



Parking & Traffic Committee Meeting

October 2, 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 October 2, 2018
 - c) Approval of Minutes for September 4, 2018
- 2) On-Going Business
 - a) LPR update
 - b) Tarragona 2-hour parking-update
 - c) Pay-Station installs – update
 - d) JSG security -update
 - e) Aug. Financial Report
 - f) Intendencia Garage -Employee parking - update
 - g) Public Parking signs Harborview Garage - update
 - h) Special Meeting Oct. 10th - reminder
 - i) Passport Contract - vote
 - j) JSG Pay Stations - update
- 3) New Business
 - a) Consent Agenda
 - b) Garden Street Plan - discussion
 - c) Parking Master Plan 2019
 - i. Meter Replacement Project
 - ii. JSG Repairs
 - iii. District signs upgrade
 - iv. Growth
- 4) Financial Report
 - a) Aug. Financials
 - b) JSG Reserve Fund Finance Committee Recommendation - Update

5) Public Comment

6) Adjournment

MINUTES

Parking & Traffic Committee Meeting September 4, 2018

Members present: Mark Bednar, Clay Roesch, Danny Zimmern

Call to order: The meeting was called to order by committee chair Mark Bednar 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 September 4, 2018, agenda with one addition (discussion concerning special meeting 9/6/2018). The agenda was approved unanimously.
- c) There was a motion and a second to accept the minutes of the August 7, 2018, meeting. The motion was approved unanimously.

Ongoing Business:

- a) LPR Update
 - 1) Ms. Dees advised the LPR will be received on September 10 and should be in use by September 11. Online training with Wayne and Mark is scheduled for 9/6/2018.
- b) Tarragona 2-hour parking
 - 1) Mr. Glass received a quote from Gulf Coast Traffic Engineering of \$4,700 to install the signs (\$300 per sign). Therefore, the signs will be installed in-house.
 - 2) All approvals have been received and signs should be installed by 9/18/2018
- c) PayStation installs – 2 on Spring
 - 1) Five new paystations that were purchased several months ago have been sitting in the garage and are now being deployed into the field.
 - 2) Ms. Dees requested that two of the paystations be placed on the street so that we don't have a capital asset that is not returning any revenue. These two were placed on Spring Street.
 - 3) At least two, if not all three, of the remaining paystations will be placed on Spring Street.
 - 4) One pay station that was removed from Jefferson Street and will be returned to Jefferson Street.
- d) Jefferson Street Garage maintenance
 - 1) Ms. Dees provided a list of items at Jefferson Street Garage indicating where we stand with garage maintenance.
 - 2) Two items remain: The blue lights to be discussed, and repainting of the stairwells to be revisited next month.
 - 3) DIB, as the new parking management company, will devise a regular maintenance list to be utilized in the future.

- e) JSG security
 - 1) A quote of \$22,093 was received for installation of blue lights in Jefferson Street Garage.
 - 2) Pensacola Police Department was consulted and advised the likelihood of blue lights preventing an occurrence was improbable.
 - 3) Reggie Bruster, of Signal 88, provided a quote of \$988 per month for vehicles to patrol Jefferson Street garage on a scheduled basis.
 - 4) Mr. Zimmern made a motion that the committee recommend that DIB accept Signal 88's proposal on a month-to-month basis, up to four months, to allow time for enforcement discussions. The motion was seconded and passed unanimously.
- f) Marketing vehicle policy
 - 1) Enforcement for marketing vehicles parked illegally is a police department issue and does not fall under the purview of the parking committee.
- g) July financial report
 - 1) Ms. Dees provided the July financial report.

New Business

- a) Platform provider
 - 1) The parking committee will have a joint meeting with the DIB board Thursday to discuss the platform to be used for managing parking purchases.
 - 2) Ms. Dees provided forms that demonstrate the comparison among four providers and said one additional provider may be added.
 - 3) Ms. Dees attempted to alleviate concerns that DIB may lose parking revenue pending a new platform provider. Roughly 11 percent of parkers are paying via platform.
 - 4) Mr. Lehman suggested calling monthly card holders and providing an alternate means of payment during the transition in platform providers.
 - 5) Mr. Zimmern asked if Regina @ Banakas & Associates could do a financial analysis based on transactions and costs. Ms. Dees will inquire.
- b) Paystation deployment plan.
 - 1) Ms. Dees advised that regardless of Thursday's outcome, the DIB will realize substantial savings on third-party parking management fees. Extra funds will first be utilized for safety.
 - 2) Secondly, Ms. Dees suggested that excess money be used for disposing of outdated meters; and replacing two of the T2 machines in the Jefferson Street garage with newly-purchased Parkeon machines. The replacement machines would help identify the DIB brand, and Premium is willing to buy back the T2 machines.
- c) Intendencia Garage – Employee parking
 - 1) Ms. Dees is speaking with Angela at City of Pensacola concerning opening the top floor of Intendencia Garage for employee parking, thus helping ensure the safety of wait staff who leave work very late at night, getting employee parking off the street, and providing affordable parking for downtown workers. Collier Merrill is willing to assist Ms. Dees in bringing this to terms.

- d) Public Parking Signs – Harborview Garage
 - 1) Harborview Garage is city-owned and is available for free public parking after hours and on weekends. It is rarely used because the public is unaware of its availability.
 - 2) Ms. Dees suggested that DIB place signs on Cedar Street and Main Street to advertise free public access during these times.
 - 3) Mr. Roesch moved that DIB move forward with placing the signs as suggested. The motion was seconded by Mr. Zimmern and carried unanimously.
- e) Special meeting October 10
 - 1) Special meeting scheduled for October 10 with Dr. Shoup and members of the parking committee and DIB board. The meeting is open to the public.
- f) New Committee members
 - 1) Ms. Dees recommended that the committee invite Kevin Lehman to join them at the table for discussions going forward, and that one additional member be recruited so there will not be an even number of members voting.
 - 2) Mr. Roesch suggested finding additional tenant members, as opposed to property owners, from east/west/central downtown. Mr. Roesch also suggested having an at-large city representative participate as the intricate parking management system is discussed and created.
 - 3) Mr. Zimmern made a motion to add Mr. Lehman to the parking committee. The motion was seconded by Mr. Roesch and carried unanimously.
- g) Thursday meeting discussion
 - 1) Mr. Zimmern expressed his desire that the parking committee become more involved as a management committee than it is currently.
 - 2) Comm. Chair Bednar pointed out that *Roberts Rules of Order Fifth Edition* dictates the method by which the committee can send action items to the DIB.
 - 3) Mr. Roesch agreed that matters have become very political and suggested that the politics happen above the DIB level.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:07 p.m.

DPMD Aug Budget Notes			DPMD Notes
Code	Description		
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

	Aug 18	Budget	\$ Over Budget	Oct '17 - Aug 18	YTD Budget	\$ Over Budget	Annual Budget
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 Palafox 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	66,965.15	59,979.91	6,985.24	855,721.98	654,856.09	200,865.89	714,835.00
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							
Voided Checks	0.00			2,071.64			
60-00 · Other Income	0.00			682.92			
Total 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