



## **Parking & Traffic Committee Meeting**

July 16, 2020

4:30pm - Zoom Meeting

### **AGENDA**

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of Meeting Agenda for July 16, 2020
  - c) Approval of Minutes for June 11, 2020
- 2) On-Going Business
  - a) JSG corbel repair – complete
  - b) Tarragona Pay Station – complete
  - c) PPD / Ride Share parking spaces - Vote
  - d) Enforcement / App software provider – presentation
  - e) City Parking transition – update
- 3) New Business
  - a) Flowbird presentation - see on-going business(d)
  - b) JSG elevator floor replacement – Vote
- 4) Financial Report
  - a) June Financials – vote
- 5) Public Comment



- 6) Adjournment
  
- 7) On hold Items
  - a.) Valet Parking
  - b.) Escambia County garage contract
  - c.) JSG Rates
  - d.) Sign replacement project

## MINUTES

### **Parking & Traffic Committee Meeting**

Via Teleconference

June 11, 2020, 4:30 p.m.

Members present            Mark Bednar, Chairman  
                                      Danny Zimmern, Kevin Lehman, Mike Ziarnik, *Ex Officio*  
                                      Lissa Dees, Executive Director

Call to order: Meeting called to order by Chairman Mark Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed that the meeting was properly noticed.
- b) The proposed Meeting Agenda was unanimously approved.
- c) Minutes of the May 14, 2020, meeting unanimously approved.

#### Ongoing Business

- a) JSG spalling and seam repairs
  - 1. Mrs. Dees reported that the seam repairs are complete except for some recently discovered leaks to be corrected. Spalling is on hold for the transition to City.
- b) JSG repair loan – On hold until October for City to handle.
- c) JSG corbel repairs
  - 1. Motion made by Mr. Lehman to approve the corbel repairs as quoted by the current contractors at \$9,850 to be paid from the operating budget. Seconded by Mr. Zimmern and carried unanimously.
- d) Tarragona pay station install
  - 1. Passport will provide the signs for the pay station installation. Everyone in the area has been notified of the change.
- e) PPD/Ride Share parking spaces
  - 1. No movement on this. Mrs. Dees will follow up with Mike Ziarnik to get his ideas on a good spot and will come back before the committee next month.
- f) JSG Rates
  - 1. To be part of integrated plan. Committee will take no action at this time.
- g) Sign replacement project – on hold for transition to City.
- h) Enforcement software provider
  - 1. Mrs. Dees previously reported on the back-office enforcement dilemma with current provider's outdated system. Current provider was bought out by Passport, who pitched their product, but was determined to be not fully developed and more expensive. Passport is also the app provider for DIB and advised that backing out of its contract would cost \$66,000.
  - 2. Mrs. Dees suggested that Flowbird may have a solution for a comprehensive city parking plan which will be presented to the committee next month.
  - 3. Mr. Lehman asked Mrs. Dees to provide a spreadsheet of big-ticket items side-by-side for Passport and Flowbird.

i) City Parking transition

1. Ms. Amy Lovoy and Mr. Richard Barker attended and answered questions from committee members. Ms. Lovoy advised it is the City's intent to retain the structure of DIB and the Parking Committee after the transition.

New Business

- a) Pensacola City branded parking – signs, app, decals, Website, permits, etc. – discussed above.

Financial Report

- a) May financial report was presented by Mrs. Dees and approved unanimously.

Public Comment - None

Adjournment – The meeting was adjourned at 5:20 p.m.

On-hold items

- a. Valet parking – on hold for City
- b. Escambia County garage contract – on hold for County

## MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting – Via Teleconference  
Wednesday, June 24, 2020, 4:00 p.m.

### Attendance

Chair Michael Carro, Kevin Lehman, Adam Cobb, Patti Sonnen  
Councilwoman Ann Hill, *ex officio*, Commissioner Robert Bender, *ex officio*  
Lissa Dees, Executive Director

### Call to Order

- a. Chair Carro called the meeting to order at 4:00 p.m.

### Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. The board unanimously approved the proposed meeting agenda for June 24, 2020.
- c. The board unanimously approved the minutes of the regular meeting of DIB held on May 26, 2020.

### Parking

- a. The June DPMD Consent Agenda was discussed by Mrs. Dees and approved unanimously.

### Finance

- a. The June Finance Consent Agenda was approved unanimously.
- b. DIB - May financial report was approved unanimously.
- c. DPMD - May financial report was approved unanimously.
- d. DIB – June Financial report was approved unanimously.
- e. DPMD – June Financial report was approved unanimously.

### Ongoing Business

- a. StreetPlus May report – Update was presented by Mrs. Dees and photos were given to board members depicting current conditions.
- b. Street cameras update – Three of the cameras have been installed; two are on hold.
- c. Palafox Market update – Special event permits remain on hold, anticipating August reopening.
- d. Romana Street Puppy Pitstop
  - 1. Staff recommends puppy pitstop be completed using remaining \$50,000 that was permitted in arts & culture, in addition to adding \$20,000 in funds from economic development. It was suggested that water fountains be furnished for both dogs and their owners.
  - 2. Motion to complete puppy pitstop made and carried unanimously.

- e. Anti-litter and Recycle campaign
  - 1. Signs have been installed and sidewalk decals will be placed within the next two weeks.
- f. JSG Alley Art – on hold

#### New Business

- a. 2020 Holiday Lights – The Lighting Company contract
  - 1. Motion to approve carried unanimously.
- b. 2020 City/CRA Midyear Report
  - 1. Mrs. Dees will assure that businesses outside DIB boundaries are not included.
  - 2. Motion to approve with changes carried unanimously.
- c. City reappointed board members Michael Carro and Patti Sonnen until June of 2023.

#### Marketing Report

- a. The May marketing report was presented by Freddie Haydn-Slater of Ideaworks.

#### On Hold

- a. CRA & Parking Interlocal Agreement renewals – October 2020
- b. City Inspection Survey
  - 1. Mr. Lehman will continue formulating a prospective plan and contact list.

#### Upcoming Events

- a. Estuary Water Quality, July 20
- b. Session 2 on Affordable Housing, August 17
- c. EntreCon – Pensacola Little Theater, \$275 and up, registration required, November 18 & 19

Public Comment – None

Adjournment – The meeting was adjourned at 5:00 p.m.

# Treasurer's Report - DPMD

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## MEMORANDUM

**To:** DPMD Committee

**From:** Lissa Dees, Executive Director

**Subject:** Treasurer's Report

**Date:** July

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

Total Income DPMD June: \$60,772.67

Total Expense DPMD June: \$41,050.45

Notes:

**DPMD - June**

<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	<i>Overview</i>	<i>\$23K under budgeted revenue</i>
11-00	North Palafox	On-target for the month
12-00	Tarragona Lot	\$2k over budgeted revenue
13-00	Trash Co -Op	On-target for the month
20-00	Intendencia	\$2k under budgeted revenue
21-00	JSG	\$14K under budgeted revenue
23-00	Meter/Pay Station	\$11K under budgeted revenue
23-03	On street Platform	On-target for the month
24-00	Parking Fines	On-target for the month
Expense		
Expense	<i>Overview</i>	<i>\$34K under budgeted expenses</i>
30-00	Trash Co -Op	\$5k under budgeted expenses
40-00	Shared Expenses	\$3k under budgeted expenses
50-12	Marketing/ Printing / Research	\$4k under budgeted expenses
50-14	Overhead Reimbursement	\$11k under budgeted expenses
50-16	Facility R&M	\$5k under projected expenses
50-21	Pay Station Parkeon	\$2k under projected expenses
50-25	Security	\$3k under budgeted expenses
50-26	Meter Equipment	\$5k under projected expenses
50-28	Street / Landscape Improvements	\$2k under projected expenses



**Downtown Parking Management District**  
**Profit & Loss Budget Performance - For Mgmt Use Only**  
June 2020

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
23-03 · Onstreet Platform	4,068.83	3,712.00	356.83	31,832.40	33,408.00	-1,575.60	44,544.00
10-00 · Judicial Center Lot	0.00	0.00	0.00	91.40	0.00	91.40	0.00
11-00 · North Palafox Lot	1,929.77	2,134.00	-204.23	22,109.95	19,206.00	2,903.95	25,608.00
12-00 · Tarragona Street Lot	4,435.34	1,994.17	2,441.17	51,078.82	17,947.49	33,131.33	23,930.00
13-00 · Trash	7,310.42	6,573.34	737.08	54,775.14	59,159.98	-4,384.84	78,880.00
20-00 · Intendencia Garage	0.00	2,306.00	-2,306.00	15,782.00	20,754.00	-4,972.00	27,672.00
21-00 · Jefferson Street Garage	19,429.53	33,385.00	-13,955.47	258,203.40	300,465.00	-42,261.60	400,620.00
23-01 · Paystations	8,328.96	18,514.17	-10,185.21	79,985.39	166,627.49	-86,642.10	222,170.00
23-02 · Single Space Meters	0.00	850.00	-850.00	5,958.56	7,650.00	-1,691.44	10,200.00
24-00 · Parking Fines	14,960.00	14,528.00	432.00	237,658.00	130,752.00	106,906.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	0.00	66.67	-66.67	1,660.00	599.99	1,060.01	800.00
26-00 · Residential Parking Permits	0.00	0.00	0.00	774.00	0.00	774.00	0.00
29-01 · Sales Tax Collected	309.82	0.00	309.82	-29,356.42	0.00	-29,356.42	0.00
<b>Total Income</b>	<b>60,772.67</b>	<b>84,063.35</b>	<b>-23,290.68</b>	<b>730,552.64</b>	<b>756,569.95</b>	<b>-26,017.31</b>	<b>1,008,760.00</b>
<b>Gross Profit</b>	<b>60,772.67</b>	<b>84,063.35</b>	<b>-23,290.68</b>	<b>730,552.64</b>	<b>756,569.95</b>	<b>-26,017.31</b>	<b>1,008,760.00</b>
<b>Expense</b>							
50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	15,000.03	14,999.99	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	603.00	-603.00	804.00
<b>30-00 · DPMD Trash Expense</b>							
30-10 · Internet	84.96			295.85			
30-01 · Republic - Dumpster Service	0.00	5,271.67	-5,271.67	34,833.55	47,444.99	-12,611.44	63,260.00
30-03 · Landfill Fees	11.64	0.00	11.64	11.64	0.00	11.64	0.00
30-04 · Security Fees	34.99	250.00	-215.01	540.24	2,250.00	-1,709.76	3,000.00
30-06 · Compactor Construction	0.00			11.64	0.00	11.64	0.00
30-07 · Trash Compactor Utilities	50.72	51.67	-0.95	401.45	464.99	-63.54	620.00
30-09 · Misc Compactor Expenses	70.00			1,460.00	0.00	1,460.00	0.00
<b>Total 30-00 · DPMD Trash Expense</b>	<b>252.31</b>	<b>5,573.34</b>	<b>-5,321.03</b>	<b>37,554.37</b>	<b>50,159.98</b>	<b>-12,605.61</b>	<b>66,880.00</b>
<b>40-00 · DPMD Shared Expenses</b>							
40-01 · Intendencia Revenue share w/Co	0.00	785.00	-785.00	5,508.00	7,065.00	-1,557.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	19,361.00	3,618.00	15,743.00	4,824.00
40-04 · Tarragona Lot Rev Share	0.00	1,600.00	-1,600.00	11,200.00	14,400.00	-3,200.00	19,200.00
<b>Total 40-00 · DPMD Shared Expenses</b>	<b>0.00</b>	<b>2,787.00</b>	<b>-2,787.00</b>	<b>36,069.00</b>	<b>25,083.00</b>	<b>10,986.00</b>	<b>33,444.00</b>

**Downtown Parking Management District**  
**Profit & Loss Budget Performance - For Mgmt Use Only**  
**June 2020**

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 20	YTD Budget	\$ Over Budget	Annual Budget
<b>50-00 · DPMD Operating Expenses</b>							
50-29 · Insurance - Garage Keeper	1,482.01	1,349.25	132.76	15,160.82	12,143.25	3,017.57	16,191.00
50-04 · Jefferson Garage CC Fees	136.37	369.00	-232.63	3,280.24	3,321.00	-40.76	4,428.00
50-05 · Parking Meter CC Fees	1,599.14	2,050.00	-450.86	27,142.05	18,450.00	8,692.05	24,600.00
50-06 · Auto	217.96	458.34	-240.38	3,981.14	4,324.98	-343.84	5,700.00
50-08 · Bank Charges	0.00	15.00	-15.00	1,036.20	135.00	901.20	180.00
50-11 · Dues & Subscriptions	27.50	16.67	10.83	82.66	149.99	-67.33	200.00
50-12 · Marketing / Printing / Research	1,705.67	5,208.00	-3,502.33	19,386.10	46,872.00	-27,485.90	62,496.00
50-13 · Office Supplies	0.00	25.00	-25.00	1,508.02	225.00	1,283.02	300.00
50-14 · Overhead Reimbursement	29,273.37	40,202.84	-10,929.47	299,998.14	361,825.48	-61,827.34	482,434.00
50-15 · Professional Services	0.00			7,775.00	12,100.00	-4,325.00	12,100.00
50-16 · Facility Repair & Maintenance	2,729.17	7,379.59	-4,650.42	134,484.26	66,416.23	68,068.03	88,555.00
50-17 · Signage & Striping	186.11	1,333.34	-1,147.23	5,562.82	11,999.98	-6,437.16	16,000.00
50-18 · Utilities	1,019.95	841.00	178.95	11,037.49	7,569.00	3,468.49	10,092.00
50-19 · Travel Entertainment & Educ	0.00	416.67	-416.67	1,086.87	3,749.99	-2,663.12	5,000.00
50-20 · Management Contracts	0.00	0.00	0.00	2,314.26	0.00	2,314.26	0.00
50-21 · Paystation Parkeon \$1456/mo	0.00	2,320.50	-2,320.50	17,391.43	20,884.50	-3,493.07	27,846.00
50-22 · Paystation Repairs	46.23	666.67	-620.44	5,556.02	5,999.99	-443.97	8,000.00
50-24 · Enforcement Spec Events Pkg	0.00	1,255.00	-1,255.00	18,129.79	11,295.00	6,834.79	15,060.00
50-25 · Security	0.00	2,500.00	-2,500.00	285.23	22,500.00	-22,214.77	30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	42,946.77	43,837.48	-890.71	58,450.00
50-27 · Jefferson Garage Maintenance	707.99	0.00	707.99	2,266.75	0.00	2,266.75	0.00
50-28 · Street / Landscape Improvements	0.00	1,666.67	-1,666.67	2,016.13	14,999.99	-12,983.86	20,000.00
50-00 · DPMD Operating Expenses - Other	0.00			55,740.15			
<b>Total 50-00 · DPMD Operating Expenses</b>	<b>39,131.47</b>	<b>72,944.38</b>	<b>-33,812.91</b>	<b>678,168.34</b>	<b>668,798.86</b>	<b>9,369.48</b>	<b>887,632.00</b>
<b>Total Expense</b>	<b>41,050.45</b>	<b>83,038.39</b>	<b>-41,987.94</b>	<b>766,791.74</b>	<b>759,644.83</b>	<b>7,146.91</b>	<b>1,008,760.00</b>
<b>Net Ordinary Income</b>	<b>19,722.22</b>	<b>1,024.96</b>	<b>18,697.26</b>	<b>-36,239.10</b>	<b>-3,074.88</b>	<b>-33,164.22</b>	<b>0.00</b>
<b>Other Income/Expense</b>	<b>34.02</b>	<b>0.00</b>	<b>34.02</b>	<b>2,173.55</b>	<b>0.00</b>	<b>2,173.55</b>	<b>0.00</b>
<b>Net Income</b>	<b>19,756.24</b>	<b>1,024.96</b>	<b>18,731.28</b>	<b>-34,065.55</b>	<b>-3,074.88</b>	<b>-30,990.67</b>	<b>0.00</b>

**Downtown Parking Management District**  
**Balance Sheet- For Management Use Only**  
As of June 30, 2020

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
103 · Parking Reserve Trust	15,000.03
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	174,972.03
102 · Cash-Wells Fargo -9358	10,385.45
<b>Total Checking/Savings</b>	<u>202,074.71</u>
<b>Accounts Receivable</b>	
140.4 · Parking Fees & Fines	157,080.00
145.4 · Allowance for Doubtful Accounts	-122,276.15
<b>Total Accounts Receivable</b>	<u>34,803.85</u>
<b>Other Current Assets</b>	
165 · Prepaid OH Reimburse	632.00
164 · Prepaid Expense	7,675.33
<b>Total Other Current Assets</b>	<u>8,307.33</u>
<b>Total Current Assets</b>	<u>245,185.89</u>
<b>Fixed Assets</b>	
245 · Signage	8,828.37
241 · Equipment	504,061.05
290 · Improvements	377,314.00
300 · Accumulated Depreciation	-335,774.14
<b>Total Fixed Assets</b>	<u>554,429.28</u>
<b>TOTAL ASSETS</b>	<u><u>799,615.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
461 · Parking Res Trust	15,000.03
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.	9,566.47
460 · Restricted Fund	1,000.00
<b>Total Other Current Liabilities</b>	<u>44,451.33</u>
<b>Total Current Liabilities</b>	<u>44,451.33</u>
<b>Total Liabilities</b>	<u>44,451.33</u>
<b>Equity</b>	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	-34,065.55
<b>Total Equity</b>	<u>755,163.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>799,615.17</u></u>

Google Maps

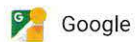
1 E Government St

Emergency Vehicle 2<sup>nd</sup> location  
1<sup>st</sup> 2-spots on Palefox @  
Plaza Ferdinand



Image capture: Aug 2019 © 2020 Google

Pensacola, Florida



Street View



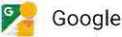
Google Maps 29 S Palafox St

Emergency Vehicle 1 spot



Image capture: Apr 2019 © 2020 Google

Pensacola, Florida



Street View



Google Maps

15 S Palafox St

Emergency Vehicle 2<sup>nd</sup> Spot



Image capture: Apr 2019 © 2020 Google

Pensacola, Florida



Street View



Google Maps

201 Palafox Pl

Loading Zone 6am to 6pm / Ride Share 6pm-6am



Image capture: Apr 2019 © 2020 Google

Pensacola, Florida



Street View

