



Parking & Traffic Workshop

May 1, 2018

4:30pm

J. Earle Bowden Bldg., Room 1

AGENDA

- 1) Call to Order
 - a) Meeting was properly noticed
 - b) Approval of Meeting Agenda for May 1, 2018
 - c) Approval of Minutes from April 3, 2018 Meeting

- 2) Ongoing Business
 - a) Premium Parking Transition Update
 - a) Jefferson Street Garage Waste Compactor
 - b) Financial Reports

- 3) New Business
 - a) Public Records Request
 - b) Jefferson Street Garage Improvement
 - (i) Surface Lot Resurface
 - (ii) New Signage
 - (iii) Landscape at Garden and Jefferson Streets
 - c) Parking Communication Strategy

- 4) Public Comment

- 5) Adjournment

Next meeting

June 5, 2018 @ 4:30pm

J. Earle Bowden Bldg., Room 1

Parking & Traffic Committee Meeting

~~XXXXXXXXXX~~
Apr 3, 2018

Members present: Curt Morse, Mark Bednar, Danny Zimmern, Clay Roesch, Wayne Glass, and Eric Kullander

Call to order: The meeting was called to order by Mark Bednar at 4:32 PM

Consideration of minutes:

- a. Mr. Morse confirmed the meeting was properly noticed
- b. Minutes for March 6, 2018 were approved

On-Going Business:

- A. Waste Co-Op
 - I. Mr. Morse provided update on waste compactor construction and installation timelines.
 - II. Compactor security has yet to be completed. The intent is to repurpose the existing cameras and swipe card system from the JSG parking system

New Business:

- A. Premium Parking Update
 - I. Mr. Kullander provided update on parking management transition.
 - a. A suggestion was made to begin examination of unmarked parking spaces and how to add those back to the parking inventory. More analysis needed.
 - b. A suggestion was made to add several 15 Minute parking spots along with Retail Parking Only signs to Jefferson Street Garage. The committee agreed.
 - II. Mr. Zimmern asked about the existing rate structure and how future changes will be established. Mr. Kullander explained that data from parking over time will help give insight to when and if changes to rate need to be addressed.
 - III. Mr. Morse commented that the existing interlocal agreement limits how parking revenue can be used and that he'll begin working on updated language for consideration.
 - IV. Ms. Lehman, owner of Pure Barre, observed that there could be more done to accommodate short term parking. A suggestion was made that there was a need for one-hour parking. Mr. Kullander stated that that and other considerations would be addressed when more parking data is compiled for research.

- V. The group continued to discuss rates, short-term parking and potential options. Mr. Bednar asked that city encumbrances and leases be obtained for review of future growth options.
- I. Mr. Darden reviewed the parking strategy findings and recommendations and opened the floor for discussion.
- II. After extensive discussion and limited time on conference room availability, it was agreed that additional meetings, discussions and public input are critical in developing a strategy for moving forward successfully.

Public Comments: None

Meeting adjourned: 5:28pm

3:00 PM

05/01/18

Accrual Basis

Downtown Parking Management District CWM P&L Budget vs Actual YTD October 2017 through April 2018

	Oct '17 - Apr ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10-00 · Judicial Center Lot	0.00	583.33	-583.33	0.0%
11-00 · North Palafox Lot	14,802.75	4,590.00	10,212.75	322.5%
12-00 · Tarragona Street Lot	10,727.25	1,793.34	8,933.91	598.2%
13-00 · Trash	36,470.23	44,650.17	-8,179.94	81.7%
20-00 · Intendencia Garage	13,009.91	6,416.68	6,593.23	202.8%
21-00 · Jefferson Street Garage	215,295.13	189,583.34	25,711.79	113.6%
22-00 · Judicial Center Garage	1,400.00	550.00	850.00	254.5%
23-01 · Paystations	68,429.64	56,000.00	12,429.64	122.2%
23-02 · Single Space Meters	25,497.51	37,333.34	-11,835.83	68.3%
24-00 · Parking Fines	88,766.60	70,000.00	18,766.60	126.8%
25-00 · OnStreet Dumpster Placement ...	2,135.50	58.34	2,077.16	3,660.4%
26-00 · Residential Parking Permits	1,207.50	3,500.00	-2,292.50	34.5%
29-01 · Sales Tax Collected	-22,714.40			
4502 · Baylen St Pkg Lot- SOLD 100117	17.50	0.00	17.50	100.0%
4503 · Spring Street Lot- NLN	0.00	0.00	0.00	0.0%
4515 · Govt St Pkg Lot -DEC CLOSING	7,514.25			
4518 · South Jefferson Lot -NLN	0.00	0.00	0.00	0.0%
4521 · Cr Cd Fees Pd JPG-NLN	0.00	0.00	0.00	0.0%
4531 · Cr Cd Fees Pd-Meters NLN	0.00	0.00	0.00	0.0%
4535 · State Parking Meters	0.00	0.00	0.00	0.0%
4593 · Trash Disposal Fees	0.00	0.00	0.00	0.0%
Total Income	462,559.37	415,058.54	47,500.83	111.4%
Gross Profit	462,559.37	415,058.54	47,500.83	111.4%
Expense				
30-00 · DPMD Trash Expense	91,034.11	100,661.84	-9,627.73	90.4%
40-00 · DPMD Shared Expenses	7,362.77	5,600.00	1,762.77	131.5%
50-00 · DPMD Operating Expenses	390,986.43	399,970.75	-8,984.32	97.8%
4020 · Credit Card Discounts	0.00	0.00	0.00	0.0%
5207 · Misc Expense	0.00	0.00	0.00	0.0%
5696 · Unidentified Programs	0.00	0.00	0.00	0.0%
5032 · Debt Serv- \$1,197.96- PIF	0.00	0.00	0.00	0.0%
5684 · Additional Meter Exp-NLN	0.00	0.00	0.00	0.0%
5691 · License Plate Recognition Amort	0.00	0.00	0.00	0.0%
Total Expense	489,383.31	506,232.59	-16,849.28	96.7%
Net Ordinary Income	-26,823.94	-91,174.05	64,350.11	29.4%
Other Income/Expense				
Other Income				
Voided Checks	2,071.64			
60-00 · Other Income	414.34			
Total Other Income	2,485.98			
Net Other Income	2,485.98			
Net Income	-24,337.96	-91,174.05	66,836.09	26.7%

3:04 PM

05/01/18

Accrual Basis

Downtown Parking Management District
Balance Sheet
As of May 1, 2018

	<u>May 1, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	354,547.12
102 · Cash-Wells Fargo -9358	19,655.24
Total Checking/Savings	<u>375,919.56</u>
Accounts Receivable	
140.4 · Parking Fees & Fines	72,275.00
145.4 · Allowance for Doubtful Acco...	-55,444.80
Total Accounts Receivable	<u>16,830.20</u>
Total Current Assets	392,749.76
Fixed Assets	
241 · Equipment	317,829.48
290 · Improvements	177,362.10
300 · Accumulated Depreciation	-278,659.14
Total Fixed Assets	<u>216,532.44</u>
TOTAL ASSETS	<u><u>609,282.20</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	-0.30
Total Accounts Payable	-0.30
Other Current Liabilities	
452 · Due to D.I.B.	43,378.54
460 · Restricted Fund	1,000.00
481 · Sales Tax Payable	26.56
Total Other Current Liabilities	<u>44,405.10</u>
Total Current Liabilities	44,404.80
Long Term Liabilities	
503 · N/P-CB & T-Pay Stations	34,174.01
Total Long Term Liabilities	<u>34,174.01</u>
Total Liabilities	78,578.81
Equity	
32000 · Unrestricted Net Assets	372,683.35
32100 · Investment in Capital Assets	182,358.00
Net Income	-24,337.96
Total Equity	<u>530,703.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>609,282.20</u></u>

Winterfest

PENSACOLA FLORIDA

April 16, 2018

Denise Daughtry
PRESIDENT

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VICE PRESIDENT

Lisa Minsheu
SECRETARY

Josh Davidson
TREASURER

Lois Benson
Malcolm Ballinger
Jewel Cannada Wynn
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Stu Bonnin
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DIRECTORS

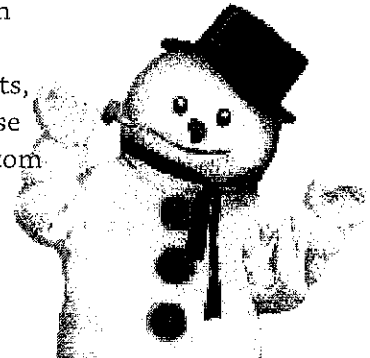
Downtown Improvement Board
Custodian of Records
c/o Curt Morse
226 S. Palafox St. #106
Pensacola, FL 32502

Dear Custodian of Records,

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, Florida Statutes, Winterfest of Pensacola, Inc. hereby requests opportunity to inspect and/or obtain copies of public records within the DIB's control that include the following:

1. All emails or text messages relating to, discussing, or in any way referencing parking in the DIB district from January 1, 2014 to present, that are addressed to, or sent from the following email addresses:
 - a) john@downtownpensacola.com
 - b) curtm@downtownpensacola.com
 - c) ddavis@downtownpensacola.com
 - d) charlie@downtownpensacola.com
 - e) teri@downtownpensacola.com
 - f) Any additional DIB email accounts, including but not limited, to those ending in "downtownpensacola.com"

2. All emails or text messages relating to, discussing, or in any way referencing Winterfest from January 1, 2014 to present, that are addressed to, or sent from the following email addresses:
 - g) john@downtownpensacola.com
 - h) curtm@downtownpensacola.com
 - i) ddavis@downtownpensacola.com
 - j) charlie@downtownpensacola.com
 - k) teri@downtownpensacola.com
 - l) Any additional DIB email accounts, including but not limited, to those ending in "downtownpensacola.com"



Winterfest

PENSACOLA FLORIDA

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3. All DIB financials dating from January 1, 2014 to present not currently available on the DIB website.
4. A copy of the full current contract including any renewal addendums for DIB executive Director Curt Morse.

As these documents and records are originally in an electronic format they may be provided in electronic form to satisfy this request. The requesting party will pay the costs of an electronic storage device such as a flash drive or external hard drive to allow for conveyance in electronic form. If the records are not available in electronic form and must be provided by paper copy, the requesting party will pay \$0.15 per page pursuant to Florida Statute. If there are any fees relating to copying these records, please inform me before filling this request if the amount will exceed \$100.00. However, it is clear that these matters affect an issue of significant public interest as they relate to the operation of local government and may be eligible for a waiver of fees. Therefore as mentioned, the preferred method of satisfying this request would be in electronic form.

Should you deny this request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by § 119.07(1)(d), Florida Statutes.

I or a representative of Winterfest will contact your office within five business days to discuss when we may expect the fulfillment of this request. If you have any questions in the interim, you may contact me at (850) 435-0914.

Sincerely,

Denise Chenel Daughtry





226 S Palafox Place, Ste 106
Pensacola, Florida 32502
(850) 434-5371
info@downtownpensacola.com
downtownpensacola.com

Dear Ms. Daughtry:

This will again acknowledge receipt of your April 16, 2018 public records request.

Upon reviewing the request, the Pensacola Downtown Improvement Board is clarifying requests 1.f) and 2.l) of your April 16, 2018 public records request. Specifically, the Pensacola Downtown Improvement Board interprets those requests to mean that Winterfest wants emails for anyone with a Pensacola Downtown Improvement Board email address from January 1, 2014. If Winterfest intends otherwise, please provide the Pensacola Downtown Improvement Board with what you intended.

Additionally, due to the nature and extent of your records requests, it is anticipated that fulfilling your requests will require the extensive use of informational technology resources and/or extensive clerical or supervisory assistance by personnel of the Pensacola Downtown Improvement Board. As you may be aware, Florida Statute Section 119.07(4)(d) provides that a governmental body may charge, in addition to the actual cost of duplication, a special service charge for such extensive use of informational technology resources and/or clerical or supervisory assistance.

Appropriate personnel are in the process of estimating the charges, which are anticipated to be incurred to fulfill your records requests. I will notify you of the amount of the estimated charge once I receive that information from them. Thereupon, it will be necessary that you post a deposit of that amount before they will undertake further efforts to fulfill your records requests. Your deposit will need to be made payable to the "Pensacola Downtown Improvement Board." Once we have received your deposit we will commence efforts to fulfill your records requests.

Please do not hesitate to contact me if you have any questions. Otherwise, I will be in touch with you once I have received the above-discussed estimate.

Sincerely,

Curt Morse

Google Maps Garden and Jefferson Streets

