



Parking & Traffic Committee Meeting

September 10, 2020
4:30pm - Zoom Meeting

AGENDA

- 1) Call to Order
 - a) Meeting was properly noticed
 - b) Approval of Meeting Agenda for September 10, 2020
 - c) Approval of Minutes for August 13, 2020

- 2) On-Going Business
 - a) City Parking transition – update
 - b) JSG elevator floor replacement – update
 - c) Escambia County garage contract -update
 - d) Sign project – review

- 3) New Business
 - a) Frog Parking

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

- 5) Public Comment



- 6) Adjournment

- 7) **On hold Items**
 - a.) Valet Parking
 - b.) JSG Rates
 - c.) PPD / Ride Share parking spaces

MINUTES
Parking & Traffic Committee Meeting
Via Teleconference
August 13, 2020, 4:30 p.m.

Members present Danny Zimmern, Acting Chairman
 Warren Sonnen, Kevin Lehman
 Mike Ziarnek, *Ex Officio*
 Lissa Dees, Executive Director

Call to order: Meeting called to order by Acting Chair Danny Zimmern 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 July 11, 2020, meeting unanimously approved.

Ongoing Business

- a) PPD/Ride Share parking spaces – on hold until after October 1.
- b) City parking transition
 - 1. Mrs. Dees explained that the revised ordinance will require two readings at City Council to give the power of parking enforcement back to the City, after which the Mayor will have final say-so on all parking recommendations.
 - 2. Mr. Lehman recommended that language be placed in the ordinance that all parking business must originate with the parking committee, with the mayor having final approval or veto.
- c) JSG elevator floor replacement
 - 1. Floor material is still on back order and is expected, hopefully, next week.
- d) Enforcement
 - 1. Flowbird has agreed to roll out on November 1 rather than October 1 and will assure there is no lapse in service; and will continue without a contract, recognizing that the City will sign the contract on October 1.
- e) Software
 - 1. Mrs. Dees reported that all cancellation notices have gone out and that City Attorney Rusty Wells is reviewing the contract with Complus, which does not expire until next year. The contract will be picked up by the City after going through its approval process. Fortunately, there is sufficient time to ensure there is no lack of enforcement ability.
- f) Escambia County garage contract
 - 1. Mrs. Dees and Mr. Darden met with County Administrator Janice Gilley who recommended that the garage contract be placed on hold pending the upcoming County Commission elections and the transition of parking to the City.

g) Sign replacement project

1. A sample of a proposed sign was furnished to the committee and Mrs. Dees asked that the members call her at any time with constructive feedback or recommendations.
2. A discussion ensued concerning the need to take a holistic approach to parking and not waste money by replacing signs prematurely.

New Business

a) Tarragona Lot Annual Report

1. Mrs. Dees pointed out the lot revenue and lot expenses in the 2019-2020 comparison, and noted that through making small changes, a 160 percent revenue increase was attained in the small lot year after year.
2. Motion made by Mr. Lehman to deliver the annual report to the Board of Trustees of UWF Historic Trust as part of DIB's annual contribution. Seconded by Mr. Sonnen and carried unanimously.

Financial Report

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

Public Comment

Member Lehman advised the committee that the seam repairs in the Jefferson Street Garage were not done correctly and water continues to leak. The original repair firm is to make the repairs free of charge to DIB.

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

On-hold items

- a) Valet parking
- b) JSG rates

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting – Via Teleconference
Tuesday, July 28, 2020, 7:30 a.m.

Attendance

Chair Michael Carro, Adam Cobb, Jean Pierre N'Dione, 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 7:30 a.m.

Recurring Agenda

- a. Mrs. Dees confirmed that the meeting was properly noticed.
- b. Proposed meeting agenda for August 25, 2020, unanimously approved.
- c. Minutes of the regular meeting of DIB held on July 24, 2020, unanimously approved.

Parking

- a. August DPMD Consent Agenda – unanimously approved.
- b. City transition update
 - Bollards: Mrs. Dees explained that DIB maintains possession of bollards which are stored in Jefferson Street Garage and have an assessed value of \$70,000, and offered two options from which the board may choose to proceed: 1) DIB maintains possession of the bollards and requests use of the storage facility by an interlocal agreement with the city; 2) DIB gives the asset to the city with an interlocal agreement allowing DIB to use the bollards. Motion for option #1 carried unanimously.
 - Golf cart: The golf cart was purchased by DIB as a dual use to be shared with DPMD, for which DPMD reimburses DIB one half of the payment. The current balance is \$2,000. Motion made and carried unanimously to transfer title to the city along with the loan balance as of October 1, 2020.
 - Trash co-op and Compactor: Motion made and carried unanimously to continue operating the trash co-op under the DIB and reimburse DPMD for the \$6,000 buildout as excess funds are collected until paid in full.

Finance

- a. August Finance Consent Agenda was approved unanimously.
- b. DIB - July financial report was approved unanimously.
- c. DPMD - July financial report was approved unanimously.

Ongoing Business

- a. StreetPlus June report

1. Mrs. Dees reported that there is a consistently high increase each month in the amount of waste around MLK Plaza being generated by the growing number of people living on the streets.
2. Chair Carro reminded the members that DIB has tried in the past to effect a strategy for the panhandlers in the downtown area and adopt ordinances that worked well in other cities, and asked City Administrator Keith Wilkins how DIB can move forward with an ordinance or if the mayor has a more comprehensive plan.
3. Mr. Wilkins discussed a staff-level work group that was formed two months ago with the goal of designing a comprehensive plan to present to the mayor and anticipates it will be addressed in September.
- b. Romana Street Puppy Pitstop LTU approval and update
 1. Motion made and carried unanimously for Chairman Carro to execute the LTU on behalf of DIB.
- c. City Inspections Contractor Survey – City Administrator Keith Wilkins
 1. The survey was completed and Freddie Haydn-Slater of Ideaworks gave a presentation of the results, followed by comments from Mr. Wilkins.
 2. This item will be placed on the September agenda to discuss the next steps.
- d. Drain Art Dixon School of Arts & Sciences
 1. Motion made and carried unanimously to have the students paint all seven drains in the alley space at Jefferson Street Garage.
- e. CRA and Parking Interlocal Agreement renewal
 1. Mrs. Dees advised of a change in the proposed interlocal agreement: Going forward the CRA will reimburse the TIF minus \$100,000 to go towards affordable housing. If this is passed by the CRA in September, Mrs. Dees will bring back a budget for DIB to resubmit to the city.
- f. ED 3rd Quarter bonus – Unanimously approved.

New Business

- a. ED Interview questions were provided to the board members.
- b. Confirmation of interview times and locations
 1. Interviews will be conducted August 28 and September 2.

Marketing Report

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

On Hold

- a. Street Cameras – final camera on hold for Seville Tower repairs
- b. Palafox Market – postponed through September

Upcoming Events

- a. November 18 & 19 - EntreCon interactive online \$99 and up, registration required

Public Comment – None

Adjournment – The meeting was adjourned at 9:35 a.m.

Treasurer's Report - DPMD

MEMORANDUM

To: DPMD Committee

From: Lissa Dees, Executive Director

Subject: Treasurer's Report

Date: September

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

Total Income DPMD August: \$60,702.63

Total Expense DPMD August: \$41,286.44

Notes:

DPMD - Aug

<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 target for the month	
13-00	Trash Co -Op	On-target for the month	
20-00	Intendencia	\$2k under target for the month	
21-00	JSG	\$17K under target for the month	
23-00	Meter/Pay Station	\$13K under target for month	
23-03	On street Platform	On-target for the month	
24-00	Parking Fines	\$7k over target for the month	
Expense			
Expense	<i>Overview</i>	<i>\$35K under budgeted expenses</i>	
30-00	Trash Co -Op	\$5k under budgeted expenses	
40-00	Shared Expenses	\$1k under budgeted expenses	
50-05	Parking Meter CC Fees	\$1k over budgeted expenses - looking further into fees	
50-12	Marketing/ Printing / Research	\$2k over budgeted expenses	
50-14	Overhead Reimbursement	\$16k under budgeted expenses	
50-16	Facility R&M	\$7k under projected expenses	
50-17	Signage & Striping	\$1k under projected expenses	
50-20	Management Contracts	\$1k over projected expenses	
50-21	Pay Station Parkeon	\$2k under projected expenses	
50-25	Security	\$3k under budgeted expenses - no special event parking	
50-26	Meter Equipment	\$5k under projected expenses	
50-28	Street / Landscape Improvements	\$2k under projected expenses	

Downtown Parking Management District
Balance Sheet- For Management Use Only
As of August 31, 2020

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
103 · Parking Reserve Trust	18,333.37
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	110,694.19
102 · Cash-Wells Fargo -9358	17,038.82
Total Checking/Savings	147,783.58
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	7,952.20
Total Other Current Assets	8,584.20
Total Current Assets	191,171.63
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	745,600.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	18,333.37
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.	76,341.10
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	114,559.30
Total Current Liabilities	114,559.30
Total Liabilities	114,559.30
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	-158,187.78
Total Equity	631,041.61
TOTAL LIABILITIES & EQUITY	745,600.91

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

Ordinary Income/Expense

Income

	Aug 20	Budget	\$ Over Budget	Oct '19 - Aug 20	YTD Budget	\$ Over Budget	Annual Budget
23-03 · Onstreet Platform	2,880.75	3,712.00	-831.25	36,779.04	40,832.00	-4,052.96	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 Palatof Lot	2,700.03	2,134.00	566.03	26,918.21	23,474.00	3,444.21	25,608.00
12-00 · Tarragona Street Lot	4,217.58	1,994.17	2,223.41	57,262.08	21,935.83	35,326.25	23,930.00
13-00 · Trash	6,445.80	6,573.34	-127.54	63,976.55	72,306.66	-8,330.11	78,880.00
20-00 · Intendencia Garage	0.00	2,306.00	-2,306.00	15,782.00	25,366.00	-9,584.00	27,672.00
21-00 · Jefferson Street Garage	16,359.32	33,385.00	-17,025.68	288,373.79	367,235.00	-78,861.21	400,620.00
23-01 · Paystations	5,919.15	18,514.17	-12,595.02	90,741.47	203,655.83	-112,914.36	222,170.00
23-02 · Single Space Meters	0.00	850.00	-850.00	5,958.56	9,350.00	-3,391.44	10,200.00
24-00 · Parking Fines	21,090.00	14,528.00	6,562.00	275,953.00	159,808.00	116,145.00	174,336.00
25-00 · OnStreet Dumpster Placement Fee	1,090.00	66.67	1,023.33	2,910.00	733.33	2,176.67	800.00
26-00 · Residential Parking Permits	0.00	0.00	0.00	967.50	0.00	967.50	0.00
29-01 · Sales Tax Collected	0.00	0.00	0.00	-33,750.39	0.00	-33,750.39	0.00
Total Income	60,702.63	84,063.35	-23,360.72	831,963.21	924,696.65	-92,733.44	1,008,760.00

Gross Profit

Expense

50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00	18,333.37	18,333.33	0.04	20,000.00
5034 · Sales Tax	0.00	67.00	-67.00	0.00	737.00	-737.00	804.00
30-00 · DPMD Trash Expense							
30-10 · Internet	84.96			465.77			
30-01 · Republic - Dumpster Service	0.00	5,271.67	-5,271.67	42,295.06	57,988.33	-15,693.27	63,260.00
30-03 · Landfill Fees	0.00	0.00	0.00	11.64	0.00	11.64	0.00
30-04 · Security Fees	0.00	250.00	-250.00	540.24	2,750.00	-2,209.76	3,000.00
30-06 · Compactor Construction	0.00			11.64	0.00	11.64	0.00
30-07 · Trash Compactor Utilities	46.56	51.67	-5.11	496.27	568.33	-72.06	620.00
30-09 · Misc Compactor Expenses	6.00			1,466.00	0.00	1,466.00	0.00
Total 30-00 · DPMD Trash Expenses	137.52	5,573.34	-5,435.82	45,286.62	61,306.66	-16,020.04	66,880.00
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00	785.00	-785.00	5,508.00	8,635.00	-3,127.00	9,420.00
40-03 · P.F. Less Rev Share PPD/Airport	0.00	402.00	-402.00	19,361.00	4,422.00	14,939.00	4,824.00
40-04 · Tarragona Lot Rev Share	1,600.00	1,600.00	0.00	34,052.89	17,600.00	16,452.89	19,200.00
Total 40-00 · DPMD Shared Expenses	1,600.00	2,787.00	-1,187.00	58,921.89	30,657.00	28,264.89	33,444.00

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

	Aug 20	Budget	\$ Over Budget	Oct 19 - Aug 20	YTD Budget	\$ Over Budget	Annual Budget
50-00 - DPMD Operating Expenses							
50-29 - Insurance - Garage Keeper	1,482.01	1,349.25	132.76	18,124.84	14,841.75	3,283.09	16,191.00
50-04 - Jefferson Garage CC Fees	137.62	389.00	-231.38	3,826.00	4,059.00	-233.00	4,428.00
50-05 - Parking Meter CC Fees	2,122.15	2,050.00	72.15	32,459.84	22,550.00	9,909.84	24,600.00
50-06 - Auto	117.97	458.34	-340.37	4,300.71	5,241.66	-940.95	5,700.00
50-08 - Bank Charges	0.00	15.00	-15.00	1,045.20	165.00	880.20	180.00
50-11 - Dues & Subscriptions	22.50	16.67	5.83	207.66	183.33	24.33	200.00
50-12 - Marketing / Printing / Research	7,125.00	5,208.00	1,917.00	26,511.10	57,288.00	-30,776.90	62,496.00
50-13 - Office Supplies	68.56	25.00	43.56	1,576.58	275.00	1,301.58	300.00
50-14 - Overhead Reimbursement	24,496.22	40,202.84	-15,706.62	332,641.15	442,231.16	-109,590.01	482,434.00
50-15 - Professional Services	0.00			7,875.00	12,100.00	-4,225.00	12,100.00
50-16 - Facility Repair & Maintenance	245.45	7,379.59	-7,134.14	256,973.74	81,175.41	175,798.33	88,555.00
50-17 - Signage & Striping	12.40	1,333.34	-1,320.94	6,080.57	14,666.66	-8,586.09	16,000.00
50-18 - Utilities	985.48	841.00	144.48	13,104.68	9,251.00	3,853.68	10,092.00
50-19 - Travel Entertainment & Educ	0.00	416.67	-416.67	1,086.87	4,583.33	-3,496.46	5,000.00
50-20 - Management Contracts	1,032.66	0.00	1,032.66	5,393.32	0.00	5,393.32	0.00
50-21 - Paystation Parkeon \$1456/mo	0.00	2,320.50	-2,320.50	21,811.43	25,525.50	-3,714.07	27,846.00
50-22 - Paystation Repairs	34.23	666.67	-632.44	5,754.72	7,333.33	-1,578.61	8,000.00
50-24 - Enforcement Spec Events Pkg	0.00	1,255.00	-1,255.00	18,129.79	13,805.00	4,324.79	15,060.00
50-25 - Security	0.00	2,500.00	-2,500.00	285.23	27,500.00	-27,214.77	30,000.00
50-26 - Meter Equipment	0.00	4,870.84	-4,870.84	43,734.15	53,579.16	-9,845.01	58,450.00
50-27 - Jefferson Garage Maintenance	0.00	0.00	0.00	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	18,333.33	-16,317.20	20,000.00
50-00 - DPMD Operating Expenses - Other	0.00			64,675.65			
Total 50-00 - DPMD Operating Expenses	37,882.25	72,944.38	-35,062.13	869,881.11	814,687.62	55,193.49	887,632.00
Total Expense	41,286.44	83,038.39	-41,751.95	992,422.99	925,721.61	66,701.38	1,008,760.00
Net Ordinary Income	19,416.19	1,024.96	18,391.23	-160,459.78	-1,024.96	-159,434.82	0.00
Other Income/Expense							
Other Income	35.62	0.00	35.62	2,316.50	0.00	2,316.50	0.00
Other Expense	0.00	0.00	0.00	44.50	0.00	44.50	0.00
Net Other Income	35.62	0.00	35.62	2,272.00	0.00	2,272.00	0.00
Net Income	19,451.81	1,024.96	18,426.85	-158,187.78	-1,024.96	-157,162.82	0.00