



Parking & Traffic Committee Meeting

September 4, 2018

4:30pm

J. Earle Bowden Bldg., Room 1

AGENDA

- 1) Call to Order
 - a) Meeting was properly noticed
 - b) Approval of Meeting Agenda for September 4, 2018
 - c) Approval of Minutes for August 7, 2018
- 2) On-Going Business
 - a) LPR update
 - b) Tarragona 2-hour parking
 - c) PayStation installs – 2 Spring
 - d) Jefferson Street Garage Maintenance
 - e) JSG security
 - f) Marketing vehicle policy
 - g) July Financial Report
- 3) New Business
 - a) Platform provider
 - b) PayStation deployment plan
 - c) Intendencia Garage -Employee parking
 - d) Public Parking signs Harborview Garage
 - e) Special Meeting Oct. 10th
 - f) New Committee members
- 4) Public Comment
- 5) Adjournment

MINUTES

Parking & Traffic Committee Meeting August 7, 2018

Members present: Clay Roesch, Cheryl Young, Danny Zimmern

Call to order: The meeting was called to order by acting chair Cheryl Young at 4:30 p.m.

Consideration of Minutes:

- a) Ms. Dees confirmed the meeting was properly noticed.
- b) There was a motion and a second to approve the August 7, 2018, agenda. The agenda was approved unanimously.
- c) There was a motion and a second to accept the minutes of the July 7, 2018, meeting. The motion was approved unanimously.

Ongoing Business:

- a) Premium Parking Update
 - 1) Ms. Dees introduced Philip Olivier who is the new Premium Parking market representative.
- b) LPR update
 - 1) Mr. Olivier advised that the LPR equipment will be delivered the third week of August; training and installation is tentatively scheduled for the last week of August; and the system is to be put into use the week after Labor Day.
 - 2) The LPR equipment will require a laptop with very specific requirements at a cost of \$2,400 pretax which was not included in the original quote.
 - 3) Ms. Dees asked Mr. Olivier to provide three quotes for the laptop.
 - 4) Mr. Roesch made a motion to move the matter to DIB for consideration without a recommendation from the Parking & Traffic Committee. Seconded by Mr. Zimmern and carried unanimously.
- c) Tarragona two-hour parking
 - 1) Mr. Olivier advised that the signs for two-hour parking should arrive August 14. Premium is reviewing contractors for installation, which should take place a week after the arrival of the signs.
 - 2) Ms. Dees said the DIB, Premium, and City of Pensacola via Ryan Novota will work in conjunction to assure that the timing and placement of the signs will be conducive to on-going construction; and that the 90-day period to begin enforcing two-hour parking will be after the signs are installed.
- d) Jefferson Street Garage maintenance
 - 1) Ms. Dees provided a list of items at Jefferson Street Garage that have been upgraded or repaired and things that are still pending.
 - 2) Motion made and seconded to replace the clearance bar right-of-way which is to be done in-house. Motion carried unanimously.

- 3) Motion was made by Ms. Young, seconded by Mr. Zimmern, to research the cost of installing emergency blue lights that will summon first responders when activated. Motion carried unanimously.
- e) Residential parking permit policy
 - 1) Ms. Dees requested that this discussion be delayed until the next meeting as it is something on which Comm. Chair Bednar is working.
- f) Marketing vehicle policy
 - 1) Ms. Dees is working with the police department and DIB attorneys to determine if there are Florida Statutes or other rules regarding marketing vehicles parked in DIB spaces.
- g) June Financial Report
 - 1) Mr. Zimmern made a motion that the remaining agenda be addressed and that the June financial report be discussed afterwards depending upon the time remaining. The motion was seconded by Mr. Roesch and carried unanimously.
 - 2) After the committee returned to and discussed the June Financial Report, Mr. Zimmern made a motion that this committee recommend that the DIB discuss with Premium a way for all money collected to go into DIB's bank account first and reconcile with Premium later; and that the DIB have their contract in hand during discussions. The motion was seconded by Mr. Roesch and carried unanimously.
 - 3) Mr. Zimmern, after discussion, made a motion to ask the DIB to request that Premium provide us with a list of their reimbursables, in advance, for approval before payment is made. Seconded by Mr. Roesch and carried unanimously.

New Business

- a) Zarzaur Law – JSG reserved parking request
 - 1) Mr. Roesch made a motion that Mr. Zarzaur's request to have four reserved parking spaces in Jefferson Street Garage be denied. Seconded by Mr. Zimmern and carried unanimously.
- b) Online appeal process
 - 1) Ms. Dees explained a new option that has been presented for a free, online appeal process which would save the DIB time and money involved in the appeal of citations.
 - 2) Motion made by Mr. Roesch that DIB participate in this free service. Seconded by Mr. Zimmern and carried unanimously.
- c) 2018 CRA parking report
 - 1) Ms. Dees explained that this report is to be submitted as part of DIB's annual standard requirement with the City of Pensacola.
 - 2) Mr. Zimmern made a motion, seconded by Mr. Roesch, to present the report to the DIB. Motion carried unanimously.
- d) 2019 parking budget
 - 1) Mr. Zimmern made the motion to send the operational budget for the fiscal year 2018-19 to the DIB board for its review before sending to the CRA. Motion seconded by Mr. Roesch and carried unanimously.
- e) Park, Pay, Play Pensacola training session
 - 1) Training session will take place next Tuesday after the DIB meeting at 10:00 a.m.

Public Comment

Ms. Dottie Dubuisson thanked the committee for its diligence and hard work. She had two suggestions: 1) that we look at how the parking app could have an accounting of what handicap spaces are available, and 2) that someone from DIB attend all future meetings of the Bike Advisory Committee.

Adjournment

The meeting was adjourned at 6:00 p.m.

JSG Punchlist			
Item	Cost	Update	Status
Install Fire Extinguishers and repair extinguisher doors	\$ 720.00	Ambassadors have cleaned - need quote for new floors Assigned to Clean Ambassadors 7/18/18	C/P
Elevator floors stripped and waxed	\$ -		IP
Graffiti removal			C/P
Parking Lines / stripping & directional arrows			C/P
Digital Machines missing location # and type of CC accepted			IP
Cleaning of Digital Machines	\$ -	Assigned to Clean Ambassadors 7/18/18	C/P
Replace Exit Sign by stairwell		Requested estimate from Eric on 7/5/18	C/P
Replace Clearance Bar	\$ 40.00		C/P
Clean Sandwich board & replace sign	\$ -	cleaning assigned to Ambassadors - requested est. for replacing sign	C/P
cleaning of stairwells	\$ -	Assigned to Clean Ambassadors 7/18/18	C/P
pressure washing stairs	\$ -	Assigned to Clean Ambassadors	C/P
repaint elevators	\$ 250.00		C/P
paint gates on Romana	\$ -	Assigned to Clean Ambassadors 7/18/18	IP
Signs for No-Dumping	\$ 89.76	Assigned to Elizabeth to Order	C/P
Signs for Compactor area	\$ 89.76	Assigned to Elizabeth to Order	C/P
Blue Light Safety Lights		still working on safety solutions	IP
Repaint Stairwells	\$2,224.00	have quote on hold for committee approval	Hold

DPMID July Budget Notes			
Code	Description		DPMID Notes
Revenue			
10-00	Judicial Center Lot	under budget - not running special events	
11-00	North Palafox	over budget Y.T.D. \$17K primarily from Monthly Passes	
12-00	Tarragona Lot	over budget Y.T.D. \$16K primarily from Monthly Passes	
13-00	Trash Co -Op	under budget Y.T.D. \$18K - Collection for loan will begin in Oct. timing issue with monthly fee due to staff PTO	
20-00	Intendencia	over budget Y.T.D. \$10K - lot is still ran during special events	
21-00	JSG	over budget Y.T.D. \$100K	
23-01 & 02	Meter/Pay Station	over budget Y.T.D. \$50K	
24-00	Parking Fines	over budget Y.T.D. \$43K	
Summary			
Expense			
30-00	Trash Co -Op	under budget Y.T.D. - \$8K	
40-00	Shared Expenses	lot share no longer an expense	
50-09	Debt Service	\$6k under budget should balance by e.o.y.	
		over budget \$41K - includes \$51K for Structured Parking Study and additional marketing for Parking Management transition - expense overage must be compensated with revenue surplus	
50-12	Marketing /Printing /Research	over budget \$5K Y.T.D. with majority of overage from S,B,& T will continue to trend down	
50-14	Overhead Reimbursement		
50-15	Professional Services	\$4k under budget - related to audit - timing	
50-16	Facility R&M	underbudget Y.T.D. \$8K- will use to help off-set overage in 50-17 signage and striping cover	
50-17	Signage & Striping	overbudget \$5K - due to parking management change - will use surplus from 50-16 to cover	
50-18	Utilities	trending slightly below target	
50-19	T&E	\$5K under budget	
50-20	Management Contracts	over budget \$111K - exceeded annual target of \$51K - expense overage must be compensated with decrease in codes 50-23, 24 & 25	
50-21	Pay Station Parkeon	\$89K over budget - due to upgraded pay stations	
50-22	Pay Station Repairs	\$4k under budget - surplus will be applied to 50-20	
50-23	Contract Parking Enforce Sev	under budget YTD \$50K surplus will be moved to 50-20 Management Contracts overages	
50-24 & 25	Special Events & Security	will use \$22K to further off set overages in 50-20 Management Contracts	
50-26	Meter Equipment	over budget \$16K due to purchase of 5 new pay stations	
50-28	Street /Landscape Improv.	\$8k overbudget due to landscaping at JSG	
Summary			
		\$177K YTD over budget in Expenses - will utilize revenue overages to off-set expense overages.	

Downtown Parking Management District
Profit & Loss Budget Performance - For Mgmt Use Only
July 2018

	Jul 18	Budget	\$ Over Budget	Oct '17 - Jul 18	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
10-00 · Judicial Center Lot	0.00	83.33	-83.33	0.00	833.33	-833.33	1,000.00
11-00 · North Palafox Lot	4,658.35	663.34	3,995.01	23,614.79	6,573.34	17,041.45	7,900.00
12-00 · Tarragona Street Lot	3,972.80	359.01	3,613.79	19,320.79	2,788.99	16,531.80	3,507.00
13-00 · Trash	180.00	6,915.59	-6,735.59	47,090.51	65,396.83	-18,306.32	79,228.00
20-00 · Intendencia Garage	1,715.00	916.66	798.34	19,653.72	9,166.67	10,487.05	11,000.00
21-00 · Jefferson Street Garage	60,874.16	27,083.33	33,790.83	371,369.49	270,833.34	100,536.15	325,000.00
22-00 · Judicial Center Garage	0.00	117.00	-117.00	1,400.00	867.00	533.00	1,100.00
23-01 · Paystations	18,307.25	8,000.00	10,307.25	137,852.46	80,000.00	57,852.46	96,000.00
23-02 · Single Space Meters	7,508.75	5,333.33	2,175.42	45,154.73	53,333.34	-8,178.61	64,000.00
24-00 · Parking Fines	16,077.31	10,000.00	6,077.31	142,823.91	100,000.00	42,823.91	120,000.00
25-00 · OnStreet Dumpster Placement Fee	0.00	8.33	-8.33	2,135.50	83.34	2,052.16	100.00
26-00 · Residential Parking Permits	0.00	500.00	-500.00	1,207.50	5,000.00	-3,792.50	6,000.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-48.00	-35,187.28	0.00	17.50
29-02 · Cash Over (Short)	0.00	0.00	0.00	17.50	0.00	0.00	0.00
4502 · Baylen St Pkg Lot- SOLD 100117	0.00	0.00	0.00	7,514.25	0.00	0.00	0.00
4515 · Govt St Pkg Lot -DEC CLOSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	113,293.62	59,979.92	53,313.70	783,919.87	594,876.18	189,043.69	714,835.00
Gross Profit							
Expense							
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	3,921.17	-3,921.17	40,245.58	39,211.67	1,033.91	47,054.00
30-02 · Keep Pensacola Beautiful	0.00	1,013.42	-1,013.42	2,756.00	10,134.17	-7,378.17	12,161.00
30-03 · Landfill Fees	0.00	107.25	-107.25	0.00	1,072.50	-1,072.50	1,287.00
30-04 · Security Fees	0.00	250.00	-250.00	0.00	2,500.00	-2,500.00	3,000.00
30-05 · Special Events Dumpster Service	0.00	517.00	-517.00	0.00	5,170.00	-5,170.00	6,204.00
30-06 · Compactor Construction	0.00	0.00	0.00	66,759.43	60,000.00	6,759.43	60,000.00
30-07 · Trash Compactor Utilities	49.79	0.00	0.00	212.06	22.89	0.00	0.00
30-09 · Misc Compactor Expenses	49.79	5,808.84	-5,759.05	109,995.96	118,088.34	-8,092.38	129,706.00
Total 30-00 · DPMD Trash Expense	49.79	5,808.84	-5,759.05	109,995.96	118,088.34	-8,092.38	129,706.00
40-00 · DPMD Shared Expenses	0.00	800.00	-800.00	7,362.77	8,000.00	-637.23	9,600.00
50-00 · DPMD Operating Expenses							
50-04 · Jefferson Garage CC Fees	0.16	750.00	-749.84	2,797.49	7,500.00	-4,702.51	9,000.00
50-05 · Parking Meter CC Fees	1,210.11	1,000.00	210.11	10,109.93	10,000.00	109.93	12,000.00
50-06 · Auto	394.47	0.00	0.00	2,242.40	0.00	0.00	0.00

**Downtown Parking Management District
Profit & Loss Budget Performance - For Mgmt Use Only**

July 2018

	Jul 18	Budget	\$ Over Budget	Oct '17 - Jul 18	YTD Budget	\$ Over Budget	Annual Budget
50-07 · Bad Debt Expense	0.00	666.67	-666.67	0.00	6,666.66	-6,666.66	8,000.00
50-08 · Bank Charges	0.00	25.00	-25.00	202.45	250.00	-47.55	300.00
50-09 · Debt Service - DIB Loan	0.00	3,333.33	-3,333.33	40,000.00	33,333.33	6,666.67	40,000.00
50-10 · Debt Service-\$2,717.86	2,717.86	2,716.67	1.19	27,314.49	27,166.67	147.82	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	0.00	2,750.00	-2,750.00	68,789.20	27,500.00	41,289.20	33,000.00
50-13 · Office Supplies	0.00	0.00	0.00	153.22	0.00	153.22	0.00
50-14 · Overhead Reimbursement	10,899.55	13,443.34	-2,543.79	139,128.28	134,433.34	4,694.94	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	8,249.71	6,250.00	1,999.71	54,569.27	62,500.00	-7,930.73	75,000.00
50-17 · Signage & Striping	0.00	416.67	-416.67	9,432.66	4,166.67	5,265.99	5,000.00
50-18 · Utilities	603.26	1,166.67	-563.41	10,562.04	11,666.67	-1,104.63	14,000.00
50-19 · Travel Entertainment & Educ	0.00	500.00	-500.00	90.45	5,000.00	-4,909.55	6,000.00
50-20 · Management Contracts	0.00	4,250.00	-4,250.00	154,129.05	42,500.00	111,629.05	51,000.00
50-21 · Playstation Parkeon \$1456/mo	1,620.90	1,457.25	163.65	103,845.07	14,572.50	89,272.57	17,487.00
50-22 · Playstation Repairs	0.00	625.00	-625.00	1,684.00	6,250.00	-4,566.00	7,500.00
50-23 · Contract Parking Enforc Serv	285.95	10,058.33	-9,772.38	50,568.95	100,583.33	-50,014.38	120,700.00
50-24 · Enforcement Spec Events Pkg	573.60	1,666.67	-1,093.07	14,402.96	16,666.67	-2,263.71	20,000.00
50-25 · Security	0.00	2,083.33	-2,083.33	169.37	20,833.33	-20,663.96	25,000.00
50-26 · Mater Equipment	0.00	833.33	-833.33	24,234.09	8,333.33	15,900.76	10,000.00
50-28 · Street / Landscape Improvements	0.00	1,275.00	-1,275.00	20,933.39	12,750.00	8,183.39	15,300.00
Total 50-00 · DPMD Operating Expenses	26,555.57	55,267.26	-28,711.69	743,273.76	566,272.50	177,001.26	677,307.00
Total Expense	26,605.36	61,876.10	-35,270.74	860,632.49	692,360.84	168,271.65	816,613.00
Net Ordinary Income	86,688.26	-1,896.18	88,584.44	-76,712.62	-97,434.66	20,772.04	-101,778.00
Other Income/Expense							
Other Income							
Voided Checks		0.00			2,071.64		
60-00 · Other Income		107.14			682.92		
Total Other Income		107.14			2,754.56		
Net Other Income		107.14			2,754.56		
Net Income		86,795.40	-1,896.18	88,691.58	-73,958.06	23,526.60	-101,778.00

Downtown Parking Management District
Balance Sheet- For Management Use Only
As of July 31, 2018
Jul 31, 18

ASSETS

Current Assets

Checking/Savings

100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	228,260.75
102 · Cash-Wells Fargo -9358	87,306.97
Total Checking/Savings	317,284.92

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	334,115.12

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	<u>550,647.56</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities	
452 · Due to D.I.B.	36,305.76
460 · Restricted Fund	1,000.00
481 · Sales Tax Payable	-1,915.50
Total Other Current Liabilities	35,390.26
Total Current Liabilities	35,390.26

Long Term Liabilities

503 · N/P-CB & T-Pay Stations	34,174.01
Total Long Term Liabilities	<u>34,174.01</u>

Total Liabilities

69,564.27

Equity

32000 · Unrestricted Net Assets	372,683.35
32100 · Investment in Capital Assets	182,358.00
Net Income	-73,958.06
Total Equity	481,083.29
TOTAL LIABILITIES & EQUITY	<u>550,647.56</u>