

Board of Directors Regular Meeting Agenda

August 24th, 2020 3:00 p.m. | Zoom Meeting

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADOPTION OF AGENDA**
- IV. **APPROVAL OF MINUTES** – July 20th, 2020 Regular Meeting
- V. **FINANCIAL REPORT**—July 2020 Financial Report
- VI. **ACTION ITEMS**
 - A. Extension of Ramp #4 payment schedule
- VII. **DISCUSSION ITEMS**
- VIII. **DIRECTOR COMMENTS**
- IX. **PUBLIC COMMENTS**
- X. **ADJOURNMENT**

Board of Directors Regular Meeting Minutes

July 20th, 2020 3 p.m. | Zoom Webinar

PRESENT: Grant Fletcher, Jeff Breneman, Bob Miller, Stephanie Hinman, Ryan Wieber, Susan Lindemann

ABSENT: Carl Brown, Patti Owens, Mayor David Anderson

STAFF: Andrew Haan, Jennifer Jelenek, Deb Houseman, Meghan Behymer, Sue Huggett

OTHER: Jessica Wood, Leslie Hoffman

DIRECTOR HINMAN MOVED TO EXCUSE ABSENT MEMBERS. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:06 P.M.

II. ROLL CALL

PRESENT: Fletcher, Breneman, Lindemann, Miller, Hinman, Wieber

ABSENT: Brown, Owens, Mayor Anderson

III. ADOPTION OF AGENDA

DIRECTOR WIEBER MOVED TO ADOPT THE AGENDA. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. APPROVAL OF MINUTES – April 30th, 2020 Regular Meeting

DIRECTOR MILLER MOVED TO APPROVE THE APRIL 30th REGULAR MINUTES. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

V. FINANCIAL REPORT

A. 2 MILL and TIF June 2020

B. TPM May 2020

DIRECTOR BRENNAMEN MOVED TO SUPPORT. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.

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July 20th, 2020 3 p.m. | Zoom Webinar

VI. ACTION ITEMS

A. Annual Audit Presentation

DIRECTOR HINMAN MOVED TO APPROVE. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

I. ROLL CALL

PRESENT: Fletcher, Breneman, Lindemann, Miller, Hinman, Wieber

ABSENT: Brown, Owens, Mayor Anderson

II. DISCUSSION ITEMS

III. DIRECTOR COMMENTS

IV. PUBLIC COMMENTS

V. ADJOURNMENT

DIRECTOR LINDEMANN MOVED TO APPROVE. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:24 P.M.

2020 DDA COMBINED STATEMENT FOR 2 MILL, TIF, AND TPM								
2 MILL & TIF - JULY 31, 2020								
TPM - JUNE 30, 2020								
	MONTH TO	MONTHLY	MONTHLY		YEAR TO DATE	YEAR TO	YEAR TO DATE	2020
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	BUDGET
REVENUES:								
2 MILL LEVY CURRENT YEAR	\$31,869.78	\$22,083.33	-\$9,786.45		\$35,967.68	\$154,583.33	\$118,615.65	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$309.67	\$166.67	-\$143.00		\$511.04	\$1,166.67	\$655.63	\$2,000.00
INTEREST	\$273.95	\$3,811.00	\$3,537.05		\$8,136.60	\$23,122.25	\$14,985.70	\$45,732.00
MISC	\$0.00	\$135.00	\$135.00		\$1,721.50	\$945.00	-\$776.50	\$1,620.00
STREET METERS	\$11,486.35	\$54,796.92	\$43,310.57		\$112,491.06	\$328,781.50	\$216,290.44	\$657,563.00
UNATTENDED	\$15,381.85	\$19,750.42	\$4,368.57		\$75,680.91	\$118,502.50	\$42,821.59	\$237,005.00
ATTENDED	\$82,171.27	\$99,170.67	\$16,999.40		\$532,431.76	\$595,024.00	\$62,592.24	\$1,190,048.00
ENFORCEMENT	\$19,798.10	\$26,039.50	\$6,241.40		\$81,521.10	\$156,237.00	\$74,715.90	\$312,474.00
METRO TRANSIT FEE	\$18.45	\$203.92	\$185.47		\$287.80	\$1,223.50	\$935.70	\$2,447.00
RAMP #4 SALES PROCEEDS	\$0.00	\$25,000.00	\$25,000.00		\$50,000.00	\$150,000.00	\$100,000.00	\$300,000.00
LOT #2 & #9 SALES PROCEEDS	\$0.00	\$8,342.67	\$8,342.67		\$0.00	\$50,056.00	\$50,056.00	\$100,112.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	\$3,333.33		\$0.00	\$20,000.00	\$20,000.00	\$40,000.00
MISC	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DDA REVENUES	\$161,309.42	\$262,833.42	\$101,524.00		\$898,749.45	\$1,599,641.75	\$700,892.35	\$3,154,001.00
EXPENDITURES:								
OPERATING EXPENDITURES:								
D&O INSURANCE	\$0.00	\$278.75	\$278.75		\$0.00	\$1,951.25	\$1,951.25	\$3,345.00
LEGAL SERVICES	\$0.00	\$1,458.33	\$1,458.33		\$0.00	\$9,583.33	\$9,583.33	\$17,500.00
LEGAL NOTICES	\$0.00	\$66.67	\$66.67		\$0.00	\$466.67	\$466.67	\$800.00
AUDIT	\$0.00	\$1,489.58	\$1,489.58		\$7,678.25	\$9,354.17	\$1,675.92	\$17,875.00
DKI SERVICE AGREEMENT	\$31,833.67	\$31,833.33	-\$0.34		\$211,169.02	\$211,166.67	-\$2.35	\$382,000.00
MISC	\$0.00	\$41.67	\$41.67		\$4.90	\$291.67	\$286.77	\$500.00
LIABILITY INSURANCE	\$0.00	\$1,333.33	\$1,333.33		\$4,283.00	\$8,000.00	\$3,717.00	\$16,000.00
SALARIES & WAGES	\$24,949.74	\$50,854.67	\$25,904.93		\$206,074.56	\$305,128.00	\$99,053.44	\$610,256.00
PAYROLL TAXES	\$4,461.01	\$9,092.83	\$4,631.82		\$35,804.96	\$54,557.00	\$18,752.04	\$109,114.00
WORKERS COMPENSATION	\$1,137.74	\$2,538.58	\$1,400.84		\$9,131.41	\$15,231.50	\$6,100.09	\$30,463.00
HOSPITALIZATION & BENEFITS	\$8,637.08	\$10,068.42	\$1,431.34		\$55,481.31	\$60,410.50	\$4,929.19	\$120,821.00
EMPLOYEE RELATIONS/TRAINING	\$0.00	\$125.00	\$125.00		\$0.00	\$750.00	\$750.00	\$1,500.00
PERSONNEL SELECTION	\$6.36	\$208.33	\$201.97		\$412.83	\$1,250.00	\$837.17	\$2,500.00
EQUIPMENT PURCHASE/LEASE	\$77.77	\$730.00	\$652.23		\$1,963.50	\$4,380.00	\$2,416.50	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$222.08	\$0.02		\$1,332.36	\$1,332.50	\$0.14	\$2,665.00
AUTO & TRUCK EXPENSE	\$537.72	\$943.75	\$406.03		\$2,782.61	\$5,662.50	\$2,879.89	\$11,325.00
REPAIRS & MAINTENANCE	\$682.55	\$5,702.50	\$5,019.95		\$30,787.68	\$34,215.00	\$3,427.32	\$68,430.00
UTILITIES	\$704.97	\$10,622.42	\$9,917.45		\$55,669.79	\$63,734.50	\$8,064.71	\$127,469.00
TELEPHONE	\$1,939.16	\$1,480.83	-\$458.33		\$7,326.55	\$8,885.00	\$1,558.45	\$17,770.00
WEBSITE	\$183.75	\$125.00	-\$58.75		\$623.20	\$750.00	\$126.80	\$1,500.00

2020 DDA COMBINED STATEMENT FOR 2 MILL, TIF, AND TPM								
2 MILL & TIF - JULY 31, 2020								
TPM - JUNE 30, 2020								
	MONTH TO	MONTHLY	MONTHLY		YEAR TO DATE	YEAR TO	YEAR TO DATE	2020
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	BUDGET
SIGNAGE	\$0.00	\$250.00	\$250.00		\$0.00	\$1,500.00	\$1,500.00	\$3,000.00
MATERIALS & OFFICE SUPPLIES	\$1,758.50	\$1,513.92	-\$244.58		\$5,254.12	\$9,083.50	\$3,829.38	\$18,167.00
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	\$58.33		\$0.00	\$350.00	\$350.00	\$700.00
POSTAGE	\$600.00	\$695.83	\$95.83		\$3,916.00	\$4,175.00	\$259.00	\$8,350.00
FORMS & PRINTING	\$102.20	\$1,500.00	\$1,397.80		\$785.90	\$9,000.00	\$8,214.10	\$18,000.00
OUTSIDE CONTRACT SERVICES	\$5,827.98	\$23,562.83	\$17,734.85		\$77,234.00	\$141,377.00	\$64,143.00	\$282,754.00
OFFICE LEASE	\$4,936.32	\$2,359.42	-\$2,576.90		\$14,569.44	\$14,156.50	-\$412.94	\$28,313.00
ABM MGMT FEE	\$14,487.29	\$14,987.33	\$500.04		\$88,423.74	\$89,924.00	\$1,500.26	\$179,848.00
PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS	\$1,304.42	\$1,666.67	\$362.25		\$4,866.92	\$10,000.00	\$5,133.08	\$20,000.00
PARKING SYSTEM BRANDING	\$0.00	\$0.00	\$0.00		\$700.00	\$0.00	-\$700.00	\$0.00
VENDOR SELECTION & PROCESS	\$0.00	\$0.00	\$0.00		\$494.00	\$0.00	-\$494.00	\$0.00
PLAN IMPLEMENTATION	\$0.00	\$1,666.67	\$1,666.67		\$0.00	\$10,000.00	\$10,000.00	\$20,000.00
NON-MOTORIZED PARKING	\$0.00	\$2,083.33	\$2,083.33		\$0.00	\$12,500.00	\$12,500.00	\$25,000.00
LOT #9 PARCS EQUIPMENT	\$0.00	\$8,593.00	\$8,593.00		\$0.00	\$51,558.00	\$51,558.00	\$103,116.00
DEBT SERVICE/OTHER OBLIGATIONS:								
REBATED TAXES	\$0.00	\$416.67	\$416.67		\$0.00	\$2,916.67	\$2,916.67	\$5,000.00
RAMP #3 DEBT SERVICE	\$0.00	\$58,184.17	\$58,184.17		\$88,273.90	\$349,105.00	\$260,831.10	\$698,210.00
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,658.33	\$15,658.33		\$66,650.85	\$93,950.00	\$27,299.15	\$187,900.00
FUND BALANCE TO DEGA	\$0.00	\$8,333.33	\$8,333.33		\$100,000.00	\$58,333.33	-\$41,666.67	\$100,000.00
TOTAL EXPENDITURES	\$104,390.29	\$270,745.92	\$166,355.63		\$1,081,694.80	\$1,655,029.25	\$573,334.45	\$3,248,951.00
	\$56,919.13	-\$7,912.50	\$64,831.63		-\$182,945.35	-\$55,387.50	-\$127,557.85	-\$94,950.00
	GAIN	LOSS	POS VARIANCE		LOSS	LOSS	NEG VARIANCE	