



TO: Mayor Chuck Barney
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: 04/24/18

SUBJECT: **PARKING RAMPS 2018 BUDGET (RAMP01 & RAMP02)**

I. RECOMMENDED ACTION

1. Move to approve the budget amendment for the City to manage the downtown parking ramps.

II. DEPARTMENT CONTACT PERSONS

Tom Barry, City Manager	857-4750
David Lakefield, Finance Director	857-4771
Lance Meyer, City Engineer	857-4101

III. DESCRIPTION

A. Background

The City of Minot has taken control of the downtown Parking Ramps requiring the need to establish a budget to allow for the smooth operation and maintenance of the ramps.

B. Proposed Project

The budgeted funds will allow for proper signage to be displayed, re-stripping of the parking stalls, changing of the locks, clean-up of the ramps, establishment of financial records, staff training for the parking equipment, and other management and administrative needs as necessary for the remainder of FY 2018.

C. Consultant Selection

NA

IV. IMPACT:

A. Strategic Impact:

The plan is to address immediate maintenance & safety needs of each ramp along with setting up a detailed cleaning, developing a maintenance checklist and schedule, identifying staff resources needs, evaluating the equipment and material needs to maintain the structures and developing a long-term capital improvement plan for each ramp.

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

The parking ramps will be set up as enterprise funds with the parking receipts being the primary source of ongoing income. The deficiency estimated for the 2018 budget will be funded from sales tax major projects.

Project Costs

PARKING RAMP EXPENSES		
Account Number	Account Description	2018 Budget
150-6500-512.01-30	Extra Help	\$ 25,440
Salaries		
150-6500-512.02-20	Social Security	1,577
150-6500-512.02-21	Medicare	369
Employee Benefits		1,946
150-6500.512.04-22	Mtce Contract - Snow Removal	4,000
150-6500-512.04-33	Mtce Building & Grounds	88,000
Purchased Property Services		92,000
150-6500.512.05-30	Telephone	7,560
150-6500-512.05-40	Publications	4,000
Other Purchased Services		7,560
150-6500-512.06-21	Natural Gas	6,900
150-6500-512.06-22	Electricity	9,900
150-6500-512.06-50	Operation Supplies	65,500
Supplies		82,300
150-6500-512.07-93	Sweeper	13,000
Capital Purchases		13,000
Total Parking Ramp		<u>\$ 222,246</u>

Project Funding

PARKING RAMP INCOME		
Account Number	Account Description	2018 Budget
150-0000-381.02-61	Parking Receipts	\$ 49,000
150-0000.391.32-10	Less Cash Reserves from Sale Tax Major Projects	173,246
Parking Ramp Income		<u>\$ 222,246</u>

V. ALTERNATIVES

NA

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the City to run the ramps in a fiscally responsible manner.

VII. LIST OF ATTACHMENTS

- A. Budget Amendment Ordinance
- B. Operations & Maintenance Transition Plan