



Parking & Traffic Committee Meeting

March 12, 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 March 12, 2020
 - c) Approval of Minutes for February 13, 2020
 - d) Approval of Minutes for Special meeting February 21, 2020

- 2) On-Going Business
 - a) JSG Spalling and seam repairs – update
 - b) Garden Pay Stations – update
 - c) JSG Elevator Repair – update
 - d) Sign replacement project
 - e) JSG corbel repairs
 - f) JSG Rates – on-hold
 - g) Escambia County garage contract
 - h) Parking Recommendation – next steps

- 3) New Business
 - a) PPD / Ride Share parking spaces - approval
 - b) 2 additional cameras – approval
 - c) Next step – Parking Study

- 4) Financial Report
 - a) Feb Financials – vote

- 5) Public Comment



6) Adjournment

7) On hold Items

a.) Valet Parking – on-hold for City

MINUTES

Parking & Traffic Committee Meeting

February 13, 2020

Members present Mark Bednar, Chairman
Kevin Lehman, Danny Zimmern (via telephone)
Mike Ziarnek, *Ex Officio*
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Mark Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) The proposed meeting agenda was approved unanimously.
- c) Minutes of the January 9, 2020, meeting approved unanimously.

Ongoing Business

- a) JSG spalling and seam repairs
 1. Spalling repairs will begin in March.
- b) Parking strategy update
 1. Mrs. Dees advised that Mr. Darden is prepared to deliver his statement at the board meeting on February 28. It is the committee's desire that Mr. Darden present his statement to the committee beforehand.
 2. Mrs. Dees will schedule a special committee meeting for next week.
- c) Committee meetings
 1. Mr. Bednar gave an update on community parking meetings that he had with the legal community.
- d) Interlocal agreement
 1. Mrs. Dees reported the final verdict from the DIB attorney and city attorney that the interlocal map needs to be updated because the DPMD map is outside the jurisdiction of the DIB.
- e) Garden Street pay stations
 1. Pay stations should be installed in March. Once a final date is determined, merchants will be contacted, and parking road shows will be offered.
- f) JSG elevator repair on hold -- discussed under new business (3)(b).
- g) Valet trial
 1. This item remains on hold awaiting the City's decision whether to instruct the DIB to utilize public spaces for private use.
- h) Citation rate increases will come before City Council tonight for approval.

New Business

- a) Sign replacement project
 1. Signs are being standardized to the City's and DIB's teal blue color to appear more aesthetically pleasing.

b) JSG second-level concerns

1. Mrs. Dees informed the committee that a crack discovered recently in the Jefferson Street Garage is being investigated. The engineers will report back to the ED next week as to the structural integrity of the garage. For now, elevator repairs will be placed on hold.

Financial Report

- a) January financials were presented by Mrs. Dees and approved unanimously.

Public Comment - None

Adjournment

The meeting was adjourned at 5:05 p.m.

On hold items

- a) JSG Rates
- b) Escambia County garage contract

MINUTES

Parking & Traffic Committee Special Meeting

February 21, 2020

Members present Mark Bednar, Chairman
Kevin Lehman, Danny Zimmern, Justine Gudmundson-McCain,
Warren Sonnen, Mike Ziarnek, *Ex Officio*
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Mark Bednar at 11:00 a.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) The proposed meeting agenda was approved unanimously.

Ongoing Business

- a) Parking strategy update
 - 1. Mr. Darden and Mrs. Dees provided parking strategy presentation and answered committee questions.

Adjournment

The meeting was adjourned at 12:35 p.m.

Treasurer's Report - DPMD

MEMORANDUM

To: DPMD Committee

From: Lissa Dees, Executive Director

Subject: Treasurer's Report

Date: March

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

Total Income DPMD **February: \$110,240.97**

Total Expense DPMD **February: \$123,834.76**

Notes:

DPMD - \$73K for down payment on elevator repairs

DPMD - Feb

<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	Overview	\$26K over budgeted revenue
11-00	North Palafox	\$1K over budgeted revenue
12-00	Tarragona Lot	\$7k over budgeted revenue
13-00	Trash Co -Op	\$2k under budgeted revenue
20-00	Intendencia	On Target
21-00	JSG	\$6K over budgeted revenue
23-00	Meter/Pay Station	\$4K under budgeted revenue
23-03	On street Platform	\$2k over budgeted revenue
24-00	Parking Fines	\$16k over budgeted revenue
Expense		
Expense	Overview	\$41K over budgeted expenses
30-00	Trash Co -Op	\$5k under budgeted expenses
50-05	Parking Meter CC Fees	\$1k over budgeted expenses
50-12	Marketing/ Printing / Research	\$3k under budgeted expenses
50-14	Overhead Reimbursement	\$7k under budgeted expenses
50-16	Facility R&M	\$66k over projected expenses - elevator repairs
50-24	Enforcement Special Event	\$1k over projected expenses
50-25	Security	\$2k under budgeted revenue
50-26	Meter Equipment	\$5k under projected expenses - Timing of delivery of Garden P/S
50-28	Street / Landscape Improvements	\$2k under projected expenses

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

	Feb 20	Budget	\$ Over Budget	Oct '19 - Feb 20	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
23-03 · Onstreet Platform	5,611.48	3,712.00	1,899.48	21,759.23	18,560.00	3,199.23	44,544.00
11-00 · North Palafax Lot	2,942.91	2,134.00	808.91	17,021.59	10,670.00	6,351.59	25,608.00
12-00 · Tarragona Street Lot	8,851.27	1,994.17	6,857.10	40,491.20	9,970.81	30,520.39	23,930.00
13-00 · Trash	4,914.74	6,573.34	-1,658.60	31,105.00	32,866.62	-1,761.62	78,880.00
20-00 · Intendencia Garage	2,205.00	2,306.00	-101.00	14,229.00	11,530.00	2,699.00	27,672.00
21-00 · Jefferson Street Garage	39,045.25	33,385.00	5,660.25	200,624.11	166,925.00	33,699.11	400,620.00
23-01 · Paystations	13,539.47	18,514.17	-4,974.70	57,844.75	92,570.81	-34,726.06	222,170.00
23-02 · Single Space Meters	2,050.85	850.00	1,200.85	4,533.56	4,250.00	283.56	10,200.00
24-00 · Parking Fines	30,550.00	14,528.00	16,022.00	170,103.00	72,640.00	97,463.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	520.00	66.67	453.33	880.00	333.31	546.69	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	0.00	0.00	0.00	-19,267.86	0.00	-19,267.86	0.00
Total Income	110,240.97	84,063.35	26,177.62	540,097.58	420,316.55	119,781.03	1,008,760.00
Gross Profit	110,240.97	84,063.35	26,177.62	540,097.58	420,316.55	119,781.03	1,008,760.00
Expense							
50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	8,333.35	8,333.31	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	335.00	-335.00	804.00
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	5,271.67	-5,271.67	20,263.75	26,358.31	-6,094.56	63,260.00
30-04 · Security Fees	0.00	250.00	-250.00	505.25	1,250.00	-744.75	3,000.00
30-06 · Compactor Construction	11.64			11.64	0.00	11.64	0.00
30-07 · Trash Compactor Utilities	53.18	51.67	1.51	210.98	258.31	-47.33	620.00
Total 30-00 · DPMD Trash Expense	64.82	5,573.34	-5,508.52	20,991.62	27,866.62	-6,875.00	66,880.00
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00	785.00	-785.00	3,038.00	3,925.00	-887.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	15,790.32	2,010.00	13,780.32	4,824.00
40-04 · Tarragona Lot Rev Share	1,600.00	1,600.00	0.00	8,000.00	8,000.00	0.00	19,200.00
Total 40-00 · DPMD Shared Expenses	1,600.00	2,787.00	-1,187.00	26,828.32	13,935.00	12,893.32	33,444.00
50-00 · DPMD Operating Expenses							
50-29 · Insurance - Garage Keeper	1,482.01	1,349.25	132.76	8,517.78	6,746.25	1,771.53	16,191.00
50-04 · Jefferson Garage CC Fees	336.70	369.00	-32.30	2,157.77	1,845.00	312.77	4,428.00
50-05 · Parking Meter CC Fees	3,337.64	2,050.00	1,287.64	18,196.47	10,250.00	7,946.47	24,600.00
50-06 · Auto	1,017.78	458.34	559.44	3,572.22	2,391.62	1,180.60	5,700.00
50-08 · Bank Charges	141.80	15.00	126.80	948.85	75.00	874.85	180.00

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

	Feb 20	Budget	\$ Over Budget	Oct '19	Feb 20	YTD Budget	\$ Over Budget	Annual Budget
50-11 · Dues & Subscriptions	0.00	16.67	-16.67	0.00	83.31	-83.31		200.00
50-12 · Marketing / Printing / Research	1,801.25	5,208.00	-3,406.75	12,769.37	26,040.00	-13,270.63		62,496.00
50-13 · Office Supplies	0.00	25.00	-25.00	1,446.01	125.00	1,321.01		300.00
50-14 · Overhead Reimbursement	32,656.23	40,202.84	-7,546.61	182,516.45	201,014.12	-18,497.67		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	74,089.85	7,379.59	66,710.26	80,291.89	36,897.87	43,394.02		88,555.00
50-17 · Signage & Striping	282.74	1,333.34	-1,050.60	15,244.88	6,666.62	8,578.26		16,000.00
50-18 · Utilities	1,263.44	841.00	422.44	7,141.80	4,205.00	2,936.80		10,092.00
50-19 · Travel Entertainment & Educ	83.45	416.67	-333.22	991.48	2,083.31	-1,091.83		5,000.00
50-20 · Management Contracts	0.00	0.00	0.00	345.00	0.00	345.00		0.00
50-21 · Paystation Parkeon \$1456/mo	1,531.43	2,320.50	-789.07	18,025.79	11,602.50	6,423.29		27,846.00
50-22 · Paystation Repairs	0.00	666.67	-666.67	83.47	3,333.31	-3,249.84		8,000.00
50-24 · Enforcement Spec Events Pkg	2,478.95	1,255.00	1,223.95	17,071.80	6,275.00	10,796.80		15,060.00
50-25 · Security	0.00	2,500.00	-2,500.00	286.23	12,500.00	-12,214.77		30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	59.77	24,354.12	-24,294.35		58,450.00
50-27 · Jefferson Garage Maintenance	0.00	0.00	0.00	1,558.76	0.00	1,558.76		0.00
50-28 · Street / Landscape Improvements	0.00	1,666.67	-1,666.67	2,016.13	8,333.31	-6,317.18		20,000.00
50-00 · DPMD Operating Expenses - Other	0.00			21,115.21				
Total 50-00 · DPMD Operating Expenses	120,503.27	72,944.38	47,558.89	402,132.13	376,921.34	25,210.79		887,632.00
Total Expense	123,834.76	83,038.39	40,796.37	458,285.42	427,391.27	30,894.15		1,008,760.00
Net Ordinary Income	-13,593.79	1,024.96	-14,618.75	81,812.16	-7,074.72	88,886.88		0.00
Other Income/Expense								
Other Income								
Interest Income	0.73	0.00	0.73	9.54	0.00	9.54		0.00
60-00 · Other Income	76.47	0.00	76.47	408.56	0.00	408.56		0.00
Total Other Income	77.20	0.00	77.20	418.10	0.00	418.10		0.00
Other Expense								
50-31 · Interest	4.47	0.00	4.47	44.50	0.00	44.50		0.00
Total Other Expense	4.47	0.00	4.47	44.50	0.00	44.50		0.00
Net Other Income	72.73	0.00	72.73	373.60	0.00	373.60		0.00
Net Income	-13,521.06	1,024.96	-14,546.02	82,185.76	-7,074.72	89,260.48		0.00

**Downtown Parking Management District
Balance Sheet- For Management Use Only**

As of February 29, 2020

Feb 29, 20

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	8,333.35
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	158,587.08
102 · Cash-Wells Fargo -9358	46,380.49

Total Checking/Savings 315,069.62

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	4,264.85

Total Other Current Assets 4,896.85

Total Current Assets 354,770.32

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 909,199.60

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

461 · Parking Res Trust	8,333.35
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 37,784.45

Total Current Liabilities 37,784.45

Total Liabilities 37,784.45

Equity

32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00

Downtown Parking Management District
Balance Sheet- For Management Use Only

As of February 29, 2020

	<u>Feb 29, 20</u>
Net Income	<u>82,185.76</u>
Total Equity	<u>871,415.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>909,199.60</u></u>