



Parking & Traffic Committee Meeting

December 13, 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 December 13, 2018
 - c) Approval of Minutes for November 8, 2018
- 2) On-Going Business
 - a) Tarragona Stop Sign / City request - Update
 - b) Public Parking signs Harborview Garage – Update
 - c) Premium 30-day cancellation letter – Approval
 - d) Platform transition – Update
 - e) Garage Blue Light – Update
- 3) New Business
 - a) Jefferson Garage – guard shack removal – Approval
 - b) Valet Parking on Government - Discussion
 - c) Parking Master Plan - Discussion
 - i. Establish Parking Goals
 - ii. Priority list
 - iii. 'Dark' Data
 - iv. Committee member areas of focus
- 4) Financial Report
 - a) Oct. & Nov. Financials – Approval
 - b) JSG Reserve Fund Finance Committee Recommendation - Update
- 5) Public Comment
- 6) Adjournment
- 7) On hold Items
 - a.) LPR Rollout – on hold until roll-out of new platform
 - b.) Intendencia Garage -Employee parking – on hold until January

MINUTES

Parking & Traffic Committee Meeting November 8, 2018, 4:30 p.m.

Members present: Mark Bednar, Chairman, Cheryl Young, Danny Zimmern, Clay Roesch, Kevin Lehman, John Peacock
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Bednar 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 November 8, 2018, agenda. The motion carried unanimously.
- c) There was a motion and a second to accept the minutes of the October 2, 2018, meeting. The motion carried unanimously.

Ongoing Business:

- a) Tarragona/City request – update
 - 1) At the last meeting a request was made that DIB staff contact the City concerning the placement of a four-way stop sign on Tarragona.
 - 2) Ms. Dees was advised by Ryan Novota, with the City, that the intersection most likely will not warrant the placement of a four-way stop, and that simply because someone thinks it's not safe does not require a stop condition.
 - 3) Ms. Dees forwarded to Mr. Novota a photograph of an accident that occurred this morning at the requested location and informed him this was the third accident of which she was aware at this location.
 - 4) Member Peacock made a motion to direct the DIB to make a formal request to the City for two four-way stop signs; one at Tarragona and Romana and one at Tarragona and Intendencia. Member Roesch asked that risk management be copied. The motion was seconded by Member Zimmern and carried unanimously.
- b) Public parking signs Harborview Garage - update
 - 1) Ms. Dees advised that a quote of \$1,041.40 had been bid for reskinning of the current signs to indicate free parking is available after hours and on weekends.
 - 2) Much discussion ensued concerning reservation of the option to charge for parking in the future. Ms. Dees suggested that the amount of \$1,041.40 be approved, without making the decision just now whether it will remain free parking.
 - 3) Member Peacock made a motion to install the parking signs indicating public parking is available, with no context to price, so that a decision can be made in the future whether to charge or to continue with free parking. The motion was seconded by Member Zimmern and carried 5-1, with Member Lehman dissenting.
- c) JSG Pay Stations – update
 - 1) T2s have been removed and Parkeon pay stations have been installed.

- d) Platform transition - update
 - 1) DIB staff and marketing team have weekly integration calls with Parkeon, Vigilant, Passport, and Complus. Beta testing will begin mid-December with an expected go-live date of January 2.
 - 2) Premium has requested to stay on as a secondary provider. It is staff's recommendation that they not go down that path. Member Peacock made a motion to accept staff's recommendation. Motion was seconded by Member Young and carried unanimously.
- e) Gulf Power Blue Light - update
 - 1) Ms. Dees has contacted Gulf Power on two different occasions to obtain information on their use of blue lights for safety, per the request of Member Young. Gulf Power is going through a buy-out transition and is currently unable to prioritize this request. Ms. Dees then contacted Cox and a couple of universities to determine how their installation of blue lights was accomplished and related various procedures.
 - 2) The DIB staff would like to reiterate information gleaned from Chief Lyter and others with the Pensacola Police Department. Any investment in blue lights on the part of DIB is not advised, because there is still a response time and the blue lights are not going to prevent events such as the one that took place in the Intendencia Garage. There would be no improvement over a cell phone call to 911.
 - 3) Member Young emphasized that blue lights would heighten a sense of awareness of security and suggested that staff continue gathering information.
 - 4) Member Peacock made a motion that staff continue to try and obtain information. The motion was seconded by Member Young and carried unanimously.

New Business:

- a) Parking Master Plan 2019
 - i. Meter Replacement Project
 - 1. Member Peacock made a motion that DIB approve \$17,535 to place pay stations back on Jefferson and at Romana. Motion was seconded by Member Young and passed unanimously.
 - ii. Special Event/JSG Parking
 - 1. Member Peacock made the motion to reinstate special event parking. The motion was seconded by Member Zimmern and passed unanimously.
 - iii. JSG Repairs
 - 1. Member Zimmern made a motion to authorize the repair of seams in the Jefferson Street Garage not to exceed \$15,000. Motion was seconded by Member Young and passed unanimously.
 - iv. Garden Street
 - 1. Ms. Dees suggested that with Garden Street, being a main artery, it is an area that the parking committee should make high on their priority list when considering the overall master plan. Ms. Dees will meet tomorrow with Helen Gibson, from the City, to discuss Jefferson, Garden, and Government Streets.
 - 2. Member Zimmern asked that any decision concerning Garden Street be postponed until more information is gathered.

3. Member Young requested that a cutoff deadline be determined for receiving data and making decisions.
4. Member Lehman believes that the intent of public parking management needs to be clearly established; rather than the focus being on making as much money as possible, the intent of public parking needs to be to maximize consumer access to downtown.
5. Member Zimmern suggested that the Chairman schedule a parking workshop in the spring of 2019, and that before the parking committee's meeting in December, the Executive Director discern different areas of research that need to happen and make assignments to parking committee members. The members can then divide up responsibilities and all come together for the workshop.

- v. District signs project
- vi. Growth

Financial Report:

- a) September financials
 - 1) Ms. Dees previously provided the committee the treasurer's report attached to the September financials. Just before the meeting, she completed preparation of the October financials, and asked for an amendment to the agenda to include October's report if the committee preferred to receive it at this time.
 - 2) Member Young made a motion to amend the agenda to include October's financials. The motion was seconded and carried unanimously.
 - 3) After some discussion, Member Zimmern made a motion to accept the September financials. Motion was seconded by Member Young and carried unanimously.
 - 4) The October financial report was tabled until next month.
- b) JSG Reserve Fund Finance Committee recommendation – update

Public Comment:

Ms. Dottie Dubuisson thanked the DIB staff for their wonderful job presenting the annual report to the CRA and gave public comment regarding: 1) Belmont Devilliers becoming the newest addition to the National Blues Trail and requesting DIB add a way-finding connection to downtown; 2) DIB sending a formal request to CRA that contractors be required to place cones in areas of potential pedestrian danger; 3) DIB monitoring illegal parking on the street directly behind Earle Bowden; 4) asking that the City require a shuttle service for events generating more than 10,000 people; and 5) DIB requesting that the City correct the on-street parking striping on Rues Street.

Adjournment:

The meeting was adjourned at 6:15 p.m.

Treasure's Report - DPMD

MEMORANDUM

To: DIB Board
From: Lissa Dees, Executive Director
Subject: Treasure's Report
Date: October

Following this Memo is the October Income Statement and Balance Sheet.

Total Income DPMD October: \$73,338.16
Total Expense DPMD October: \$40,125.75

Notes:

DPMD – Premium payments are being audited from 3/1/2018 - current to ensure correct deposits.

DPMID		
Code	Description	DPMID Notes
Revenue	Overview	\$4K under projected revenue
11-00	North Palafox	\$6k over budget
12-00	Tarragona Lot	\$1k under budget
13-00	Trash Co -Op	\$1K over budget
20-00	Intendencia	no special events for Intendencia \$2k under budget
21-00	JSG	\$20K under budget
23-00	Meter/PayStation	\$4K under budget
24-00	Parking Fines	\$3k over budget
Expense	Overview	\$31K under projected expenses
40-00	Shared Expenses	\$7k over budget - pay out of 2018 Rev. share for Intendencia SE & Airport Tickets
50-14	Overhead Reimbursement	\$13K DPMID staff SB&T pulled from DIB - will be reconciled in Nov.

Downtown Parking Management District

Profit & Loss Budget Performance - For Mgmt Use Only

October 2018

Ordinary Income/Expense	Oct 18	Budget	\$ Over Budget	Oct 18	YTD Budget	\$ Over Budget	Annual Budget
Income							
 Income							
10-00 · Judicial Center Lot	124.00	0.00		124.00	0.00		124.00
11-00 · North Palafox Lot	8,472.54	2,250.00		6,222.54	8,472.54		6,222.54
12-00 · Tarragona Street Lot	846.65	1,916.66		-1,070.01	846.65		1,916.66
13-00 · Trash	7,940.82	6,863.75		1,077.07	7,940.82		6,863.75
20-00 · Intendencia Garage	2,340.00	0.00		2,340.00	2,340.00		2,340.00
21-00 · Jefferson Street Garage	13,175.44	32,916.66		-19,741.22	13,175.44		32,916.66
23-01 · Paystations	19,616.76	13,916.66		5,700.10	19,616.76		13,916.66
23-02 · Single Space Meters	2,763.45	4,650.00		-1,886.55	2,763.45		4,650.00
24-00 · Parking Fines	18,058.50	15,000.00		3,058.50	18,058.50		15,000.00
25-00 · OnStreet Dumpster Placement Fee	0.00	83.34		-83.34	0.00		83.34
26-00 · Residential Parking Permits	0.00	150.00		-150.00	0.00		150.00
Total Income	73,338.16	77,747.07		-4,408.91	73,338.16		77,747.07
Gross Profit	73,338.16	77,747.07		-4,408.91	73,338.16		77,747.07
Expense							
 Expense							
5034 · Sales Tax	0.00	4,916.66		-4,916.66	0.00		4,916.66
5033 · Reserved	0.00	1,739.59		-1,739.59	0.00		1,739.59
30-00 · DPMID Trash Expense	55.80	4,795.41		-4,739.61	55.80		4,795.41
40-00 · DPMID Shared Expenses	7,778.17	0.00		7,778.17	7,778.17		0.00
50-00 · DPMID Operating Expenses	655.63			655.63			655.63
50-02 · Depreciation	0.00	750.00		-750.00	0.00		750.00
50-04 · Jefferson Garage CC Fees	2,420.11	1,000.00		1,420.11	2,420.11		1,000.00
50-05 · Parking Meter CC Fees	100.00				100.00		100.00
50-06 · Auto	0.00	666.66		-666.66	0.00		666.66
50-07 · Bad Debt Expense	0.00	25.00		-25.00	0.00		25.00
50-08 · Bank Charges	0.00	0.00		0.00	0.00		0.00
50-09 · Debt Service - DIB Loan	2,609.98	0.00		2,609.98	0.00		2,609.98
50-10 · Debt Service-\$2,717.86	0.00	166.66		-166.66	0.00		166.66
50-11 · Dues & Subscriptions	132.44	2,750.00		-2,617.56	132.44		2,750.00
50-12 · Marketing / Printing / Research	244.56	25.00		219.56	244.56		219.56
50-13 · Office Supplies							

Downtown Parking Management District

Profit & Loss Budget Performance - For Mgmt Use Only

October 2018

	Oct 18	Budget	\$ Over Budget	Oct 18	YTD Budget	\$ Over Budget	Annual Budget
50-14 · Overhead Reimbursement	25,564.30	12,437.16	13,127.14	25,564.30	12,437.16	13,127.14	149,246.00
50-15 · Professional Services	1,250.00	1,008.34	241.66	1,250.00	1,008.34	241.66	12,100.00
50-16 · Facility Repair & Maintenance	1,195.20	7,083.34	-5,888.14	1,195.20	7,083.34	-5,888.14	85,000.00
50-17 · Signage & Striping	1,663.40	1,166.66	496.74	1,663.40	1,166.66	496.74	14,000.00
50-18 · Utilities	952.03	1,250.00	-297.97	952.03	1,250.00	-297.97	15,000.00
50-19 · Travel Entertainment & Educ	39.61	500.00	-460.39	39.61	500.00	-460.39	6,000.00
50-20 · Management Contracts	2,541.97	16,073.84	-13,531.87	2,541.97	16,073.84	-13,531.87	192,886.00
50-21 · Paystation Parkeon \$1456/mo	1,619.67	2,083.34	-463.67	1,619.67	2,083.34	-463.67	25,000.00
50-22 · Paystation Repairs	0.00	416.66	-416.66	0.00	416.66	-416.66	5,000.00
50-23 · Contract Parking Enforc Serv	100.00	8,100.00	-8,000.00	100.00	8,100.00	-8,000.00	97,200.00
50-24 · Enforcement Spec Events Pkg	542.84	0.00	542.84	542.84	0.00	542.84	0.00
50-26 · Meter Equipment	-9,339.96	4,459.41	-13,799.37	-9,339.96	4,459.41	-13,799.37	53,513.00
50-28 · Street / Landscape Improvements	0.00	3,000.00	-3,000.00	0.00	3,000.00	-3,000.00	36,000.00
Total 50-00 · DPMD Operating Expenses	32,291.78	62,962.07	-30,670.29	32,291.78	62,962.07	-30,670.29	795,545.00
Total Expense	40,125.75	74,413.73	-34,287.98	40,125.75	74,413.73	-34,287.98	932,965.00

Downtown Parking Management District
Balance Sheet- For Management Use Only

As of October 31, 2018

Oct 31, 18

ASSETS

Current Assets

Checking/Savings

100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	262,787.40
102 · Cash-Wells Fargo -9358	<u>9,514.65</u>

Total Checking/Savings	274,019.25
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Accounts Receivable

140.4 · Parking Fees & Fines	72,275.00
145.4 · Allowance for Doubtful Accounts	<u>-55,444.80</u>
Total Accounts Receivable	16,830.20

Other Current Assets

165 · Prepaid OH Reimburse	15,833.01
164 · Prepaid Expense	<u>9,390.96</u>
Total Other Current Assets	<u>25,223.97</u>

Total Current Assets	316,073.42
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Fixed Assets

245 · Signage	8,828.37
241 · Equipment	342,063.57
290 · Improvements	266,068.00
300 · Accumulated Depreciation	<u>-278,659.14</u>
Total Fixed Assets	338,300.80

Other Assets

350 · Due from Compactor Users	68,500.90
Total Other Assets	<u>68,500.90</u>
TOTAL ASSETS	<u>722,875.12</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities	
455 · Due to City of Pensacola	634.17
404 · N/P-CB & T-Pay Stations-Current	2,611.66
452 · Due to D.I.B.	1,250.00
460 · Restricted Fund	1,000.00
481 · Sales Tax Payable	<u>-1,948.27</u>
Total Other Current Liabilities	<u>3,547.56</u>

Total Current Liabilities	<u>3,547.56</u>
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Total Liabilities	<u>3,547.56</u>
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Equity

32000 · Unrestricted Net Assets	501,843.33
32100 · Investment in Capital Assets	182,358.00
Net Income	<u>35,126.23</u>

Total Equity	<u>719,327.56</u>
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TOTAL LIABILITIES & EQUITY	<u>722,875.12</u>
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Treasurer's Report - DPMD

MEMORANDUM

To: DPMD Committee
From: Lissa Dees, Executive Director
Subject: Treasurer's Report
Date: November

Following this Memo is the November Income Statement and Balance Sheet.

Total Income DPMD November: \$76,779.01
Total Expense DPMD November: \$47,291.02

Notes:

DPMD – Overhead reimbursement will be overbudget through the fiscal year due to DPMD staff Salaries, benefits and taxes. At the same time, Management Contract and Contract Enforcement items will continue to be under budget due to improvement in parking management timing.

DPM&D		
<u>Code</u>	<u>Description</u>	<u>DPM&D Notes</u>
Revenue	Overview	< \$1K under projected revenue
11-00	North Palafox	\$2k over budget
12-00	Tarragona Lot	on target
13-00	Trash Co -Op	\$2K under budget
20-00	Intendencia	\$1k under budget
21-00	JSG	\$8K under budget - should see increase with activation of Special Event Pricing
23-00	Meter/PayStation	\$9 over budget
24-00	Parking Fines	\$1k over budget
Expense	Overview	\$27K under projected expenses
50-05	Parking Meter CC Fees	\$1K overbudget - CC fee trending higher for past two months than anticipated
50-10	Debt Services	Final Loan Payment
	Salaries, Taxes and 403(b)	\$15,087.13 total
50-14	Overhead Reimbursement	\$18K over budget - balanced with \$13K under in 50-20 Management Contracts and \$8K under budget in 50-23 Contract Parking Enforcement Services

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

Ordinary Income/Expense	Nov 18	Budget	\$ Over/Budget	Oct - Nov 18	YTD Budget	\$ Over/Budget	Annual Budget
Income							
10-00 · Judicial Center Lot	0.00	0.00	0.00	124.00	0.00	124.00	0.00
11-00 · North Palatofx Lot	197.70	2,250.00	-2,052.30	8,670.25	4,500.00	4,170.25	27,000.00
12-00 · Tarragona Street Lot	1,778.65	1,916.66	-138.01	2,715.30	3,833.32	-1,118.02	23,000.00
13-00 · Trash	4,571.13	6,863.75	-2,292.62	12,511.95	13,727.50	-1,215.55	82,365.00
20-00 · Intendencia Garage	1,457.00	0.00	1,457.00	3,797.00	0.00	3,797.00	0.00
21-00 · Jefferson Street Garage	24,816.67	32,916.66	-8,099.99	39,012.11	65,833.32	-26,821.21	395,000.00
23-01 · Paystations	22,714.58	13,916.66	8,797.92	42,263.34	27,833.32	14,430.02	167,000.00
23-02 · Single Space Meters	4,838.28	4,650.00	188.28	6,491.73	9,300.00	-2,808.27	55,800.00
24-00 · Parking Fines	16,405.00	15,000.00	1,405.00	34,463.50	30,000.00	4,463.50	180,000.00
25-00 · OnStreet Dumpster Placement Fee	0.00	83.34	-83.34	0.00	166.68	-166.68	1,000.00
26-00 · Residential Parking Permits	0.00	150.00	-150.00	0.00	300.00	-300.00	1,800.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-3,207.57	0.00	-3,207.57	0.00
Total Income	76,779.01	77,747.07	-968.06	146,841.61	155,494.14	-8,652.53	932,965.00
Gross Profit	76,779.01	77,747.07	-968.06	146,841.61	155,494.14	-8,652.53	932,965.00
Expense							
5034 · Sales Tax	0.00	4,916.66	-4,916.66	0.00	9,833.32	-9,833.32	59,000.00
5033 · Reserved	0.00	1,739.59	-1,739.59	0.00	3,479.18	-3,479.18	20,875.00
30-00 · DPMD Trash Expense	49.51	4,795.41	-4,745.90	4,146.57	9,590.82	-5,444.25	57,545.00
40-00 · DPMD Shared Expenses	0.00	0.00	0.00	634.17	0.00	634.17	0.00
50-00 · DPMD Operating Expenses							
50-29 · Insurance - Garage Keeper	1,304.34			2,608.68			
50-02 · Depreciation	1,625.55			2,281.19			
50-04 · Jefferson Garage CC Fees	0.00	750.00	-750.00	0.00	1,500.00	-1,500.00	9,000.00
50-05 · Parking Meter CC Fees	2,357.16	1,000.00	1,357.16	4,777.27	2,000.00	2,777.27	12,000.00
50-06 · Auto	0.00			100.00			0.00
50-07 · Bad Debt Expense	0.00	666.66	-666.66	0.00	1,333.32	-1,333.32	8,000.00
50-08 · Bank Charges	0.00	25.00	-25.00	0.00	50.00	-50.00	300.00
50-09 · Debt Service - DIB Loan	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
50-10 · Debt Service-\$2,717.86	0.00	0.00	0.00	2,609.98	0.00	2,609.98	0.00
50-11 · Dues & Subscriptions	0.00	166.66	-166.66	0.00	333.32	-333.32	2,000.00
50-12 · Marketing / Printing / Research	0.00	2,750.00	-2,750.00	4,681.25	5,500.00	-818.75	33,000.00
50-13 · Office Supplies	0.00	25.00	-25.00	0.00	50.00	-50.00	300.00
50-14 · Overhead Reimbursement	30,810.68	12,437.16	18,373.52	49,245.08	24,874.32	24,370.76	149,246.00
50-15 · Professional Services	0.00	1,008.34	-1,008.34	1,250.00	2,016.68	-766.68	12,100.00

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

	Nov 18	Budget	\$ Over Budget	Oct - Nov 18	YTD Budget	\$ Over Budget	Annual Budget
50-16 · Facility Repair & Maintenance	1,355.21	7,083.34	-5,728.13	2,830.41	14,166.68	-11,336.27	85,000.00
50-17 · Signage & Striping	407.16	1,166.66	-759.50	1,721.06	2,333.32	-612.26	14,000.00
50-18 · Utilities	969.24	1,250.00	-280.76	1,753.63	2,500.00	-746.37	15,000.00
50-19 · Travel Entertainment & Educ	0.00	500.00	-500.00	0.00	1,000.00	-1,000.00	6,000.00
50-20 · Management Contracts	2,260.41	16,073.84	-13,813.43	4,521.38	32,147.68	-27,626.30	192,886.00
50-21 · Paystation Parkeon \$1456/mo	1,508.00	2,083.34	-575.34	3,127.67	4,166.68	-1,039.01	25,000.00
50-22 · Paystation Repairs	0.00	416.66	-416.66	279.07	833.32	-554.25	5,000.00
50-23 · Contract Parking Enforc Serv	208.00	8,100.00	-7,892.00	3,947.62	16,200.00	-12,252.38	97,200.00
50-24 · Enforcement Spec Events Pkg	385.76	0.00	385.76	928.60	0.00	928.60	0.00
50-26 · Meter Equipment	0.00	4,459.41	-4,459.41	-9,339.96	8,918.82	-18,268.78	53,513.00
50-28 · Street / Landscape Improvements	4,050.00	3,000.00	1,050.00	4,050.00	6,000.00	-1,950.00	36,000.00
Total 50-00 · DPMD Operating Expenses	47,241.51	62,962.07	-15,720.56	81,372.93	125,924.14	-44,551.21	795,545.00
Total Expense	47,291.02	74,413.73	-27,122.71	86,153.67	148,827.46	-62,673.79	932,965.00
Net Ordinary Income	29,487.99	3,333.34	26,154.65	60,687.94	6,666.68	54,021.26	0.00
Other Income/Expense							
Other Income	-1,467.36	0.00	-1,467.36	447.94	0.00	447.94	0.00
Net Other Income	-1,467.36	0.00	-1,467.36	447.94	0.00	447.94	0.00
Net Income	28,020.63	3,333.34	24,687.29	61,135.88	6,666.68	54,469.20	0.00

Downtown Parking Management District
Balance Sheet- For Management Use Only

As of November 30, 2018

Nov 30, 18

ASSETS

Current Assets

Checking/Savings

100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	265,598.22
102 · Cash-Wells Fargo -9358	<u>17,124.27</u>
Total Checking/Savings	284,439.69

Accounts Receivable

140.4 · Parking Fees & Fines	72,275.00
145.4 · Allowance for Doubtful Accounts	<u>-55,444.80</u>
Total Accounts Receivable	16,830.20

Other Current Assets

164 · Prepaid Expense	<u>9,390.96</u>
Total Other Current Assets	<u>9,390.96</u>
Total Current Assets	310,660.85

Fixed Assets

245 · Signage	8,828.37
241 · Equipment	454,914.57
290 · Improvements	266,068.00
300 · Accumulated Depreciation	<u>-278,659.14</u>
Total Fixed Assets	451,151.80

Other Assets

350 · Due from Compactor Users	<u>68,500.90</u>
Total Other Assets	<u>68,500.90</u>
TOTAL ASSETS	<u>830,313.55</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities	
Compensated Absences	441.27
455 · Due to City of Pensacola	634.17
404 · N/P-CB & T-Pay Stations-Current	2,611.66
460 · Restricted Fund	1,000.00
481 · Sales Tax Payable	<u>-1,948.27</u>
Total Other Current Liabilities	<u>2,738.83</u>
Total Current Liabilities	<u>2,738.83</u>
Total Liabilities	2,738.83

Equity

32000 · Unrestricted Net Assets	584,080.84
32100 · Investment in Capital Assets	182,358.00
Net Income	<u>61,135.88</u>
Total Equity	<u>827,574.72</u>
TOTAL LIABILITIES & EQUITY	<u>830,313.55</u>

Passport Transition - 30 Day		
<u>Item</u>	<u>Status</u>	<u>Notes</u>
Passport back office / DIB boundaries and maps	75%	Ideaworks to provide map on DIB Website with link to PP payment options
Passport Website completed for Monthly Pass Holders	90%	
Passport payment options set-up for daily parkers		final adjustments and modification being made
* text		
* app		
* online / website		
Passport back office set-up for DIB	90%	OpsMan: https://ppdtk.com/apps/opsman
Passport training of back office / reports	50%	training to be scheduled closer to launch date
Passport Integration with Complus	75%	API documentation & key needed - shcd. To be completed week of 12/3
Passport Integration with Credit Card Processor	75%	test transactions sched. For week of Dec.3rd
Passport Integration with Vlignant	80%	PP finalizing update to API - est. completion date 12/7
Passport Integration with Parkeon	100%	no integration needed with Parkeon - Parkeon is integrated with Complus and Vlignant
DIB / Payment Signs	90%	sched. Delivery week of 12/3 - 12"x18" signs - 171 / 3 x3" decals - 248 / 9"x18" decals - 62
Passport 30 day Integration check list / How to / what to expect / how to help customers and client	N/A	communication plan for PP & Ideaworks - training sessions for PP and DIB
Is there any information needed from Premium to Passport for successful implementation	N/A	updated list of Monthly pass holders - as of 1/25/19

At Risk Task Name	Duration	Start	Finish	% Complete	Predecessor	Owner	Comments
Mobile Pay Project Plan Template	0d	10/22/18	10/22/18	100%			
Project-Start-Date-Schedule-Hanrdgt	5d	10/22/18	10/26/18	100%			Passport
Kickoff	1d	10/22/18	10/22/18	100%			Passport
Review Scope-of-Project-(Internal-Signing-Meeting)	1d	10/22/18	10/22/18	100%			Passport
Confirm-JRF-sent-to-client	0d	10/22/18	10/22/18	100%			Passport
Generate-Invoice-Request-Fair-Received	2d	10/23/18	10/24/18	100%			Client
Generate-JRF-GA-Coll	1d	10/23/18	10/24/18	100%			Passport-Client
Develop-Project-Plan/Milestone-List	1d	10/24/18	10/24/18	100%			Passport
System Setup / Provisioning	30d	10/24/18	12/04/18	54%			
Contract-Information	0d	10/24/18	10/24/18	100%			
Customer Support Information	30d	10/24/18	12/04/18	0%			Client
Review-&-Assess-Users-and-Roles	2d	10/25/18	10/25/18	100%			Passport-Client
Mobile Pay Environment Setup	27d	10/25/18	11/30/18	81%			
Create-Opus-Client	1d	10/25/18	10/25/18	100%			Passport
Generate-Environmental-and-Roles-Buildout	8d	10/25/18	10/30/18	100%			Passport
Perform-Environment-and-Roles-Testing	3d	10/26/18	10/26/18	100%			Passport
Provide-Standby-URL-to-Client-(Or-App)	4d	10/26/18	10/30/18	100%			Passport
Walkthrough-Session	4d	10/26/18	10/30/18	100%			Passport-Client
Provide-Final-Approval-on-Environment-and-Rate-Testing	0d	11/19/18	11/30/18	50%			Client
Operator Management System Setup Complete	25d	10/29/18	12/04/18	0%	10, 11, 13		Passport
Stop-Power-Supply	0d	10/29/18	11/30/18	96%			
Contract-Terms-Prices-and-Cycles	6d	10/29/18	11/03/18	100%			Passport-Client
Contract-Permit-Valid-Through-Existing-Experiments-and-Purchase-Windows	6d	10/29/18	11/03/18	100%			Passport-Client
Contract-information-necessary-to-support-during-approval-process	5d	10/29/18	11/03/18	100%			Passport-Client
Contract-if-Permits-are-renewable-and-not-renewable	6d	10/29/18	11/03/18	100%			Passport-Client
Understand-Limits-&-Walls-at-Kiosks	6d	10/29/18	11/03/18	100%			Passport-Client
Understand-Employer-Permit-Needs	25d	10/29/18	11/30/18	90%			Passport, Client
Approve-additional-1st-Permit-Status-(RMICP-Off)	0d	10/29/18	11/05/18	100%			Passport-Client
Permit Configuration	27d	11/05/18	12/11/18	75%			
Build-Permit-Types,-Prices-and-Cycles	5d	11/05/18	11/06/18	100%			Passport
Build-Permit-Valid-Through-Existing-Experiments-and-Purchase-Windows	5d	11/05/18	11/06/18	100%			Passport
Build-Experiments-Zones-used-in-setup	5d	11/05/18	11/06/18	100%			Passport
Configure-Employer-Permit-Settings	7d	12/03/18	12/11/18	0%	27		Passport
Configure-Client-Branded-Permit-Portal-(RMICP-Off)	6d	12/03/18	12/09/18	100%			Passport
Provide-written-Sign-off-on-Permit-Configuration-(for-pre-launch-items)	1d	12/12/18	12/12/18	0%	33, 34		Client
Setup Data	30d	11/05/18	12/15/18	50%			
Provide-sufficient-data-for-import	5d	11/05/18	11/10/18	100%			Passport
Confirm-import-format-and-timeline	3d	12/07/18	12/11/18	0%			Passport
Import-Final-File-into-System	2d	12/12/18	12/13/18	0%	38		Passport
Cease-activity-through-Premium-and-make-all-changes-through-OpsMan	0d	12/15/18	12/15/18	0%			Client
Finance	26d	10/25/18	11/30/18	91%			
Finance-relationship-with-Client	0d	10/25/18	10/26/18	100%			Passport-Client
Request-Operator-signed-to-TEST	9d	10/26/18	10/26/18	100%			Passport
Request-Gateway-Creditlimits	0d	10/26/18	10/26/18	100%			Passport
Finance-Market-Processing-Setup	2d	10/26/18	10/27/18	100%			Passport
Test-to-make-sure-funds-flow-into-merchant-account	3d	11/28/18	11/30/18	20%			Passport, Client
Sign-off-on-Merchant-Account	0d	11/30/18	12/07/18	0%	46		Client
Enforcement Integrations (Using OMW for monitoring)	38d	10/29/18	12/19/18	93%			
Enforcement-System-Integration-with-Client	4d	10/29/18	10/29/18	100%			Passport
Request-Operator-signed-to-TEST	7d	10/29/18	10/30/18	100%			Passport
APK-Key-and-Documentation-to-Compliance	4d	10/30/18	10/30/18	100%			Passport
APK-Key-and-Documentation-to-Vigilant	4d	10/30/18	10/30/18	100%			Passport
Monitoring-APU-Update-to-Isolatis-Permit-Data	6d	10/30/18	11/02/18	100%			Passport
Testing-Sessions	1d	12/07/18	12/07/18	0%			Passport, Vigilant
Enforcement system sign-off	0d	12/19/18	12/19/18	0%	80		Client
Marketing and Public Relations	44d	10/26/18	12/26/18	57%			
Verify-if-Marketing-Package-was-purchased	0d	10/26/18	10/26/18	100%			Passport
Public Relations	13d	10/29/18	12/26/18	36%			
Launch-Press-Release-created-and-ready-for-internal-review	19d	11/08/18	12/04/18	40%	58		Passport
Receive-Internal-Press-Release-approval + quote	2d	12/05/18	12/06/18	0%	59		Passport
Send-Press-Release-to-client-for-review-and-approval	1d	12/07/18	12/07/18	0%	60		Passport
Receive-Sign-Off-on-Launch-Press-Release	13d	12/10/18	12/26/18	0%	61		Client
Signage and Details	13d	10/26/18	12/25/18	73%			
Request-until-received-Logo-and-coloring-from-client	3d	10/26/18	10/30/18	100%			Passport

Reserve dimensions for designs (if applicable)							
Submit JIRA ticket for designs (if applicable)	4d	10/29/18	10/29/18	10/29/18	100%	6-7	Client
Design Signs-and-Details	0	10/29/18	10/29/18	10/29/18	40%	65	Passport
Send digital designs to Client for Approval	4d	10/29/18	10/29/18	10/29/18	100%	66	Passport
Receive approval on design and quantity	0	10/29/18	10/29/18	10/29/18	100%	67	Passport
Order Signs & Details	4d	11/05/18	11/05/18	11/05/18	100%	68	Client
Sign & Detail -Print received and approved	0	11/05/18	11/05/18	11/05/18	100%	69	Passport
Client Shipped	4d	11/14/18	11/14/18	11/14/18	100%	70	Passport
Client receives Signs & Decals	8d	11/30/18	12/03/18	12/03/18	0%	72	3rd-Party
Client Implementation of Signs & Decals	8d	12/16/18	12/25/18	12/25/18	0%	72	Client
Handouts	4d	10/29/18	10/29/18	10/29/18	100%	73	Client
Provide Marketing Zip File	4d	10/29/18	10/29/18	10/29/18	100%	74	Passport
Marketing & PR Setup Complete	0	12/26/18	12/26/18	12/26/18	0%	57, 75, 63	Passport, Client
Training	1d	12/19/18	12/19/18	12/19/18	0%		
User Interface / Front-End Customer Training	1d	12/19/18	12/19/18	12/19/18	0%		
Back-Office / Admin Staff Training	1d	12/19/18	12/19/18	12/19/18	0%		
Transaction Voids / Refunds Discussion	1d	12/19/18	12/19/18	12/19/18	0%		
Launch	6d	12/20/18	12/20/18	12/20/18	0%	78, 47, 54, 20	Passport
Send HelloSign to Client	1d	12/20/18	12/20/18	12/20/18	0%	83	Client
Receive HelloSign approval from Client	4d	12/21/18	12/21/18	12/21/18	0%	84	Passport
Go Live!	1d	12/27/18	12/27/18	12/27/18	0%	84, 47	
Total Calendar Days:							
66							
Total Working Days:							
49							