



**VERMILLION REALTY ADVISORS**  
**PARKING OPERATIONS CONSULTING PROGRAM**  
**Menu of Services**

**Operational Review**

(For New Acquisitions, Due-Diligence, Dispositions and Existing Property NCF Enhancement)

*Typical Scope of Work*

- *Review current and historical financial statements, monthly traffic and revenue statistics report, summary of daily sales, transient parking rate category statistics and general journal.*
- *Review staffing schedule.*
- *Review any lease documents that specify parking rates, number of cars, etc. for each current and prospective parker.*
- *Review listing of all authorized monthly parkers and outstanding access cards in the parking facilities. Match (if possible) name, car make, license number, etc. for each outstanding card in the system.*
- *Review listing of all parkers that used the parking facilities at no charge or at a reduced rate, together with documentation of reason for the no-charge.*
- *Review all service contracts pertaining to any and all of the parking facilities.*
- *Review current insurance certificate/coverage for parking operations.*
- *Review group health insurance plan documentation provided by parking operator. Documentation should include plan booklets and monthly invoices for all amounts charged to the parking facilities.*
- *Review letter from appropriate state authority documenting actual worker's compensation rate.*
- *Review all invoices and other documentation related to any expenses incurred by parking operator for accounts receivable charges, payroll processing fees, etc.*
- *Review all documentation that supports existing parking operator's expense allocations to all parking facilities.*



- *Review listing of VOID tickets and reason/authorization for the voids.*
- *Review retirement plan documents that specify employer and employee contribution levels, vesting schedules, forfeiture allocation rules, etc. for the employee retirement plan.*
- *Review variance analysis documentation describing reasons for any variances in the financial statements when compared to budgeted amounts for the same time period.*
- *Review payroll registers which document gross pay and all deductions for each employee for each pay period.*
- *Review any existing union contracts.*
- *Review existing parking rate structure. Identify and recommend any appropriate changes in rate structure.*
- *If requested by ownership, provide a ten-year projection of the parking facility's revenues and expenses.*

**FEE:** One-half of one-percent (0.50%) of the actual annual gross revenues of the parking facility for the previous trailing twelve-month period. Minimum fee is \$3,500, Maximum Fee is capped at \$15,000 per parking facility. Discounts available for portfolio assignments. All reasonable travel expenses reimbursed upon presentation of receipts for ALL expenses. At ownership's option, all travel recommended by VRA can be subject to pre-approval by owner.

## **Parking Management Operator Review**

### ***Scope of Work***

- *Review existing parking management agreement or lease (includes UBIT leases).*
- *If desired and/or recommended by owner, negotiate at arms-length with existing operator to obtain a new management agreement or lease with improved economical and operational terms.*
- *If unable to reach acceptable terms with existing operator, draft bid specifications for new parking management contract or lease and distribute to other experienced and capable parking management companies.*
- *Review all proposals and provide recommendation.*
- *Assist with negotiations of new parking management agreement or lease (includes UBIT leases).*

**FEE:** \$2,500 upfront plus \$275 per hour. All reasonable travel expenses reimbursed upon presentation of receipts for ALL expenses. At ownership's option, all travel recommended by VRA can be subject to pre-approval by owner.



## **Implementation of Strategic Plan/Parking Asset Management**

At ownership's sole discretion after an operational review, it can direct VRA to draft a strategic plan (the "Plan") that identifies revenue enhancement and operating expenses efficiencies. In addition, ownership can retain VRA on a monthly basis to provide parking asset management services which are necessary to implement and support any Plan developed by VRA and approved by ownership.

**FEE-Strategic Plan:** \$5,000 payable upon the completion and ownership approval of the Plan.

Upon ownership's approval of the Plan described above, ownership has the **option** to hire VRA to implement the agreed-upon Plan and thereafter, shall monitor the operations of the parking facility to oversee the continued implementation of the Plan. During the term of the parking asset management agreement, VRA will continue to identify additional strategies and procedures for enhancing revenue and achieving expense efficiencies for the parking facility, which such additional strategies and procedures shall be incorporated from time to time into the Plan with ownership approval

**FEE: Plan Implementation/Parking Asset Management:** Consultant shall be paid an asset management fee equal to the greater of (i) \$2,500 per month and (ii) 1% of gross parking revenues (before deduction of any parking or sales taxes) plus a reimbursement of travel expenses. Notwithstanding the foregoing, the monthly asset management fee per parking facility shall not exceed \$5,000 per month.

Additional Services Not Covered Above but Requested by Ownership shall be billed at \$275 per hour.

