

**Parking and Traffic Committee**  
of the  
**Downtown Improvement Board**  
**Tuesday, February 9, 2016**  
**4:30 p.m.**  
**AGENDA**

1. Call To Order
2. Recurring Agenda:
  - a. Consideration of the Agenda for the February 9, 2016 meeting
  - b. There are no minutes from the January 12, 2015 meeting, there was not a quorum.
3. Review of Financial Statements
  - a. December 2015
  - b. Discussion on Clay's request for slightly different financial information
4. Public Presentations
5. New Business
  - a. Expand the managed parking spaces
    - i. Request a report/study from Republic Parking as to what and when
6. Continuing Business
  - a. Identify/purchase additional parking assets
    - i. Prepare a pricing strategy for the entire year with the thought towards a "bondable income stream"
  - b. Develop a marketing/PR campaign for the entire year
  - c. Short term ideas on replacement for the Government Street lot
  - d. Equipment Repairs
    - i. Cameras
    - ii. Faster credit card processing
    - iii. Jefferson landscape cleanup
  - e. The addition of handicapped spaces
    - i. Government Street & Baylen Street lots - done
7. Public Comment
8. Adjournment

NOTE: The DIB Parking & Traffic Committee normally meets the second Tuesday of each month at 4:30 p.m. in the DIB Public Meeting Room (Suite 104) on the first floor of the Rhodes Building at 41 N. Jefferson Street, Pensacola, Florida

**Downtown Parking Management District**  
**Balance Sheet**  
As of December 31, 2015

	<u>Dec 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal	111,738.78
102 · Cash-Wells Fargo	11,638.76
<b>Total Checking/Savings</b>	<u>125,094.74</u>
<b>Accounts Receivable</b>	
140.4 · Parking Fees & Fines	72,305.00
145.4 · Allowance for Doubtful Accounts	-51,818.85
<b>Total Accounts Receivable</b>	<u>20,486.15</u>
<b>Total Current Assets</b>	145,580.89
<b>Fixed Assets</b>	
241 · Equipment	279,923.63
290 · Improvements	172,262.10
300 · Accumulated Depreciation	-192,087.18
<b>Total Fixed Assets</b>	<u>260,098.55</u>
<b>Other Assets</b>	
360 · Intangible Loan Costs-7yrs	2,738.20
361 · Accumulated Amortization	-1,755.77
<b>Total Other Assets</b>	<u>982.43</u>
<b>TOTAL ASSETS</b>	<u><u>406,661.87</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
450 · Accounts Payable	5,907.94
<b>Total Accounts Payable</b>	<u>5,907.94</u>
<b>Other Current Liabilities</b>	
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.	126,427.19
460 · Restricted Fund	1,000.00
<b>Total Other Current Liabilities</b>	<u>168,236.19</u>
<b>Total Current Liabilities</b>	174,144.13
<b>Long Term Liabilities</b>	
501 · N/P-Coastal Bank & Trust	14,193.06
502 · Less Current Portion	-13,778.14
503 · N/P-CB & T-Pay Stations	90,881.14
504 · Less Current Portion	-27,031.11
<b>Total Long Term Liabilities</b>	<u>64,264.95</u>
<b>Total Liabilities</b>	238,409.08
<b>Equity</b>	
32000 · Unrestricted Net Assets	20,107.34
32100 · Investment in Capital Assets	164,056.00
Net Income	-15,910.55
<b>Total Equity</b>	<u>168,252.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>406,661.87</u></u>

# Downtown Parking Management District Profit & Loss Budget Performance December 2015

	Dec 15	Budget	\$ Over Budget	Oct - Dec 15	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4502 · Baylen Street Parking Lot	1,150.22	2,125.00	-974.78	2,667.31	6,375.00	-3,707.69	25,500.00
4503 · Spring Street Lot	0.00	83.34	-83.34	0.00	250.02	-250.02	1,000.00
4505 · Tarragona Street Parking Lot	938.39	1,083.34	-144.95	4,681.34	3,250.02	1,431.32	13,000.00
4505.1 · Less Rev Sharing St Hist Soc	0.00	-406.25	406.25	0.00	-1,218.75	1,218.75	-4,875.00
4510 · Intendencia St Garage	1,187.59	833.34	354.25	4,002.40	2,500.02	1,502.38	10,000.00
4510.1 · Less Rev share w/County	0.00	-312.50	312.50	-331.50	-937.50	606.00	-3,750.00
4515 · Govt Street Parking Lot	682.64	458.34	224.30	1,862.17	1,375.02	487.15	5,500.00
4518 · South Jefferson Lot	1,587.25			1,694.75			
4520 · Jefferson Street Garage	25,211.30	20,625.00	4,586.30	65,566.28	61,875.00	3,691.28	247,500.00
4520.5 · Cr Card Fees Paid JPG	-478.81	-312.50	-166.31	-1,541.86	-937.50	-604.36	-3,750.00
4525 · Judicial Ctr Pkg Garage	0.00	62.50	-62.50	0.00	187.50	-187.50	750.00
4525.1 · Less Rev Share w County	0.00	-23.41	23.41	0.00	-70.23	70.23	-281.00
4530 · Parking Meters	10,742.15	15,091.68	-4,349.53	41,450.13	45,275.04	-3,824.91	181,100.00
4530.5 · Cr Card Fees Paid-Meters	-1,117.21	-750.00	-367.21	-3,597.67	-2,250.00	-1,347.67	-9,000.00
4540 · Parking Fines	16,475.78	8,333.34	8,142.44	33,281.38	25,000.02	8,281.36	100,000.00
4540.1 · Less Police written tickets	0.00	-299.79	299.79	0.00	-899.39	899.39	-3,597.50
4540.2 · Less Airport written tickets	0.00	-299.79	299.79	0.00	-899.39	899.39	-3,597.50
4550 · North Palafax Lot	920.74	2,833.34	-1,912.60	1,993.64	8,500.02	-6,506.38	34,000.00
4555 · Residential Parking Pass	20.00	62.50	-42.50	40.00	187.50	-147.50	750.00
4593 · Trash Disposal Fees	0.00	50.00	-50.00	0.00	150.00	-150.00	600.00
4597 · Validation Program	310.00	62.50	247.50	1,008.75	187.50	821.25	750.00
4599 · Other Income	40.00			68.80			
<b>Total Income</b>	<b>57,670.04</b>	<b>49,299.98</b>	<b>8,370.06</b>	<b>152,845.92</b>	<b>147,899.90</b>	<b>4,946.02</b>	<b>591,599.00</b>
<b>Expense</b>							
5007 · Bad Debt Expense	5,249.77	33.34	5,216.43	5,249.77	100.02	5,149.75	400.00
5010 · Bank Charges	23.70	125.00	-101.30	790.60	375.00	415.60	1,500.00
5030 · Debt Service	3,447.28	3,301.59	145.69	6,855.97	9,904.77	-3,048.80	39,619.00
5060 · Dues & Subscriptions	0.00	83.34	-83.34	0.00	250.02	-250.02	1,000.00
5125 · Interest Expense	468.54	614.25	-145.71	975.67	1,842.75	-867.08	7,371.00
5140 · Marketing & Printing	0.00	416.66	-416.66	0.00	1,249.98	-1,249.98	5,000.00
5171 · Office Supplies	0.00	166.66	-166.66	0.00	499.98	-499.98	2,000.00
5173 · Office Overhead	0.00	166.66	-166.66	0.00	499.98	-499.98	2,000.00
5201 · Annual Audit	6,487.50	6,541.66	-54.16	19,462.50	19,624.98	-162.48	78,500.00
5207 · Misc Expense	2,210.00	5,500.00	-3,290.00	19,730.00	16,500.00	3,230.00	16,500.00
5210 · Repair & Maintenance	0.00	62.50	-62.50	0.00	187.50	-187.50	750.00
5210 · Repair & Maintenance	4,842.46	3,760.50	1,081.96	10,264.15	11,281.50	-1,017.35	45,126.00
5211 · Signage	174.78	833.34	-658.56	1,453.79	2,500.02	-1,046.23	10,000.00
5215 · Utilities	1,197.61	916.66	280.95	5,069.34	2,749.98	2,319.36	11,000.00
5300 · Travel Entertainment & Educ	0.00	83.34	-83.34	75.00	250.02	-175.02	1,000.00
5680 · Management Contracts	2,808.33	2,916.66	-108.33	8,424.99	8,749.98	-324.99	35,000.00
5683 · Parkeon Paystation Contract	1,456.00	1,875.00	-419.00	4,368.00	5,625.00	-1,257.00	22,500.00
5685 · Paystation Repairs	0.00	416.66	-416.66	0.00	1,249.98	-1,249.98	5,000.00
5688 · Enforcement Services	13,223.19	11,041.68	2,181.51	38,216.42	33,125.04	5,091.38	132,500.00
5689 · Enforcement Spec Events Pkg	1,961.68	1,675.00	286.68	5,282.89	5,025.00	257.89	20,100.00
5690 · Security	4,741.94	3,375.00	1,366.94	12,844.70	10,125.00	2,719.70	40,500.00
5695 · Equipment Maintenance	0.00	416.66	-416.66	6,100.74	1,249.98	4,850.76	5,000.00
5696 · Unidentified Programs	0.00	102.75	-102.75	0.00	308.25	-308.25	1,233.00
5910 · Cap Imp-Paystations 3G Software	0.00	1,666.66	-1,666.66	4,275.00	5,000.00	-725.00	5,000.00
5911 · Cap Improvements-JG Camera Upgr	0.00	119.16	-119.16	0.00	357.48	-357.48	1,430.00

## Downtown Parking Management District Profit & Loss Budget Performance December 2015

	Dec 15	Budget	\$ Over Budget	Oct - Dec 15	YTD Budget	\$ Over Budget	Annual Budget
5912 · Cap Improvements-Other	0.00	3,750.00	-3,750.00	0.00	11,250.00	-11,250.00	45,000.00
5960 · Repay Due to DJB	0.00	10,000.00	-10,000.00	0.00	10,000.00	-10,000.00	40,000.00
9999 · Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>48,292.78</b>	<b>59,794.07</b>	<b>-11,501.29</b>	<b>149,439.53</b>	<b>159,382.23</b>	<b>-9,942.70</b>	<b>573,029.00</b>
<b>Net Ordinary Income</b>	<b>9,377.26</b>	<b>-10,494.09</b>	<b>19,871.35</b>	<b>3,406.39</b>	<b>-11,482.33</b>	<b>14,888.72</b>	<b>18,570.00</b>
<b>Other Income/Expense</b>							
Other Expense							
5005 · Amortization	97.78			97.78			
5056 · Depreciation	10,669.16			10,669.16			
5810 · Cap Impr-Paystations 3G LT	0.00	3,333.33	-3,333.33	8,550.00	10,000.00	-1,450.00	10,000.00
5811 · Cap Impr-JG Camera Upgr LT	0.00	714.16	-714.16	0.00	2,142.48	-2,142.48	8,570.00
<b>Total Other Expense</b>	<b>10,766.94</b>	<b>4,047.49</b>	<b>6,719.45</b>	<b>19,316.94</b>	<b>12,142.48</b>	<b>7,174.46</b>	<b>18,570.00</b>
<b>Net Other Income</b>	<b>-10,766.94</b>	<b>-4,047.49</b>	<b>-6,719.45</b>	<b>-19,316.94</b>	<b>-12,142.48</b>	<b>-7,174.46</b>	<b>-18,570.00</b>
<b>Net Income</b>	<b>-1,389.68</b>	<b>-14,541.58</b>	<b>13,151.90</b>	<b>-15,910.55</b>	<b>-23,624.81</b>	<b>7,714.26</b>	<b>0.00</b>