



## **Parking & Traffic Committee Meeting**

March 14, 2019

4:30pm

J. Earle Bowden Bldg., Room 1

### **AGENDA**

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of Meeting Agenda for March 14, 2019
  - c) Approval of Minutes for February 14, 2019
- 2) On-Going Business
  - a) Jefferson Garage guard shack removal – update
  - b) JSG structural and code compliance – update
  - c) Landscaping JSG entrance – update
  - d) JSG Lighting – update
  - e) JSG elevator camera install – Approval
  - f) JSG speedbump repair / replace- update
  - g) Removal of broken lollie-pop – update
  - h) Parking Road shows – update
  - i) Parking Master Plan – Discussion
    - i. Parking Goal – approved
    - ii. Parking usage & Back office reports – review
    - iii. Parking fund usage project list – complete
    - iv. District Metering cost – complete
- 3) New Business
  - a) North elevator repair – Approval
  - b) JSG Rates - discussion



- 4) Financial Report
  - a) Feb. Financials – Approval
  - b) JSG Reserve Fund Finance Committee Recommendation - Update
- 5) Public Comment
- 6) Adjournment
- 7) On hold Items
  - a.) Intendencia Garage -Employee parking – on hold until March delivery of Mayor Transition team reports.
  - b.) Garage Blue Light - security - on going

## MINUTES

### Parking & Traffic Committee Meeting February 14, 2019

Members present: Chairman Mark Bednar, Cheryl Young (via cellphone),  
Danny Zimmern; Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) Motion for approval of the proposed meeting agenda, with two additions (valet parking update and June City Council meeting), carried unanimously.
- c) Motion for approval of the minutes for January 10, 2019, carried unanimously.

### Ongoing Business:

- a) Platform Rollout - update
  - 1) Exec. Dir. Dees presented copies of the Passport book and pay station card and reported that the rollout is doing well.
- b) Jefferson Garage guard shack removal - update
  - 1) Mrs. Dees asked Steve Dana of Executive Landscaping, who attended the DIB meeting in January, to provide a quote for "dressing up" the entrance to JSG once the guard shack is removed. His quote was between \$5,000 and \$7,500.
  - 2) Member Young made a motion to approve \$5,000 to \$7,500 to improve the area once the guard shack is removed.
  - 3) After some discussion the motion was seconded by Member Zimmern and carried unanimously. DIB will hash out the details of the contract.
- c) LPR Rollout - update
  - 1) The License Plate Reader rollout went along with the Platform change. Mrs. Dees reported that it seems to be running smoothly.
- d) JSG structural and code compliance findings
  - 1) Findings in the report demonstrate Jefferson Street Garage is structurally sound. Specific repairs were enumerated that should be accomplished within three to five years in order to extend the life of the garage. A total of \$700,000 was reported as the estimate for the projects that were suggested. Mrs. Dees will e-mail the report to committee members along with the suggested list of priorities.
  - 2) Exec. Dir. Dees asked for the committee members' thoughts on moving \$100,000 from the checking account into a short-term investment opportunity to help fund some of the projects.
  - 3) Member Zimmern made a motion that we explain the dynamic to the finance committee and ask for their help in identifying the funds so that this committee can present a more educated plan to request from DIB. The motion was seconded by Member Young and carried unanimously.

- e) Parking Master Plan – discussion
  - i. Parking goal – Member Zimmern moved for approval to present the 2019 Pensacola Parking Goal to the board. Seconded by Member Young and carried unanimously.
  - ii. Parking usage & back office reports – After extensive discussion it was decided that no distinct action will be taken at this time and staff will continue to move forward in the direction it has been moving.
  - iii. Parking fund usage project list – Reviewed and discussed. Exec. Dir. Dees will extend an invitation to the City's finance department staff to join the committee in discussing its presentation to City Council.
  - iv. District metering cost – Tabled until a future meeting.
  - v. Removal of broken lollipops – Member Young made a motion to remove the broken meters. Seconded by Member Zimmern and carried unanimously.
  - vi. Valet parking update – The letter was sent to The District and valet parking continues. DIB and DPMD lack the authority to enforce the policy.
- f) June City Council meeting – update
  - 1. Member Zimmern made a motion to ask DIB to approve \$5,000 to provide the committee professional assistance in preparing for the June City Council meeting. Seconded by Member Young and carried unanimously. Mrs. Dees will schedule a workshop.

#### New Business

- a) Landscaping JSG entrance after guard shack removal – previously discussed.
- b) Lighting in JSG Alley – approval
- c) JSG top deck lighting repairs – update
- d) Additional interior lighting – approval
  - 1. Member Young made a motion to approve adding all the lighting that is needed and recommended. Seconded by Member Zimmern and carried unanimously.
- e) JSG elevator camera will be installed February 21.
- f) February Parking Roadshows scheduled for February 19 and 21.
- g) Employee special event parking JSG
  - 1. Merchants with entry-level employees have been provided windshield decals to distribute to their workers so that during special event parking they will be permitted to pay the regular rate.

#### Financial Report

- a) January financials – approved unanimously.
- b) JSG Reserve Fund Finance Committee Recommendation – previously approved.

Public Comment: None

Adjournment: The meeting was adjourned at 6:30 p.m.

# Treasure's Report - DPMD

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## MEMORANDUM

**To:** DIB Board

**From:** Lissa Dees, Executive Director

**Subject:** Treasure's Report

**Date:** March

Following this Memo are the February Income Statement and Balance Sheet.

Total Income DPMD February: \$71,908.74

Total Expense DPMD February: \$70,265.35

Notes:



DPMD		
<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Income	<i>Overview</i>	\$6K under projected revenue
11-00	North Palafox	\$2k under projections for the month - \$140.20 over YTD
12-00	Tarragona Lot	\$2K under projections for the month - 4K under YTD
13-00	Trash Co -Op	\$1K over projections for the month - \$4K over YTD
20-00	Intendencia	\$2K over projections for the month - \$14K over YTD
21-00	JSG	\$5K under projections for the month - \$36K under YTD
23-00	Meter/PayStation	\$2K over projections for the month - \$2k over YTD
24-00	Parking Fines	\$3k over projections for the month - \$4k over YTD
Expense		
Expense	<i>Overview</i>	\$8K under projected expenses for month
30-00	Trash Co -Op	\$5k under projections for the month - \$5K under YTD
40-04	Tarragona Lot Rev Share	\$15K over budget Jan - Dec. 2018 for Tarragona Lot
50-12	Marketing / Printing/Research	\$15k over budget - \$4K for JSG study , \$13k for Parking website, marketing, booklets and decals for app transition and LPR roll-out
50-14	Overhead Reimbursement	\$14K over budget = \$12K DPMD staff SB&T

# Downtown Parking Management District

## Profit & Loss Budget Performance - For Mgmt Use Only

February 2019

Ordinary Income/Expense	Feb 19	Budget	\$ Over Budget	Oct '18 - Feb 19	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>							
23-03 · Onstreet Platform	921.00			15,279.00			
10-00 · Judicial Center Lot	50.00			174.00		174.00	0.00
11-00 · North Palafox Lot	-101.25	2,250.00	-2,351.25	11,390.20	11,250.00	140.20	27,000.00
12-00 · Tarragona Street Lot	142.90	1,916.67	-1,773.77	5,782.15	9,583.31	-3,801.16	23,000.00
13-00 · Trash	8,233.27	6,863.75	1,369.52	38,714.21	34,318.75	4,395.46	82,365.00
20-00 · Intendencia Garage	1,965.00	0.00	1,965.00	14,288.00	0.00	14,288.00	0.00
21-00 · Jefferson Street Garage	27,946.91	32,916.67	-4,969.76	128,319.20	164,583.31	-36,264.11	395,000.00
23-01 · Paystations	20,977.86	13,916.67	7,061.19	83,315.17	69,583.31	13,731.86	167,000.00
23-02 · Single Space Meters	74.55	4,650.00	-4,575.45	11,707.34	23,250.00	-11,542.66	55,800.00
24-00 · Parking Fines	11,698.50	15,000.00	-3,301.50	78,715.99	75,000.00	3,715.99	180,000.00
25-00 · OnStreet Dumpster Placement Fee	0.00	83.33	-83.33	0.00	416.69	-416.69	1,000.00
26-00 · Residential Parking Permits	0.00	150.00	-150.00	0.00	750.00	-750.00	1,800.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-14,841.80	0.00	-14,841.80	0.00
<b>Total Income</b>	<b>71,908.74</b>	<b>77,747.09</b>	<b>-5,838.35</b>	<b>372,843.46</b>	<b>388,735.37</b>	<b>-15,891.91</b>	<b>932,965.00</b>
<b>Gross Profit</b>	<b>71,908.74</b>	<b>77,747.09</b>	<b>-5,838.35</b>	<b>372,843.46</b>	<b>388,735.37</b>	<b>-15,891.91</b>	<b>932,965.00</b>
<b>Expense</b>							
5034 · Sales Tax	0.00	4,916.67	-4,916.67	0.00	24,583.31	-24,583.31	59,000.00
5033 · Reserved	0.00	1,739.58	-1,739.58	0.00	8,697.94	-8,697.94	20,875.00
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	3,921.17	-3,921.17	17,824.79	19,605.81	-1,781.02	47,054.00
30-03 · Landfill Fees	0.00	107.25	-107.25	0.00	536.25	-536.25	1,287.00
30-04 · Security Fees	0.00	250.00	-250.00	820.00	1,250.00	-430.00	3,000.00
30-05 · Special Events Dumpster Service	0.00	517.00	-517.00	0.00	2,585.00	-2,585.00	6,204.00
30-07 · Trash Compactor Utilities	49.65	0.00	49.65	257.68	0.00	257.68	0.00
<b>Total 30-00 · DPMD Trash Expense</b>	<b>49.65</b>	<b>4,795.42</b>	<b>-4,745.77</b>	<b>18,902.47</b>	<b>23,977.06</b>	<b>-5,074.59</b>	<b>57,545.00</b>
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00			2,762.00	0.00	2,762.00	0.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	0.00	0.00	2,124.75	0.00	2,124.75	0.00
40-04 · Tarragona Lot Rev Share	14,812.04	0.00	14,812.04	14,812.04	0.00	14,812.04	0.00
<b>Total 40-00 · DPMD Shared Expenses</b>	<b>14,812.04</b>	<b>0.00</b>	<b>14,812.04</b>	<b>19,698.79</b>	<b>0.00</b>	<b>19,698.79</b>	<b>0.00</b>
50-00 · DPMD Operating Expenses							
50-29 · Insurance - Garage Keeper	0.00			5,093.14			
50-02 · Depreciation	0.00			2,396.57			
50-04 · Jefferson Garage CC Fees	306.40	750.00	-443.60	418.25	3,750.00	-3,331.75	9,000.00

DOWNTOWN PARKING MANAGEMENT DISTRICT  
Profit & Loss Budget Performance - For Mgmt Use Only  
February 2019

	Feb 19	Budget	\$ Over Budget	Oct '18 - Feb 19	YTD Budget	\$ Over Budget	Annual Budget
50-05 · Parking Meter CC Fees	242.26	1,000.00	-757.74	10,710.98	5,000.00	5,710.98	12,000.00
50-06 · Auto	0.00	0.00	0.00	100.00	0.00	100.00	0.00
50-07 · Bad Debt Expense	0.00	666.67	-666.67	0.00	3,333.31	-3,333.31	8,000.00
50-08 · Bank Charges	9.00	25.00	-16.00	18.00	125.00	-107.00	300.00
50-09 · Debt Service - DIB Loan	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	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	134.00	166.67	-32.67	134.00	833.31	-699.31	2,000.00
50-12 · Marketing / Printing / Research	17,647.93	2,750.00	14,897.93	34,123.93	13,750.00	20,373.93	33,000.00
50-13 · Office Supplies	32.25	25.00	7.25	69.93	125.00	-55.07	300.00
50-14 · Overhead Reimbursement	26,111.61	12,437.17	13,674.44	134,098.25	62,185.81	71,912.44	149,246.00
50-15 · Professional Services	0.00	1,008.33	-1,008.33	7,475.00	5,041.69	2,433.31	12,100.00
50-16 · Facility Repair & Maintenance	4,784.56	7,083.33	-2,298.77	26,257.57	35,416.69	-9,159.12	85,000.00
50-17 · Signage & Striping	166.71	1,166.67	-999.96	3,954.66	5,833.31	-1,878.65	14,000.00
50-18 · Utilities	870.83	1,250.00	-379.17	4,555.35	6,250.00	-1,694.65	15,000.00
50-19 · Travel Entertainment & Educ	670.49	500.00	170.49	670.49	2,500.00	-1,829.51	6,000.00
50-20 · Management Contracts	344.62	16,073.83	-15,729.21	10,600.16	80,369.19	-69,769.03	192,886.00
50-21 · Paystation Parkeon \$1456/mo	110.00	2,083.33	-1,973.33	6,253.67	10,416.69	-4,163.02	25,000.00
50-22 · Paystation Repairs	0.00	416.67	-416.67	358.74	2,083.31	-1,724.57	5,000.00
50-23 · Contract Parking Enforc Serv	117.98	8,100.00	-7,982.02	18,560.78	40,500.00	-21,939.22	97,200.00
50-24 · Enforcement Spec Events Pkg	971.37	0.00	971.37	4,079.70	0.00	4,079.70	0.00
50-26 · Meter Equipment	1,914.75	4,459.42	-2,544.67	-7,425.21	22,297.06	-29,722.27	53,513.00
50-27 · Jefferson Garage Maintenance	968.90			968.90	0.00	968.90	0.00
50-28 · Street / Landscape Improvements	0.00	3,000.00	-3,000.00	4,050.00	15,000.00	-10,950.00	36,000.00
Total 50-00 · DPMD Operating Expenses	55,403.66	62,962.09	-7,558.43	270,132.84	324,810.37	-54,677.53	795,545.00
Total Expense	70,265.35	74,413.76	-4,148.41	308,734.10	382,068.68	-73,334.58	932,965.00
Net Ordinary Income	1,643.39	3,333.33	-1,689.94	64,109.36	6,666.69	57,442.67	0.00
Other Income/Expense							
Other Income							
60-00 · Other Income	72.57	0.00	72.57	659.71	0.00	659.71	0.00
Total Other Income	72.57	0.00	72.57	659.71	0.00	659.71	0.00
Net Other Income	72.57	0.00	72.57	659.71	0.00	659.71	0.00
Net Income	1,715.96	3,333.33	-1,617.37	64,769.07	6,666.69	58,102.38	0.00



**Downtown Parking Management District**  
**Balance Sheet- For Management Use Only**  
As of February 28, 2019

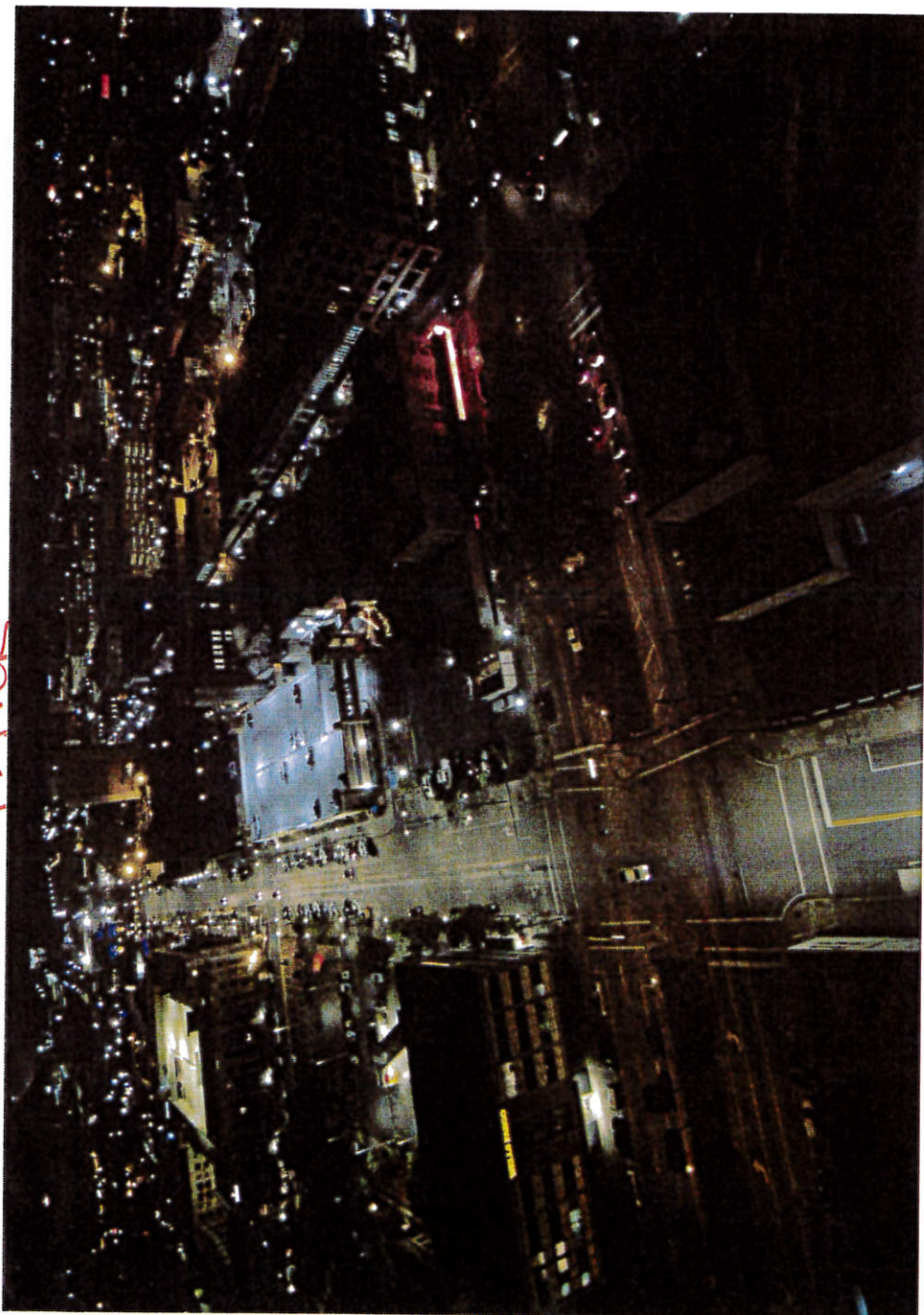
	Feb 28, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	260,631.41
102 · Cash-Wells Fargo -9358	8,239.40
Total Checking/Savings	270,588.01
Accounts Receivable	
140.4 · Parking Fees & Fines	242,636.00
145.4 · Allowance for Doubtful Accounts	-213,946.65
Total Accounts Receivable	28,689.35
Other Current Assets	
164 · Prepaid Expense	9,390.96
Total Other Current Assets	9,390.96
Total Current Assets	308,668.32
Fixed Assets	
245 · Signage	8,828.37
241 · Equipment	472,449.57
290 · Improvements	266,068.00
300 · Accumulated Depreciation	-278,659.14
Total Fixed Assets	468,686.80
Other Assets	
350 · Due from Compactor Users	68,500.90
Total Other Assets	68,500.90
<b>TOTAL ASSETS</b>	<b>845,856.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Compensated Absences	441.27
455 · Due to City of Pensacola	634.17
24000 · Payroll Liabilities	50.13
404 · N/P-CB & T-Pay Stations-Current	2,611.66
460 · Restricted Fund	1,000.00
481 · Sales Tax Payable	-1,948.27
Total Other Current Liabilities	2,788.96
Total Current Liabilities	2,788.96
Total Liabilities	2,788.96
Equity	
32000 · Unrestricted Net Assets	595,939.99
32100 · Investment in Capital Assets	182,358.00
Net Income	64,769.07
Total Equity	843,067.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>845,856.02</b>

Before





After





**Downtown Improvement Board  
DPMD Consent Agenda  
February 2019**

- A. Passport and LPR Rollout
  - Rollout going extremely well – entering tag number and no receipts required from pay-station payments seem to be the biggest learning curve.
- B. Jefferson Garage / Guard Shack Removal and landscaping of area
  - Approved up to \$7,500 for Executive Landscaping to improve area once guard shack is removed.
- C. Jefferson Garage lighting upgrade / Security enhancement
  - Approved \$38,720 to upgrade and repair lights inside garage & upgrade all 3-bulbs, repair lights on top deck of garage and upgrade lights in the alley.
- D. DPMD Financial Reports
  - Unanimous Approval of Jan. Financial reports.
- E. Jefferson Street Garage structural and code compliance
  - Requested joint meeting with Finance committee to develop investment and repair fund strategy based on structural report to present to DIB Board.
- F. Parking Master Plan
  - Unanimous approval of 2019 Parking Goals.
  - After reviewing data presented by Mrs. Dees, Committee requested staff to schedule workshop to discuss June presentation to City Council on recommended parking improvements.
  - Committee approved up to \$5k for Ideaworks to create professional presentation for City Council meeting.
  - Committee recommendation to give Mr. Myers 30-days to review the various parking reports and compile information, before deciding on a direction or committing to an investment for future reporting.



- Mrs. Dees presented fund usage list and district metering cost. The Committee will review in detail at workshop and seek City partnership and input on selected projects.
- Unanimous approval of the removal of all broken lollie-pop meters in the district. Work to be preformed by staff.

***\*\*\*Please notify DIB Executive Director of any items you wish to have removed from the DPMD consent agenda and placed on the DIB agenda in advance. \*\*\****

***DPMD meeting agenda and minutes attached.***