



Parking & Traffic Committee Meeting

September 12, 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 September 12, 2019
 - c) Approval of Minutes for August 15, 2019
- 2) On-Going Business
 - a) JSG Spaulding and seam repairs loan – revisit
 - b) Escambia County garage contract - update
 - c) Consultant Support – review
 - d) Baylen Street restriping - update
 - e) Baylen traffic flow change request – update
 - f) Citation rates – discussion
 - g) Interlocal agreement– update
 - h) Boat slip management – update
- 3) New Business
 - a) Garden - Pay stations
- 4) Financial Report
 - a) August Financials – Approval
- 5) Public Comment
- 6) Adjournment

- 7) On hold Items
 - a.) Garage Blue Light - security - on going
 - b.) JSG Rates – on-hold

MINUTES

Parking & Traffic Committee Meeting August 15, 2019

Members present: Mark Bednar, Chairman
Danny Zimmern, Kevin Lehman, Clay Roesch,
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 was approved unanimously.
- c) Approval of minutes of the June 13, 2019, and July 11, 2019, meetings were approved unanimously.

Ongoing Business:

- a) JSG spalling repair
 - 1. Quote to repair spalling is \$42,400. Estimate to repair joints for the roof is \$69,750 and for the second floor \$32,400, for a total of 144,550.
 - 2. Staff recommendation is to repair the roof first, then the second floor, then the spalling, with a projected time for completion of 12 months.
 - 3. Mr. Roesch moved that we proceed with the repairs and borrow the money from the bank holding our CDs. Seconded by Mr. Zimmern for discussion.
 - 4. Mrs. Dees pointed out that Item 50-16 in the budget, Facility Repair & Maintenance, has excess funds that could be partnered with the \$50,000 CD to begin the repairs.
 - 5. Motion made by Mr. Roesch to borrow \$150,000 to pay for the repairs carried 3-1 with Mr. Lehman dissenting.
 - 6. Mr. Roesch amended his motion to borrow the money and establish the terms of the loan to be brought back for board approval. Seconded by Mr. Zimmern and carried 3-1 with Mr. Lehman dissenting.
- b) Three additional pay stations were installed and is complete.
- c) Escambia County Garage – To be placed on the September BCC agenda.
- d) Citation collection letter legal changes – Mr. Stebbins has ensured that we have the correct language to serve as the collection agency for the PPD and for the airport.
- e) City Signs
 - 1. Mr. Lehman made a motion to approve for the executive director to replace critical signs up to \$1,000. Seconded by Mr. Zimmern and carried unanimously.
- f) Consultant support
 - 1. Mrs. Dees explained once again her reasons for needing the advice and assistance of a consultant, specifically Mr. Greg Darden. Mr. Darden spoke briefly to the committee members.
 - 2. Mr. Zimmern made a motion to allow Mrs. Dees the authority to hire the consultant she deems most appropriate at a monthly rate of \$1,500 for 12 months.

Mr. Zimmern pointed out in his motion that the money has been budgeted for this expenditure.

3. The motion carried 3-1 with Mr. Lehman dissenting.

New Business

a) Baylen Street restriping

1. The area behind the courthouse has been zoned for safety reasons and designated to the courthouse, so restriping is not an option.
2. The next block north can be restriped, creating two additional parking spaces on Baylen Street.

Financial Report

- a) July financials – approved unanimously.

Public Comment

None.

Adjournment:

The meeting was adjourned at 5:40 p.m.

Treasures' Report - DPMD

MEMORANDUM

To: DIB Board

From: Lissa Dees, Executive Director

Subject: Treasures' Report

Date: September

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

Total Income DPMD August: \$85,783.46

Total Expense DPMD August: \$47,670.92

Notes:

Aug

| DPMMD | | | |
|-------------|-----------------------------|--|--|
| <u>Code</u> | <u>Description</u> | <u>DPMMD Notes</u> | |
| Income | <i>Overview</i> | \$3k over projected revenue | |
| 11-00 | North Palafox | \$2k under projected revenue | |
| 12-00 | Tarragona Lot | On target | |
| 13-00 | Trash Co -Op | \$369 over projected revenue | |
| 20-00 | Intendencia | \$660 over projected revenue | |
| 21-00 | JSG | \$9k over projected revenue | |
| 23-00 | Meter/Pay stations | \$9K under projections for the month | |
| 23-03 | On street Platform | \$2k for month - not budgeted in 2018/19 | |
| 24-00 | Parking Fines | \$7k over projected revenue | |
| Expense | | | |
| Expense | <i>Overview</i> | \$22K under projected expenses for month | |
| 50-30 | Parking Reserve Fund | \$27K YTD | |
| 30-00 | Trash Co -Op | \$5k under projections for the month | |
| 50-05 | Parking Meter CC Fees | \$1k over projected expense - \$12k over YTD | |
| 50-14 | Overhead Reimbursement | \$17K over budget - \$11K from salaries | |
| 50-24 | Enforcement Spec Events Pkg | \$2K over budget - special event parking | |

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

Ordinary Income/Expense

Income

| | | | | | | | | | | | |
|---|-----------|-----------|-----------|------------|------------|------------|------------|--------|------|--------|------|
| 23-03 · Onstreet Platform | 2,296.64 | | | 38,317.11 | | | 0.00 | 321.00 | 0.00 | 321.00 | 0.00 |
| 10-00 · Judicial Center Lot | 0.00 | | | 321.00 | | | | | | | |
| 11-00 · North Palafox Lot | 321.90 | 2,250.00 | -1,928.10 | 17,669.91 | 24,750.00 | -7,080.09 | 27,000.00 | | | | |
| 12-00 · Tarragona Street Lot | 2,036.44 | 1,916.67 | 119.77 | 16,104.51 | 21,083.33 | -4,978.82 | 23,000.00 | | | | |
| 13-00 · Trash | 7,233.10 | 6,863.75 | 369.35 | 78,173.21 | 75,501.25 | 2,671.96 | 82,365.00 | | | | |
| 20-00 · Intendencia Garage | 660.00 | 0.00 | 660.00 | 23,323.00 | 0.00 | 23,323.00 | 0.00 | | | | |
| 21-00 · Jefferson Street Garage | 41,543.22 | 32,916.67 | 8,626.55 | 341,193.26 | 362,083.33 | -20,890.07 | 395,000.00 | | | | |
| 23-01 · Paystations | 9,427.34 | 13,916.67 | -4,489.33 | 153,796.48 | 153,083.33 | 713.15 | 167,000.00 | | | | |
| 23-02 · Single Space Meters | 373.00 | 4,650.00 | -4,277.00 | 17,936.58 | 51,150.00 | -33,213.42 | 55,800.00 | | | | |
| 24-00 · Parking Fines | 21,891.82 | 15,000.00 | 6,891.82 | 186,972.81 | 165,000.00 | 21,972.81 | 180,000.00 | | | | |
| 25-00 · OnStreet Dumpster Placement Fee | 0.00 | 83.33 | -83.33 | 530.00 | 916.67 | -386.67 | 1,000.00 | | | | |
| 26-00 · Residential Parking Permits | 0.00 | 150.00 | -150.00 | 0.00 | 1,650.00 | -1,650.00 | 1,800.00 | | | | |
| 29-01 · Sales Tax Collected | 0.00 | 4,916.67 | -4,916.67 | -37,243.35 | 54,083.33 | -91,326.68 | 59,000.00 | | | | |

Total Income

| | | | | | | | | | | | |
|--|-----------|-----------|----------|------------|------------|------------|------------|--|--|--|--|
| | 85,783.46 | 82,663.76 | 3,119.70 | 837,094.52 | 909,301.24 | -72,206.72 | 991,965.00 | | | | |
| | 85,783.46 | 82,663.76 | 3,119.70 | 837,094.52 | 909,301.24 | -72,206.72 | 991,965.00 | | | | |

Gross Profit Expense

| | | | | | | | | | | | |
|---|----------|----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|--|--|
| 50-30 · Parking Reserve Fund Expense | 2,500.00 | | | 27,500.00 | | | 19,135.42 | -19,135.42 | 20,875.00 | | |
| 5033 · Reserved | 0.00 | 1,739.58 | -1,739.58 | 0.00 | | | | | | | |
| 30-00 · DPMD Trash Expense | | | | | | | | | | | |
| 30-01 · Republic - Dumpster Service | 0.00 | 3,921.17 | -3,921.17 | 46,147.37 | 43,132.83 | 3,014.54 | 47,054.00 | | | | |
| 30-03 · Landfill Fees | 0.00 | 107.25 | -107.25 | 23.28 | 1,179.75 | -1,156.47 | 1,287.00 | | | | |
| 30-04 · Security Fees | 0.00 | 250.00 | -250.00 | 820.00 | 2,750.00 | -1,930.00 | 3,000.00 | | | | |
| 30-05 · Special Events Dumpster Service | 0.00 | 517.00 | -517.00 | 0.00 | 5,687.00 | -5,687.00 | 6,204.00 | | | | |
| 30-07 · Trash Compactor Utilities | 51.32 | 0.00 | 51.32 | 558.53 | 0.00 | 558.53 | 0.00 | | | | |
| Total 30-00 · DPMD Trash Expense | 51.32 | 4,795.42 | -4,744.10 | 47,549.18 | 52,749.58 | -5,200.40 | 57,545.00 | | | | |
| 40-00 · DPMD Shared Expenses | | | | | | | | | | | |
| 40-01 · Intendencia Revenue share w/Co | 0.00 | | | 8,284.50 | 0.00 | 8,284.50 | 0.00 | | | | |
| 40-03 · P.F. Less Rev Share PPD/Airport | 0.00 | 0.00 | 0.00 | 10,334.89 | 0.00 | 10,334.89 | 0.00 | | | | |
| 40-04 · Tarragona Lot Rev Share | 0.00 | 0.00 | 0.00 | 17,671.29 | 0.00 | 17,671.29 | 0.00 | | | | |
| Total 40-00 · DPMD Shared Expenses | 0.00 | 0.00 | 0.00 | 36,290.68 | 0.00 | 36,290.68 | 0.00 | | | | |
| 50-00 · DPMD Operating Expenses | | | | | | | | | | | |
| 50-29 · Insurance - Garage Keeper | 1,482.01 | | | 16,302.11 | | | | | | | |
| 50-02 · Depreciation | 0.00 | | | 2,396.57 | | | | | | | |
| 50-04 · Jefferson Garage CC Fees | 1,255.38 | 750.00 | 505.38 | 5,817.05 | 8,250.00 | -2,432.95 | 9,000.00 | | | | |

Downtown Parking Management District

Profit & Loss Budget Performance - For Mgmt Use Only

August 2019

| | Aug 19 | Budget | \$ Over Budget | Oct '18 - Aug 19 | YTD Budget | \$ Over Budget | Annual Budget |
|---|-----------|-----------|----------------|------------------|------------|----------------|---------------|
| 50-05 · Parking Meter CC Fees | 2,446.33 | 1,000.00 | 1,446.33 | 23,352.39 | 11,000.00 | 12,352.39 | 12,000.00 |
| 50-06 · Auto | 0.00 | 0.00 | 0.00 | 711.42 | 0.00 | 711.42 | 0.00 |
| 50-07 · Bad Debt Expense | 0.00 | 666.67 | -666.67 | 0.00 | 7,333.33 | -7,333.33 | 8,000.00 |
| 50-08 · Bank Charges | 105.35 | 25.00 | 80.35 | 141.35 | 275.00 | -133.65 | 300.00 |
| 50-09 · Debt Service - DIB Loan | 0.00 | 0.00 | 0.00 | 0.00 | 30,000.00 | -30,000.00 | 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 | 1,833.33 | -1,699.33 | 2,000.00 |
| 50-12 · Marketing / Printing / Research | 682.03 | 2,750.00 | -2,067.97 | 53,997.58 | 30,250.00 | 23,747.58 | 33,000.00 |
| 50-13 · Office Supplies | 0.00 | 25.00 | -25.00 | 129.50 | 275.00 | -145.50 | 300.00 |
| 50-14 · Overhead Reimbursement | | | | | | | |
| 50-14.8 · 403(b) Employer Cont - Ambassad | 753.99 | | | 9,342.26 | | | |
| 50-14.7 · Other | 222.38 | | | 13,667.04 | | | |
| 50-14.6 · Salaries, Taxes - Ambassador | 10,541.06 | | | 119,777.63 | | | |
| 50-14.2 · Bookkeeping | 570.00 | 0.00 | 570.00 | 8,630.00 | 0.00 | 8,630.00 | 0.00 |
| 50-14.3 · Legal | 2,276.00 | 0.00 | 2,276.00 | 16,247.41 | 0.00 | 16,247.41 | 0.00 |
| 50-14.4 · Marketing | 987.50 | 0.00 | 987.50 | 5,553.59 | 0.00 | 5,553.59 | 0.00 |
| 50-14.5 · Salaries, Benefits, and Taxes | 8,837.59 | 0.00 | 8,837.59 | 80,735.79 | 0.00 | 80,735.79 | 0.00 |
| 50-14 · Overhead Reimbursement - Other | 5,403.50 | 12,437.17 | -7,033.67 | 59,438.50 | 136,808.83 | -77,370.33 | 149,246.00 |
| Total 50-14 · Overhead Reimbursement | 29,592.02 | 12,437.17 | 17,154.85 | 313,392.22 | 136,808.83 | 176,583.39 | 149,246.00 |
| 50-15 · Professional Services | 0.00 | 1,008.33 | -1,008.33 | 7,475.00 | 11,091.67 | -3,616.67 | 12,100.00 |
| 50-16 · Facility Repair & Maintenance | 3,934.83 | 7,083.33 | -3,148.50 | 91,957.45 | 77,916.67 | 14,040.78 | 85,000.00 |
| 50-17 · Signage & Striping | 1,713.71 | 1,166.67 | 547.04 | 17,246.64 | 12,833.33 | 4,413.31 | 14,000.00 |
| 50-18 · Utilities | 1,116.60 | 1,250.00 | -133.40 | 7,650.52 | 13,750.00 | -6,099.48 | 15,000.00 |
| 50-19 · Travel Entertainment & Educ | 0.00 | 500.00 | -500.00 | 1,370.49 | 5,500.00 | -4,129.51 | 6,000.00 |
| 50-20 · Management Contracts | 119.00 | 16,073.83 | -15,954.83 | 11,159.86 | 176,812.17 | -165,652.31 | 192,886.00 |
| 50-21 · Paystation Parkeon \$1456/mo | 0.00 | 2,083.33 | -2,083.33 | 21,452.74 | 22,916.67 | -1,463.93 | 25,000.00 |
| 50-22 · Paystation Repairs | 0.00 | 416.67 | -416.67 | 358.74 | 4,583.33 | -4,224.59 | 5,000.00 |
| 50-23 · Contract Parking Enforc Serv | 324.46 | 8,100.00 | -7,775.54 | 41,804.10 | 89,100.00 | -47,295.90 | 97,200.00 |
| 50-24 · Enforcement Spec Events Pkg | 1,593.96 | 0.00 | 1,593.96 | 12,956.99 | 0.00 | 12,956.99 | 0.00 |
| 50-25 · Security | 0.00 | | | 104.60 | 0.00 | 104.60 | 0.00 |
| 50-26 · Meter Equipment | 0.00 | 4,459.42 | -4,459.42 | 2,229.35 | 49,053.58 | -46,824.23 | 53,513.00 |
| 50-27 · Jefferson Garage Maintenance | 300.00 | | | 300.00 | 0.00 | 300.00 | 0.00 |
| 50-28 · Street / Landscape Improvements | 453.92 | 3,000.00 | -2,546.08 | 5,242.96 | 33,000.00 | -27,757.04 | 36,000.00 |
| Total 50-00 · DPMD Operating Expenses | 45,119.60 | 62,962.09 | -17,842.49 | 640,293.61 | 722,582.91 | -82,289.30 | 795,545.00 |
| Total Expense | 47,670.92 | 69,497.09 | -21,826.17 | 751,533.47 | 794,467.91 | -42,834.44 | 873,966.00 |
| Net Ordinary Income | 38,112.54 | 13,166.67 | 24,945.87 | 85,461.05 | 114,833.33 | -29,372.28 | 118,000.00 |

Downtown Parking Management District
Balance Sheet- For Management Use Only
As of August 31, 2019

| | Aug 31, 19 |
|---|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 112 · Synovus - Securities | 46.87 |
| 111 · Synovus - 3 Mo CD | 50,000.00 |
| 110 · Synovus - 6 Mo CD | 50,000.00 |
| 103 · Parking Reserve Trust | 27,500.00 |
| 100 · Petty Cash-Jefferson Garage | 1,717.20 |
| 101 · Cash-Coastal -514-8 | 163,218.10 |
| 102 · Cash-Wells Fargo -9358 | 21,067.01 |
| Total Checking/Savings | 313,549.18 |
| Accounts Receivable | |
| 140.4 · Parking Fees & Fines | 79,605.00 |
| 145.4 · Allowance for Doubtful Accounts | -62,915.80 |
| Total Accounts Receivable | 16,689.20 |
| Other Current Assets | |
| 164 · Prepaid Expense | 5,635.37 |
| Total Other Current Assets | 5,635.37 |
| Total Current Assets | 335,873.75 |
| Fixed Assets | |
| 245 · Signage | 8,828.37 |
| 241 · Equipment | 497,372.63 |
| 290 · Improvements | 266,068.00 |
| 300 · Accumulated Depreciation | -335,774.14 |
| Total Fixed Assets | 436,494.86 |
| TOTAL ASSETS | 772,368.61 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 450 · Accounts Payable | 7,375.04 |
| Total Accounts Payable | 7,375.04 |
| Other Current Liabilities | |
| 461 · Parking Res Trust | 27,500.00 |
| 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 |
| Total Other Current Liabilities | 32,291.96 |
| Total Current Liabilities | 39,667.00 |
| Total Liabilities | 39,667.00 |
| Equity | |
| 32000 · Unrestricted Net Assets | 456,390.17 |
| 32100 · Investment in Capital Assets | 182,358.00 |
| Net Income | 93,953.44 |
| Total Equity | 732,701.61 |
| TOTAL LIABILITIES & EQUITY | 772,368.61 |