

Parking and Traffic Committee
of the
Downtown Improvement Board
Tuesday, June 14, 2016
4:30 p.m.
AGENDA

(NEW location 120 Church St. Bowden Blding room #1)

1. Call To Order
2. Recurring Agenda:
 - a. Consideration of the Agenda for the June 14, 2016 meeting
 - b. Consideration of the minutes for the May 10, 2016 meeting
3. Review of Financial Statements
 - a. April statements attached
4. Public Presentations
5. New Business
 - a. Handicapped fines doubling
 - b. Meet with Wally Friday 11:30
6. Continuing Business
 - a. County Baylen/Intendencia Garage
 - i. Employee Parking on the roof
 - b. Status of Hixadrt
 - c. 3-5 year Plan, Goals and Strategies – discussion with Wally
 - d. Issues & Opportunities
 - i. Package to approach private property owners with a plan to park for special events.
 - e. Jefferson Garage mural
 - f. Website status
 - g. Asset Repairs
 - i. Faster credit card processing
7. Public Comment
8. Adjournment

NOTE: The DIB Parking & Traffic Committee normally meets the second Tuesday of each month at 4:30 p.m. in the Public Meeting Room #1 on the first floor of the Bowden Building at 120 Church Street, Pensacola, Florida

**Minutes of the
Parking and Traffic Committee
Tuesday, May 10, 2016
4:30 p.m.**

1. Call To Order Chairman Bednar called the meeting to order 4:35pm
2. Review of Financial Statements
 - a. March & April will be available at the next meeting.
3. Attendance – Mark Bednar, Clay Roesch, Cheryl Young, Maurice Patterson and Ron Butlin
4. Public Presentations none
5. New Business
 - a. The committee reviewed the recommended changes to the City/CRA Interlocal agreement. Mr. Butlin handed out the redlined copy of the Parking Interlocal and the committee went through it page by page. Most of the proposed changes were acceptable with the two following exceptions:
 - i. Section 6 F. as an attempt to clarify maintenance vs. capital improvement would be better suited in Section 9 C.
 - ii. The committee felt that expanding the uses of the Parking Fund to beautification, promotion, safety and transportation needed to be balanced with creating both an income stream and some available cash to ensure a multi-level conversation with the City when expansion of the assets is discussed. The Parking fund has only recently moved into the black and still owes the DIB in excess of \$100,000. Parking in general needs to be expanded with the purchase and construction of additional parking assets. The committee felt there will be obviously be a strong need for additional parking in the next 3 to 5 years and a plan to create the capital and prove the cash flow stream will be paramount to meeting those future needs. As such, Mr. Butlin discussed with the Committee the need to articulate a 3 to 5 year plan to include proforma increases in cash flow and estimated expenses to meet those goals.
 - b. The committee discussed and felt that overnight parking in the Jefferson Garage even for multiple days was acceptable provided the vehicle belonged to an individual that possessed a valid monthly pass.
 - c. Mr. Butlin let the committee know that we are going to add two additional Handicapped spaces on Jefferson St. near Intendencia
 - d. Jefferson Garage mural was briefly discussed. This has no impact on operations other than making the garage much more identifiable.

- e. Policy on law enforcement vehicles, apparently there is history of abusing parking especially around the court house. We have provided officers with free parking in the Government Street lot so there is no need to change our current policy which is that law enforcement officers when not on an active call need to pay to park like everybody else.

6. Continuing Business

- a. Discussion on a 3-5 year Plan, Goals and Strategies
 - i. Issues & Opportunities see comments on the Interlocal Agreement
- b. Develop a marketing/PR campaign for balance of calendar 2016
 - i. Website redesign
 - ii. Payment on-line for monthly passes
- c. Asset Repairs
 - i. Camera upgrade complete
 - ii. Faster credit card processing equipment ordered ready to install next 10-days

7. Public Comment

8. Adjournment – the meeting was adjourned at 6:00pm

NOTE: The DIB Parking & Traffic Committee normally meets the second Tuesday of each month at 4:30 p.m. in the Public Meeting Room #1 on the first floor of the Bowden Building at 120 Church Street, Pensacola, Florida

Note to the Financial Statement
April 2016

DPMD

1. YTD total revenue is \$401,025 total expenses are \$324,787 for cash flow of \$76,237 before capital expenditures and depreciation. We have invested in capital improvements an additional \$25,800. This was to upgrade the Paystations from 2G to 3G cell phone technology and to redo and expand the Garage camera security system.
2. Total parking revenue through February is \$56,000 over budget. This is largely due to: the garage \$33,700, parking fines \$13,700 along with most the lots slightly above budget. The one notable exception is in Parking Meter Revenue which is \$13,700 under budget. This is a budget mistake; collections in 14 and 15 were \$143,800 and \$149,500 respectively. I believe the 2016 budget of \$172,000 was intended to be \$152,000. Given the Garage is significantly over budget, I am evaluating a budget modification.
3. Total expenses are \$21,000 over budget after adding back line 5912 Capital Improvements in the amount of \$26,250 and repayment to DIB of \$10,000, both of which overstate the budget. The reason for this is:
 - a. Line 5007 Bad Debt - \$5,000 represents uncollectable parking tickets. This historically was adjusted once a year at the Audit, now it will be adjusted quarterly. This is not a cash item.
 - b. Line 5201 Audit Expense – we are over budget there in the amount of \$2,730.
 - c. Line 5215 Utilities – \$3,000 we are over budget here partially as a result of a one-time Storm Water fee.
 - d. Line 5695 Equipment Maintenance – \$5,750 we have been a little more aggressing in repairs and maintenance such as replacing 8 of the Paystation screens that had become difficult to read and extra landscape maintenance.
 - e. Line 5688 Enforcement over budget \$9,600. This is primarily explained due to special event staffing. We staff special events in two ways, 1) utilize Republic employees (Wayne, John, Jay and Maurice) or 2) we have trained assistants we hire through Landrum Staffing. When Republic employees handle special events they are paid through Republic and included in the enforcement line item.
4. Cash Flow for parking YTD is \$50,200 after total capital expenditures of \$13,800 on the 3G Paystation upgrade, \$20,000 on the Garage camera upgrade and repaying DIB \$10,000.

Downtown Parking Management District
Balance Sheet
 As of April 30, 2016

| | Apr 30, 16 |
|---|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100 · Petty Cash-Jefferson Garage | 1,717.20 |
| 101 · Cash-Coastal | 146,423.82 |
| 102 · Cash-Wells Fargo | 44,478.31 |
| Total Checking/Savings | 192,619.33 |
| Accounts Receivable | |
| 140.4 · Parking Fees & Fines | 72,305.00 |
| 145.4 · Allowance for Doubtful Accounts | -51,818.85 |
| Total Accounts Receivable | 20,486.15 |
| Total Current Assets | 213,105.48 |
| Fixed Assets | |
| 241 · Equipment | 279,923.63 |
| 290 · Improvements | 172,262.10 |
| 300 · Accumulated Depreciation | -202,756.34 |
| Total Fixed Assets | 249,429.39 |
| Other Assets | |
| 360 · Intangible Loan Costs-7yrs | 2,738.20 |
| 361 · Accumulated Amortization | -1,853.55 |
| Total Other Assets | 884.65 |
| TOTAL ASSETS | 463,419.52 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 450 · Accounts Payable | 19,465.27 |
| Total Accounts Payable | 19,465.27 |
| Other Current Liabilities | |
| 401 · N/P-Coastal Bank&Trust-Current | 13,778.00 |
| 404 · N/P-CB & T-Pay Stations-Current | 27,031.00 |
| 452 · Due to D.I.B. | 121,296.23 |
| 460 · Restricted Fund | 1,000.00 |
| Total Other Current Liabilities | 163,105.23 |
| Total Current Liabilities | 182,570.50 |
| Long Term Liabilities | |
| 490 · Deferred Revenue | 3,622.50 |
| 501 · N/P-Coastal Bank & Trust | 14,093.06 |
| 502 · Less Current Portion | -13,778.14 |
| 503 · N/P-CB & T-Pay Stations | 90,881.14 |
| 504 · Less Current Portion | -27,031.11 |
| Total Long Term Liabilities | 67,787.45 |
| Total Liabilities | 250,357.95 |
| Equity | |
| 32000 · Unrestricted Net Assets | 20,107.34 |
| 32100 · Investment in Capital Assets | 164,056.00 |
| Net Income | 28,898.23 |
| Total Equity | 213,061.57 |
| TOTAL LIABILITIES & EQUITY | 463,419.52 |

Downtown Parking Management District Profit & Loss Budget Performance April 2016

12:00 PM

05/20/16

Accrual Basis

| Ordinary Income/Expense | Apr 16 | Budget | \$ Over Budget | Oct '15 - Apr 16 | YTD Budget | \$ Over Budget | Annual Budget |
|---------------------------------------|------------------|------------------|-----------------|-------------------|-------------------|------------------|-------------------|
| Income | | | | | | | |
| 4502 · Baylen Street Parking Lot | 728.05 | 2,125.00 | -1,396.95 | 13,103.45 | 14,875.00 | -1,771.55 | 25,500.00 |
| 4503 · Spring Street Lot | 0.00 | 83.33 | -83.33 | 0.00 | 583.35 | -583.35 | 1,000.00 |
| 4505 · Tarragona Street Parking Lot | 4,618.36 | 1,083.33 | 3,535.03 | 13,373.83 | 7,583.35 | 5,790.48 | 13,000.00 |
| 4505.1 · Less Rev Sharing St Hist Soc | 0.00 | -406.25 | 406.25 | 0.00 | -2,843.75 | 2,843.75 | -4,875.00 |
| 4510 · Intendencia St Garage | 659.54 | 833.33 | -173.79 | 8,360.09 | 5,833.35 | 2,526.74 | 10,000.00 |
| 4510.1 · Less Rev share w/County | 0.00 | -312.50 | 312.50 | -331.50 | -2,187.50 | 1,856.00 | -3,750.00 |
| 4515 · Govt Street Parking Lot | 1,789.87 | 458.33 | 1,331.54 | 10,785.92 | 3,208.35 | 7,577.57 | 5,500.00 |
| 4518 · South Jefferson Lot | 0.00 | | | 1,694.75 | | | |
| 4520 · Jefferson Street Garage | 26,164.10 | 20,625.00 | 5,539.10 | 178,047.32 | 144,375.00 | 33,672.32 | 247,500.00 |
| 4520.5 · Cr Card Fees Paid JPG | -645.04 | -312.50 | -332.54 | -3,105.31 | -2,187.50 | -917.81 | -3,750.00 |
| 4525 · Judicial Ctr Pkg Garage | 0.00 | 62.50 | -62.50 | 0.00 | 437.50 | -437.50 | 750.00 |
| 4525.1 · Less Rev Share w County | 0.00 | -23.42 | 23.42 | 0.00 | -163.90 | 163.90 | -281.00 |
| 4530 · Parking Meters | 12,573.75 | 15,091.66 | -2,517.91 | 91,886.14 | 105,641.70 | -13,755.56 | 181,100.00 |
| 4530.5 · Cr Card Fees Paid-Meters | -1,505.10 | -750.00 | -755.10 | -7,598.86 | -5,250.00 | -2,348.86 | -9,000.00 |
| 4540 · Parking Fines | 8,172.11 | 8,333.33 | -161.22 | 73,865.82 | 58,333.35 | 15,532.47 | 100,000.00 |
| 4540.1 · Less Police written tickets | 0.00 | -299.79 | 299.79 | -237.50 | -2,098.55 | 1,861.05 | -3,597.50 |
| 4540.2 · Less Airport written tickets | 0.00 | -299.79 | 299.79 | -1,197.00 | -2,098.55 | 901.55 | -3,597.50 |
| 4550 · North Palafox Lot | 130.91 | 2,833.33 | -2,702.42 | 17,394.90 | 19,833.35 | -2,438.45 | 34,000.00 |
| 4555 · Residential Parking Pass | 0.00 | 62.50 | -62.50 | 690.38 | 437.50 | 252.88 | 750.00 |
| 4590 · Dumpster Placement Fees | 0.00 | 50.00 | -50.00 | 102.25 | 350.00 | -350.00 | 600.00 |
| 4593 · Trash Disposal Fees | 300.00 | 62.50 | 237.50 | 3,821.25 | 437.50 | 3,383.75 | 750.00 |
| 4597 · Validation Program | 0.00 | | | 368.75 | | | |
| 4599 · Other Income | | | | | | | |
| Total Income | 52,986.55 | 49,299.89 | 3,686.66 | 401,024.68 | 345,099.55 | 55,925.13 | 591,599.00 |
| Expense | | | | | | | |
| 5007 · Bad Debt Expense | 0.00 | 33.33 | -33.33 | 5,249.77 | 233.35 | 5,016.42 | 400.00 |
| 5010 · Bank Charges | 20.10 | 125.00 | -104.90 | 881.90 | 875.00 | 6.90 | 1,500.00 |
| 5020 · Credit Card Discounts | 0.00 | | | 1,720.36 | | | |
| 5030 · Debt Service | 3,529.72 | 3,301.58 | 228.14 | 20,805.52 | 23,111.10 | -2,305.58 | 39,619.00 |
| 5060 · Dues & Subscriptions | 0.00 | 83.33 | -83.33 | 0.00 | 583.35 | -583.35 | 1,000.00 |
| 5125 · Interest Expense | 386.10 | 614.25 | -228.15 | 2,689.40 | 4,299.75 | -1,610.35 | 7,371.00 |
| 5140 · Marketing & Printing | 0.00 | 416.67 | -416.67 | 1,375.00 | 2,916.65 | -1,541.65 | 5,000.00 |
| 5171 · Office Supplies | 0.00 | 166.67 | -166.67 | 0.00 | 1,166.65 | -1,166.65 | 2,000.00 |
| 5173 · Office Overhead | 6,487.50 | 6,541.67 | -54.17 | 45,412.50 | 45,791.65 | -379.15 | 78,500.00 |
| 5201 · Annual Audit | 0.00 | 0.00 | 0.00 | 19,230.00 | 16,500.00 | 2,730.00 | 16,500.00 |
| 5207 · Misc Expense | 0.00 | 62.50 | -62.50 | 0.00 | 437.50 | -437.50 | 750.00 |
| 5210 · Repair & Maintenance | 6,620.78 | 3,760.50 | 2,860.28 | 32,077.54 | 26,323.50 | 5,754.04 | 45,126.00 |
| 5211 · Signage | 76.98 | 833.33 | -756.35 | 3,448.56 | 5,833.35 | -2,384.79 | 10,000.00 |
| 5215 · Utilities | 1,076.44 | 916.67 | 159.77 | 9,474.74 | 6,416.65 | 3,058.09 | 11,000.00 |
| 5300 · Travel Entertainment & Educ | 0.00 | 83.33 | -83.33 | 75.00 | 583.35 | -508.35 | 1,000.00 |
| 5680 · Management Contracts | 2,808.33 | 2,916.67 | -108.34 | 19,658.31 | 20,416.65 | -758.34 | 35,000.00 |
| 5683 · Parkeon Paystation Contract | 1,456.00 | 1,875.00 | -419.00 | 11,966.23 | 13,125.00 | -1,158.77 | 22,500.00 |
| 5684 · Meter Installation Re-location | 0.00 | | | 19.00 | | | |
| 5685 · Paystation Repairs | 0.00 | 416.67 | -416.67 | 0.00 | 2,916.65 | -2,916.65 | 5,000.00 |
| 5688 · Enforcement Services | 12,239.39 | 11,041.66 | 1,197.73 | 86,945.98 | 77,291.70 | 9,654.28 | 132,500.00 |
| 5689 · Enforcement Spec Events Pkg | 1,698.80 | 1,675.00 | 23.80 | 12,580.61 | 11,725.00 | 855.61 | 20,100.00 |
| 5690 · Security | 3,823.09 | 3,375.00 | 448.09 | 27,925.56 | 23,625.00 | 4,300.56 | 40,500.00 |
| 5695 · Equipment Maintenance | 0.00 | 416.67 | -416.67 | 6,100.74 | 2,916.65 | 3,184.09 | 5,000.00 |

Downtown Parking Management District Profit & Loss Budget Performance April 2016

| | Apr 16 | Budget | \$ Over Budget | Oct '15 - Apr 16 | YTD Budget | \$ Over Budget | Annual Budget |
|--|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 5696 · Unidentified Programs | 0.00 | 102.75 | -102.75 | 0.00 | 719.25 | -719.25 | 1,233.00 |
| 5910 · Cap Imp-Paystations 3G Software | 0.00 | 0.00 | 0.00 | 4,275.00 | 5,000.00 | -725.00 | 5,000.00 |
| 5911 · Cap Improvements-JG Camera Upgr | 2,875.84 | 119.17 | 2,756.67 | 2,875.84 | 834.15 | 2,041.69 | 1,430.00 |
| 5912 · Cap Improvements-Other | 0.00 | 3,750.00 | -3,750.00 | 0.00 | 26,250.00 | -26,250.00 | 45,000.00 |
| 5960 · Repay Due to DIB | 0.00 | 0.00 | 0.00 | 10,000.00 | 20,000.00 | -10,000.00 | 40,000.00 |
| 9999 · Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expense | 43,099.07 | 42,627.42 | 471.65 | 324,787.56 | 339,891.90 | -15,104.34 | 573,029.00 |
| Net Ordinary Income | 9,887.48 | 6,672.47 | 3,215.01 | 76,237.12 | 5,207.65 | 71,029.47 | 18,570.00 |
| Other Income/Expense | | | | | | | |
| Other Expense | | | | | | | |
| 5005 · Amortization | 0.00 | | | 195.56 | | | |
| 5056 · Depreciation | 0.00 | | | 21,338.32 | | | |
| 5810 · Cap Impr-Paystations 3G LT | 0.00 | 0.00 | 0.00 | 8,550.00 | 10,000.00 | -1,450.00 | 10,000.00 |
| 5811 · Cap Impr-JG Camera Upgr LT | 17,255.01 | 714.17 | 16,540.84 | 17,255.01 | 4,999.15 | 12,255.86 | 8,570.00 |
| Total Other Expense | 17,255.01 | 714.17 | 16,540.84 | 47,338.89 | 14,999.15 | 32,339.74 | 18,570.00 |
| Net Other Income | -17,255.01 | -714.17 | -16,540.84 | -47,338.89 | -14,999.15 | -32,339.74 | -18,570.00 |
| Net Income | -7,367.53 | 5,958.30 | -13,325.83 | 28,898.23 | -9,791.50 | 38,689.73 | 0.00 |