

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting  
Tuesday, March 26, 2019, 7:30 a.m.

### Attendance:

Chair Deedee Davis, Members Teri Levin, Michael Carro, Charlie Switzer,  
John Peacock, and Ann Hill, *Ex Officio*  
Lissa Dees, Executive Director

### Call to Order:

- a. Chair Davis called the meeting to order at 7:30 a.m.

### Recurring Agenda:

- a. Exec. Dir. Dees confirmed that the meeting was properly noticed.
- b. Motion for approval of the proposed meeting agenda carried unanimously.  
Member Peacock later added two items (Holiday Lights and Impact Grant).
- c. Motion for approval of the minutes from the regular meeting of the DIB held February 26, 2019, carried unanimously.

### Parking:

- a. Parking Consent Agenda - Approved unanimously.
  1. Chair Davis pointed out that the parking committee will meet this afternoon to discuss plans for its presentation to City Council, and that the plans will come back before the DIB for approval.
  2. Member Carro complimented staff on the use of before-and-after pictures of the parking garage and suggested using drone footage for before-and-after photos of dark spots.
  3. Chair Davis added that she and Mrs. Dees met with members of various departments of the city and with Gulf Power to discuss the topic of dark spots, and she believes that with the collective efforts of all the parties we will see a lot of progress.
  4. Mr. Ryan Novota updated the board on lighting throughout the city.
  5. Mrs. Dees gave an update on the presentation of parking road shows and commended the parking staff for their phenomenal efforts. Member Levin encouraged staff to continue in their efforts to contact every downtown business.
- b. Jefferson Street Garage, entrance and alley
  1. Chair Davis reported that after several delays the guard shack will be removed Saturday, 3/30.
  2. Mr. Brad Alexander, landscape architect with Jerry Pate Company, distributed the conceptual plan for the back alleyway that was provided to the ARB and updated the board on the proposed entrance and alleyway.

3. Mr. Steve Dana advised that when the alleyway was reviewed a few weeks ago it was learned that there is an unidentified leak, resulting in a defective irrigation system. A lengthy discussion ensued.
4. A motion was made by Member Peacock to authorize funding to get the irrigation system resolved and to move forward with landscaping. The motion was seconded and carried unanimously.

Finance:

- a. Finance Consent Agenda - approved unanimously.
- b. DIB February Financials - approved unanimously.
- c. DPMD February Financials - approved unanimously.

Ongoing Business:

- a. StreetPlus report – update given by Mrs. Dees.
- b. 2020 Plan discussion
  1. The regularly-scheduled April 23 board meeting will be replaced by a planning meeting on Saturday, April 27, beginning at 8:00 a.m. There will be an abbreviated board meeting, followed by the planning and a presentation of lighting and security. Member Levin will be out of town and will call in.
- c. Parking Interlocal Agreement Modification – discussion
  1. Mrs. Dees and Attorney Mike Stebbins are working together to make necessary changes to the Interlocal Agreement and will present these proposed changes to the board in April.
  2. Member Peacock suggested the proposed changes should be done in conjunction with presenting the overall plan to City Council in June.

Marketing Report:

- a. February marketing report was presented by Caron Sjoberg.
- b. Holiday lights
  1. Mrs. Dees updated the board on her efforts to locate funds for Holiday Lights.
- c. Impact Grant
  1. Mrs. Dees reported that she is working on submitting a letter of intent for an Impact Grant, following through with the idea of installing a Portland Loo public restroom.

New Business:

- a. Pensalocal Award was presented to Martha Saunders, President, on behalf of the University of West Florida.

Public Comment:

Public input was received from Dottie Dubuisson

Meeting adjourned at 8:50 a.m.

**STATE OF FLORIDA  
COUNTY OF ESCAMBIA**

**FIRST EXTENSION OF INTERLOCAL AGREEMENT BETWEEN THE  
ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AND  
THE PENSACOLA DOWNTOWN IMPROVEMENT BOARD**

**THIS FIRST EXTENSION OF INTERLOCAL AGREEMENT** is made by and between Escambia County, Florida, a political subdivision of the State of Florida (hereinafter referred to as the "County"), with administrative offices located at 221 Palafox Place, Pensacola, Florida 32502 and the Pensacola Downtown Improvement Board of Pensacola, Florida, a public body corporate and politic of the State of Florida (hereinafter referred to as the "DIB"), with administrative offices at 41 North Jefferson Street, Suite 401, Pensacola, Florida 32502 (each being at times referred to as a "party" or "parties").

**WITNESSETH:**

**WHEREAS**, the parties entered into that certain Interlocal Agreement between Escambia County Board of County Commissioners and the Pensacola Downtown Improvement Board with an effective date of April 7, 2014 to address their respective responsibilities relating to management and operation of the County parking facilities located in the downtown area; and

**WHEREAS**, Section 3.1 of the Interlocal Agreement states that it may be extended for three additional five (5) year periods upon mutual agreement of the parties; and

**WHEREAS**, the parties have agreed to extend the Interlocal Agreement under the same terms and conditions for an additional five-year period;

**NOW, THEREFORE**, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, the receipt of sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. The Interlocal Agreement is hereby extended for an additional five-year period beginning on April 7, 2019 and continuing through April 6, 2024.
3. In all other respects, the Interlocal Agreement remains unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this First Extension on the respective dates under each signature.

**COUNTY:**

**ESCAMBIA COUNTY, FLORIDA**, a political subdivision of the State of Florida acting by and through its duly authorized Board of County Commissioners.

\_\_\_\_\_  
Lumon J. May, Chairman

**ATTEST:** Pam Childers  
Clerk of the Circuit Court

Date: \_\_\_\_\_

BCC APPROVED: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy Clerk

(SEAL)

**Pensacola Downtown Improvement Board**,  
a public body corporate and politic of the State  
of Florida:

\_\_\_\_\_  
By: Lissa Dees, Executive Director

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

### Executive Director Accomplishments:

- Transitioned to new parking platform provider – minimal disruptions or customer complaints.
- Launched new sidewalk ambassador program
- 60+ broken meters removed
- Guard shack at JSG removed
- New Garage entry design
- ARB approval for new design on entry to garage
- Lighting project on top deck of garage completed – interior lights and alley lights on order
- Established goals for parking committee
- Design plans for Jefferson Alley
- Created DIB survey (in line with core values)
- Created DIB mission statement
- Working with City on assisting with additional city parking needs
- Submitted grant for Friends of Downtown -Foo-Foo art installation
- Installed 2 additional paystations
- Held 6 parking Road Shows
- Completed list of parking fund use options with estimated cost
- Completed JSG maintenance and structural evaluation
- Planning and coordination of 3<sup>rd</sup> annual Repast
- Lighting and speedbump repairs to JSG
- Completed meter count for all current 2-hour or free streets with cost estimates
- Obtained Sidewalk cleaning MOU with the City
- Customer Service training for staff
- Attended multiple CRA, ARB, City Council, Civicon, Mayor Monday announcement meetings in addition to meetings with City Administrators on safety, lighting, DIB direction and parking.
- Worked with legal to draft amended Interlocal for parking
- Completed DIB welcome packets
- Met with VP to discuss FCLF 2019 and 2020
- Began working on 2019 Impact grant
- Coordinated parking investment CD's
- Approval of 2 dedicated officers for 2020
- Attended 4-hours of training with Studer Community Institute on setting and achieving Business and Employee goals workshop



**Downtown Improvement Board  
Financial Consent Agenda  
April 9, 2019**

- A. March DIB Financials
  - Unanimously approved March DIB financial reports
- B. March DPMD Financials
  - Unanimously approved March DPMD financial reports
  - Corrections needed on the balance sheet for monthly pass income on the balance sheet.
- C. DPMD Investment Funds
  - Pending set-up with investment firm
- D. \$30k DPMD budgeted annual reserve fund is reflected on P&L and Balance sheet.
- E. May Finance meeting cancelled due to Mrs. Dees being on vacation

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

***Financial meeting agenda and minutes attached.***

**Minutes of the  
Finance Committee  
Tuesday, April 9, 2019**

**Attendance:** Charlie Switzer, John Hodgdon, Adam Cobb, Mambwe Mutanuka, Malcom Ballinger, Lissa Dees

I. Call to Order – Mr. Switzer called the meeting to order at 4:30 pm.

- a) Mr. Switzer confirmed the meeting was properly noticed.
- b) There was a motion and a second to approve the April 9 12, 2019 agenda with the addition of (D) Special Event Parking under New Business.
- c) There was a motion and a second to approve the March 12, 2019 minutes.

II. On-Going Business

- a) Mrs. Dees provided DIB treasure's report for March and explained variance for Palafox Market.
- b) The committee unanimously approved the March DIB financials after discussing CRA Interlocal Income and item 490 on the Balance Sheet.
- c) Committee requested further explanation from Accountants on Deferred Revenue – Prop Taxes.
- d) Mrs. Dees provided DPMD treasure's report for March and explained monthly pass holder revenue showing in meter/pay-station line item due to Passport transition. Staff and accountants are currently working to correct going forward.
- e) Mr. Hodgdon provided update on setting up the 3- and 6-month CD's.
- f) Outstanding citation debt was held over to next meeting due to tax season and Mrs. Baniakis was not available to attend April meeting.
- g) Mrs. Dees reported no contact has been reciprocated from auditors and she will follow-up again after tax season.
- h) Mr. Switzer asked for clarification on process for collecting and reporting special event cash. Mrs. Dees provided current method for tracking cash received and explained that more time and additional infrastructure needed to be in place before we change current practices. These changes are in process and it is expected that the process will change within the next year given no unforeseen obstacles.
- i) Mrs. Dees pointed out that the reserve fund expense and balance are reflected on the financial statements.

III. New Business

- a) Mr. Hodgdon asked for clarification on committee responsibilities for 2020 budget. Mrs. Dees explained that she will look to committee to assist in reviewing and checking for clarity.
- b) Mrs. Dees informed the committee that she will be traveling in May and therefore the May meeting will be cancelled. April and May financial reports will be presented in the June meeting.

IV. Public Comment

Ms. Dubuisson gave the committee an A+ for their diversity of members.

Mr. Buchanan asked if Synovus bank was still taking parking citations. Mrs. Dees informed him that only the Romana Street branch can accept current payments for parking citation and this information is listed on the citation as well as the DIB website.

V. Hold Items

- a) 6-month Y.O.Y comparison of in-house management versus contract management for parking funds. This will be on-hold until June.

VI. Adjournment the meeting was adjourned at 5:20 p.m.



## Finance Committee Meeting

April 9, 2019

4:30pm

J. Earle Bowden Bldg., Room 1

### AGENDA

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of March 12, 2019 minutes
  - c) Approval of April Agenda
- 2) New Business
  - a) March DIB financials
  - b) March DPMD financials
  - c) Outstanding citation debt
  - d) Lissa out of town in May – decision on meeting
- 3) On-Going Business
  - a) Update DPMD reserve fund plan recommendations
  - b) Update Auditor Response on extension of contract
  - c) Requested review and understanding of DPMD 145.4 Allowance for doubtful accounts.
  - d) Update on creating expense line for DPMD reserve fund and account balance on balance sheet.
- 4) Public Comment
- 5) Adjournment
- 6) On Hold
  - a) June – 6-month Y.O.Y. review of DPMD financials with in-house management.

**Minutes of the  
Finance Committee  
Tuesday, March 12, 2019**

**Attendance:** Charlie Switzer, John Hodgdon, Adam Cobb, Mambwe Mutanuka, Lissa Dees  
**Parking Members Attendance:** Danny Zimmern, Clay Roesch, Kevin Lehman

I. Call to Order – Mr. Switzer called the meeting to order at 4:36 pm.

- a) Mr. Switzer confirmed the meeting was properly noticed.
- b) There was a motion and a second to approve the March 12, 2019 agenda
- c) There was a motion and a second to approve the February 12, 2019 minutes.

II. On-Going Business

- a) Mrs. Dees provided DIB treasure's report for February and explained \$32K expense for covering remainder of 2018 First City Lights Festival expense.
- b) The committee unanimously approved the February DIB financials after discussing bollard revenue received from Gallery Night. Mr. Switzer questioned why DIB charges for rental of Bollards and how the purchase of the bollards transpired.
- c) Mrs. Dees provided DPMD treasure's report for February and reminded committee of transition grace period given for monthly pass holders and citations during Passport and LPR roll-out.
- d) The committee discussed 145.4 Allowance for Doubtful Accounts on the DPMD Balance Sheet. Mrs. Dees to get more clarification on how this amount is calculated, tracked and how long it takes before citations are moved into the account category and report back to the committee in March.
- e) The committee unanimously approved the DPMD February financials.
- f) Mrs. Dees provided detail on explanation item 4060 DPMD overhead reimbursement as requested in February by Mr. Cobb.
- g) Mrs. Dees provided answer to Mr. Ballenger's question for what DPMD pays in credit card fees.
- h) The Finance and Parking (DPMD) committee members discussed clarification on \$30K budgeted annual reserve fund versus the \$100k investments.
- i) It was requested that Mrs. Dees to have the DPMD monthly reserve funds reflected on P&L and total account amount reflected on Balance Sheet beginning in March.
- j) After much discussion, the Finance committee and Parking committee members present agreed on the following recommendation for investment of the \$100k from the DPMD checking account:
  - Allocate \$100k into a short-term FDIC insured CD
    - \$50K into a 3-month CD at current interest rate of 2.4%
    - \$50k into a 6-month CD at current interest rate of 2.5%
  - Based on the current rising interest rate environment, there is no need to select any instrument that would extend further than 6-months. This option provides flexibility and would allow for Board to take advantage should interest rate rise while leaving significant amounts of liquidity in the account.
- k) Mrs. Dees updated the committee on the extension of the Warren -Averett contract.

III. New Business

- a) None

IV. Public Comment

Ms. Dubuisson informed the committee of house bill impacting CRA spending, requested committees work closely with City on safety issues 'not just panhandling', the need to monitor walkability/bike-ability impacts on the district and informed committee of March 19<sup>th</sup> meeting to discuss walkability which could impact on-street parking.

V. Hold Items

- a) 6-month Y.O.Y comparison of in-house management versus contract management for parking funds. This will be on-hold until June.

VI. Adjournment the meeting was adjourned at 5:49 p.m.

# Treasure's Report - DIB & DPMD

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## 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 DIB March: \$64,397.71

Total Expense DIB March: \$42,328.03

Total Income DPMD March: \$82,579.69

Total Expense DPMD March: \$36,744.76

Notes:

DIB		
Code	Description	DIB Notes
Income	Overview	
4030	Palafox Market	\$11K over projected revenue
		\$2k under projected revenue for the month - \$3k over YTD
4060	DPMD Overhead Reimb.	\$14k over projected revenue - \$12K due to parking overhead reimbursement
Expense		
Expense	Overview	\$14K under projected expenses
5001	Salaries, Benefits & Taxes	See 4060 - \$9k over budget - \$12K due to parking overhead reimbursement - (under budget for month)
5004	Insurance Expense	\$2k over - covered as part of OH reimbursement
7000	Ambassador Program	\$3k under budget

# DOWNTOWN IMPROVEMENT BOARD

## 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							
4085 · LTU - Sidewalk Pressure Washing	0.00	541.67	-541.67	6,500.00	3,249.98	3,250.02	6,500.00
4000 · Misc Income	0.00			732.00			
4010 · Ad Valorem Revenue	33,794.25	33,794.25	0.00	202,765.50	202,765.50	0.00	405,531.00
4015 · CRA Interlocal Income	0.00			251,528.30	251,528.00	0.30	251,528.00
4020 · Website Membership and Map	230.00	400.00	-170.00	610.00	400.00	210.00	400.00
Program Revenue							
4030 · Palafox Market Vendor Payments	4,130.00	6,196.25	-2,066.25	40,350.00	37,177.50	3,172.50	74,355.00
4035 · Palafox Market Misc Income	0.00	0.00	0.00	480.00	0.00	480.00	0.00
Total Program Revenue	4,130.00	6,196.25	-2,066.25	40,830.00	37,177.50	3,652.50	74,355.00
4060 · DMPD OverHd Reimbursement	26,243.46	12,437.17	13,806.29	161,665.67	74,622.98	87,042.69	149,246.00
4080 · Bollard Rentals	0.00	0.00	0.00	3,900.00	1,500.00	2,400.00	1,500.00
4900 · Sales Tax Collected	0.00	0.00	0.00	-2,751.77	0.00	-2,751.77	0.00
Total Income	64,397.71	53,369.34	11,028.37	685,779.70	571,243.96	94,535.74	889,060.00
Gross Profit	64,397.71	53,369.34	11,028.37	685,779.70	571,243.96	94,535.74	889,060.00
Expense							
5041 · Pressure Washing	0.00			4,050.00			
5005 · Workers Comp Insurance	0.00	166.67	-166.67	0.00	999.98	-999.98	2,000.00
5004 · Insurance Expense-Other	2,276.48	0.00	2,276.48	12,781.48	0.00	12,781.48	0.00
5000 · CRA Interlocal Payment	0.00			251,528.30	251,528.00	0.30	251,528.00
5001 · Salaries, Benefits & Taxes							
5003.51 · 403(b) Employer Cont - Ambassad	895.05			5,032.78			
5001.11 · Ambassador Salary Expense	10,333.25			69,772.75			
5003.5 · 403(b) Employer Contribution	783.54	0.00	783.54	5,298.37	0.00	5,298.37	0.00
5001.9 · Payroll Admin Fees	0.00	300.00	-300.00	0.00	1,800.00	-1,800.00	3,600.00
5001 · Salaries, Benefits & Taxes - Other	9,902.08	12,250.00	-2,347.92	65,585.42	73,500.00	-7,914.58	147,000.00
Total 5001 · Salaries, Benefits & Taxes	21,913.92	12,550.00	9,363.92	145,669.32	75,300.00	70,369.32	150,600.00
5006 · Board Meetings	485.00	225.00	260.00	2,724.56	1,350.00	1,374.56	2,700.00
5007 · Annual Meeting	0.00			0.00	2,000.00	-2,000.00	2,000.00
5008 · Committee Meetings	0.00	225.00	-225.00	0.00	1,350.00	-1,350.00	2,700.00
5009 · Bank Charges	431.22	350.00	81.22	2,451.30	2,100.00	351.30	4,200.00
5010 · Bank Direct Deposit Fee	0.00	10.42	-10.42	0.00	62.48	-62.48	125.00
5011 · Interest Expense	23.75	16.67	7.08	142.50	99.98	42.52	200.00

# DOWNTOWN IMPROVEMENT BOARD

## 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
5012 • Office Rent	1,166.67	1,030.00	136.67	8,282.61	6,180.00	2,102.61	12,360.00
5013 • Office Supplies	201.42	266.67	-65.25	1,558.27	1,599.98	-41.71	3,200.00
5014 • Office Equipment/Software	55.66	541.67	-486.01	1,828.88	3,249.98	-1,421.10	6,500.00
5015 • Postage	0.00	83.33	-83.33	212.17	500.02	-287.85	1,000.00
5016 • Telecommunications	656.50	1,161.33	-504.83	3,843.14	6,968.02	-3,124.88	13,936.00
5017 • Website Support	0.00	250.00	-250.00	3,043.38	1,500.00	1,543.38	3,000.00
5018 • Website Hosting	0.00	183.33	-183.33	344.97	1,100.02	-755.05	2,200.00
5019 • Computer Support/Email Leasing	282.24	208.33	73.91	1,875.22	1,250.02	625.20	2,500.00
5020 • Dues, Subscriptions, Publicatio	76.99	383.00	-306.01	1,887.94	2,298.00	-610.06	4,596.00
5021 • Travel Entertainment & Educ.	0.00	416.67	-416.67	417.84	2,499.98	-2,082.14	5,000.00
5022 • Repair & Maintenance	89.25	625.00	-535.75	89.25	3,750.00	-3,660.75	7,500.00
5023 • Marketing Consultants	0.00	6,333.33	-6,333.33	29,010.00	38,000.02	-8,990.02	76,000.00
5024 • Bookkeeping	1,250.00	1,400.00	-150.00	12,220.00	8,400.00	3,820.00	16,800.00
5025 • Audit	0.00	1,500.00	-1,500.00	7,475.00	9,000.00	-1,525.00	18,000.00
5026 • Legal Counsel	1,871.50	1,416.67	454.83	8,284.50	8,499.98	-215.48	17,000.00
5027 • Economic Development	0.00	5,083.33	-5,083.33	0.00	30,500.02	-30,500.02	61,000.00
5028 • Arts and Culture	0.00	4,166.67	-4,166.67	35,612.57	24,999.98	10,612.59	50,000.00
5030 • Insurance- General Liability	0.00	1,333.33	-1,333.33	0.00	8,000.02	-8,000.02	16,000.00
6000 • Palafox Market							
6001 • Palafox Market Project Mgmt	2,422.50	2,946.67	-524.17	15,583.47	17,679.98	-2,096.51	35,360.00
6003 • Permits / Street Closure	0.00	116.67	-116.67	0.00	699.98	-699.98	1,400.00
6004 • Portable Toilet Rental	1,380.00	1,466.25	-86.25	7,245.00	8,797.50	-1,552.50	17,595.00
6005 • Market Anniversary Celebration	0.00	208.33	-208.33	0.00	1,250.02	-1,250.02	2,500.00
6006 • Farm Visit- Mileage Reimburseme	0.00	125.00	-125.00	70.57	750.00	-679.43	1,500.00
6007 • Marketing	431.25	500.00	-68.75	6,141.64	3,000.00	3,141.64	6,000.00
6008 • PMkt Credit Card Fees	81.92	250.00	-168.08	533.85	1,500.00	-966.15	3,000.00
6010 • Sales Tax Interest	0.00	416.67	-416.67	0.00	2,499.98	-2,499.98	5,000.00
6000 • Palafox Market - Other	510.17	166.67	343.50	2,035.67	999.98	1,035.69	2,000.00
Total 6000 • Palafox Market	4,825.84	6,196.26	-1,370.42	31,610.20	37,177.44	-5,567.24	74,355.00
7000 • Ambassador Program							
7001 • Ambassador Program Labor	6,421.41	7,280.00	-858.59	40,155.14	43,680.00	-3,524.86	87,360.00
7002 • Uniforms	0.00	375.00	-375.00	0.00	2,250.00	-2,250.00	4,500.00
7003 • Communications	0.00	266.67	-266.67	2,485.55	1,599.98	885.57	3,200.00
7004 • Equipment - Capital	300.18	1,250.00	-949.82	1,952.07	7,500.00	-5,547.93	15,000.00

Accrual Basis

# **DOWNTOWN IMPROVEMENT BOARD** **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
7005 - Equipment R & M	0.00	583.33	-583.33	489.15	3,500.02	-3,010.87	7,000.00
7006 - Janitorial Supplies	0.00	416.67	-416.67	833.70	2,499.98	-1,666.28	5,000.00
Total 7000 - Ambassador Program	6,721.59	10,171.67	-3,450.08	45,915.61	61,029.98	-15,114.37	122,060.00
Total Expense	42,328.03	56,294.35	-13,966.32	612,679.01	591,293.90	21,385.11	929,060.00
Net Ordinary Income	22,069.68	-2,925.01	24,994.69	53,100.69	-20,049.94	73,150.63	-40,000.00
Other Income/Expense							
Other Income							
4980 - Sales Tax Collection Allowance	18.71	0.00	18.71	81.18	0.00	81.18	0.00
4065 - DPMD Loan Repayment	0.00	10,000.00	-10,000.00	0.00	20,000.00	-20,000.00	40,000.00
Total Other Income	18.71	10,000.00	-9,981.29	81.18	20,000.00	-19,918.82	40,000.00
Net Other Income	18.71	10,000.00	-9,981.29	81.18	20,000.00	-19,918.82	40,000.00
Net Income	22,088.39	7,074.99	15,013.40	53,181.87	-49.94	53,231.81	0.00

# DOWNTOWN IMPROVEMENT BOARD

## Balance Sheet - For Management Use Only

As of March 31, 2019  
Mar 31, 19

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 · Cash - Coastal- 0237 Operating	
101.1 · BP Funds for Beautification	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Coastal- 0237 Operating - Other	195,577.41
Total 101 · Cash - Coastal- 0237 Operating	268,723.48
Total Checking/Savings	268,723.48
Accounts Receivable	
140.4 · A/R-Property Assessments	202,765.50
Total Accounts Receivable	202,765.50
Other Current Assets	
140.10 · Due from City of Pensacola	160.55
140.5 · Due from Friends of Downtown	500.00
140.7 · Due from Holiday Lights	73,670.00
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	1,328.04
Total Other Current Assets	76,658.59
Total Current Assets	548,147.57
Fixed Assets	
240 · Equipment	135,217.17
260 · Furniture & Fixtures	4,541.23
275 · Website Capitalized	10,850.00
300 · Less Accumulated Depreciation	-111,590.00
Total Fixed Assets	39,018.40
Other Assets	
Employee Advance	97.62
Total Other Assets	97.62
<b>TOTAL ASSETS</b>	<b>587,263.59</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	457.07
Total Accounts Payable	457.07
Other Current Liabilities	
Accrued Salaries	-1,392.81
458 · Due to 403(b) - Employee Contr	6.66
471 · Payroll Liabilities	5,101.95
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	247,587.08
Total Other Current Liabilities	256,302.88
Total Current Liabilities	256,759.95
Long Term Liabilities	

**DOWNTOWN IMPROVEMENT BOARD**  
**Balance Sheet - For Management Use Only**

As of March 31, 2019  
Mar 31, 19

N/P - DLL Financial Solutions	
Deferred Interest	-498.65
N/P - DLL Financial Solutions - Other	7,804.68
Total N/P - DLL Financial Solutions	<u>7,306.03</u>
Total Long Term Liabilities	<u>7,306.03</u>
Total Liabilities	<u>264,065.98</u>
Equity	
32000 - Unrestricted Net Assets	353,723.74
587 - Fund Balance	-83,708.00
Net Income	53,181.87
Total Equity	<u>323,197.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>587,263.59</u></u>

DPMD		
Code	Description	DPMD Notes
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

# 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
<b>Income</b>							
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	0.00	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	1,768.62	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
<b>Total Income</b>	82,579.69	77,747.09	4,832.60	452,809.67	466,482.46	-13,672.79	932,965.00
<b>Gross Profit</b>	82,579.69	77,747.09	4,832.60	452,809.67	466,482.46	-13,672.79	932,965.00
<b>Expense</b>							
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
<b>Total 30-00 · DPMD Trash Expense</b>	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
<b>Total 40-00 · DPMD Shared Expenses</b>	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

<b>ASSETS</b>	
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	<u>328,189.66</u>
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>
<b>TOTAL ASSETS</b>	<u><b>744,761.46</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
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	<u>25,218.73</u>
Total Liabilities	<u>25,218.73</u>
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>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>744,761.46</b></u>



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

- A. Jefferson Garage makeover
  - Approval received from ARB for entrance and alley – entrance is pending City engineering approval.
- B. Jefferson Garage lighting upgrade
  - Wiring repairs required weekend of 6<sup>th</sup>
  - Interior and alley lights pending delivery to schedule install
- C. Security enhancement
  - Wireless elevator camera quote of \$2,221.45 approved for JSG – committee requested warranty and options to secure.
- D. DPMD Financial Reports
  - Unanimous Approval of March Financial reports with correction of Total Income on Treasure's Report.
- E. Parking Master Plan
  - City Council presentation postponed until scheduled Mid-Year review
- F. Pay-station purchase
  - Approved purchase of 3 pay-stations – 1 for Jefferson 2 for Government
- G. On-street parking enforcement
  - Approved enforcement hours for West side Baylen, Government & Spring till 5pm versus 7pm.

**\*\*\*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.***

## MINUTES

### Parking & Traffic Committee Meeting April 11, 2019

Members present: Mark Bednar, Chairman  
Danny Zimmern, Clay Roesch, Kevin Lehman, Cheryl Young  
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 March 14, 2019, meeting approved unanimously.
- d) Minutes of the workshop minutes for March 26, 2019, approved unanimously.

### Ongoing Business:

Exec. Dir. Dees updated the committee on the following matters:

- a) JSG spalding repair – estimate has been requested.
- b) JSG entrance landscaping/painting – awaiting approval from City Engineering.
- c) JSG lighting
  - 1) Mr. Zimmern suggested that Mrs. Dees investigate a service agreement backed by Shell Oil Company to provide lighting
- d) JSG Guard shack removal – completed.
- e) JSJ elevator camera
  - 1) Motion to approve funding of \$2,221.45 for installation of cameras approved unanimously.
- f) JSG pay-station hardwire – Cox will install, construction is required.
- g) JSG flower bed spring spruce-up – completed at JSG, with weed abatement and pine straw placed.
- h) JSG ECUA water leak
  - 1) ECUA allowed for a one-time adjustment of \$2,000 and the monthly water bill has been reduced to \$100.
- i) Removal of broken lollipops
  - 1) Over 70 lollipops have been removed. Poles are being cut down and holes recemented. Project should be completed the end of May.
- j) Parking road shows continue to be offered.
- k) North elevator repair – scheduled for this week.
- l) LTU – update
  - 1) Attorney Stebbins is currently updating basic changes to the interlocal agreement. Those revisions will come back before the committee before being presented to the board. A cohesive plan will then be developed as part of the 2020 overall plan.
- m) City Council report – discussion.

### New Business

- a) JSG rates – discussion
- b) City sign – discussion
- c) Three pay stations; one on Jefferson, two on West Government – approved 4-1 with Member Lehman opposing.
- d) Dynamic/Market or Performance rates
  - 1) Mrs. Dees clarified the difference between the two classifications.
- e) Lissa out of town in May – DPMD meeting canceled.

### Financial Report

- a) March financials – approved unanimously.
- b) JSG Reserve Fund Finance Committee recommendation – update provided.

Public Comment: Public input was received from Dottie Dubuisson and Dan Lindemann.

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



## **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

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## 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: \$82,579.69

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	
50-30	Parking Reserve Fund	\$45K under projected expenses for month
		\$2500 for month and \$15K YTD
30-00	Trash Co -Op	
50-14	Overhead Reimbursement	\$5k under projections for the month - \$5K under YTD Due to timing of invoices
50-24	Enforcement Spec Event	\$14K over budget = \$12K DPMD staff SB&T
		\$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			0.00
10-00 · Judicial Center Lot	0.00			174.00	0.00	174.00	0.00
11-00 · North Palafox Lot	0.00	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