



Parking & Traffic Committee Meeting

April 11, 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 April 11, 2019
 - c) Approval of Minutes for March 14, 2019
 - d) Approval of workshop minutes for March 26, 2019

- 2) On-Going Business
 - a) JSG Spaulding repair – update
 - b) JSG entrance landscaping / painting – update
 - c) JSG Lighting – update
 - d) Jefferson Garage guard shack removal – update
 - e) JSG elevator camera – quote update
 - f) JSG pay-station hardwire – update
 - g) JSG flower bed spring spruce-up – update
 - h) JSG ECUA water leak – update
 - i) Removal of broken lollie-pop – update
 - j) Parking Road shows – update
 - k) North elevator repair – update
 - l) LTU – Update
 - m) City Council report – discussion

- 3) New Business
 - a) JSG Rates – discussion
 - b) City Sign – discussion
 - c) 3 Paystations – 1 Jefferson / 2 W. Government - Approval
 - d) Dynamic / Market or Performance rates – discussion
 - e) Lissa out of town in May – decision on meeting



- 4) Financial Report
 - a) March 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 March 14, 2019

Members present: Mark Bednar, Chairman
Danny Zimmern, John Peacock, Kevin Lehman
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) Proposed meeting agenda approved unanimously.
- c) Minutes of the February 14, 2019, meeting approved unanimously.

Ongoing Business:

- a) Jefferson Garage guard shack removal – update
 - 1) The guard shack will be removed 3/16/2019 by Maverick Construction. The method of preserving subsurface piping conduit will be determined after its removal.
- b) JSG structural and code compliance - update
 - 1) Speed bumps have been repaired. Mr. Wayne Glass is in the process of obtaining a quote for the spalling. As quotes are received, they will come back before the committee for approval.
- c) Landscaping JSG entrance – update
 - 1) The proposed design will be presented to the ARB on 3/21/2019. Once approved, DIB will begin landscaping where the guard shack was removed.
- d) JSJ lighting – update
 - 1) Roof lighting is complete; lights for back alley are ordered and will be installed in six to eight weeks; Mrs. Dees is working with Irby to procure lights for the interior.
- e) JSG elevator camera install – approval
 - 1) Mrs. Dees received a \$4,425 quote from Panhandle Security to install a necessary cable that will travel with the elevator as it moves up and down.
 - 2) Mr. Lehman suggested that perhaps a wireless link could be installed in the shaft to work with the camera.
 - 3) Mrs. Dees will solicit more quotes and will report back to the committee at its April meeting.
- f) Removal of broken lollipops – update
 - 1) Broken lollipops are currently being removed and the ones that are in working order will be grouped together. Poles will also be removed, and holes filled in with concrete. Estimated completion date is the end of May.
- g) Parking road shows – update
 - 1) Four road shows have been completed and one is scheduled for 3/19/2019.
 - 2) Mrs. Dees asked Caron from Ideaworks to contact area rotary clubs re: presentation of road shows.

- 3) Modifications have been made to increase response time in which to request a receipt; and a clarification that the receipt is non-transferrable has been printed thereon.
- h) Parking Master Plan – discussion
 - i. Parking goal – approved
 - ii. Parking usage & back office reports – review
 - A. Mr. Andrew Myers presented his findings to the committee and asked for guidance as to which format the committee would prefer for future reports.
 - B. The committee held an extensive discussion as to Mr. Lehman's proposition that in order to find the solution to a problem, the problem must be identified. Mr. Lehman elaborated that the problem, in his opinion, is that our parking system deters people from coming downtown during non-peak hours. Mrs. Dees suggested that if we identify the problem we're trying to resolve, we can then build the data around trying to find the answer. Mr. Zimmern moved that this conversation be addressed at the workshop.
 - C. As to the workshop, Mr. Zimmern reiterated his request that a representative from the city's finance department be invited to join the committee in discussing its presentation to city council. Mrs. Dees will extend the invitation.
 - D. Mr. Peacock discussed ways in which to improve user experience by doing a better job with signage and communicating with customers to receive their suggestions.
 - E. Mr. Peacock would like to do away with the practice of using people to collect money and deal with the public during special events; rather, let the new technology deal with those things.
 - iii. Parking fund usage project list – complete.
 - iv. District metering cost – complete.

New Business

- a) North elevator repair - approved.
- b) JSG rates – discussion postponed.

Financial Report

- a) February financials – approved unanimously.
- b) JSG Reserve Fund Finance Committee recommendation – update
 - 1) Allocation of \$30,000 for the reserve fund will reflect as a monthly expense on the P&L, and the balance sheet will reflect how much money has accumulated.
 - 2) Of the \$100,000 taken from the checking account, \$50,000 will be invested in a 3-month CD and \$50,000 will be invested in a 6-month CD, to take advantage of the risks and interest rates rising.

Public Comment: Public input was received from Dottie Dubuisson and Steve Mansfield.

Adjournment: The meeting was adjourned at 5:45 p.m.

MINUTES

Parking & Traffic Committee Workshop March 26, 2019

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

Call to order: The meeting was called to order by Chairman Bednar at 5:00 p.m.

- a) Mrs. Dees confirmed the workshop was properly noticed.
- b) Proposed workshop agenda approved unanimously.

Discussions:

- a) Parking Goals and objectives for 2019 were discussed by Committee and Audience
- b) Total number of DIB managed spaces were provided
- c) Information on employee parking, lighting and security measures were provided
- d) At length discussions were had on demand-based parking, dynamic parking, citations, and usage of parking funds
- e) Modifications and updates needed to the Parking Interlocal agreement were also discussed.
- f) Committee confirmed that Ideaworks had baseline goal for creating City Council presentation.

Adjournment: The meeting was adjourned at 6:20 p.m.

Treasure's Report - DIB & DPMD

MEMORANDUM

To: DIB Board

From: Lissa Dees, Executive Director

Subject: Treasure's Report

Date: April

Following this Memo are the March Income Statements and Balance Sheets.

Total Income DPMD March: \$85,579.69

Total Expense DPMD March: \$36,744.76

Notes: Parking reserve fund expense reflected on P&L line 50-30

Asset reflected on Balance Sheet line 103

DPMD		
<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Income	Overview	\$5K over projected revenue
11-00	North Palafox	Monthly Pass holders not showing
12-00	Tarragona Lot	Monthly Pass holders not showing
13-00	Trash Co -Op	\$2K under projections for the month - \$2K over YTD
20-00	Intendencia	\$4K over projections for the month from Special Event Parking
21-00	JSG	\$10K under projections for the month - Monthly Pass holders not showing
23-00	Meter/PayStation	\$23K over projections for the month - accounting correction needed to distribute
24-00	Parking Fines	Passport revenue into correct categories
Expense		\$3k over projections for the month - on target with budget YTD
Expense	Overview	\$45K under projected expenses for month
50-30	Parking Reserve Fund	\$2500 for month and \$15K YTD
30-00	Trash Co -Op	\$5k under projections for the month - \$5K under YTD Due to timing of invoices
50-14	Overhead Reimbursement	\$14K over budget = \$12K DPMD staff SB&T
50-24	Enforcement Spec Event	\$6K YTD - not budgeted - Special event review = \$30K

04/04/19

Accrual Basis

Downtown Parking Management District

Profit & Loss Budget Performance - For Mgmt Use Only

March 2019

Ordinary Income/Expense	Mar 19	Budget	\$ Over Budget	Oct '18 - Mar 19	YTD Budget	\$ Over Budget	Annual Budget
Income							
23-03 · Onstreet Platform	0.00			15,279.00			
10-00 · Judicial Center Lot	0.00			174.00	0.00	174.00	0.00
11-00 · North Palafox Lot		2,250.00	-2,250.00	11,390.20	13,500.00	-2,109.80	27,000.00
12-00 · Tarragona Street Lot	193.50	1,916.67	-1,723.17	5,975.65	11,499.98	-5,524.33	23,000.00
13-00 · Trash	4,902.64	6,863.75	-1,961.11	43,616.85	41,182.50	2,434.35	82,365.00
20-00 · Intendencia Garage	3,775.00	0.00	3,775.00	18,063.00	0.00	18,063.00	0.00
21-00 · Jefferson Street Garage	22,527.79	32,916.67	-10,388.88	150,846.99	197,499.98	-46,652.99	395,000.00
23-01 · Paystations	37,237.14	13,916.67	23,320.47	120,473.26	83,499.98	36,973.28	167,000.00
23-02 · Single Space Meters	1,788.62	4,650.00	-2,861.38	14,520.78	27,900.00	-13,379.22	55,800.00
24-00 · Parking Fines	12,155.00	15,000.00	-2,845.00	90,870.99	90,000.00	870.99	180,000.00
25-00 · OnStreet Dumpster Placement Fee	0.00	83.33	-83.33	0.00	500.02	-500.02	1,000.00
26-00 · Residential Parking Permits	0.00	150.00	-150.00	0.00	900.00	-900.00	1,800.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-18,401.05	0.00	-18,401.05	0.00
Total Income	82,579.69	77,747.09	4,832.60	452,809.67	466,482.46	-13,672.79	932,965.00
Gross Profit	82,579.69	77,747.09	4,832.60	452,809.67	466,482.46	-13,672.79	932,965.00
Expense							
50-30 · Parking Reserve Fund Expense	2,500.00			15,000.00			
5034 · Sales Tax	0.00	4,916.67	-4,916.67	0.00	29,499.98	-29,499.98	59,000.00
5033 · Reserved	0.00	1,739.58	-1,739.58	0.00	10,437.52	-10,437.52	20,875.00
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	3,921.17	-3,921.17	22,762.74	23,526.98	-764.24	47,054.00
30-03 · Landfill Fees	0.00	107.25	-107.25	0.00	643.50	-643.50	1,287.00
30-04 · Security Fees	0.00	250.00	-250.00	820.00	1,500.00	-680.00	3,000.00
30-05 · Special Events Dumpster Service	0.00	517.00	-517.00	0.00	3,102.00	-3,102.00	6,204.00
30-07 · Trash Compactor Utilities	50.07	0.00	50.07	307.75	0.00	307.75	0.00
Total 30-00 · DPMD Trash Expense	50.07	4,795.42	-4,745.35	23,890.49	28,772.48	-4,881.99	57,545.00
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	0.00	0.00	0.00	14,812.04	0.00	14,812.04	0.00
Total 40-00 · DPMD Shared Expenses	0.00	0.00	0.00	19,698.79	0.00	19,698.79	0.00
50-00 · DPMD Operating Expenses							

Downtown Parking Management District Profit & Loss Budget Performance - For Mgmt Use Only March 2019

	Mar 19	Budget	\$ Over Budget	Oct '18 - Mar 19	YTD Budget	\$ Over Budget	Annual Budget
50-29 · Insurance - Garage Keeper	0.00			6,335.37			
50-02 · Depreciation	0.00			2,396.57			
50-04 · Jefferson Garage CC Fees	335.45	750.00	-414.55	753.70	4,500.00	-3,746.30	9,000.00
50-05 · Parking Meter CC Fees	1,315.50	1,000.00	315.50	12,026.48	6,000.00	6,026.48	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	3,999.98	-3,999.98	8,000.00
50-08 · Bank Charges	9.00	25.00	-16.00	27.00	150.00	-123.00	300.00
50-09 · Debt Service - DIB Loan	0.00	10,000.00	-10,000.00	0.00	20,000.00	-20,000.00	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	0.00	166.67	-166.67	134.00	999.98	-865.98	2,000.00
50-12 · Marketing / Printing / Research	124.64	2,750.00	-2,625.36	34,248.57	16,500.00	17,748.57	33,000.00
50-13 · Office Supplies	0.00	25.00	-25.00	69.93	150.00	-80.07	300.00
50-14 · Overhead Reimbursement	26,572.77	12,437.17	14,135.60	160,671.02	74,622.98	86,048.04	149,246.00
50-15 · Professional Services	0.00	1,008.33	-1,008.33	7,475.00	6,050.02	1,424.98	12,100.00
50-16 · Facility Repair & Maintenance	2,273.25	7,083.33	-4,810.08	30,654.72	42,500.02	-11,845.30	85,000.00
50-17 · Signage & Striping	1,464.22	1,166.67	297.55	5,856.74	6,999.98	-1,143.24	14,000.00
50-18 · Utilities	692.33	1,250.00	-557.67	5,247.68	7,500.00	-2,252.32	15,000.00
50-19 · Travel Entertainment & Educ	0.00	500.00	-500.00	670.49	3,000.00	-2,329.51	6,000.00
50-20 · Management Contracts	0.00	16,073.83	-16,073.83	10,998.00	96,443.02	-85,445.02	192,886.00
50-21 · Paystation Parkeon \$1456/mo	1,768.00	2,083.33	-315.33	9,581.67	12,500.02	-2,918.35	25,000.00
50-22 · Paystation Repairs	0.00	416.67	-416.67	358.74	2,499.98	-2,141.24	5,000.00
50-23 · Contract Parking Enforc Serv	473.99	8,100.00	-7,626.01	21,344.20	48,600.00	-27,255.80	97,200.00
50-24 · Enforcement Spec Events Pkg	1,715.61	0.00	1,715.61	5,965.15	0.00	5,965.15	0.00
50-26 · Meter Equipment	0.00	4,459.42	-4,459.42	-7,425.21	26,756.48	-34,181.69	53,513.00
50-28 · Street / Landscape Improvements	0.00	3,000.00	-3,000.00	4,050.00	18,000.00	-13,950.00	36,000.00
Total 50-00 · DPMD Operating Expenses	36,744.76	72,962.09	-36,217.33	314,149.80	397,772.46	-83,622.66	795,545.00
Total Expense	39,294.83	84,413.76	-45,118.93	372,739.08	466,482.44	-93,743.36	932,965.00
Net Ordinary Income	43,284.86	-6,666.67	49,951.53	80,070.59	0.02	80,070.57	0.00
Other Income/Expense							
Other Income							
60-00 · Other Income	63.65	0.00	63.65	723.97	0.00	723.97	0.00
Total Other Income	63.65	0.00	63.65	723.97	0.00	723.97	0.00
Net Other Income	63.65	0.00	63.65	723.97	0.00	723.97	0.00
Net Income	43,348.51	-6,666.67	50,015.18	80,794.56	0.02	80,794.54	0.00

Downtown Parking Management District Balance Sheet- For Management Use Only

As of March 31, 2019

Mar 31, 19

ASSETS

Current Assets

Checking/Savings

103 · Parking Reserve Trust	15,000.00
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	265,575.10
102 · Cash-Wells Fargo -9358	19,817.20
Total Checking/Savings	<u>302,109.50</u>

Accounts Receivable

140.4 · Parking Fees & Fines	79,605.00
145.4 · Allowance for Doubtful Accounts	-62,915.80
Total Accounts Receivable	<u>16,689.20</u>

Other Current Assets

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

Total Current Assets

328,189.66

Fixed Assets

245 · Signage	8,828.37
241 · Equipment	477,449.57
290 · Improvements	266,068.00
300 · Accumulated Depreciation	-335,774.14
Total Fixed Assets	<u>416,571.80</u>

TOTAL ASSETS

744,761.46

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

450 · Accounts Payable	7,375.04
Total Accounts Payable	<u>7,375.04</u>

Other Current Liabilities

461 · Parking Res Trust	15,000.00
455 · Due to City of Pensacola	634.17
24000 · Payroll Liabilities	546.13
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	<u>17,843.69</u>

Total Current Liabilities

25,218.73

Total Liabilities

25,218.73

Equity

32000 · Unrestricted Net Assets	456,390.17
32100 · Investment in Capital Assets	182,358.00
Net Income	80,794.56
Total Equity	<u>719,542.73</u>

TOTAL LIABILITIES & EQUITY

744,761.46