
Salaries	33,067	33,067	554,044	39,626	39,626
Fringe benefits *	36,734	36,734	289,329	47,926	47,926
Insurance	30,480	30,480	30,480	30,071	30,071
Contracted services	6,128	6,128	244,800	39,830	39,830
Services from other departments	60	60	60	60	60
Other professional services	5,135	5,135	108,300	8,229	8,229
Repair and maintenance	1,150	1,150	235,500	7	7
Supplies and materials	2,649	2,649	56,556	4,125	4,125
Travel and education	-	-	6,950	-	-
Utilities	9,163	9,163	121,243	10,271	10,271
Other current expenses	13,336	13,336	13,336	2,864	2,864
Depreciation	43,481	43,481	-	42,486	42,486
Total Operating Expenses	181,383	181,383	1,660,598	225,495	225,495
Net Income (Loss) from Operations	5,491	5,491	507,559	(11,648)	(11,648)
Nonoperating Revenue (Expenses):					
Interest income	6	6	40,300	206	206
Other revenue (expense)	485	485	-	17	17
Transfers Out	-	-	-	-	-
Total Nonoperating Revenue (Expense)	491	491	40,300	223	223
Net Income (Loss)	5,982	5,982	\$ 547,859	\$ (11,425)	\$ (11,425)
Retained Earnings Beginning	13,652,445	13,652,445			
Retained Earnings Ending	\$ 13,658,427	\$ 13,658,427			

* FICA, Pension, Sick Leave Paid, Health Insurance, Worker's Compensation, Etc.

**CITY OF SIOUX FALLS
PUBLIC PARKING FACILITIES STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED JANUARY 31, 2012
(UNAUDITED)**

	JANUARY			YTD
	OPERATING	DEPOSITS	TOTAL	
Net Income (Loss)	\$ 5,982	\$ -	\$ 5,982	\$ 5,982
Reconciling Adjustments:				
Depreciation	43,481	-	43,481	43,481
Decrease (Increase) in receivables	77,003	-	77,003	77,003
Increase (Decrease) in current liabilities	(125,113)	-	(125,113)	(125,113)
Purchase of fixed assets	-	-	-	-
Increase (Decrease) in deposits	-	(435)	(435)	(435)
Increase (Decrease) in Cash	1,353	(435)	918	918
Cash Balance-Beginning	3,218,570	18,670	3,237,240	3,237,240
Cash Balance-Ending	<u>\$ 3,219,923</u>	<u>\$ 18,235</u>	<u>\$ 3,238,158</u>	<u>\$ 3,238,158</u>

MONTHLY LEASED PARKING		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Lot/Ramp	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2011
231 N. Dakota Avenue Lot	A1	34	34	34									40
		54	54	54									54
		63%	63%	63%									74%
209 N. Dakota Ave. Ramp (8th & Dak G-Enclosed)	A4	18	18	18									18
		18	18	18									18
		100%	100%	100%									100%
209 N. Dakota Ave. Ramp (8th & Dak G, 1st, 2nd)	A4	31	32	113									32
		165	165	165									165
		19%	19%	68%									19%
209 N. Dakota Ave. Ramp (8th & Dakota 3rd level)	A6	68	66	71									66
		80	80	80									80
		85%	83%	89%									83%
209 N. Dakota Ave. Ramp (8th & Dakota 4th level)	A5	60	59	63									59
		85	85	85									85
		71%	69%	74%									69%
209 N. Dakota Ave. Ramp - Alley Spaces	AL	10	10	10									10
		22	22	22									22
		45%	45%	45%									45%
201 E. 8th Street (8th Street Lot)	B2	1	1	1									1
		69	69	69									69
		1%	1%	1%									1%
LOT NOT CURRENTLY AVAILABLE - C N A STAGING													
120 E. 9th Street (River Ramp)	B3	314	262	162									314
		428	428	428									428
		73%	61%	38%									73%
110 S. Mall Avenue Lot (First Avenue Lot #1)	B4	43	42	35									42
		45	45	45									45
		96%	93%	78%									93%
110 S. Mall Avenue Lot (River Centre lot)	B4	77	77	77									77
		77	77	77									77
		100%	100%	100%									100%
201 S. Main Avenue Lot (Main Avenue Lot #1)	C1	45	42	61									45
		62	62	62									62
		73%	68%	98%									73%
206 S. Dakota Avenue (Main Avenue Lot # 2)	C3	18	18	20									18
		18	18	20									18
		100%	100%	100%									100%
122 S. Main Avenue (Block 11 Ramp)	C4	410	410	409									410
		353	353	353									353
		116%	116%	116%									116%
121 W. 12th Street Ramp (Pavilion lower)	C5	97	102	103									144
		184	184	184									184
		53%	55%	56%									78%
121 W. 12th Street Ramp (Pavilion upper)	C7	61	20	13									62
		104	104	104									104
		59%	19%	13%									60%

MONTHLY LEASED PARKING		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Lot/Ramp		2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2011
110 E. 11st Street (First Avenue Ramp)	D1	444	485	490									447
Available (11 HC/12 Time Zone/11 Reserved)		632	632	632									632
		70%	77%	78%									71%
211 S. 3rd Avenue Lot (11th Street Viaduct)	D2	39	39	39									39
Available		39	39	39									39
		100%	100%	100%									100%
400 S. 1st Avenue Lot	D3	46	47	48									47
Available (2 HC)		50	50	50									50
		92%	94%	96%									94%
113 E. 13th Street Lot (13th Street Lot)	D6	107	103	102									108
Available (2 HC)		115	115	115									115
		93%	90%	89%									94%
320 S. 1st Avenue (old "2nd Ave Lot)	D9	12	12	12									12
Available		28	28	28									28
		43%	43%	43%									43%
430 N. Main Avenue (5th & Main Lot)	M1	57	57	57									56
Available (4 HC)		83	83	83									83
		69%	69%	69%									67%
301 N. Main Avenue Lot (gated)	M2	112	112	112									111
Available (6 HC)		106	106	106									106
		106%	106%	106%									105%
301 N. Main Avenue Lot (open)	M3	4	4	7									4
Available		16	16	16									16
		25%	25%	44%									25%
222 W. 13th Street (Nordic Hall Lot)	NH	13	13	13									14
Available		59	59	59									59
		22%	22%	22%									24%
Total Leased		2121	2065	2070									2176
		2892	2892	2894									2892
		73%	71%	72%									75%

Metered/Time-Zoned/Other Lots:

110 S. Mall Avenue Lot (First Avenue Lot #1)	9	Meters	3	Handicapped Spaces
206 S. Dakota Avenue (Main Ave Lot #2)	7	Meters	3	Handicapped Spaces
200 N. Dakota Avenue (Library Lot #3)	55	Meters	3	Handicapped Spaces
231 N. Dakota Avenue	42	Meters	4	Handicapped Spaces
110 W. 10th Street Lot (Block 11 Surface Lot)	30	Meters	2	Handicapped Spaces
201 S. Main Avenue Lot (10th & Main Lot)	0	Meters	1	Handicapped Spaces
222 W. 13th Street (Nordic Hall Lot)	6	Meters	2	Customer Reserved Spaces
Subtotal:	149	Meters		

On Street Meters:

Phillips Avenue	96	Meters	5	Handicapped Spaces
All Other	857	Meters	32	Handicapped Spaces
Subtotal:	953	Meters		

Total Parking Avail:

4052

Number of meters updated by meter shop

1/4/2011