

Note to the Financial Statement
April 2016

DIB

Balance Sheet

1. Big picture, DIB is looking good. Income vs expenses are positive even when adjusted slightly for some timing differences.
2. Line 490, 491 & 492 – Are all Deferred Revenue that has been collected but not yet earned from Property Tax assessments, Gallery Night and the Palafox Market.

Income and Expense

1. Revenue line item 4060 is DPMD's monthly reimbursement for their share of the office overhead which is current.
2. Net income before Holiday lights and CRA reimbursement show a positive \$34,664 through 7 months ending April 30, 2016. This is overstated as there will be marketing expenses not yet recorded on the financial statement. Likely closer to \$20,000 positive YTD.
3. We are under budget in 5000 Aesthetics and slightly over in 5010 Arts and Culture.
4. The large areas under budget are 5040 Event Expenses and 5220 Salaries.
5. We are showing under budget in 5140 Marketing however that is a timing issue mentioned above.
6. Line 4045 Pelican Drop – Bottom line 2016 revenues were \$112,250 and expenses were \$128,700 for a net cost to the DIB of \$16,000. This will show throughout the year.
7. Line 5220 Salaries – are \$21,421 below budget. I believe we will remain under budget for the balance of 2016. We have hired Elisabeth and will be expanding her hours to 30 hours a week for office administration.

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 aggressive 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 IMPROVEMENT BOARD
Balance Sheet
 As of April 30, 2016

	Apr 30, 16
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Coastal	
101.1 · BP Funds	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Coastal - Other	211,994.18
Total 101 · Cash - Coastal	285,140.25
108 · Coastal Bank & Trust-Holiday	1,465.29
Total Checking/Savings	286,605.54
Other Current Assets	
110 · Returned Checks	100.00
140.11 · Due from Parking Fund	121,296.23
162 · City of P-Clean Up Deposit/Perm	1,000.00
163 · Prepaid Dues	1,218.82
164 · Prepaid Insurance	6,722.50
166 · Prepaid Marketing	66.32
Total Other Current Assets	130,403.87
Total Current Assets	417,009.41
Fixed Assets	
240 · Equipment	121,720.79
245 · Holiday Decorations	109,771.48
246 · Holiday Lights	105,056.00
260 · Furniture & Fixtures	6,800.22
300 · Less Accumulated Depreciation	-179,367.08
Total Fixed Assets	163,981.41
TOTAL ASSETS	580,990.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	11.63
452 · Compensated Absences	2,599.62
Total Accounts Payable	2,611.25
Other Current Liabilities	
454 · Due to City of Pens-Boillards	12,423.34
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	86,012.35
491 · Deferred GN Series Income	23,074.88
492 · Deferred Palafox Market Income	1,112.00
Total Other Current Liabilities	127,622.57
Total Current Liabilities	130,233.82
Total Liabilities	130,233.82
Equity	
32000 · Unrestricted Net Assets	194,188.14
587 · Fund Balance	133,765.75
588 · Invest. in Capital Assets	52,389.00
Net Income	70,414.11
Total Equity	450,757.00
TOTAL LIABILITIES & EQUITY	580,990.82

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance

April 2016

10:45 AM
05/23/16
Accrual Basis

	Apr 16	Budget	\$ Over Budget	Oct '15 - Apr 16	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4010 - Property Assessments	29,725.00	29,725.00	0.00	208,075.00	208,075.00	0.00	356,700.00
4030 - Economic Development Income	6,634.00	5,208.33	1,425.67	37,654.00	36,458.35	1,175.65	62,500.00
4040 - Event Income	3,984.20	7,583.33	-3,599.13	49,054.88	56,333.35	-7,278.47	95,500.00
4045 - Pelican Drop Event Income	0.00	0.00	0.00	98,032.00	135,000.00	-36,968.00	135,000.00
4060 - Parking Mgmt Reimbursement	6,487.50	6,487.50	0.00	45,412.50	45,412.50	0.00	77,850.00
Total Income	46,830.70	49,004.16	-2,173.46	438,208.38	481,279.20	-43,070.82	727,550.00
Gross Profit	46,830.70	49,004.16	-2,173.46	438,208.38	481,279.20	-43,070.82	727,550.00
Expense							
5000 - Aesthetics	1,120.00	2,500.00	-1,380.00	8,286.61	17,500.00	-9,213.39	30,000.00
5004 - Annual Meeting	0.00	375.00	-375.00	0.00	375.00	-375.00	750.00
5010 - Arts and Culture	0.00	208.33	-208.33	3,300.00	1,458.35	1,841.65	2,500.00
5015 - Bank Charges	475.57	335.83	139.74	3,221.52	2,350.85	870.67	4,030.00
5020 - Committee & Board Meetings	0.00	83.33	-83.33	91.94	583.35	-491.41	1,000.00
5030 - Economic Development	2,794.26	2,083.33	710.93	10,262.80	14,583.35	-4,320.55	25,000.00
5040 - Event Expenses	5,365.80	6,458.33	-1,072.53	35,036.43	47,708.35	-12,671.92	81,250.00
5045 - Special Events-Pelican Drop	0.00	0.00	0.00	114,249.65	110,700.00	3,549.65	125,000.00
5060 - Dues,Subscriptions&Publications	217.51	208.33	9.18	1,808.83	1,458.35	350.48	2,500.00
5100 - Housing Advancement	0.00	333.33	-333.33	11,606.50	2,333.35	-9,273.15	4,000.00
5110 - Insurance Expense	1,384.50	1,666.67	-282.17	11,606.50	11,666.65	-60.15	20,000.00
5125 - Interest Expense - BOP	12.72	166.67	-153.95	12.72	1,166.65	-1,153.93	2,000.00
5140 - Marketing Expense	42.91	6,458.33	-6,415.42	34,984.84	45,208.35	-10,223.51	77,500.00
5150 - Office Equipment/Software	1,484.30	625.00	859.30	3,249.96	4,375.00	-1,125.04	7,500.00
5160 - Office Rent	1,810.44	1,810.42	0.02	12,673.08	12,672.90	0.18	21,725.00
5171 - Office Supplies	240.39	416.67	-176.28	1,710.77	2,916.65	-1,205.88	5,000.00
5190 - Postage	0.00	104.17	-104.17	482.78	729.15	-246.37	1,250.00
5200 - Professional Services	2,844.15	3,574.99	-730.84	36,064.94	41,025.05	-4,960.11	58,900.00
5201 - Friends of Downtown	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220 - Salaries, Benefits & Taxes	16,656.42	19,791.66	-3,135.24	119,620.04	141,041.70	-21,421.66	240,000.00
5240 - Telecommunications	814.03	1,208.69	-394.30	6,368.69	8,458.35	-2,089.66	14,500.00
5300 - Travel Entertainment & Educ.	122.34	208.33	-85.99	676.92	1,458.35	-781.43	2,500.00
9001 - Moving Office	-165.34	0.00	-165.34	-165.34	0.00	165.34	0.00
9999 - Contingency	0.00	53.75	-53.75	0.00	376.25	-376.25	645.00
Total Expense	35,240.00	48,670.80	-13,430.80	403,543.68	470,146.00	-66,602.32	727,550.00
Net Ordinary Income	11,590.70	333.36	11,257.34	34,664.70	11,133.20	23,531.50	0.00
Other Income/Expense							
Other Income							
4040.50 - Holiday Lights Income	0.00			139,153.75			
4040.60 - PMD Prin Repayment	0.00			10,000.00			
4900 - Interlocal IncomeCRA	0.00	0.00	0.00	199,793.66	201,434.00	-1,640.34	201,434.00
Total Other Income	0.00	0.00	0.00	348,947.41	201,434.00	147,513.41	201,434.00

DOWNTOWN IMPROVEMENT BOARD
Profit & Loss Budget Performance
 April 2016

	Apr 16	Budget	\$ Over Budget	Oct '15 - Apr 16	YTD Budget	\$ Over Budget	Annual Budget
Other Expense							
5023 - Depreciation	0.00	0.00	0.00	6,537.16	0.00	6,537.16	0.00
5040.90 - Holiday Lights Expense	0.00			106,867.18			
5900 - Interlocal Repayment-CRA	0.00	0.00	0.00	199,793.66	201,434.00	-1,640.34	201,434.00
Total Other Expense	0.00	0.00	0.00	313,198.00	201,434.00	111,764.00	201,434.00
Net Other Income	0.00	0.00	0.00	35,749.41	0.00	35,749.41	0.00
Net Income	11,590.70	333.36	11,257.34	70,414.11	11,133.20	59,280.91	0.00

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

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05/20/16
Accrual Basis

	Apr 16	Budget	\$ Over Budget	Oct '15 - Apr 16	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
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	73,866.82	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 Palafax 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	52,986.55	49,299.89	3,686.66	401,024.68	345,099.55	55,925.13	591,599.00
Total Income							
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	86,945.98	2,916.65	-2,916.65	5,000.00
5688 - Enforcement Services	12,239.39	11,041.66	1,197.73	77,291.70	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**

12:00 PM
05/20/16
Accrual Basis

	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							
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

DOWNTOWN IMPROVEMENT BOARD
Balance Sheet
 As of March 31, 2016

	Mar 31, 16
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Coastal	
101.1 · BP Funds	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Coastal - Other	242,706.42
Total 101 · Cash - Coastal	315,852.49
108 · Coastal Bank & Trust-Holiday	1,465.29
Total Checking/Savings	317,317.78
Other Current Assets	
110 · Returned Checks	100.00
140.11 · Due from Parking Fund	120,178.81
140.3 · Due from Various Sponsors	187.50
162 · City of P-Clean Up Deposit/Perm	1,000.00
163 · Prepaid Dues	1,251.33
164 · Prepaid Insurance	8,107.00
166 · Prepaid Marketing	99.23
Total Other Current Assets	130,923.87
Total Current Assets	448,241.65
Fixed Assets	
240 · Equipment	121,720.79
245 · Holiday Decorations	109,771.48
246 · Holiday Lights	105,056.00
260 · Furniture & Fixtures	6,800.22
300 · Less Accumulated Depreciation	-179,367.08
Total Fixed Assets	163,981.41
TOTAL ASSETS	612,223.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	12,666.88
452 · Compensated Absences	2,599.62
Total Accounts Payable	15,266.50
Other Current Liabilities	
454 · Due to City of Pens-Bollards	12,423.34
471 · Payroll Liabilities	2,460.98
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	109,623.36
491 · Deferred GN Series Income	25,816.58
492 · Deferred Palatfox Market Income	2,466.00
Total Other Current Liabilities	157,790.26
Total Current Liabilities	173,056.76
Total Liabilities	173,056.76
Equity	
32000 · Unrestricted Net Assets	194,188.14
587 · Fund Balance	133,765.75
588 · Invest. in Capital Assets	52,389.00
Net Income	58,823.41
Total Equity	439,166.30
TOTAL LIABILITIES & EQUITY	612,223.06

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance

March 2016

	Mar 16	Budget	\$ Over Budget	Oct '15 - Mar 16	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4010 - Property Assessments	29,725.00	29,725.00	0.00	178,350.00	178,350.00	0.00	356,700.00
4030 - Economic Development Income	4,446.00	5,208.33	-762.33	31,000.00	31,250.02	-250.02	62,500.00
4040 - Event Income	7,758.53	7,583.33	175.20	45,070.68	48,750.02	-3,679.34	95,500.00
4045 - Pelican Drop Event Income	0.00	0.00	0.00	98,032.00	135,000.00	-36,968.00	135,000.00
4860 - Parking Mgmt Reimbursement	6,487.50	6,487.50	0.00	38,925.00	38,925.00	0.00	77,850.00
Total Income	48,417.03	49,004.16	-587.13	391,377.68	432,275.04	-40,897.36	727,550.00
Gross Profit	48,417.03	49,004.16	-587.13	391,377.68	432,275.04	-40,897.36	727,550.00
Expense							
5000 - Aesthetics	1,194.69	2,500.00	-1,305.31	7,166.61	15,000.00	-7,833.39	30,000.00
5004 - Annual Meeting	0.00	0.00	0.00	0.00	0.00	0.00	750.00
5010 - Arts and Culture	0.00	208.33	-208.33	3,300.00	1,250.02	2,049.98	2,500.00
5015 - Bank Charges	478.03	335.83	142.20	2,745.95	2,015.02	730.93	4,030.00
5020 - Committee & Board Meetings	0.00	83.33	-83.33	91.94	500.02	-408.08	1,000.00
5030 - Economic Development	553.50	2,083.33	-1,529.83	7,468.54	12,500.02	-5,031.48	25,000.00
5040 - Event Expenses	3,228.59	6,458.33	-3,229.74	29,650.63	41,250.02	-11,599.39	81,250.00
5045 - Special Events-Pelican Drop	0.00	0.00	0.00	114,249.65	110,700.00	3,549.65	125,000.00
5060 - Dues,Subscriptions&Publications	318.78	208.33	110.45	1,591.32	1,250.02	341.30	2,500.00
5100 - Housing Advancement	0.00	333.33	-333.33	0.00	2,000.02	-2,000.02	4,000.00
5118 - Insurance Expense	1,384.50	1,666.67	-282.17	10,222.00	9,999.98	222.02	20,000.00
5125 - Interest Expense - BOP	0.00	166.67	-166.67	0.00	999.98	-999.98	2,000.00
5140 - Marketing Expense	102.91	6,458.33	-6,355.42	34,941.93	38,750.02	-3,808.09	77,500.00
5150 - Office Equipment/Software	166.44	625.00	-458.56	1,765.66	3,750.00	-1,984.34	7,500.00
5160 - Office Rent	1,810.44	1,810.42	0.02	10,862.64	10,862.48	0.16	21,725.00
5171 - Office Supplies	192.60	416.67	-224.07	1,470.38	2,499.98	-1,029.60	5,000.00
5190 - Postage	245.00	104.17	140.83	482.78	624.98	-142.20	1,250.00
5200 - Professional Services	3,098.65	3,574.99	-476.34	33,220.79	37,450.06	-4,229.27	58,900.00
5201 - Friends of Downtown	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220 - Salaries, Benefits & Taxes	18,845.49	19,791.66	-946.17	102,963.62	121,250.04	-18,286.42	240,000.00
5240 - Telecommunications	815.19	1,208.33	-393.14	5,554.66	7,250.02	-1,695.36	14,500.00
5300 - Travel Entertainment & Educ.	103.40	208.33	-104.93	554.58	1,250.02	-695.44	2,500.00
9999 - Contingency	0.00	53.75	-53.75	0.00	322.50	-322.50	645.00
Total Expense	32,540.21	48,296.80	-15,755.59	368,303.68	421,475.20	-53,171.52	727,550.00
Net Ordinary Income	15,876.82	708.36	15,168.46	23,074.00	10,799.84	12,274.16	0.00
Other Income/Expense							
Other Income							
4040.50 - Holiday Lights Income	0.00			139,153.75			
4040.60 - PMD Prin Repayment	0.00			10,000.00			
4900 - Interfocal IncomeCRA	0.00	0.00	0.00	199,793.66	201,434.00	-1,640.34	201,434.00
Total Other Income	0.00	0.00	0.00	348,947.41	201,434.00	147,513.41	201,434.00

10:46 AM

05/23/16

Accrual Basis

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance

March 2016

	Mar 16	Budget	\$ Over Budget	Oct '15 - Mar 16	YTD Budget	\$ Over Budget	Annual Budget
Other Expense							
5023 - Depreciation	3,268.58	0.00	3,268.58	6,537.16	0.00	6,537.16	0.00
5040.90 - Holiday Lights Expense	0.00			106,867.18			
5900 - Interlocal Repayment-CRA	0.00	0.00	0.00	199,793.66	201,434.00	-1,640.34	201,434.00
Total Other Expense	3,268.58	0.00	3,268.58	313,198.00	201,434.00	111,764.00	201,434.00
Net Other Income	-3,268.58	0.00	-3,268.58	35,749.41	0.00	35,749.41	0.00
Net Income	12,608.24	708.36	11,899.88	58,823.41	10,799.84	48,023.57	0.00

Downtown Parking Management District
Balance Sheet
 As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal	177,562.15
102 · Cash-Wells Fargo	<u>20,346.92</u>
Total Checking/Savings	199,626.27
Accounts Receivable	
140.4 · Parking Fees & Fines	72,305.00
145.4 · Allowance for Doubtful Accounts	<u>-51,818.85</u>
Total Accounts Receivable	<u>20,486.15</u>
Total Current Assets	220,112.42
Fixed Assets	
241 · Equipment	279,923.63
290 · Improvements	172,262.10
300 · Accumulated Depreciation	<u>-202,756.34</u>
Total Fixed Assets	249,429.39
Other Assets	
360 · Intangible Loan Costs-7yrs	2,738.20
361 · Accumulated Amortization	<u>-1,853.55</u>
Total Other Assets	<u>884.65</u>
TOTAL ASSETS	<u>470,426.46</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	18,680.85
Total Accounts Payable	18,680.85
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.	120,178.81
460 · Restricted Fund	<u>1,000.00</u>
Total Other Current Liabilities	<u>161,987.81</u>
Total Current Liabilities	180,668.66
Long Term Liabilities	
490 · Deferred Revenue	5,163.75
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	<u>-27,031.11</u>
Total Long Term Liabilities	<u>69,328.70</u>
Total Liabilities	249,997.36
Equity	
32000 · Unrestricted Net Assets	20,107.34
32100 · Investment in Capital Assets	164,056.00
Net Income	<u>36,265.76</u>
Total Equity	<u>220,429.10</u>
TOTAL LIABILITIES & EQUITY	<u>470,426.46</u>

Downtown Parking Management District Profit & Loss Budget Performance March 2016

12:00 PM
05/20/16
Accrual Basis

	Mar 16	Budget	\$ Over Budget	Oct '15 - Mar 16	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4502 - Baylen Street Parking Lot	488.51	2,125.00	-1,636.49	12,375.40	12,750.00	-374.60	25,500.00
4503 - Spring Street Lot	0.00	83.33	-83.33	0.00	500.02	-500.02	1,000.00
4505 - Tarragona Street Parking Lot	1,299.00	1,083.33	215.67	8,755.47	6,500.02	2,255.45	13,000.00
4505.1 - Less Rev Sharing St Hist Soc	0.00	-406.25	406.25	0.00	-2,437.50	2,437.50	-4,875.00
4510 - Intendencia St Garage	239.12	833.33	-594.21	7,700.55	5,000.02	2,700.53	10,000.00
4510.1 - Less Rev share w/County	0.00	-312.50	312.50	-331.50	-1,875.00	1,543.50	-3,750.00
4515 - Govt Street Parking Lot	1,741.50	458.33	1,283.17	8,996.05	2,750.02	6,246.03	5,500.00
4518 - South Jefferson Lot	0.00			1,694.75			
4520 - Jefferson Street Garage	23,057.93	20,625.00	2,432.93	151,883.22	123,750.00	28,133.22	247,500.00
4520.5 - Cr Card Fees Paid JPG	-442.65	-312.50	-130.15	-2,460.27	-1,875.00	-585.27	-3,750.00
4525 - Judicial Ctr Pkg Garage	0.00	62.50	-62.50	0.00	375.00	-375.00	750.00
4525.1 - Less Rev Share w County	0.00	-23.42	23.42	0.00	-140.48	140.48	-281.00
4530 - Parking Meters	20,066.74	15,091.66	4,975.08	79,312.39	90,550.04	-11,237.65	181,100.00
4530.5 - Cr Card Fees Paid-Meters	-1,385.98	-750.00	-635.98	-6,093.76	-4,500.00	-1,593.76	-9,000.00
4540 - Parking Fines	10,527.20	8,333.33	2,193.87	65,693.71	50,000.02	15,693.69	100,000.00
4540.1 - Less Police written tickets	-237.50	-299.79	62.29	-237.50	-1,798.76	1,561.26	-3,597.50
4540.2 - Less Airport written tickets	-1,197.00	-299.79	-897.21	-1,197.00	-1,798.76	601.76	-3,597.50
4550 - North Palafax Lot	5,377.01	2,833.33	2,543.68	17,263.99	17,000.02	263.97	34,000.00
4555 - Residential Parking Pass	0.00	62.50	-62.50	690.38	375.00	315.38	750.00
4590 - Dumpster Placement Fees	70.00			102.25			
4593 - Trash Disposal Fees	0.00	50.00	-50.00	0.00	300.00	-300.00	600.00
4597 - Validation Program	500.00	62.50	437.50	3,521.25	375.00	3,146.25	750.00
4599 - Other Income	0.00			368.75			
Total Income	60,103.88	49,299.89	10,803.99	348,038.13	295,799.66	52,238.47	591,599.00
Expense							
5007 - Bad Debt Expense	0.00	33.33	-33.33	5,249.77	200.02	5,049.75	400.00
5010 - Bank Charges	4.20	125.00	-120.80	861.80	750.00	111.80	1,500.00
5020 - Credit Card Discounts	0.00			1,720.36			
5030 - Debt Service	3,515.11	3,301.58	213.53	17,275.80	19,809.52	-2,533.72	39,619.00
5060 - Dues & Subscriptions	0.00	83.33	-83.33	0.00	500.02	-500.02	1,000.00
5125 - Interest Expense	400.71	614.25	-213.54	2,303.30	3,685.50	-1,382.20	7,371.00
5140 - Marketing & Printing	0.00	416.67	-416.67	1,375.00	2,499.98	-1,124.98	5,000.00
5171 - Office Supplies	0.00	166.67	-166.67	0.00	999.98	-999.98	2,000.00
5173 - Office Overhead	6,487.50	6,541.67	-54.17	38,925.00	39,249.98	-324.98	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	375.00	-375.00	750.00
5210 - Repair & Maintenance	5,547.71	3,760.50	1,787.21	25,456.76	22,563.00	2,893.76	45,126.00
5211 - Signage	37.00	833.33	-796.33	3,371.58	5,000.02	-1,628.44	10,000.00
5215 - Utilities	872.53	916.67	-44.14	8,398.30	5,499.98	2,898.32	11,000.00
5300 - Travel Entertainment & Educ	0.00	83.33	-83.33	75.00	500.02	-425.02	1,000.00
5680 - Management Contracts	2,808.33	2,916.67	-108.34	16,849.98	17,499.98	-650.00	35,000.00
5683 - Parkeon Paystation Contract	1,821.00	1,875.00	-54.00	10,510.23	11,250.00	-739.77	22,500.00
5684 - Meter Installation Re-location	19.00			19.00			
5685 - Paystation Repairs	0.00	416.67	-416.67	0.00	2,499.98	-2,499.98	5,000.00
5688 - Enforcement Services	12,285.57	11,041.66	1,243.91	74,706.59	66,250.04	8,456.55	132,500.00
5689 - Enforcement Spec Events Pkg	1,321.36	1,675.00	-353.64	10,881.81	10,050.00	831.81	20,100.00
5690 - Security	3,620.59	3,375.00	245.59	24,102.47	20,250.00	3,852.47	40,500.00
5695 - Equipment Maintenance	0.00	416.67	-416.67	6,100.74	2,499.98	3,600.76	5,000.00

**Downtown Parking Management District
Profit & Loss Budget Performance
March 2016**

12:00 PM
05/20/16
Accrual Basis

	Mar 16	Budget	\$ Over Budget	Oct '15 - Mar 16	YTD Budget	\$ Over Budget	Annual Budget
5696 · Unidentified Programs	0.00	102.75	-102.75	0.00	616.50	-616.50	1,233.00
5910 · Cap Impr-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	0.00	119.17	-119.17	0.00	714.98	-714.98	1,430.00
5912 · Cap Improvements-Other	0.00	3,750.00	-3,750.00	0.00	22,500.00	-22,500.00	45,000.00
5960 · Repay Due to DIB	0.00	10,000.00	-10,000.00	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	38,740.61	52,627.42	-13,886.81	281,688.49	297,284.48	-15,575.99	573,029.00
Net Ordinary Income	21,363.27	-3,327.53	24,690.80	66,349.04	-1,484.82	67,814.46	18,570.00
Other Income/Expense							
Other Expense							
5005 · Amortization	97.78			195.56			
5056 · Depreciation	10,669.16			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	0.00	714.17	-714.17	0.00	4,284.98	-4,284.98	8,570.00
Total Other Expense	10,766.94	714.17	10,052.77	30,083.88	14,284.98	15,798.90	18,570.00
Net Other Income	-10,766.94	-714.17	-10,052.77	-30,083.88	-14,284.98	-15,798.90	-18,570.00
Net Income	10,596.33	-4,041.70	14,638.03	36,265.76	-15,749.80	52,015.56	0.00

DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting

Tuesday, May 24, 2016

5:00p.m.

AGENDA

(NEW LOCATION – 120 Church Street – Bowden Building Room #1)

- I. Call To Order & Comments From The Chair
 - a. Comments from the Chairman

- II. Recurring Agenda
 - a. The meeting was noticed properly
 - b. Consideration of the proposed meeting agenda for May 24, 2016
 - c. Consideration of the Minutes from the Regular Meeting of the DIB held on May 10, 2016
 - d. Consideration of the March and April Financial Statements

- III. Public Presentation
 - a. DIB Chairman Presentation of appreciation to Mr. Bill Dollarhide and Mr. Nick Zangari for their contributions to Downtown Pensacola.

- IV. Marketing
 - a. April Social Media metrics report

- V. Ongoing Business
 - a. Festival of Lights progress

- VI. Report from the Executive Director
 - a. Jefferson Trash
 - i. Attempt to get rough construction costs
 - ii. Address options with the City
 - b. Food Truck ordinance update
 - c. Gallery Night
 - i. Wild Greg's
 - ii. Michael Carro
 - d. Impact 100 grant
 - e. Additional bike racks and requests from private businesses for racks in the DIB

- VII. New Business
 - a. City seminar of Successful Citizen Advisory Boards and Committee
 - b. Discussion on DIB policies regarding special event permit requests within the DIB

- VIII. Committee Activities
 - a. Special Events – See the minutes attached
 - b. Parking – minutes attached – discussion on the role of the City/CRA and the Parking Fund in the future creation of parking assets.
 - i. Sign for Belmont parking lot – Belmont Street and Coyle Street
 - c. DAB – working to schedule an out of cycle meeting around June 7th next regular meeting is June 23rd

- IX. Public Comment

- X. Adjournment

NOTE: The DIB holds its regular meetings on the first and third Tuesday of each month; the first Tuesday is held at 7:30a.m. and the third Tuesday is held at 4:00p.m. The meetings are held in the Public Meeting Room #1 of the Bowden Building, 120 Church Street, Pensacola, Florida 32502.

**Minutes of the
DOWNTOWN IMPROVEMENT BOARD
Regular Monthly Meeting
Tuesday, May 10, 2016
7:30a.m.**

- I. Call To Order & Comments From The Chair - Chairman Peacock called the meeting to order at 7:30am.
Chairman Peacock expressed regret that the PNJ was not in attendance. He then mentioned that at the last DIB meeting he had called for a vote on the Jefferson Street Garage mural knowing the Ms. Levin could not vote. He looked at Mr. Homyak and Ms. Campbell and seeing a quorum announced the passing of the motion neglecting to reiterate that Ms. Levin was not voting. The motion passed 3-0 as reflected in the minutes.
- II. Attendance:
 - a. Board members present – John Peacock, Teri Levin, Jim Homyak, Burney Merrill and Susan Campbell
- III. Recurring Agenda
 - a. Mr. Peacock confirmed that the meeting was properly noticed
 - b. Mr. Peacock requested the addition under new business of; b) open call for committee volunteers and c) Butlin contact. A motion and a second were made to accept the agenda for May 10, 2016 with those changes. The motion passed unanimously.
 - c. There was a motion and a second to accept the Minutes from the Regular Meeting of the DIB held on April 26, 2016.
- IV. Public Presentation
 - a. none
- V. Marketing
 - a. Update on Visit Pensacola's activities – Ms. Sjoberg handed out some metrics from Visit Pensacola's marketing efforts. She then discussed the numerous efforts and ties into Downtown that are occurring in Visit Pensacola's marketing plan. She discussed Visit's efforts to bring in travel writers and media personnel from around the world known as FAM's and how these events always included activities in Downtown. The venues hosting these visits are warned ahead of time. In addition, Visit is working to engage a relatively new target market, the middle school aged children. There are several "influencer's" that have millions of twitter followers and who tweet about their experiences causing followers to also want the experience. Lastly, Caron discussed Visit's Passport project where different locations validate passports and with 4 or 5 stamps the visitor can get a t-shirt. The program has been very successful.
- VI. Ongoing Business
 - a. City of Lights progress – discussion the need to get volunteers involved in creating activities during the 90-days the lights will be up. Mr. Homyak is working with public and private property owners to leverage and expand the footprint. So far the effort is being well received. There is active work on packaging the 5-year plan and the event programing information into a grant request format.
- VII. Report from the Executive Director
 - a. Jefferson Trash
 - i. Mr. Butlin is attempting to get rough construction costs
 - ii. Mr. Peacock and Mr. Butlin will address options with the City
 - b. Modifications to the DIB/City parking Interlocal – Mr. Butlin explained the proposed changes to the Interlocal agreement. The Board affirmed they wanted staff to continue pursuing these changes.
 - c. Food Truck ordinance update – Mr. Butlin let the Board know that Council President Bare had introduced an ordinance whereby Food Trucks could only locate on private property
 - d. Gifts for Bill Dollarhide and Nick Zanga are complete. They have been invited to attend the May 24th meeting.
 - e. Impact 100 grant process – Friends of Downtown has been qualified to submit

- f. Mr. Butlin inquired if the May 24th meeting could start at 5:00pm due to a scheduling conflict with the conference room. The Board agreed that 5:00pm would be acceptable.

VIII. New Business

- a. Chairman Peacock appointed Warren Sonnen Chairman of the DAB
- b. Ms. Campbell recommended 1) Raven Holloway ED of the Pensacola Museum of art to the DAB, 2) Jeff Nall with UWF Historic trust and Ed Tisdale President of the Pensacola Museum of art to the City Lights committee. Chairman Peacock appointed Raven, Jeff and Ed to the respective committees.
- c. Chairman Peacock let the Board know that he and Mr. Butlin have been discussing his employment contract and that Mr. Butlin is excited to move forward with the DIB and will restructure the compensation element with more performance hurdles.

IX. Committee Activities

- a. Night of Lights – Next meeting May 17th 4:00pm
- b. Special Events – Next meeting May 11th 8:30am
- c. Parking – next meeting May 10th 4:30pm
 - i. Jefferson Garage camera upgrades have been completed
 - ii. Ongoing lighting repairs
 - iii. Sign for Belmont parking lot – Belmont Street and Coyle Street
- d. DAB – minutes had been circulated

X. Public Comment

XI. Adjournment the meeting was adjourned at 8:35am

NOTE: The DIB holds its regular meetings on the first and third Tuesday of each month; the first Tuesday is held at 7:30a.m. and the third Tuesday is held at 4:00p.m. The meetings are held in the Public Meeting Room #1 of the Bowden Building, 120 Church Street, Pensacola, Florida 32502.

The City is considering allowing the DIB to be involved in the approval process for the issuance of Special Event Permits within the Downtown area. As such, we need to consider what our policies should be. I have attached some ideas of where we can start. Also, as the DAB and Special Events Committees outline the Goals for downtown events, we will incorporate them into the document.

Special Events
DIB Policy
Thoughts May 19, 2016

1. Economic Impact
 - a. For events that close Palafox between the hours of 11:00am and midnight
 - i. Event organizer (or DIB) issue a Merchant Survey within one week of the event
 - b. Limit to 6 prime weekend Friday & Saturday's per year
 - i. Mardi Gras
 - ii. Christmas Parade
 - iii. Pelican Drop
 - iv. Fiesta Five Flags –Grand Fiesta Parade
 - v. Pensacruce?
 - vi. To be determined
 1. 6:00pm or later doesn't count
 2. Races/Runs completed by 11:00am don't count
 - c. Venue options
 - i. Discuss in application why Palafox is better than Jefferson or Baylen
 - d. Day of the week options
 - i. Discuss why Saturday is crucial
 - e. Time of day options
 - f. Blackout dates
 - i. Mother's & Father's Day weekends
 - ii. Valentine's Day
 - iii. Black Friday/Small Business Saturday – weekend
 - iv. All Saturdays between Thanksgiving to Christmas
 - v. Proximity (within one week) to another event
2. Notification
 - a. Organizer deliver flyers door to door of impacted area
 - i. DIB website sign-up location for event notification
 1. Merchant responsibility to sign up
 - ii. City event calendar
 - iii. Street closure maps
 - b. Length of lead time
 - i. Establish a not less than application window of 60-days
3. Temporary No Parking Signs
 - a. Design – must say "Special Event" in larger letters than the no parking – examples attached
 - b. Ability to access lots off Palafox
 - i. PPD allowing dinner patrons access to the parking lot off Baylen if possible
 - c. Timing of placement and removal
 - i. Temporary no parking signs cannot be installed more than 4-hours before the street closure.
 - ii. Temporary no parking signs must be removed by 8:00am the day following the event

4. Logistics
 - a. Porta potty's must be located on side streets and not within 10 feet of any business entrance door.
 - b. Vendor location map needs to be submitted with the application
 - i. Restrictions
 1. Cannot be on the sidewalk
 2. ? If on the sidewalk cannot be within 10 feet of a business doorway.
 - c. Traffic control equipment must be collected to a central location not visible from Palafox. Such as the parking lot north of the Jefferson Street Garage
5. Parades, Runs and Bike Races
 - a. Please consider days other than Saturday
 - b. If proposing a Saturday the event breakdown and clean up must be completed by 11:00am
6. Post event debrief
 - a. summary of positive and negative aspects from each department
 - b. Specific performance on
 - i. Clean up
 - ii. Removal of no parking signs
 - iii. Removal of traffic control equipment

SPECIAL EVENT
TEMPORARY
NO PARKING

VIOLATORS WILL BE TOWED AT
OWNERS EXPENSE
THANK YOU FOR YOUR
COOPERATION

CITY CODE SECTION 11-2-22

PENSACOLA

SPECIAL EVENT

4:00p-Midnight

No Parking

Violators Will Be Towed At
Owner's Expense

(City Code Section 11-2-22)

Thank You For Your Cooperation

**Minutes of the
SPECIAL EVENTS COMMITTEE
Wednesday, May 11, 2016
8:30 a.m.**

- I. Call to Order 8:40am
a. Welcome and introductions were made.
- III. Ongoing Activities
- IV. New Business
A.) Committee Chairman – Mr. Butlin informed the group that Jim Sweida had resigned after many years of service as the Chairman of the Special Events Committee. The position will need to be filled over the next few months and requested people think about who might fill the position.
- B.) Mr. Butlin informed the group that one of the short term objectives of the DIB was to host a broad community meeting where people could share their ideas on what events might be beneficial for Downtown. The group felt this would be a positive effort and would stimulate community involvement; however it would need some ground rules to keep the conversation moving in a positive direction.
- C.) The meeting then moved into a very open discussion on how the DIB should be involved in events and ideas as to what type and how many events could make sense for Downtown. The conclusion was that the DIB could potentially play 3 different roles:
- 1) A group could be putting on an event including logistics and funding, and ask the DIB to help with social media promotion.
 - 2) A group could come with an event with funding but need assistance with the logistics of producing such as street closures, police etc.
 - 3) The DIB could identify, pay for and produce an event.
- D.) There was discussion as to whether or not the DIB should have a role in the event business. However, it was concluded that with the DIB's goal of Downtown vibrancy, some involvement is necessary.
- E.) Ms. Campbell provided an update on the City of Lights committee effort and how the goal is to create an ongoing "event" for the period of November through January.
- IX. Adjournment The meeting was adjourned at 10:05

NOTE: The Special Events Committee traditionally holds its regular monthly meetings on the second Wednesday of each month at 8:30 a.m. Meetings are held in the Public Meeting Room #1 of the Bowden Building at 120 Church Street, Pensacola, Florida 32502 unless otherwise noted.

**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 strongly that expanding the uses of the Parking Fund to beautification, promotion, safety and transportation would be a mistake. 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 would be an “extreme” 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