



Downtown Improvement Board
Regular Monthly Meeting
Tuesday, Sep. 11, 2018
7:30am

AGENDA

- I. Call to Order
 - a. Comments from the Chairman
- II. Recurring Agenda
 - a. Meeting was properly noticed
 - b. Consideration of the proposed meeting agenda for September 11, 2018
 - c. Consideration of the minutes from the regular meeting of the DIB held on August 14, 2018
- III. On-Going Business
 - a. Downtown Pensacola Alliance – pending IRS approval
 - b. Interlocal Agreement Plan for 2020 – Session
 - c. LEAP Trash Cans – Update
 - d. FCLF – DIB Loan to FOD - Approval
- IV. Parking
 - a. Jefferson Garage Safety – Approval
 - b. Parking Management transition – Update
 - c. Platform - Review of Passport
 - d. 5 New Pay-stations – deployment plan
 - e. LPR – Update
 - f. Tarragona Street - 2hr parking - Update
 - g. DPMD Employee Handbook – Approval
 - h. Harborview Garage signs – Approval
 - i. Special Meeting – Oct 10th
- V. Finance
 - a. DIB – Aug Financials – Approval
 - b. DPMD – Aug Financials – Approval
 - c. City Council Budget meetings – 9/12 is 1st hearing, 9/13 reg. meeting, 9/19 final hearing



VI. Marketing Report

- a. Ideaworks – Caron Sjoberg
- b. City – 2018 Annual Report

VII. New Business

- a. PensaLocal Award

VIII. Hold Items

- a. Parking Interlocal Agreement – on hold until October
- b. LTU / MOU loitering – on hold for Oct.

IX. Public Comment

X. Adjournment

Next meeting – October 9, 2018

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting
Tuesday, August 14, 2018

Attendance:

Committee Chair DeeDee Davis, John Peacock, Teri Levin, Michael Carro
Lissa Dees, Interim Executive Director

Call to Order:

- a. Comm. Chair Davis called the meeting to order at 7:30 a.m.
- b. Recognition of new Ex Officio Becky Azelton
 1. Ms. Dees recognized Becky Azelton as ex officio member to replace Commissioner Grover Robinson
 2. Vice Chair Peacock read from the bylaws, Article II, Section (1)(3), which indicates that only the mayor or chairman may appoint an ex officio.
 3. Ms. Dees will seek further clarification from the mayor's office before officially naming Ms. Azelton ex officio member

Recurring Agenda:

- a. Ms. Dees confirmed that the meeting was properly noticed.
- b. There was a motion and a second to approve the August 14, 2018, agenda with one addition (Jefferson Street landscaping). The agenda was approved unanimously.
- c. There was a motion and a second to accept the minutes from the regular meeting held on July 10, 2018. The motion passed unanimously.

Ongoing Business:

- a. Parking Interlocal Agreement
 1. Ms. Dees advised that this agenda item is on hold until October, as it will be addressed in the compliance update.
- b. Downtown Pensacola Alliance
 1. Feedback from IRS indicated incorrect forms and amount had been submitted. It is now back in the hands of Attorney Kramer Litvak and will be addressed at a future meeting.
 2. Mr. Peacock asked that Mr. Litvak also provide clarification on the difference between 501(c)(3) and (6).
 3. Ms. Dees advised that 501(c)(3) cannot ask for political contributions, whereas Downtown Pensacola Alliance can do so.
- c. Visit Pensacola FCLF grant
 1. The First City Holiday Lights Festival has been granted \$76,953, slightly less than last year's funding. There are opportunities for additional contributions to compensate for the gap.

- d. Bike Share
 - 1. Gotcha Bikes indicated their charge would be \$50,000 per year for 25 bikes. This would be provided by local sponsorships.
 - 2. Mr. Peacock has knowledge of a group that may be interested in providing a sponsorship.
 - 3. Ms. Dees will have a conversation with Scott Remington to determine interest and will update the committee at next month's meeting.
- e. SPS Parking Master Plan wrap-up
 - 1. The final transportation and mobility report were provided to the committee members.
- f. Interlocal Agreement Plan for 2020
 - 1. Ms. Dees suggested this is an ongoing item that needs to stay on the agenda. Any ideas are welcome at any time.
 - 2. Mr. Peacock suggested putting together visioning workshops to begin laying out the objectives to be accomplished by 2020.
- g. Compliance
 - 1. Parking fund report was given to committee members and is due to the CRA in September.
 - 2. Mr. Peacock moved for approval of both the parking report and the three-year strategy. Both were seconded by Ms. Levin and approved unanimously.
 - 3. Approval of budget items and semi-annual accomplishment report will be discussed later in the meeting.
- h. ADA Impact – chirping at crosswalks
 - 1. Ms. Dees spoke with FDOT and learned that chirping requests are not to be received from committees/boards, but rather from the Community for the Blind. FDOT then works with individuals to discover which chirps are compatible.
 - 2. Ms. Levin will assist Ms. Dees in getting in touch with representatives from Independence for the Blind and related individuals to jumpstart this process.
- i. LEAP trash cans
 - 1. Delivery of trash cans is anticipated by the end of the month and Ms. Helen Gibson will advise Ms. Dees of the deployment plan.
 - 2. The committee would like input on placement of the cans.
- j. LTU/MOU loitering
 - 1. DIB and Pensacola Police Department will work together and propose a plan.
- k. Jefferson Street Garage
 - 1. In addition to the landscaping provided by Southtowne on the east side of Jefferson Street the CRA has set aside funding to landscape the west side of the Jefferson Street. Mr. Peacock thanked Councilman Spencer for his support in making this happen.

Parking:

- a. Jefferson Garage safety
 - 1. Ms. Dees pointed out that it was important to enhance security in the Jefferson Street Garage.
 - 2. It was suggested that parking dollars be used to pay for an off-duty police officer to be present in the garage as a temporary solution; and perhaps installing blue lights like those found on college campuses.

3. Councilman Spencer advocated for immediate expenditure for a police presence in the garage which should discourage incidents of crime.
 4. Mr. Peacock suggested installing signs indicating that the garage is under video surveillance.
 5. Ms. Young said the blue light zones would also be a visible reminder that emergency responders can be easily contacted.
 6. Mr. Carro offered that if extra protection is important, it should be implemented right away.
 7. Chief Lyter and members of the police force will meet with Ms. Dees and will have a proposal to present at the next meeting.
- b. Premium Parking update
1. Ms. Dees presented to the committee the results of an in-depth, comprehensive study she had conducted and recommended that the board cancel the contract with its third-party parking management company and allow DIB to enforce and manage parking in-house.
 2. Mr. Peacock moved to accept the recommendation for discussion; seconded by Mr. Carro.
 3. After a very lengthy discussion, the motion carried unanimously.
- c. Five new pay stations - deployment plan
1. The new pay stations are in and will be deployed, some on Government Street near the courthouse and some on Jefferson Street when construction is concluded.
- d. LPR computer purchase – approval
1. For the LPR which has already been purchased to operate correctly, a computer must be installed in the vehicle at a proposed cost of \$2,101.
 2. Mr. Peacock moved for approval.
 3. The motion was seconded and carried unanimously.
- e. Residential parking
1. This item was put on hold awaiting Mr. Bednar's return.
- f. Marketing vehicles
1. Ms. Dees has received concerns from citizens that DIB is potentially showing favoritism by allowing certain business to park marketing vehicles in public parking spaces.
 2. This is outside the realm of DIB and is the responsibility of the police department.
 3. Ms. Dees along with Sgt. Briarton will contact the violators to advise them of future enforcement.
- g. Tarragona Street – 2-hour parking deployment plan
1. Signs should be in by the end of the month and will be placed on Tarragona to start the clock on notification.
- h. Parking Training Session
1. The training session will begin at 10:00.
- i. Follow-up on parking survey
1. UWF Haas Center contacted Ms. Dees to advise of their readiness to conduct a follow-up parking survey.
 2. This will be readdressed in the November-December time frame.

Finance:

- a. DIB - July Financials – Approval
- b. DIB - 2018/2019 Budget Approval
- c. DPMD - July Financials – Approval
- d. DPMD 2018/2019 Budget Approval
 - 1. All financial reports were presented by Ms. Dees.
 - 2. Mr. Peacock moved for approval of all financial reports.
 - 3. Motion was seconded and carried unanimously.

Marketing Report:

- a. Ideaworks – Caron Sjoberg.
 - 1. Marketing report was presented by Ms. Sjoberg.
- b. City – Semi Annual Report – Approval
- c. City – 2018 Annual Report
- d. City – 2020 Plan
 - 1. Mr. Peacock moved for approval of the annual reports.
 - 2. Motion seconded and carried unanimously.

New Business:

- a. Port/INCOA – Approval
 - 1. Mr. Peacock made a motion that the board chair send a letter to the mayor endorsing the same position as UWF's Historic Trust Board, requesting that the city pause the Incoa project until more information is known.
 - 2. Motion was seconded by Ms. Levin and carried unanimously.
- b. Pensalocal Award
 - 1. Ms. Dottie Dubuisson was the recipient of the first Pensalocal Award.

Public Comment:

- 1. Ms. Amy Miller gave a report of the Port Strategic Plan Study and invited everyone to public input sessions now taking place.
- 2. Chris Mayo, marketing manager of ARC Gateway, thanked Ms. Dees and Ms. Sjoberg for their help in providing good marketing material about parking for the recent Crab Cake Cookoff at Seville Quarter.
- 3. Ms. Dubuisson encouraged the committee to get involved with the TPO and to be present when public input is heard concerning the bike advisory committee.

Adjournment:

Meeting was adjourned at 9:15 a.m.

DIB		
Aug Budget Notes		
<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>
Income		
Summary	Income	Tlt Revenue is \$1K over target
4030	Palafox Market	Palafox Market is \$6k over projected revenue
4060	OverHd Reimbursement	\$304 under projections
5001	Salaries, Benefits & Taxes	\$18K over budget - will balance to budget with underspend in 5027
5024	Bookkeeping	\$3k overbudget due to clean-up
5027	Economic Development	\$32K below budget
5028	Arts & Culture	\$18K below budget
6000 total	Palafox Market	\$7K under expenses
7000	Ambassador	\$14k over budget - will balance to budget with underspend in 5028
Summary		overall expenses are \$20K under budget Y.T.D.

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

August 2018

Ordinary Income/Expense							
	Aug 18	Budget	\$ Over Budget	Oct '17 - Aug 18	YTD Budget	\$ Over Budget	Annual Budget
Income							
4010 · Ad Valorem Revenue	31,186.58	31,186.59	-0.01	343,052.38	343,052.42	-0.04	374,239.00
4015 · CRA Interlocal Income	0.00	0.00	0.00	216,580.30	216,580.30	0.00	216,580.30
4020 · Website Membership and Map Program Revenue	0.00	41.66	-41.66	483.50	458.33	25.17	500.00
Total Program Revenue	6,055.00	6,083.34	-28.34	73,204.75	66,916.67	6,288.08	73,000.00
4060 · DMPD OverHd Reimbursement							
Total 4060 · DMPD OverHd Reimbursement	8,444.06	13,443.38	-4,999.32	147,572.34	147,877.24	-304.90	161,320.63
4080 · Bolland Rentals	0.00	166.67	-166.67	1,500.00	1,833.34	-333.34	2,000.00
4900 · Sales Tax Collected	0.00			-4,278.28			
Total Income	45,685.64	50,921.64	-5,236.00	778,114.99	776,718.30	1,396.69	827,639.93
Gross Profit	45,685.64	50,921.64	-5,236.00	778,114.99	776,718.30	1,396.69	827,639.93
Expense							
5000 · CRA Interlocal Payment	0.00	0.00	0.00	216,580.30	216,580.30	0.00	216,580.30
5001 · Salaries, Benefits & Taxes							
5001.9 · Payroll Admin Fees	0.00	0.00	0.00	3,128.44	0.00	3,128.44	0.00
5003 · Health Insurance	-281.61	1,500.00	-1,781.61	19,058.56	16,500.00	2,558.56	18,000.00
5004 · Insurance Expense-Other	1,699.08	166.67	1,532.41	3,198.16	1,833.34	1,364.82	2,000.00
5005 · Workers Comp Insurance	0.00	166.67	-166.67	1,350.00	1,833.34	-483.34	2,000.00
5001 · Salaries, Benefits & Taxes - Other	8,095.46	15,462.50	-7,367.04	181,954.18	170,087.50	11,866.68	185,550.00
Total 5001 · Salaries, Benefits & Taxes	9,512.93	17,295.84	-7,782.91	208,689.34	190,254.18	18,435.16	207,550.00
5006 · Board Meetings	388.50	79.17	309.33	388.50	870.84	-482.34	950.00
5007 · Annual Meeting	0.00	166.66	-166.66	500.00	1,833.33	-1,333.33	2,000.00
5009 · Bank Charges	1,382.68	289.58	1,093.10	5,617.87	3,185.42	2,432.45	3,475.00
5011 · Interest Expense	23.75	16.67	7.08	190.00	183.34	6.66	200.00
5012 · Office Rent	884.08	1,000.00	-115.92	9,544.63	11,000.00	-1,455.37	12,000.00
5013 · Office Supplies	32.05	266.67	-234.62	2,905.45	2,933.33	-27.88	3,200.00
5014 · Office Equipment/Software	179.56	541.66	-362.10	2,626.44	5,958.33	-3,331.89	6,500.00
5015 · Postage	0.00	83.33	-83.33	526.12	916.67	-390.55	1,000.00
5016 · Telecommunications	1,215.09	1,083.33	131.76	11,192.15	11,916.67	-724.52	13,000.00
5017 · Website Support	437.50	250.00	187.50	1,408.75	2,750.00	-1,341.25	3,000.00
5018 · Website Hosting							
5018.41 · Website-Mailchimp	0.00			1,028.50	0.00	1,028.50	0.00
5018.40 · Website-GoDaddy	0.00			220.44	0.00	220.44	0.00
5018 · Website Hosting - Other	0.00	83.34	-83.34	554.94	916.67	-361.73	1,000.00
Total 5018 · Website Hosting	0.00	83.34	-83.34	1,803.88	916.67	887.21	1,000.00
5019 · Computer Support/Email Leasing	389.24	375.00	14.24	1,807.57	4,125.00	-2,317.43	4,500.00
5020 · Dues, Subscriptions, Publicatio	-177.54	266.67	-444.21	4,030.75	2,933.33	1,097.42	3,200.00

DOWNTOWN IMPROVEMENT BOARD
Profit & Loss Budget Performance- For Mgmt Use Only
August 2018

	Aug 18	Budget	\$ Over Budget	Oct '17 - Aug 18	YTD Budget	\$ Over Budget	Annual Budget
5021 · Travel Entertainment & Educ.	0.00	416.67	-416.67	2,774.26	4,583.34	-1,809.08	5,000.00
5022 · Repair & Maintenance	0.00	83.33	-83.33	26.86	916.67	-889.81	1,000.00
5023 · Marketing Consultants							
5023 · Marketing Consultants - Other	5,117.75	6,250.00	-1,132.25	67,144.46	68,750.00	-1,605.54	75,000.00
Total 5023 · Marketing Consultants	5,117.75	6,250.00	-1,132.25	67,144.46	68,750.00	-1,605.54	75,000.00
5024 · Bookkeeping	880.00	1,200.00	-320.00	16,315.00	13,200.00	3,115.00	14,400.00
5025 · Audit	0.00	1,500.00	-1,500.00	9,165.00	16,500.00	-7,335.00	18,000.00
5026 · Legal Counsel							
5026 · Legal Counsel - Other	0.00	1,375.00	-1,375.00	9,669.00	15,125.00	-5,456.00	16,500.00
Total 5026 · Legal Counsel	0.00	1,375.00	-1,375.00	9,669.00	15,125.00	-5,456.00	16,500.00
5027 · Economic Development	36.53	4,166.66	-4,130.13	13,380.28	45,833.33	-32,453.05	50,000.00
5028 · Arts and Culture	0.00	2,000.00	-2,000.00	4,191.40	22,000.00	-17,808.60	24,000.00
5030 · Insurance- General Liability	0.00			12,591.72			
6000 · Palatof Market							
6001 · Palatof Market Project Mgmt	2,262.00	2,791.67	-529.67	30,947.02	30,708.33	238.69	33,500.00
6002 · Keep Pensacola Beautiful	0.00	291.67	-291.67	5,146.32	3,208.34	1,937.98	3,500.00
6003 · Permits / Street Closure	0.00	116.66	-116.66	500.00	1,283.33	-783.33	1,400.00
6004 · Portable Toilet Rental							
6004 · Portable Toilet Rental - Other	0.00	1,541.67	-1,541.67	9,825.00	16,958.33	-7,133.33	18,500.00
Total 6004 · Portable Toilet Rental	0.00	1,541.67	-1,541.67	9,825.00	16,958.33	-7,133.33	18,500.00
6005 · Market Anniversary Celebration	0.00	208.33	-208.33	1,975.00	2,291.67	-316.67	2,500.00
6006 · Farm Visit- Mileage Reimburseme	0.00	125.00	-125.00	33.60	1,375.00	-1,341.40	1,500.00
6007 · Marketing	0.00	500.00	-500.00	2,535.90	5,500.00	-2,964.10	6,000.00
6008 · PMkt Credit Card Fees	44.95	250.00	-205.05	412.91	2,750.00	-2,337.09	3,000.00
6010 · Sales Tax Interest	0.00			4,608.10			
6000 · Palatof Market - Other	22.75			1,100.28	0.00	1,100.28	0.00
Total 6000 · Palatof Market	2,329.70	5,825.00	-3,495.30	57,084.13	64,075.00	-6,990.87	69,900.00
7000 · Ambassador Program							
7001 · Ambassador Program Labor	9,608.35	7,280.00	2,328.35	110,443.78	80,080.00	30,363.78	87,360.00
7002 · Uniforms	0.00	250.00	-250.00	801.95	2,750.00	-1,948.05	3,000.00
7003 · Communications	0.00	266.67	-266.67	362.82	2,933.33	-2,570.51	3,200.00
7004 · Equipment - Capital	0.00	1,000.00	-1,000.00	0.00	11,000.00	-11,000.00	12,000.00
7005 · Equipment R & M	0.00	500.00	-500.00	1,846.88	5,500.00	-3,653.12	6,000.00
7006 · Janitorial Supplies	481.88	333.33	148.55	6,630.25	3,666.66	2,963.59	4,000.00
Total 7000 · Ambassador Program	10,090.23	9,630.00	460.23	120,085.68	105,929.99	14,155.69	115,560.00
Total Expense	32,722.05	54,244.58	-21,522.53	793,357.15	813,270.74	-19,913.59	867,515.00
Net Ordinary Income	12,963.59	-3,322.94	16,286.53	-15,242.16	-36,552.44	21,310.28	-39,873.37
Other Income/Expense							
Other Income							

DOWNTOWN IMPROVEMENT BOARD

Balance Sheet - For Management Use Only

As of August 31, 2018
Aug 31, 18

ASSETS

Current Assets

Checking/Savings

101 · Cash - Coastal- 0237	
101.1 · BP Funds for Beautification	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Coastal- 0237 - Other	218,384.96
Total 101 · Cash - Coastal- 0237	<u>291,531.03</u>
Total Checking/Savings	291,531.03

Accounts Receivable

140.4 · A/R-Property Assessments	343,052.38
Total Accounts Receivable	<u>343,052.38</u>

Other Current Assets

140.9 · Due from Downtown Pens Alliance	1,150.00
140.11 · Due from Parking Fund	34,760.49
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	1,399.12
Total Other Current Assets	<u>38,309.61</u>

Total Current Assets	672,893.02
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Fixed Assets

240 · Equipment	133,671.36
242 · Software	149.98
260 · Furniture & Fixtures	4,541.23
275 · Website Capitalized	10,850.00
300 · Less Accumulated Depreciation	<u>-91,329.00</u>

Total Fixed Assets	<u>57,883.57</u>
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TOTAL ASSETS	<u>730,776.59</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

450 · Accounts Payable	-1,015.14
452 · Compensated Absences	4,212.27

Total Accounts Payable	3,197.13
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Other Current Liabilities

453 · 403(b) Employer Contribution	2,489.71
458 · Due to 403(b)	-2,418.32
471 · Payroll Liabilities	7,622.49
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	377,526.86

Total Other Current Liabilities	<u>390,220.74</u>
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Total Current Liabilities	393,417.87
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Long Term Liabilities

N/P - DLL Financial Solutions

Deferred Interest	-664.90
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DOWNTOWN IMPROVEMENT BOARD
Balance Sheet - For Management Use Only

As of August 31, 2018

	Aug 31, 18
N/P - DLL Financial Solutions - Other	8,104.86
Total N/P - DLL Financial Solutions	7,439.96
Total Long Term Liabilities	7,439.96
Total Liabilities	400,857.83
Equity	
32000 · Unrestricted Net Assets	330,399.74
587 · Fund Balance	-40,639.00
Net Income	40,158.02
Total Equity	329,918.76
TOTAL LIABILITIES & EQUITY	730,776.59

DPPMD Aug Budget Notes		
Code	Description	DPPMD Notes
Revenue		
10-00	Judicial Center Lot	under budget - not running special events
11-00	North Palafox	over budget Y. T. D. \$18K primarily from Monthly Passes
12-00	Tarragona Lot	over budget Y. T. D. \$18K primarily from Monthly Passes
13-00	Trash Co -Op	under budget Y.T.D. \$18K - reimbursement for loan payments on Oct. bill
20-00	Intendencia	over budget Y.T.D. \$11K - lot is still ran during special events
21-00	JSG	over budget Y.T.D. \$100K
23-01 & 02	Meter/PlayStation	over budget Y.T.D. \$60K
24-00	Parking Fines	over budget Y.T.D. \$53K
Summary		YTD revenue \$200K over budget
Expense		
30-00	Trash Co -Op	under budget Y.T.D. - \$9K - Timing issue with July and Aug Republic invoices
40-00	Shared Expenses	\$589 ticket rev. share with PPD for parking Citations
50-04 & 50-05	CC Fees	Premium paying CC Fees - and will report with Aug. invoice packet
50-09	Debt Service	\$3k over will balance at end of year
50-12	Marketing /Printing /Research	over budget \$42K - includes \$51K for Structured Parking Study and additional marketing for Parking Management transition - expense overage must be compensated with revenue surplus
50-13	Office Supplies	\$367 over budget Coin counter machine - has been returned
50-14	Overhead Reimbursement	over budget \$3K Y.T.D. with majority of overage from S,B,& T continues to trend down
50-15	Professional Services	\$4k under budget - related to audit - timing
50-16	facility R&M	underbudget Y.T.D. \$9K- will use to help off-set overage in signage and striping
50-17	signage & striping	overbudget \$5K - due to parking management change - will not hit annual budget target of \$5k
50-18	Utilities	Aug ECUA bill being investigated for large amount \$1653.96 avg \$300-500
50-19	T&E	over budget \$5K Y.T.D. - will be over target
50-20	Management Contracts	over budget \$121K - Aug. Invoice not yet received - will exceeded annual target of \$51K - expense overage must be compensated with decrease in codes 50-23, 24 & 25
50-21	Pay Stations	\$89k over budget - due to Pay Station upgrades
50-22	Pay station Repairs	\$5k under budget - will be applied toward 50-21 overage
50-23	Contract Parking Enforce Sev	under budget YTD \$50K will use to off set Management Contracts overages
50-24 & 25	special events & Security	will use \$26K to further off set overages in Management Contracts
50-26	Meter Equipment	\$15K over budget due to purchase of 5 new pay stations
50-28	Street /Landscape Improv.	\$7k overbudget due to landscaping at JSG
Summary		\$174K YTD over budget in Expenses - will utilize revenue overages to off-set expense overages.

Downtown Parking Management District Profit & Loss Budget Performance August 2018

Ordinary Income/Expense

Income

10-00 · Judicial Center Lot	0.00	83.33	-83.33	0.00	916.66	-916.66	1,000.00
11-00 · North Palatof Lot	1,697.35	663.33	1,034.02	25,312.14	7,236.67	18,075.47	7,900.00
12-00 · Tarragona Street Lot	1,703.00	359.01	1,343.99	21,023.79	3,148.00	17,875.79	3,507.00
13-00 · Trash	6,230.00	6,915.59	-685.59	53,320.51	72,312.42	-18,991.91	79,228.00
20-00 · Intendencia Garage	1,565.00	916.66	648.34	21,268.72	10,083.33	11,185.39	11,000.00
21-00 · Jefferson Street Garage	22,392.43	27,083.33	-4,690.90	395,437.92	297,916.67	97,521.25	325,000.00
22-00 · Judicial Center Garage	0.00	117.00	-117.00	1,400.00	984.00	416.00	1,100.00
23-01 · Paystations	8,972.11	8,000.00	972.11	149,134.92	88,000.00	61,134.92	96,000.00
23-02 · Single Space Meters	4,100.26	5,333.33	-1,233.07	50,055.60	58,666.67	-8,611.07	64,000.00
24-00 · Parking Fines	19,735.00	10,000.00	9,735.00	162,558.91	110,000.00	52,558.91	120,000.00
25-00 · OnStreet Dumpster Placement Fee	570.00	8.33	561.67	2,705.50	91.67	2,613.83	100.00
26-00 · Residential Parking Permits	0.00	500.00	-500.00	1,207.50	5,500.00	-4,292.50	6,000.00
29-01 · Sales Tax Collected	0.00			-35,187.28			
29-02 · Cash Over (Short)	0.00			-48.00			
4502 · Baylen St Pkg Lot- SOLD 100117	0.00	0.00	0.00	17.50	0.00	17.50	0.00
4515 · Govt St Pkg Lot-DEC CLOSING	0.00			7,514.25			
Total Income	66,965.15	59,979.91	6,985.24	855,721.98	654,856.09	200,865.89	714,835.00

Gross Profit

Expense

30-00 · DPMD Trash Expense	318.11	5,808.84	-5,490.73	114,918.83	123,897.18	-8,978.35	129,706.00
40-00 · DPMD Shared Expenses	589.67	800.00	-210.33	7,952.44	8,800.00	-847.56	9,600.00
50-00 · DPMD Operating Expenses							
50-04 · Jefferson Garage CC Fees	0.00	750.00	-750.00	2,797.33	8,250.00	-5,452.67	9,000.00
50-05 · Parking Meter CC Fees	0.00	1,000.00	-1,000.00	10,109.93	11,000.00	-890.07	12,000.00
50-06 · Auto	0.00			2,242.40			
50-07 · Bad Debt Expense	0.00	666.67	-666.67	0.00	7,333.33	-7,333.33	8,000.00
50-08 · Bank Charges	0.00	25.00	-25.00	206.65	275.00	-68.35	300.00
50-09 · Debt Service - DIB Loan	0.00	3,333.33	-3,333.33	40,000.00	36,666.66	3,333.34	40,000.00
50-10 · Debt Service-\$2,717.86	0.00	2,716.67	-2,716.67	30,032.35	29,883.34	149.01	32,600.00
50-11 · Dues & Subscriptions	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	2,000.00
50-12 · Marketing / Printing / Research	4,196.51	2,750.00	1,446.51	72,985.71	30,250.00	42,735.71	33,000.00
50-13 · Office Supplies	214.00	0.00	214.00	367.22	0.00	367.22	0.00
50-14 · Overhead Reimbursement	11,684.14	13,443.33	-1,759.19	150,812.42	147,876.67	2,935.75	161,320.00
50-15 · Professional Services	0.00	0.00	0.00	7,915.00	12,100.00	-4,185.00	12,100.00
50-16 · Facility Repair & Maintenance	1,075.18	6,250.00	-5,174.82	59,520.98	68,750.00	-9,229.02	75,000.00
50-17 · Signage & Striping	100.10	416.67	-316.57	9,532.76	4,583.34	4,949.42	5,000.00
50-18 · Utilities	2,238.46	1,166.67	1,071.79	13,200.89	12,833.34	367.55	14,000.00
50-19 · Travel Entertainment & Educ	32.23	500.00	-467.77	122.68	5,500.00	-5,377.32	6,000.00

Downtown Parking Management District Profit & Loss Budget Performance August 2018

	Aug 18	Budget	\$ Over Budget	Oct '17 - Aug 18	YTD Budget	\$ Over Budget	Annual Budget
50-20 · Management Contracts	83.85	4,250.00	-4,166.15	168,274.04	46,750.00	121,524.04	51,000.00
50-21 · Paystation Parkeon \$1456/mo	0.00	1,457.25	-1,457.25	105,145.07	16,029.75	89,115.32	17,487.00
50-22 · Paystation Repairs	0.00	625.00	-625.00	1,684.00	6,875.00	-5,191.00	7,500.00
50-23 · Contract Parking Enforc Serv	100.00	10,058.33	-9,958.33	60,584.99	110,641.66	-50,056.67	120,700.00
50-24 · Enforcement Spec Events Pkg	546.64	1,666.67	-1,120.03	14,949.60	18,333.34	-3,383.74	20,000.00
50-25 · Security	0.00	2,083.33	-2,083.33	169.37	22,916.66	-22,747.29	25,000.00
50-26 · Meter Equipment	0.00	833.33	-833.33	24,234.09	9,166.66	15,067.43	10,000.00
50-28 · Street / Landscape Improvements	0.00	1,275.00	-1,275.00	20,933.39	14,025.00	6,908.39	15,300.00
Total 50-00 · DPMD Operating Expenses	20,271.11	55,267.25	-34,996.14	795,820.87	621,539.75	174,281.12	677,307.00
Total Expense	21,178.89	61,876.09	-40,697.20	918,692.14	754,236.93	164,455.21	816,613.00
Net Ordinary Income	45,786.26	-1,896.18	47,682.44	-62,970.16	-99,380.84	36,410.68	-101,778.00
Other Income/Expense							
Other Income	0.00			2,071.64			
Voided Checks	0.00			682.92			
60-00 · Other Income	0.00			2,754.56			
Total Other Income	0.00			2,754.56			
Net Other Income	0.00			2,754.56			
Net Income	45,786.26	-1,896.18	47,682.44	-60,215.60	-99,380.84	39,165.24	-101,778.00

Downtown Parking Management District Balance Sheet- For Management Use Only

As of August 31, 2018

Aug 31, 18

ASSETS

Current Assets

Checking/Savings

100 · Petty Cash-Jefferson Garage 1,717.20

101 · Cash-Coastal -514-8 233,998.08

102 · Cash-Wells Fargo -9358 104,988.95

Total Checking/Savings 340,704.23

Accounts Receivable

140.4 · Parking Fees & Fines 72,275.00

145.4 · Allowance for Doubtful Accounts -55,444.80

Total Accounts Receivable 16,830.20

Total Current Assets 357,534.43

Fixed Assets

241 · Equipment 317,829.48

290 · Improvements 177,362.10

300 · Accumulated Depreciation -278,659.14

Total Fixed Assets 216,532.44

TOTAL ASSETS 574,066.87

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

452 · Due to D.I.B. 34,760.49

460 · Restricted Fund 1,000.00

481 · Sales Tax Payable -1,915.50

Total Other Current Liabilities 33,844.99

Total Current Liabilities 33,844.99

Long Term Liabilities

503 · N/P-CB & T-Pay Stations 34,174.01

Total Long Term Liabilities 34,174.01

Total Liabilities 68,019.00

Equity

32000 · Unrestricted Net Assets 372,683.35

32100 · Investment in Capital Assets 182,358.00

Net Income -48,993.48

Total Equity 506,047.87

TOTAL LIABILITIES & EQUITY 574,066.87