



Parking & Traffic Committee Meeting

January 9, 2020

4:30pm

J. Earle Bowden Bldg., Room 1

AGENDA

- 1) Call to Order
 - a) Meeting was properly noticed
 - b) Approval of Meeting Agenda for January 9, 2020
 - c) Approval of Minutes for November 14, 2019
- 2) On-Going Business
 - a) JSG Spalling and seam repairs – update
 - b) Parking Strategy – update
 - c) Community meetings – update from Board members
 - d) Interlocal agreement– update
 - e) Garden Pay Stations – update
 - f) JSG Elevator Repair – vote
 - g) Valet Trial – Update
 - h) Citation rate increases – update
 - i) Boat Ramp City Request – update
- 3) New Business
 - a) Loading Zone relocation – W. Intendencia (Mr. Beck)
 - b) South Palafox space move – Mr. Levitan
 - c) Replacement of Complus services
- 4) Financial Report
 - a) Dec & Jan Financials – vote
- 5) Public Comment



- 6) Adjournment
- 7) On hold Items
 - a.) JSG Rates – on-hold
 - b.) Escambia County garage contract

MINUTES

Parking & Traffic Committee Meeting

November 14, 2019

Members present Kevin Lehman, Acting Chairman
Mark Bednar, Chairman
Clay Roesch, Justine Gudmundson-McCain, Warren Sonnen
Mike Ziarnik, *Ex Officio*
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Acting Chair Lehman at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) The proposed meeting agenda was approved unanimously, with the addition of (b) December meeting under New Business.
- c) Minutes of the October 10, 2019, meeting approved unanimously.
- d) Justine Gudmundson-McCain and Warren Sonnen were welcomed as new members of the committee.

Ongoing Business

- a) JSG spalling and seam repairs
 - 1. Seam repairs will be completed next week, and work will begin on the spalling.
- b) Parking strategy update
 - 1. Individual committee members were asked to take a section of the public and set up committee meetings or give staff the names of key players to be invited. Mr. Bednar will handle the legal realm, Mr. Roesch real estate, Mr. Lehman the merchants.
- c) Committee meetings - update from members – discussed above.
 - 1. Public meetings will be held separately from specialized group meetings.
 - 2. Information from all meetings will be compiled in a strategic manner by Greg Darden's team.
- d) Interlocal agreement
 - 1. Mrs. Dees reported that Kerrith Fiddler has signed off on the memorandum of understanding which clarifies DIB's jurisdictional ability to write citations.
- e) Garden Street pay stations
 - 1. The order has been placed for the pay stations. Lollipops and poles will begin to come down. Staff will send out an announcement to all business owners to let them know of rates.
- f) JSG elevator repair
 - 1. Mrs. Dees reported that the quote to upgrade the elevator internal mechanisms was \$112,000 for both elevators, and \$58,000 for upgrading the elevators individually. The quote for full replacement of both elevators is \$184,900, or \$96,148 to replace them individually.
 - 2. Bagby Elevator advised Mrs. Dees that a full replacement is not necessary, since upgrades would add 25 to 30 years and will bring all the equipment up to current standards.

3. Mr. Lehman asked if the elevators are necessary, if there are adequate handicap spots on the ground floor.
 4. Mr. Sonnen made a motion that staff investigate whether ADA compliance is required. Once that information is received a decision can be made on retaining or eliminating the elevators. Seconded by Mr. Bednar for discussion. Motion carried 4-1 with Mr. Roesch dissenting.
- g) End-of-year CRA parking report – approved unanimously.

New Business

- a) Joe Zarzaur Law request
 1. Mrs. Dees reported that Mr. Zarzaur offered to sponsor the garage and alley plant program at Jefferson Street Garage at a level of \$2,500 annually in exchange for a reserved parking space on the first floor. The garage has a total of 284 non-handicap spaces and there are currently 248 passholders.
 2. A discussion ensued concerning the conversion of a public asset to a semi-private asset and the precedent it could create.
 3. Motion made by Mr. Roesch to decline Mr. Zarzaur's request. Seconded by Mr. Warren and carried unanimously.
- b) December meeting
 1. Mrs. Dees advised that she will be out of town on the next scheduled meeting date and asked for dismissal of the parking meeting in December.
 2. Motion so made and carried unanimously.

Financial Report

- a) October financials – approved unanimously.

On hold items

- a) JSG Rates
- b) Escambia County garage contract
- c) Citation rate increases – January roll-out

Public Comment

A presentation was given by two gentlemen who asked to institute valet parking on Palafox Street and suggested that they use space on the top floor of Jefferson Street Garage to stack cars. They asked for a test run during the upcoming holidays and suggested a rate of \$12 per car. A lengthy discussion ensued. Mr. Bednar suggested that the idea has enough merit for Mr. Darden's consideration. Since there is no parking meeting in December there is no way to get board approval for this holiday season.

Adjournment

The meeting was adjourned at 6:52 p.m.

Treasurer's Report - DPMD

MEMORANDUM

To: DIB Board

From: Lissa Dees, Executive Director

Subject: Treasurer's Report

Date: January

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

Total Income DPMD December: \$97,876.97

Total Expense DPMD December \$57,386.31

Notes:

DPMD – Parking Amnesty for 11 days in month of December

DPMD - Dec		
<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	<i>Overview</i>	\$14K over projected revenue
11-00	North Palafox	On Target
12-00	Tarragona Lot	\$5k over budgeted revenue
13-00	Trash Co -Op	On Target
20-00	Intendencia	On Target
21-00	JSG	\$4k over budgeted revenue
23-00	Meter/Pay Station	\$9K under budgeted revenue
23-03	On street Platform	On target
24-00	Parking Fines	\$13k over budgeted revenue
Expense		
Expense	<i>Overview</i>	\$23K under projected expenses
50-05	Parking Meter CC Fees	\$2k over budgeted expenses
50-12	Marketing/Printing/Research	\$3k under budgeted expenses
50-15	Professional Services	\$4k under budgeted expenses - audit invoice timing
50-16	Facility R&M	\$7k under budgeted expenses
50-24	Enforcement Special Event	\$2k over projected expenses
50-25	Security	\$2k under projected expenses
50-26	Meter Equipment	\$5k under projected expenses

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

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
112 · Synovus - Securities	51.50
111 · Synovus - 3 Mo CD	50,000.00
110 · Synovus - 6 Mo CD	50,000.00
103 · Parking Reserve Trust	5,000.01
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	155,294.17
102 · Cash-Wells Fargo -9358	48,175.68
Total Checking/Savings	310,238.56
Accounts Receivable	
140.4 · Parking Fees & Fines	157,080.00
145.4 · Allowance for Doubtful Accounts	-122,276.15
Total Accounts Receivable	34,803.85
Other Current Assets	
165 · Prepaid OH Reimburse	632.00
164 · Prepaid Expense	5,380.34
Total Other Current Assets	6,012.34
Total Current Assets	351,054.75
Fixed Assets	
245 · Signage	8,828.37
241 · Equipment	504,061.05
290 · Improvements	377,314.00
300 · Accumulated Depreciation	-335,774.14
Total Fixed Assets	554,429.28
TOTAL ASSETS	905,484.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	5,000.01
Compensated Absences	1,255.42
Accrued Salaries	5,793.62
455 · Due to City of Pensacola	8,678.00
24000 · Payroll Liabilities	546.13
404 · N/P-CB & T-Pay Stations-Current	2,611.66
452 · Due to D.I.B.	9,566.27
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	34,451.11
Total Current Liabilities	34,451.11
Total Liabilities	34,451.11
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	81,803.53
Total Equity	871,032.92
TOTAL LIABILITIES & EQUITY	905,484.03

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

Ordinary Income/Expense

Income

	Dec 19	Budget	\$ Over Budget	Oct - Dec 19	YTD Budget	\$ Over Budget	Annual Budget
23-03 · Onstreet Platform	3,616.28	3,712.00	-95.72	12,449.53	11,136.00	1,313.53	44,544.00
11-00 · North Palafax Lot	1,998.01	2,134.00	-135.99	13,040.67	6,402.00	6,638.67	25,608.00
12-00 · Tarragona Street Lot	7,443.70	1,994.17	5,449.53	23,475.87	5,982.47	17,493.40	23,930.00
13-00 · Trash	6,121.35	6,573.34	-451.99	19,312.55	19,719.94	-407.39	78,880.00
20-00 · Intendencia Garage	2,909.00	2,306.00	603.00	8,371.00	6,918.00	1,453.00	27,672.00
21-00 · Jefferson Street Garage	37,319.95	33,385.00	3,934.95	115,470.14	100,155.00	15,315.14	400,620.00
23-01 · Paystations	9,209.18	18,514.17	-9,304.99	34,201.21	55,542.47	-21,341.26	222,170.00
23-02 · Single Space Meters	1,458.00	850.00	608.00	2,302.71	2,550.00	-247.29	10,200.00
24-00 · Parking Fines	27,801.50	14,528.00	13,273.50	87,273.00	43,584.00	43,689.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	0.00	66.67	-66.67	360.00	199.97	160.03	800.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-9,900.43	0.00	-9,900.43	0.00
Total Income	97,876.97	84,063.35	13,813.62	306,356.25	252,189.85	54,166.40	1,008,760.00

Gross Profit

Expense

50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	5,000.01	4,999.97	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	201.00	-201.00	804.00
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	5,271.67	-5,271.67	10,110.44	15,814.97	-5,704.53	63,260.00
30-04 · Security Fees	505.25	250.00	255.25	505.25	750.00	-244.75	3,000.00
30-07 · Trash Compactor Utilities	0.00	51.67	-51.67	101.75	154.97	-53.22	620.00
Total 30-00 · DPMD Trash Expense	505.25	5,573.34	-5,068.09	10,717.44	16,719.94	-6,002.50	66,880.00
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00	785.00	-785.00	0.00	2,355.00	-2,355.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	8,678.49	1,206.00	7,472.49	4,824.00
40-04 · Tarragona Lot Rev Share	1,600.00	1,600.00	0.00	4,800.00	4,800.00	0.00	19,200.00
Total 40-00 · DPMD Shared Expenses	1,600.00	2,787.00	-1,187.00	13,478.49	8,361.00	5,117.49	33,444.00
50-00 · DPMD Operating Expenses							
50-29 · Insurance - Garage Keeper	0.00	1,349.25	-1,349.25	2,589.74	4,047.75	-1,458.01	16,191.00
50-04 · Jefferson Garage CC Fees	617.64	369.00	248.64	1,258.22	1,107.00	151.22	4,428.00
50-05 · Parking Meter CC Fees	4,416.16	2,050.00	2,366.16	11,203.87	6,150.00	5,053.87	24,600.00

Downtown Parking Management District

Profit & Loss Budget Performance - For Mgmt Use Only

December 2019

	Dec 19	Budget	\$ Over Budget	Oct - Dec 19	YTD Budget	\$ Over Budget	Annual Budget
50-06 · Auto	156.97	458.34	-301.37	889.01	1,474.94	-585.93	5,700.00
50-08 · Bank Charges	186.70	15.00	171.70	550.70	45.00	505.70	180.00
50-11 · Dues & Subscriptions	0.00	16.67	-16.67	0.00	49.97	-49.97	200.00
50-12 · Marketing / Printing / Research	2,050.17	5,208.00	-3,157.83	5,743.87	15,624.00	-9,880.13	62,496.00
50-13 · Office Supplies	806.19	25.00	781.19	1,340.50	75.00	1,265.50	300.00
50-14 · Overhead Reimbursement	39,167.13	40,202.84	-1,035.71	112,358.06	120,608.44	-8,250.38	482,434.00
50-15 · Professional Services	0.00	4,033.34	-4,033.34	7,675.00	12,100.00	-4,425.00	12,100.00
50-16 · Facility Repair & Maintenance	732.64	7,379.59	-6,646.95	2,519.51	22,138.69	-19,619.18	88,555.00
50-17 · Signage & Striping	51.40	1,333.34	-1,281.94	4,658.52	3,999.94	658.58	16,000.00
50-18 · Utilities	150.45	841.00	-690.55	3,739.26	2,523.00	1,216.26	10,092.00
50-19 · Travel Entertainment & Educ	0.00	416.67	-416.67	28.03	1,249.97	-1,221.94	5,000.00
50-21 · Paystation Parkeon \$1456/mo	773.36	2,320.50	-1,547.14	12,542.36	6,961.50	5,580.86	27,846.00
50-22 · Paystation Repairs	0.00	666.67	-666.67	0.00	1,999.97	-1,999.97	8,000.00
50-24 · Enforcement Spec Events Pkg	3,050.77	1,255.00	1,795.77	11,888.14	3,765.00	8,123.14	15,060.00
50-25 · Security	285.23	2,500.00	-2,214.77	285.23	7,500.00	-7,214.77	30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	59.77	14,612.44	-14,552.67	58,450.00
50-27 · Jefferson Garage Maintenance	0.00			808.96			0.00
50-28 · Street / Landscape Improvements	1,169.58	1,666.67	-497.09	1,795.13	4,999.97	-3,204.84	20,000.00
50-00 · DPMD Operating Expenses - Other	0.00			13,653.95			
Total 50-00 · DPMD Operating Expenses	53,614.39	76,977.72	-23,363.33	195,587.83	231,032.58	-35,444.75	887,632.00
Total Expense	57,386.31	87,071.73	-29,685.42	224,783.77	261,314.49	-36,530.72	1,008,760.00
Net Ordinary Income	40,490.66	-3,008.38	43,499.04	81,572.48	-9,124.64	90,697.12	0.00
Other Income/Expense							
Other Income							
Interest Income	1.03			7.42			0.00
60-00 · Other Income	95.77	0.00	95.77	257.41	0.00	257.41	0.00
Total Other Income	96.80	0.00	96.80	264.83	0.00	264.83	0.00
Other Expense							
50-31 · Interest	17.00			33.78			0.00
Total Other Expense	17.00			33.78			0.00
Net Other Income	79.80	0.00	79.80	231.05	0.00	231.05	0.00
Net Income	40,570.46	-3,008.38	43,578.84	81,803.53	-9,124.64	90,928.17	0.00

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting
Tuesday, December 17, 2019, 7:30 a.m.

Attendance

Acting Chairman Kevin Lehman, Jean Pierre N'Dione, Patti Sonnen, Adam Cobb
Councilwoman Ann Hill, *Ex Officio*, Lissa Dees, Executive Director

Call to Order

- a. Mr. Lehman called the meeting to order at 7:30 a.m.
- b. The PensaLocal Award was presented to Rand Hicks for his contribution to the community through Ciclovía, his involvement with neighborhood associations, and other contributions to downtown and the City of Pensacola.

Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. The board unanimously approved the proposed meeting agenda.
- c. The board unanimously approved the minutes of the regular meeting of DIB held on November 26, 2019.

Parking

- a. There was no December Parking meeting.
- b. Mrs. Dees updated the board as to JSG elevator repair quotes and the status of ADA compliance. These matters will go back to the parking committee for review and will then come back before the board.
- c. Mrs. Dees also reported that she had met with legal counsel concerning leasing out public parking spaces to Parking Pensacola Holiday Valet. Mr. Stebbins advised that DIB provides parking management for the City; public parking spaces are an asset belonging to the City; and it is up to the City to have a memorandum of understanding with Parking Pensacola and then direct DIB.

Finance

- a. Finance Consent Agenda – There was no December Finance meeting.
- b. DIB November Financials were presented by Mrs. Dees and were unanimously approved by the board.
- c. DPMD November Financials were presented by Mrs. Dees and were unanimously approved by the board.

Ongoing Business

- a. Romana Street puppy pit-stop. Mrs. Dees is meeting with Steve Dana tomorrow and should have the final drawing and dates to report at the January meeting.

- b. DIB along with the County will be presenting a New Year's Eve Fireworks Show.
- c. StreetPlus November report. Mrs. Dees advised that StreetPlus has not been able to provide the level of commitment provided for in their contract, which is now aging at one year, and unless satisfactory changes are made, will recommend to the board that a different company be hired.

New Business

- a. PPD start date – December 29.
 - 1. Kristin Brown, Captain of the Operational Support Division at the Pensacola Police Department, introduced Sergeant Pat Bradley, Supervisor, and newly appointed CRA Officers Partrick and Brown.
- b. Additional street cameras
 - 1. Mr. Cobb moved that four additional cameras be placed. Seconded by Mr. N'Dione and carried unanimously.
- c. Change of DIB meeting time. Mrs. Dees will follow up with Mayor Robinson's office with the suggestion of changing the meeting to Friday, once a quarter.

Marketing Report

- a. October marketing report was presented by Freddie Haydn-Slater.

On Hold – Brief updates were presented by Mrs. Dees.

- a. JSG Alley Art - on hold until January.
- b. Anti-litter and recycle campaign
- c. Parking Interlocal Agreement Modification

Upcoming Events

- a. Civicon – Events to be listed on future agendas.

Public Comment

Public comment given by Mr. Rand Hicks.

Adjournment – The meeting was adjourned at 8:30 a.m.