



Parking & Traffic Committee Meeting

April 16, 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 April 16, 2020
 - c) Approval of Minutes for March 12, 2020

- 2) On-Going Business
 - a) JSG Spalling and seam repairs – update
 - b) JSG Elevator Repair funding from City – update
 - c) Sign replacement project – on hold
 - d) JSG corbel repairs – update
 - e) Escambia County garage contract
 - f) PPD / Ride Share parking spaces - approval
 - g) Camera installation – update

- 3) New Business
 - a) Financial health

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

- 5) Public Comment



6) Adjournment

7) **On hold Items**

a.) Valet Parking – on-hold for City

b.) JSG Rates

MINUTES

Parking & Traffic Committee Meeting

March 12, 2020, 4:30 p.m.

J. Earle Bowden Building, Room 1

Members present Mark Bednar, Chairman
Danny Zimmern, Warren Sonnen, Justine Gudmundson-McCain
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 February 13, 2020, meeting approved unanimously.
- d) Minutes of the Special Meeting February 21, 2020, approved unanimously.

Ongoing Business

- a) JSG spalling and seam repairs
 - 1. Spalling repairs will begin on Monday, March 16th
- b) Garden Pay Stations – installed.
- c) JSG elevator repair
 - 1. Down payment has been made and materials are on order.
 - 2. Committee requested that ED ask City to pay the remainder of elevator repairs.
- d) Sign replacement project
 - 1. Staff has completed the list of the various types of signs needed and Ideaworks is working on consistent brand for each.
- e) JSG corbel repairs
 - 1. Mrs. Dees shared pictures of corbel issue and reported that we are still waiting on an available qualified contractor to inspect and provide a quote.
- f) JSG rates – on hold
- g) Escambia County Garage contract
 - 1. Mrs. Dees and Mr. Darden met with Mrs. Guiley and will provide requested modifications in writing to the County with plans to provide top deck of garage as employee parking.
- h) Parking recommendation - next steps
 - 1. The committee discussed moving forward on items recommended in the parking strategy that would not negatively impact outlying parking areas.

New Business

- a) PPD/Ride Share parking spaces –

1. Committee approved unanimously that Mrs. Dees work with Mr. Ziarnek to identify potential locations for spaces and bring back to committee for approval.
- b) Two additional cameras – approved unanimously
- c) Mr. Zimmern made a motion to suspend parking fees considering the impacts of the COVID-19. The motion failed for a lack of a second.

Financial Report

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

Public Comment - None

Adjournment – The meeting was adjourned at 5:10 p.m.

Treasurer's Report - DPMD

MEMORANDUM

To: DPMD Committee

From: Lissa Dees, Executive Director

Subject: Treasurer's Report

Date: April

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

Total Income DPMD March: \$83,292.70

Total Expense DPMD March: \$43,346.12

Notes:

Stopped enforcement on 3/20/2020

Parking Manager moved to Part Time hours on 04/06/2020

Hourly staff laid off on 04/01/2020 due to COVID-19

DPMD - March

Code	Description	DPMD Notes
Revenue	<i>Overview</i>	<i>\$771 under budgeted revenue</i>
11-00	North Palafox	\$1K under budgeted revenue
12-00	Tarragona Lot	\$3k over budgeted revenue
13-00	Trash Co -Op	On Target
20-00	Intendencia	\$1K under budgeted revenue
21-00	JSG	\$4K under budgeted revenue
23-00	Meter/Pay Station	\$8K under budgeted revenue
23-03	On street Platform	On Target
24-00	Parking Fines	\$9k over budgeted revenue
Expense		
Expense	<i>Overview</i>	<i>\$40K under budgeted expenses</i>
30-00	Trash Co -Op	\$5k under budgeted expenses
40-00	Shared Expenses	\$1k under budgeted expenses - timing of revenue share with County and City
50-05	Parking meter CC Fees	\$2k over budgeted expenses
50-12	Marketing/ Printing / Research	\$5k under budgeted expenses
50-14	Overhead Reimbursement	\$11k under budgeted expenses
50-16	Facility R&M	\$6k under projected expenses
50-17	Signage & Stripping	\$1k under projected expenses
50-21	Pay Station Parkeon	\$2k under projected expenses - timing of invoice
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
March 2020

	Mar 20	Budget	\$ Over Budget	Oct '19 - Mar 20	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
23-03 · Onstreet Platform	4,114.20	3,712.00	402.20	25,873.43	22,272.00	3,601.43	44,544.00
11-00 · North Palafox Lot	1,391.44	2,134.00	-742.56	18,413.03	12,804.00	5,609.03	25,608.00
12-00 · Tarragona Street Lot	4,589.50	1,994.17	2,595.33	45,080.70	11,964.98	33,115.72	23,930.00
13-00 · Trash	6,747.67	6,573.34	174.33	37,852.67	39,439.96	-1,587.29	78,880.00
20-00 · Intendencia Garage	1,553.00	2,306.00	-753.00	15,782.00	13,836.00	1,946.00	27,672.00
21-00 · Jefferson Street Garage	29,582.34	33,385.00	-3,802.66	230,206.45	200,310.00	29,896.45	400,620.00
23-01 · Paystations	10,104.55	18,514.17	-8,409.62	67,949.30	111,084.98	-43,135.68	222,170.00
23-02 · Single Space Meters	1,425.00	850.00	575.00	5,958.56	5,100.00	858.56	10,200.00
24-00 · Parking Fines	23,585.00	14,528.00	9,057.00	193,688.00	87,168.00	106,520.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	200.00	66.67	133.33	1,080.00	399.98	680.02	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	-24,448.54	0.00	-24,448.54	0.00
Total Income	83,292.70	84,063.35	-770.65	618,209.60	504,379.90	113,829.70	1,008,760.00
Gross Profit	83,292.70	84,063.35	-770.65	618,209.60	504,379.90	113,829.70	1,008,760.00
Expense							
50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	10,000.02	9,999.98	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	402.00	-402.00	804.00
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	5,271.67	-5,271.67	24,708.01	31,629.98	-6,921.97	63,260.00
30-04 · Security Fees	0.00	250.00	-250.00	505.25	1,500.00	-994.75	3,000.00
30-06 · Compactor Construction	0.00			11.64	0.00	11.64	0.00
30-07 · Trash Compactor Utilities	55.01	51.67	3.34	265.99	309.98	-43.99	620.00
Total 30-00 · DPMD Trash Expense	55.01	5,573.34	-5,518.33	25,490.89	33,439.96	-7,949.07	66,880.00
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00	785.00	-785.00	3,038.00	4,710.00	-1,672.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	15,790.32	2,412.00	13,378.32	4,824.00
40-04 · Tarragona Lot Rev Share	1,600.00	1,600.00	0.00	9,600.00	9,600.00	0.00	19,200.00
Total 40-00 · DPMD Shared Expenses	1,600.00	2,787.00	-1,187.00	28,428.32	16,722.00	11,706.32	33,444.00
50-00 · DPMD Operating Expenses							
50-29 · Insurance - Garage Keeper	1,482.01	1,349.25	132.76	9,999.79	8,095.50	1,904.29	16,191.00
50-04 · Jefferson Garage CC Fees	513.36	369.00	144.36	2,671.13	2,214.00	457.13	4,428.00
50-05 · Parking Meter CC Fees	4,307.43	2,050.00	2,257.43	22,503.90	12,300.00	10,203.90	24,600.00

**Downtown Parking Management District
Profit & Loss Budget Performance
March 2020**

	Mar 20	Budget	\$ Over Budget	Oct '19 - Mar 20	YTD Budget	\$ Over Budget	Annual Budget
50-06 · Auto	134.63	458.34	-323.71	3,706.85	2,849.96	856.89	5,700.00
50-08 · Bank Charges	73.60	15.00	58.60	1,023.45	90.00	933.45	180.00
50-11 · Dues & Subscriptions	0.00	16.67	-16.67	0.00	99.98	-99.98	200.00
50-12 · Marketing / Printing / Research	562.50	5,208.00	-4,645.50	13,331.87	31,248.00	-17,916.13	62,496.00
50-13 · Office Supplies	62.01	25.00	37.01	1,508.02	150.00	1,358.02	300.00
50-14 · Overhead Reimbursement	29,181.52	40,202.84	-11,021.32	211,697.97	241,216.96	-29,518.99	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	988.05	7,379.59	-6,391.54	82,058.44	44,277.46	37,780.98	88,555.00
50-17 · Signage & Striping	243.68	1,333.34	-1,089.66	3,665.62	7,999.96	-4,334.34	16,000.00
50-18 · Utilities	974.83	841.00	133.83	8,116.63	5,046.00	3,070.63	10,092.00
50-19 · Travel Entertainment & Educ	0.00	416.67	-416.67	991.48	2,499.98	-1,508.50	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	350.00	2,320.50	-1,970.50	55,421.79	13,923.00	41,498.79	27,846.00
50-22 · Paystation Repairs	92.83	666.67	-573.84	176.30	3,999.98	-3,823.68	8,000.00
50-24 · Enforcement Spec Events Pkg	1,057.99	1,255.00	-197.01	18,129.79	7,530.00	10,599.79	15,060.00
50-25 · Security	0.00	2,500.00	-2,500.00	285.23	15,000.00	-14,714.77	30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	59.77	29,224.96	-29,165.19	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	9,999.98	-7,983.85	20,000.00
50-00 · DPMD Operating Expenses - Other	0.00			41,530.79			
Total 50-00 · DPMD Operating Expenses	40,024.44	72,944.38	-32,919.94	488,573.71	449,865.72	38,707.99	887,632.00
Total Expense	43,346.12	83,038.39	-39,692.27	552,492.94	510,429.66	42,063.28	1,008,760.00
Net Ordinary Income	39,946.58	1,024.96	38,921.62	65,716.66	-6,049.76	71,766.42	0.00
Other Income/Expense	84.44	0.00	84.44	458.04	0.00	458.04	0.00
Net Income	40,031.02	1,024.96	39,006.06	66,174.70	-6,049.76	72,224.46	0.00

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

As of March 31, 2020

	Mar 31, 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	10,000.02
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	182,423.69
102 · Cash-Wells Fargo -9358	2,232.54
Total Checking/Savings	296,424.95
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	4,067.93
Total Other Current Assets	4,699.93
Total Current Assets	335,928.73
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	890,358.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	10,000.02
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.	5,069.07
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	34,953.92
Total Current Liabilities	34,953.92
Total Liabilities	34,953.92
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	66,174.70
Total Equity	855,404.09
TOTAL LIABILITIES & EQUITY	890,358.01