

**AGENDA  
CITY OF BATTLE CREEK  
DOWNTOWN PARKING SYSTEM ADVISORY  
COMMITTEE**

Meeting Date: January 21, 2021 – 8:00AM

Location: Virtual Meeting

Chair: Carl Fedders, DPW Director

Title: To participate in the meeting you may call in to the Zoom meeting at the following telephone number: 1 312 626 6799. The caller will be prompted to enter the meeting ID number 873 4861 6716. The caller will be placed into a virtual “waiting room” until it is their time to speak during public comment.

Purpose: To advise city staff and the city’s parking administrator on issues related to the municipally-owned and operated parking system.

**CALL TO ORDER RECONGNITION OF QUORUM**

**MINUTES 10/21/20 – ACTION NEEDED**

**BUDGET UPDATE** – No action

**OCCUPANCY REPORT** – No Action

**PASSPORT PILOT UPDATE** – ACTION NEEDED

**PUBLIC COMMENT**

**BOARD COMMENTS**

**ADJOURNMENT**

City of Battle Creek  
Downtown Parking System Advisory Committee  
October 29, 2020 8:00am **\*\*ZOOM\*\***

**Members Present:** Carl Fedders, Paul Conkey, Joel Fulton, John Hart, Robert Corder, Ben Randels, Leslie Hoffman, Linda Freybler

**Staff Present:** Sarah McGinnis, Sarah VanWormer (IT)

**Call to order:** Carl Fedders, Chairperson 8:03AM

**Budget Update:** Mr. Carl Fedders discussed the packet sent to each member with budget details. Last year's financials are being audited. People are still purchasing downtown parking passes. Next year's budget will be the same as FY 21.

**Occupancy Report:** Mr. Fedders discussed the decline in the number of vehicles that are parking downtown.

**Passport Pilot:** Mr. Fedders stated that people are using the program. October numbers look even better. This is a six-month pilot program with the option to extend six more months before signing a contract. This is difficult to evaluate during a pandemic. John Hart mentioned more signs are going up this month to assist residents.

**Jackson St Parking Lot Design:** Mr. Fedders details the design for the Jackson St parking lot. There will be more spaces available as well as adding more sidewalk to improve pedestrian crossing. We need the committee's approval to move on to the next phase in the design process. Consumers Energy would also like to make some improvements to the power in that area while we are doing construction. There is a meeting with Consumers scheduled to discuss. Through the winter season, we can discuss our plans with the business owners in the area. Possibly, in FY22 the funding will be secure. We want to be ready as soon as the funds are approved.

**MOTION:** Linda Freybler moved that the Downtown Parking Advisory Committee approve the preliminary plans as presented. Robert Corder supported the motion. Unanimously approved.

**Public Comments:** None

**Committee Comments:** Ms. Linda Freybler requested more bike ports downtown, in convenient locations. Possibly put a station at each end of West Michigan?

**Adjournment:** John Hart motioned to adjourn, seconded by Robert Corder. 8:32AM

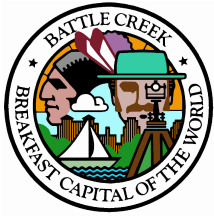


# Budget Performance Report

Date Range 07/01/20 - 12/31/20

Include Rollup Account and Rollup to Object Act

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 585 - Automobile Parking System</b>									
<b>REVENUE</b>									
Department 28 - Parking									
Business Unit 1585 - Parking Revenue									
<b>620</b>	<b>Charges for Service - Parking</b>								
620.010	Charges for Service - Parking Federal Center Lot	24,600.00	.00	24,600.00	2,052.00	.00	12,312.00	12,288.00	50
620.020	Charges for Service - Parking Ampco Pkg-Jackson Lot	70,000.00	.00	70,000.00	5,976.95	.00	30,943.30	39,056.70	44
620.030	Charges for Service - Parking Ampco Pkg-Hamblin Lot	550,000.00	.00	550,000.00	60,379.00	.00	190,244.99	359,755.01	35
620.040	Charges for Service - Parking Ampco Pkg-Surface Lots	110,000.00	.00	110,000.00	10,644.00	.00	48,562.35	61,437.65	44
620.050	Charges for Service - Parking Ampco Pkg-Michigan Ave	325,000.00	.00	325,000.00	36,695.50	.00	129,020.00	195,980.00	40
620.060	Charges for Service - Parking Ampco Pkg-Pkg Notice Coll	20,000.00	.00	20,000.00	107.00	.00	672.00	19,328.00	3
	<b>620 - Charges for Service - Parking Totals</b>	<b>\$1,099,600.00</b>	<b>\$0.00</b>	<b>\$1,099,600.00</b>	<b>\$115,854.45</b>	<b>\$0.00</b>	<b>\$411,754.64</b>	<b>\$687,845.36</b>	<b>37%</b>
<b>664</b>	<b>Investment Income</b>								
664.010	Investment Income Appreciation - invest value	.00	.00	.00	.00	.00	(1,207.65)	1,207.65	+++
664.020	Investment Income Interest-Investments	.00	.00	.00	.00	.00	1,311.65	(1,311.65)	+++
	<b>664 - Investment Income Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$104.00</b>	<b>(\$104.00)</b>	<b>+++</b>
<b>699</b>	<b>Trans In</b>								
699.202	Trans In Transfer from Major Streets	9,000.00	.00	9,000.00	750.00	.00	4,500.00	4,500.00	50
	<b>699 - Trans In Totals</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$9,000.00</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$4,500.00</b>	<b>50%</b>
	Business Unit 1585 - Parking Revenue Totals	\$1,108,600.00	\$0.00	\$1,108,600.00	\$116,604.45	\$0.00	\$416,358.64	\$692,241.36	38%
	Department 28 - Parking Totals	\$1,108,600.00	\$0.00	\$1,108,600.00	\$116,604.45	\$0.00	\$416,358.64	\$692,241.36	38%
	<b>REVENUE TOTALS</b>	<b>\$1,108,600.00</b>	<b>\$0.00</b>	<b>\$1,108,600.00</b>	<b>\$116,604.45</b>	<b>\$0.00</b>	<b>\$416,358.64</b>	<b>\$692,241.36</b>	<b>38%</b>
<b>EXPENSE</b>									
Department 28 - Parking									
Business Unit 5430 - Parking Structure									
<b>703</b>	<b>Worked Time</b>								
703.010	Worked Time Regular Salaries	5,304.00	.00	5,304.00	.00	.00	.00	5,304.00	0
	<b>703 - Worked Time Totals</b>	<b>\$5,304.00</b>	<b>\$0.00</b>	<b>\$5,304.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,304.00</b>	<b>0%</b>
<b>710</b>	<b>Other P/R Related Pmts</b>								
710.010	Other P/R Related Pmts Longevity	40.00	.00	40.00	.00	.00	.00	40.00	0
710.030	Other P/R Related Pmts Cellphone Stipend	37.00	.00	37.00	.00	.00	.00	37.00	0
	<b>710 - Other P/R Related Pmts Totals</b>	<b>\$77.00</b>	<b>\$0.00</b>	<b>\$77.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$77.00</b>	<b>0%</b>
<b>716</b>	<b>FICA</b>								
716.010	FICA Social Security/Medicare	411.00	.00	411.00	.00	.00	.00	411.00	0
	<b>716 - FICA Totals</b>	<b>\$411.00</b>	<b>\$0.00</b>	<b>\$411.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$411.00</b>	<b>0%</b>
<b>718</b>	<b>Insurance</b>								
718.010	Insurance Hospitalization	490.00	.00	490.00	.00	.00	.00	490.00	0
718.020	Insurance Life Insurance	15.00	.00	15.00	.00	.00	.00	15.00	0
718.030	Insurance Dental Insurance	41.00	.00	41.00	.00	.00	.00	41.00	0
	<b>718 - Insurance Totals</b>	<b>\$546.00</b>	<b>\$0.00</b>	<b>\$546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546.00</b>	<b>0%</b>

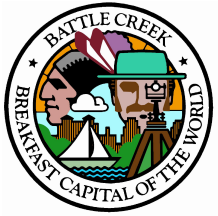


# Budget Performance Report

Date Range 07/01/20 - 12/31/20

Include Rollup Account and Rollup to Object Act

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 585 - Automobile Parking System</b>									
<b>EXPENSE</b>									
Department <b>28 - Parking</b>									
Business Unit <b>5430 - Parking Structure</b>									
<b>720</b>	<b>Retirement</b>								
720.010	Retirement Municipal Employ Retirement Sys	1,793.00	.00	1,793.00	.00	.00	.00	1,793.00	0
720.080	Retirement City Paid ICMA-MSA	54.00	.00	54.00	.00	.00	.00	54.00	0
	<b>720 - Retirement Totals</b>	<b>\$1,847.00</b>	<b>\$0.00</b>	<b>\$1,847.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,847.00</b>	<b>0%</b>
<b>722</b>	<b>Other Benefits</b>								
722.010	Other Benefits Unemployment	2.00	.00	2.00	.00	.00	.00	2.00	0
722.020	Other Benefits Workers Comp-Due to Self Ins	63.00	.00	63.00	.00	.00	.00	63.00	0
	<b>722 - Other Benefits Totals</b>	<b>\$65.00</b>	<b>\$0.00</b>	<b>\$65.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65.00</b>	<b>0%</b>
<b>727</b>	<b>Matl &amp; Supplies</b>								
727.040	Matl & Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0
727.380	Matl & Supplies Construction Supplies	.00	.00	.00	.00	.00	366.12	(366.12)	+++
	<b>727 - Matl &amp; Supplies Totals</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$366.12</b>	<b>(\$266.12)</b>	<b>366%</b>
<b>801</b>	<b>Prof &amp; Oth Svcs</b>								
801.010	Prof & Oth Svcs Professional Services	2,000.00	.00	2,000.00	.00	.00	1,960.00	40.00	98
801.330	Prof & Oth Svcs Parking Management Contract	1,050,000.00	.00	1,050,000.00	55,612.88	8,980.75	346,261.12	694,758.13	34
	<b>801 - Prof &amp; Oth Svcs Totals</b>	<b>\$1,052,000.00</b>	<b>\$0.00</b>	<b>\$1,052,000.00</b>	<b>\$55,612.88</b>	<b>\$8,980.75</b>	<b>\$348,221.12</b>	<b>\$694,798.13</b>	<b>34%</b>
<b>920</b>	<b>Utilities</b>								
920.030	Utilities Electricity	7,200.00	.00	7,200.00	502.45	.00	2,553.56	4,646.44	35
	<b>920 - Utilities Totals</b>	<b>\$7,200.00</b>	<b>\$0.00</b>	<b>\$7,200.00</b>	<b>\$502.45</b>	<b>\$0.00</b>	<b>\$2,553.56</b>	<b>\$4,646.44</b>	<b>35%</b>
<b>940</b>	<b>Rentals</b>								
940.060	Rentals Vehicle - Internal	259.00	.00	259.00	21.60	.00	129.60	129.40	50
	<b>940 - Rentals Totals</b>	<b>\$259.00</b>	<b>\$0.00</b>	<b>\$259.00</b>	<b>\$21.60</b>	<b>\$0.00</b>	<b>\$129.60</b>	<b>\$129.40</b>	<b>50%</b>
<b>962</b>	<b>Allocations</b>								
962.200	Allocations Insurance & Bonds Property	34,040.00	.00	34,040.00	2,837.00	.00	17,022.00	17,018.00	50
962.210	Allocations Insurance & Bonds Liability	180.00	.00	180.00	15.00	.00	90.00	90.00	50
962.220	Allocations Employee Benefits	20.00	.00	20.00	2.00	.00	12.00	8.00	60
962.240	Allocations Administrative Services	48,670.00	.00	48,670.00	4,056.00	.00	24,336.00	24,334.00	50
	<b>962 - Allocations Totals</b>	<b>\$82,910.00</b>	<b>\$0.00</b>	<b>\$82,910.00</b>	<b>\$6,910.00</b>	<b>\$0.00</b>	<b>\$41,460.00</b>	<b>\$41,450.00</b>	<b>50%</b>
<b>972</b>	<b>General Equipment</b>								
972.020	General Equipment Equipment & Machinery	.00	.00	.00	.00	11,781.00	.00	(11,781.00)	+++
	<b>972 - General Equipment Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,781.00</b>	<b>\$0.00</b>	<b>(\$11,781.00)</b>	<b>+++</b>
	Business Unit <b>5430 - Parking Structure Totals</b>	<b>\$1,150,719.00</b>	<b>\$0.00</b>	<b>\$1,150,719.00</b>	<b>\$63,046.93</b>	<b>\$20,761.75</b>	<b>\$392,730.40</b>	<b>\$737,226.85</b>	<b>36%</b>
	Department <b>28 - Parking Totals</b>	<b>\$1,150,719.00</b>	<b>\$0.00</b>	<b>\$1,150,719.00</b>	<b>\$63,046.93</b>	<b>\$20,761.75</b>	<b>\$392,730.40</b>	<b>\$737,226.85</b>	<b>36%</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,150,719.00</b>	<b>\$0.00</b>	<b>\$1,150,719.00</b>	<b>\$63,046.93</b>	<b>\$20,761.75</b>	<b>\$392,730.40</b>	<b>\$737,226.85</b>	<b>36%</b>
Fund <b>585 - Automobile Parking System Totals</b>									
	<b>REVENUE TOTALS</b>	<b>1,108,600.00</b>	<b>.00</b>	<b>1,108,600.00</b>	<b>116,604.45</b>	<b>.00</b>	<b>416,358.64</b>	<b>692,241.36</b>	<b>38%</b>



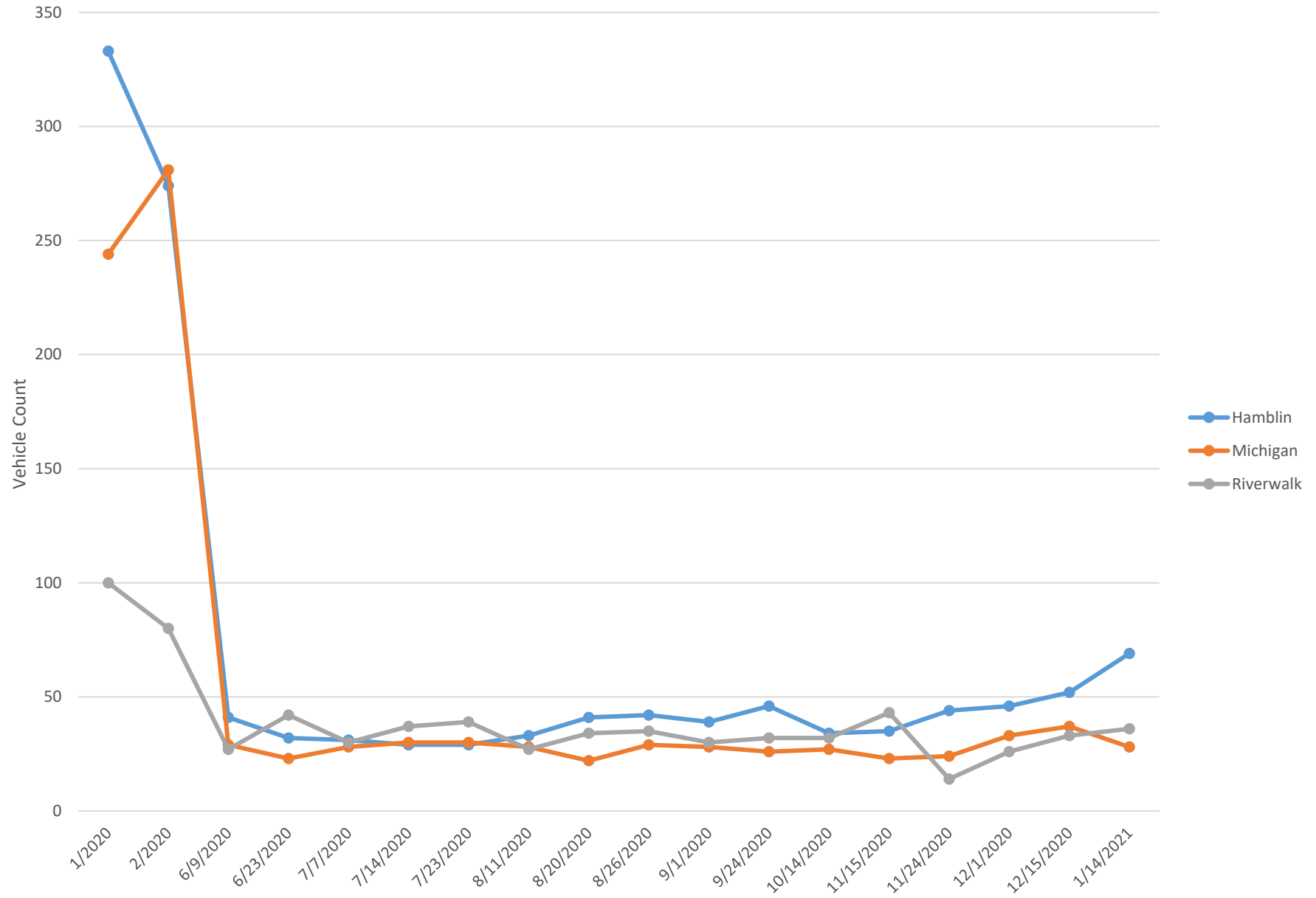
# Budget Performance Report

Date Range 07/01/20 - 12/31/20

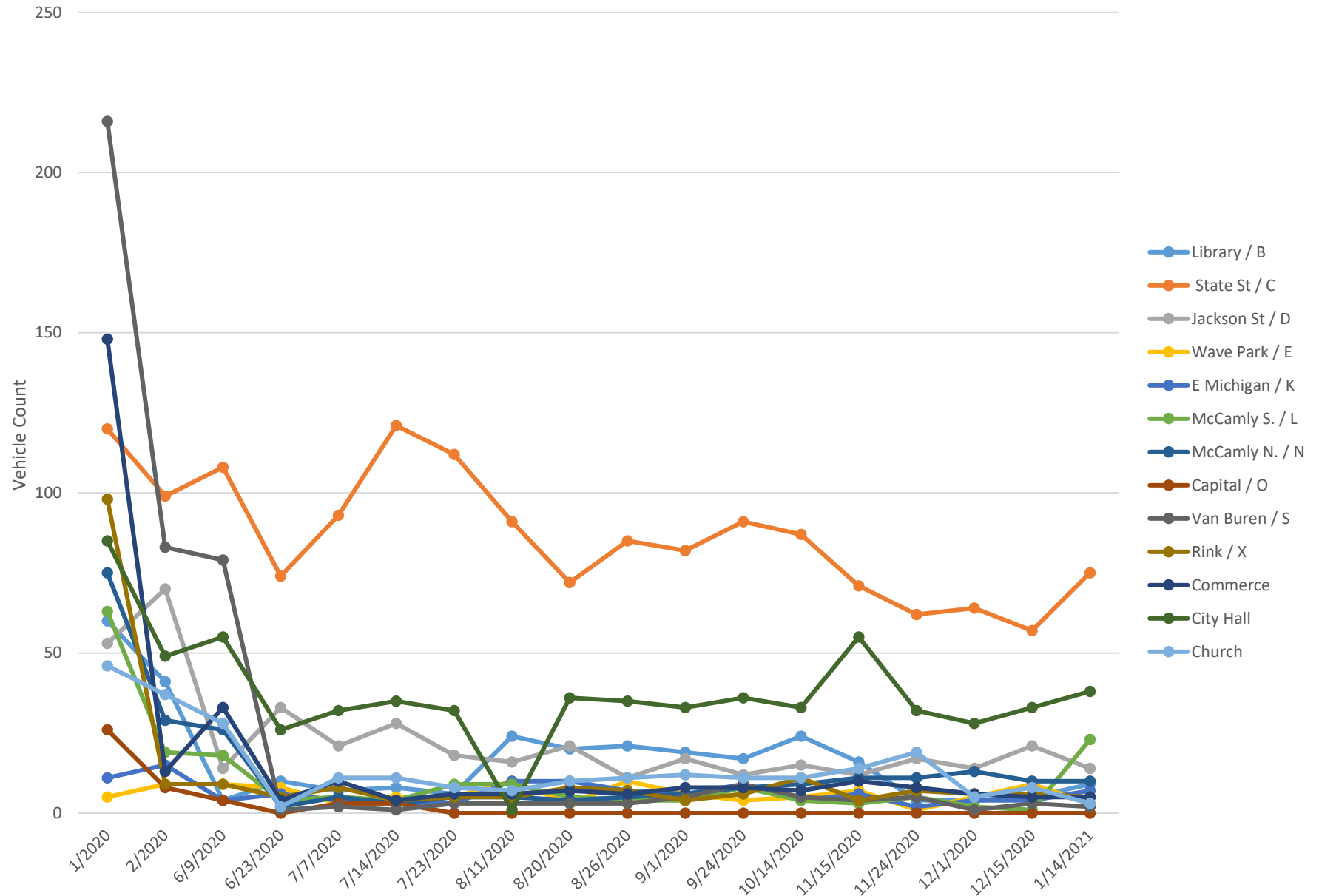
Include Rollup Account and Rollup to Object Act

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
	<b>EXPENSE TOTALS</b>	1,150,719.00	.00	1,150,719.00	63,046.93	20,761.75	392,730.40	737,226.85	36%
Fund	<b>585 - Automobile Parking System</b> Totals	(\$42,119.00)	\$0.00	(\$42,119.00)	\$53,557.52	(\$20,761.75)	\$23,628.24	(\$44,985.49)	
	Grand Totals								
	<b>REVENUE TOTALS</b>	1,108,600.00	.00	1,108,600.00	116,604.45	.00	416,358.64	692,241.36	38%
	<b>EXPENSE TOTALS</b>	1,150,719.00	.00	1,150,719.00	63,046.93	20,761.75	392,730.40	737,226.85	36%
	Grand Totals	(\$42,119.00)	\$0.00	(\$42,119.00)	\$53,557.52	(\$20,761.75)	\$23,628.24	(\$44,985.49)	

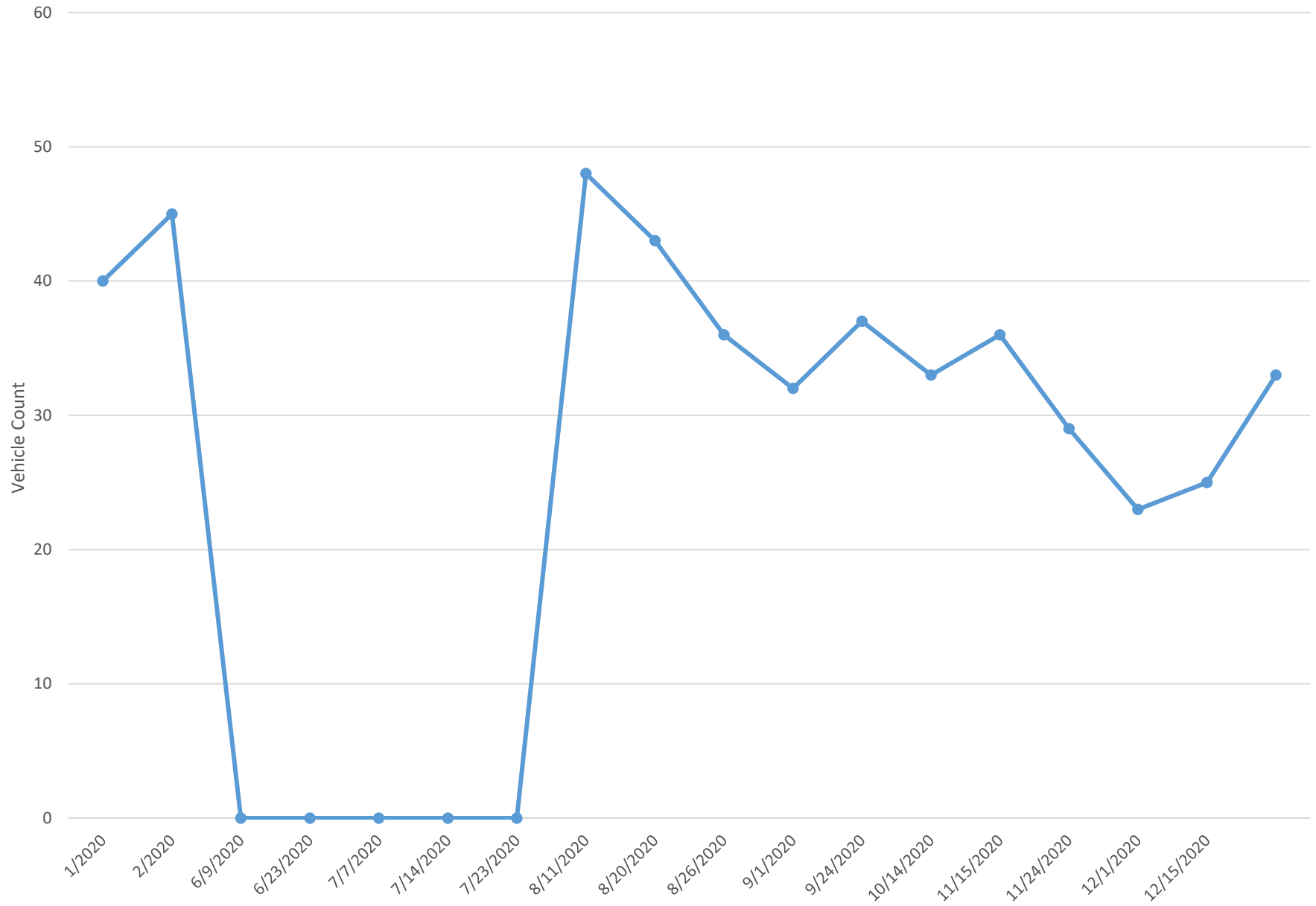
Occupancy Count - Ramps



# Occupancy Count - Surface Lots

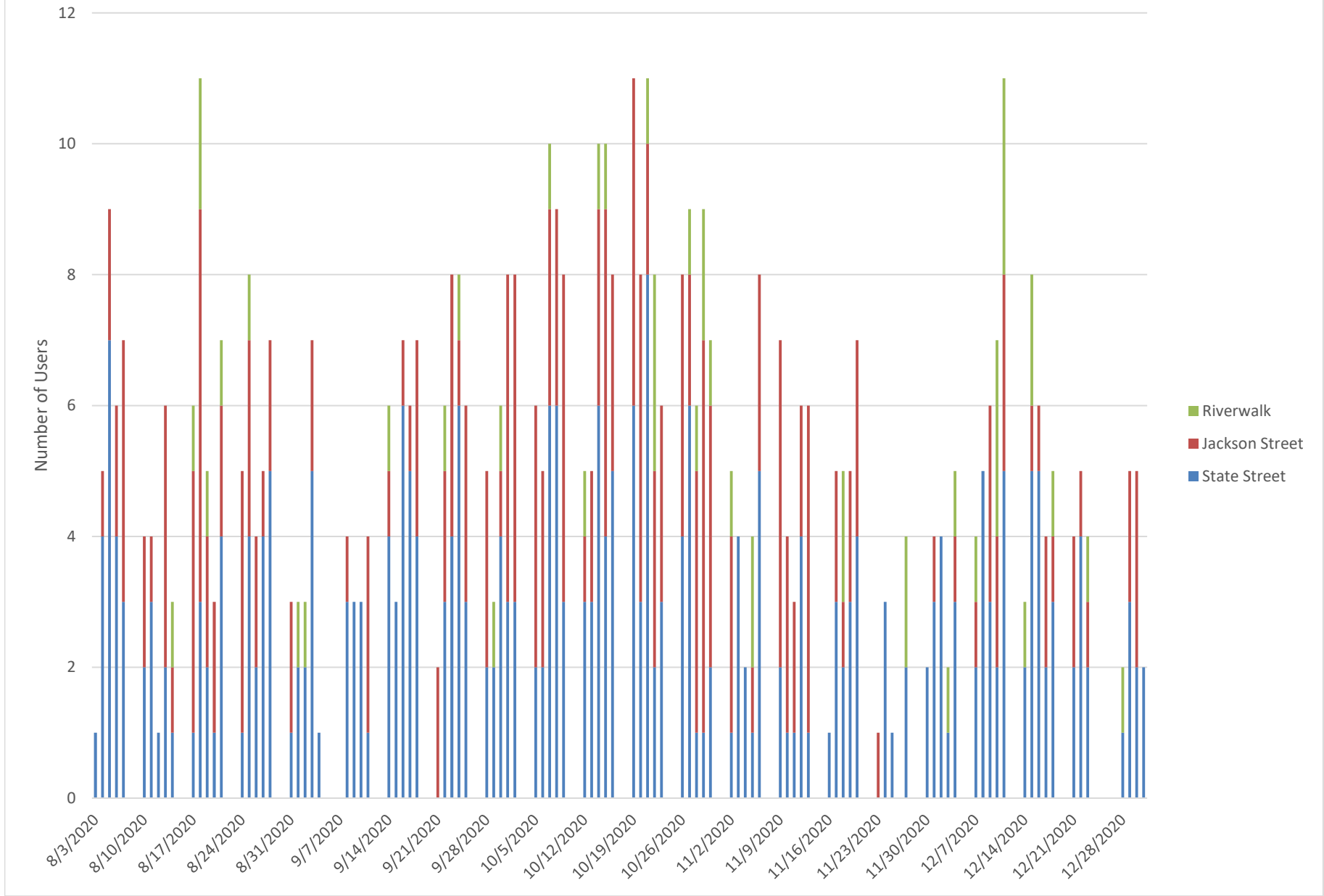


Occupancy Count - On Street Parking

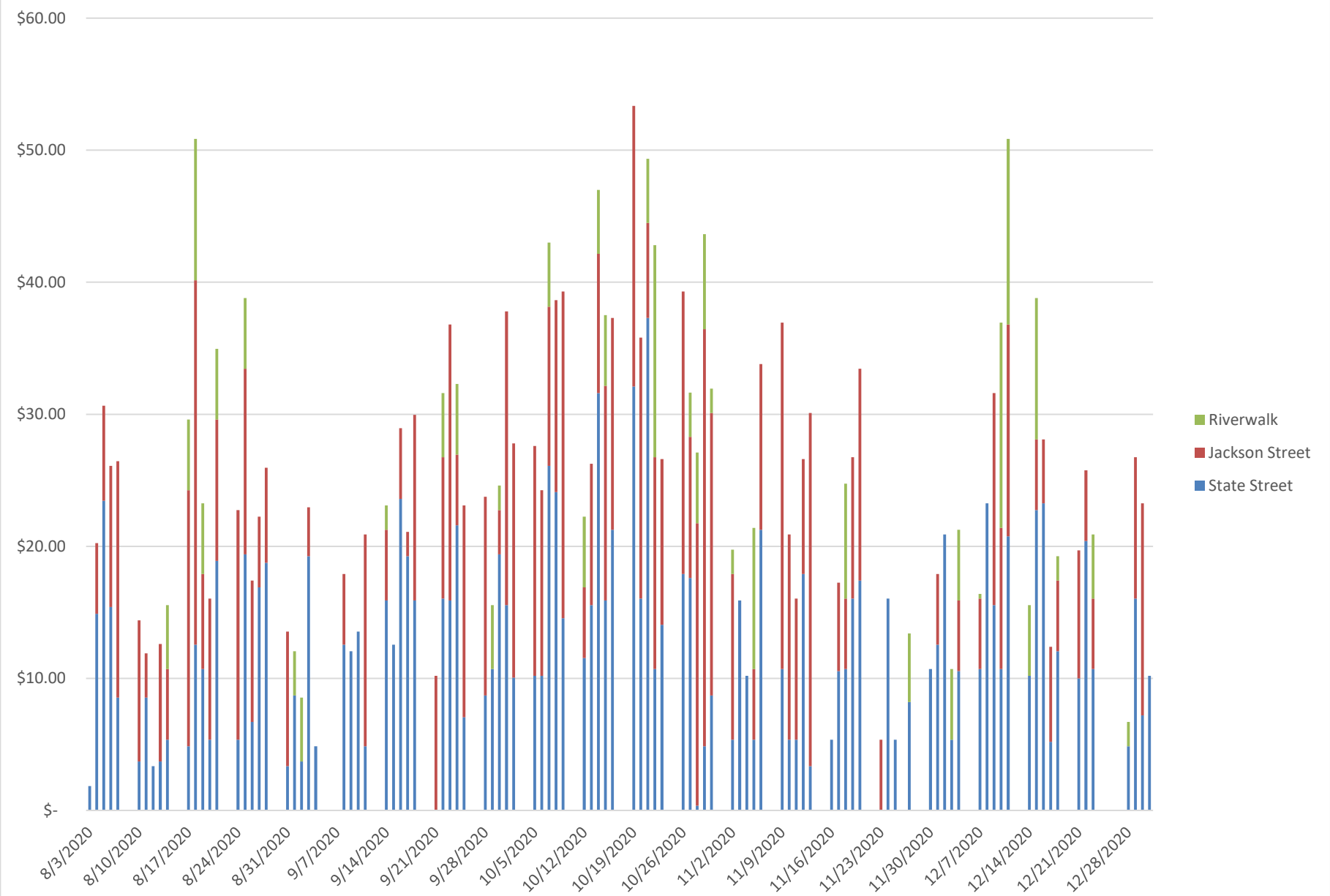




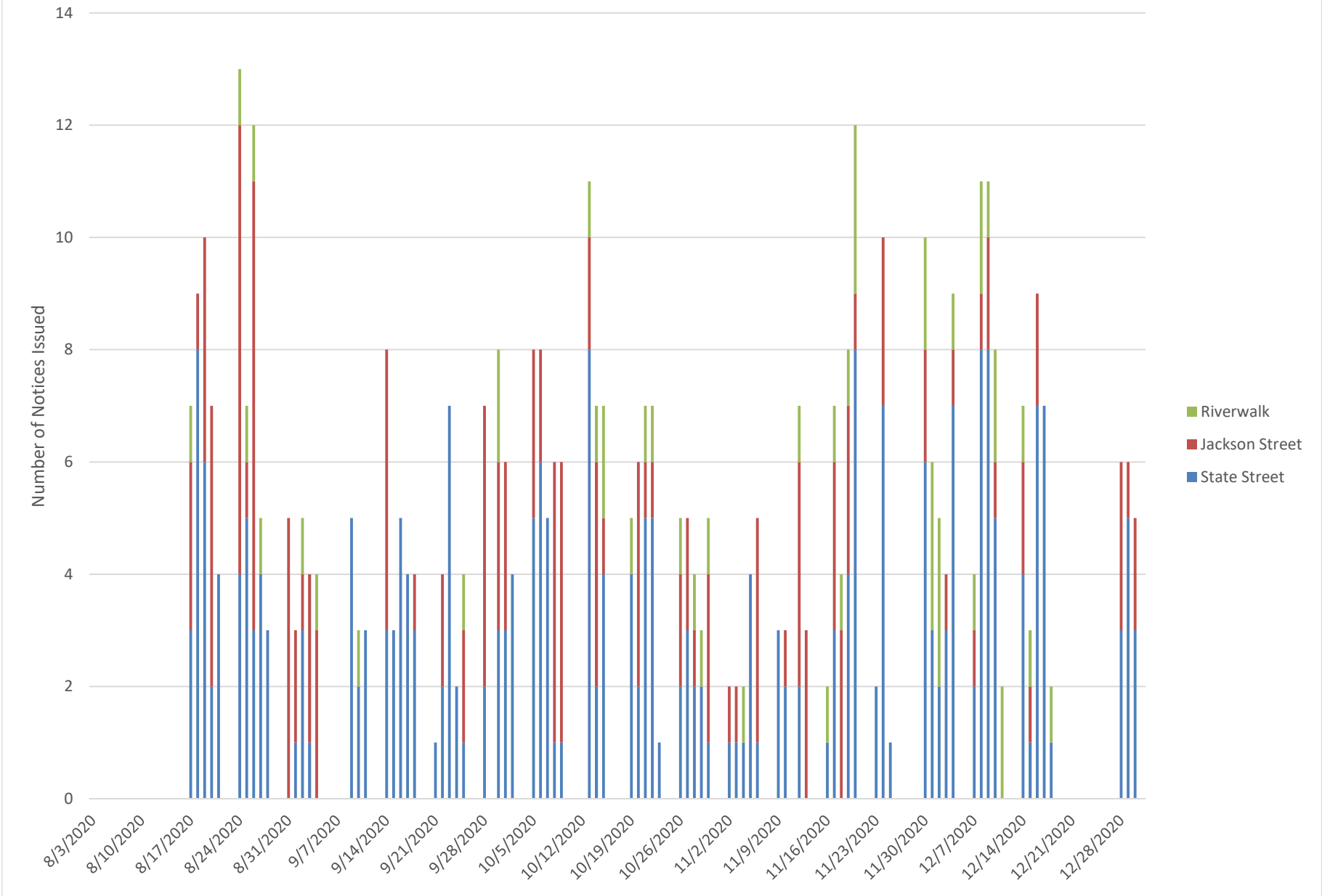
Downtown Parking System Advisory Committee - Passport Users



Downtown Parking System Advisory Committee - Passport Revenue



Downtown Parking System Advisory Committee - Passport Notices Issued



**PASSPORT SIX MONTH TRIAL  
AUGUST, 2020 – JANUARY, 2021**

**History:**

After researching the top two pay-by-cell suppliers in our area, the parking committee endorsed moving forward with Passport for a six month trial period.

The parking committee discussed installation of a pay station and made the decision not to invest in that technology at this time but would revisit it at a later date.

Implementation, training and support from Passport has been professional and thorough.

The 6 month trial took place at the State Street, Jackson Street and Riverwalk facilities with a start date of August 3, 2020 and an end date of January 31, 2021.

The entire trial period was conducted during shutdown conditions due to COVID-19. Each facility is operating at reduced levels under the following conditions:

State Street – 31% reduction (76 average daily users) a mix of monthly and visitor parking  
Jackson Street – 76% reduction (15 average daily users) mostly construction worker parking  
Riverwalk – 66% reduction (31 average daily users) mostly monthly parkers; very little daily activity.

August through December Passport data shows an average of 114 users per month with the monthly average revenue totalling \$508.

State Street – \$265.00 average revenue and an average of 61 users per month  
Jackson Street – \$200.00 average revenue and an average of 43 users per month  
Riverwalk – \$43.00 average revenue and an average of 10 users per month

The Parking System has the option to extend the trial for an additional six months. The next step would be to sign a two year contract.

**Recommendation:** Authorize staff to extend the agreement with Passport for another 6-month period.