



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Agenda

Parking Committee

Thursday, April 15, 2021

4:30 PM

Whibbs Conference Room, 1st Floor

Members of the public may attend the meeting in person; however, there will be limited seating capacity. Consistent with CDC guidelines, attendees will be required to sit at least 6 feet apart and to wear face coverings that cover their nose and mouth.

CALL TO ORDER

MEETING NOTICE CONFIRMATION

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. [21-00357](#) Minutes for the Meeting of 3/18/2021

Attachments: [Parking Committee Meeting Minutes 03-18-21](#)

ONGOING BUSINESS

2. [21-00356](#)
 - a) RFP
 - b) Committee goals, objectives, and purpose
 - c) Hours of enforcement change
 - d) JSG rate change
 - e) JSG Wi-Fi boosters
 - f) PPD reports

Sponsors: Lissa Dees

Attachments: [Parking Public Announcement](#)

NEW BUSINESS

FINANCIAL REPORT

3. [21-00358](#) Parking Financial Report

Attachments: [Parking Financials](#)

PUBLIC COMMENT

ADJOURNMENT

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 436-5646 (or TDD 435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 21-00357

Parking Committee

4/15/2021

SUBJECT:

Minutes for the Meeting of 3/18/2021

MINUTES
Parking & Traffic Committee Meeting
March 18, 2021, 4:30 p.m.

Members present: Mark Bednar, Chairman
Danny Zimmern, Kevin Lehman
Lissa Dees, Parking Manager

Call to order: Meeting called to order by Chairman Mark Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed that the meeting was properly noticed.
- b) Proposed meeting agenda for March 18, 2021, unanimously approved.
- c) Minutes of the November 12, 2020, meeting unanimously approved.

Ongoing Business

- a) Enforcement contract
 - 1. Mrs. Dees gave the committee an update on the upcoming RFP, which will encompass all back-office parking functions, app, permits, analytics, and parking equipment.
- b) City App and Permits
 - 1. Mrs. Dees provided an update on on-going upgrades and enhancements that have occurred over the past two months with the app and the permit platform based on customer feedback and on-going trouble shooting by Flowbird R&D teams.
 - 2. Mr. Lehman and Mr. Bednar provided input on personal app experiences and recommended Mrs. Dees look investigate Wi-Fi boosters for the garage, since internet connections issues in this area seems to be a source of some of the problems.
- c) Escambia County garage contract
 - 1. Mrs. Dees informed the committee that an agreement has been drafted, approved by City legal staff, and sent to the County. This will remain on-hold until the county decides to enter into the parking agreement.
- d) Committee Member
 - 1) Mr. Zimmern recommended Mrs. Young to fill the open position on the committee. This was unanimously approved, and Mrs. Dees will reach out to Mrs. Young to see if she is interested in returning to the committee.

New Business

- a) City Parking Ordinance
 - 1. The Committee discussed processing and collecting on larger fine accounts.

2. Mr. Bednar recommended hiring a legal firm to pursue accounts which our collection firms have not been successful at collecting on past due amounts. The Committee agreed that collections and legal action is a more friendly approach than towing.
 3. Mrs. Dees will take this recommendation back to City legal and the Mayor's office for further review.
- b) Committee set-up
1. The committee discussed their City roles, functions, and contributions.
 2. Each member will reach out to Mrs. Dees before the April meeting to discuss their thoughts on how the committee should operate and the responsibilities they would like to have granted to this body. The information will be shared with committee as a whole in the April meeting and consolidated before submitting it to the Mayor's office.
- c.) Hours of enforcement change
- 1) Mrs. Dees provided information on the City's plan to change the hours of enforcement and to share parking LPR information with the City Police Department
- d.) JSG rate change
- 1) Mrs. Dees shared the City's plan to standardize the City parking rates of \$0.50 per hour which will now include the Jefferson Garage.
- e.) Parking RFP
- 1) Mrs. Dees provided an update on the planned RFP and answered questions pertaining to who is drafting the RFP, how it will be distributed and the rating system

Financial Report

- a) The committee requested high-level insight of monthly parking financial while at the same time, understanding that City Council is the body responsible for reviewing and approving City finances.

Public Comment – None

Adjournment – The meeting was adjourned at 6:05 p.m.



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Memorandum

File #: 21-00356

Parking Committee

4/15/2021

SUBJECT:

- a) RFP
- b) Committee goals, objectives, and purpose
- c) Hours of enforcement change
- d) JSG rate change
- e) JSG Wi-Fi boosters
- f) PPD reports

PARKING CHANGES BEGINNING MAY 1

PARKING ENFORCEMENT HOURS

8AM–7PM
MON – WED

24/7
THU 8AM THRU SAT MIDNIGHT*

FREE
SUNDAYS

SAME RATES

First 30 mins.: FREE

Per hour: 50 cents

*2-HR ZONES WILL BE ENFORCED
24 HOURS PER DAY



WHERE CAN I FIND FREE PARKING?

- County Garage on Intendencia (after 5pm)
- Harbourview Garage (after 5pm)
- Spring Street (on-street parking)

MONTHLY PERMITS

DON'T WANT TO WORRY
ABOUT PAYING FOR PARKING
EVERY TIME?

Get your permit today at:
pensacolapermits.com



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APP AT PARKPENSACOLA.COM**

PENSACOLA
FLORIDA'S FIRST & FUTURE



City of Pensacola

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Memorandum

File #: 21-00358

Parking Committee

4/15/2021

SUBJECT:

Parking Financial Report

Revenue	Budget	Period 1	Period 2	Period 3	Period 4	YTD Ttl	YTD Variance to
Title							
Dumpster Loan Repayment	\$ 6,000	\$ 1,500	\$ 1,500			\$ 3,000	\$ 3,000.00
Parking Fines / Citations	\$ 375,796	\$ 59,780	\$ 126,080			\$185,860	\$189,935.99
Parking Lot - N. Palafox	\$ 36,826	\$ 1,262	\$ 4,091			\$ 5,353	\$ 31,473.16
Parking Lot - Tarragona	\$ 90,162	\$ 2,349	\$ 11,836			\$ 14,185	\$ 75,977.45
Parking Garage - County	\$ 31,564	\$ -	\$ -			\$ -	\$ 31,564.00
Parking Garage - Jefferson	\$ 460,412	\$ 17,801	\$ 31,510			\$ 49,311	\$411,100.87
Parking Meters-Paystations	\$ 153,898	\$ 22,183	\$ 33,686			\$ 55,869	\$ 98,028.75
Parking Meters - Platform	\$ 51,746	\$ 22,033	\$ 10,019			\$ 32,052	\$ 19,694.06
On Street Dumpster Placement	\$ 1,500	\$ 280	\$ 4,195			\$ 4,474	\$ (2,974.10)
Boat Launch Fees	\$ -	\$ 73	\$ 957			\$ 1,030	\$ (1,030.24)
Miscellaneous	\$ -	\$ -	\$ 73			\$ 73	\$ (72.90)
Special Item - Carry Over From DIB	\$ -	\$ 38,626	\$ -			\$ 38,626	\$ (38,626.21)
Totals	\$ 1,207,904	\$ 165,886	\$ 223,947	\$ -	\$ -		
Expenditures	Budget	Period 1	Period 2	Period 3	Period 4	YTD Ttl	YTD Variance to Budget
Title							
Personnel Services	\$ 493,450	\$ 60,476	\$ 80,463			\$140,939	\$ 352,511
Operating Expenses	\$ 651,954	\$ 102,833	\$ 75,849			\$178,682	\$ 473,272
Capital Outlay	\$ 22,500	\$ -	\$ 7,817			\$ 7,817	\$ 14,683
Non-Operating	\$ 40,000	\$ 10,000	\$ 20,000			\$ 30,000	\$ 10,000
Totals	\$ 1,207,904	\$ 173,309	\$ 184,129	\$ -			
Variance		\$ (7,422.65)	\$ 39,818.31	\$ -	\$ -		\$ 32,395.66

CITY OF PENSACOLA

BY FUND Revenue Comparison

2020 to 2021
Up to Period 13

	2021 Orig Budget	2021 Budget	Budget Diff	2021 Revenue	2020 Revenue	Rev Diff	Percent
343491 DUMPSTER LOAN REPAYMENT	0.00	6,000.00	6,000.00	3,000.00		3,000.00	
344123 PARKING FINES/CITATIONS	0.00	375,796.00	375,796.00	185,860.01		185,860.01	
344510 PARKING LOT-NORTH PALAFOX	0.00	36,826.00	36,826.00	5,352.84		5,352.84	
344520 PARKING LOT-TARRAONA ST (UWF)	0.00	90,162.00	90,162.00	14,184.55		14,184.55	
344530 PARKING GARAGE-COUNTY (2 GARAGES)	0.00	31,564.00	31,564.00	0.00		0.00	
344540 PARKING GARAGE-JEFFERSON ST	0.00	460,412.00	460,412.00	49,311.13		49,311.13	
344550 PARKING METERS-PAYSTATIONS	0.00	153,898.00	153,898.00	55,869.25		55,869.25	
344560 PARKING METERS-ON STREET PLATFORM	0.00	51,746.00	51,746.00	32,051.94		32,051.94	
344599 PARKING ON STREET DUMPSTER PLACEMENT	0.00	1,500.00	1,500.00	4,474.10		4,474.10	
347217 BOAT LAUNCH FEES	0.00	0.00	0.00	1,030.24		1,030.24	
369901 MISCELLANEOUS REVENUE	0.00	0.00	0.00	72.90		72.90	
393004 SPECIAL ITEM - PARKING TRANSFER TO CTY	0.00	0.00	0.00	38,626.21		38,626.21	
Fund 112 TOTAL:	0.00	1,207,904.00	1,207,904.00	389,833.17		389,833.17	
GRAND TOTAL:	0.00	1,207,904.00	1,207,904.00	389,833.17		389,833.17	

Selection Criteria:
Fund: All Funds
Account: All Accounts
Period: 13
Year: 2021

CITY OF PENSACOLA
EXPENDITURE COMPARISON REPORT
ALL FUNDS GROUPING

ACCOUNTING PERIOD: 13/21

FY 2021

FY 2020

ACCOUNT	-----TITLE-----	REVISED BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YTD ENC/EXP	AVAILABLE BALANCE	ORIGINAL BUDGET	YTD ENC/EXP	9/30 EXPENDITURES
9111	SALARIES	314,454.00	0.00	0.00	105,912.96	208,541.04	0.00	0.00	0.00
9118	MEDICARE PREMIUM	5,893.00	0.00	0.00	1,517.40	4,375.60	0.00	0.00	0.00
9119	ADDITIONAL REGULAR PAY	354.00	0.00	0.00	108.00	246.00	0.00	0.00	0.00
9120	SOCIAL SECURITY	16,962.00	0.00	0.00	6,488.32	10,473.68	0.00	0.00	0.00
9121	GROUP INSURANCE	66,492.00	0.00	0.00	11,621.85	54,870.15	0.00	0.00	0.00
9122	REPLACEMENT BENEFIT PGM	1,716.00	0.00	0.00	0.00	1,716.00	0.00	0.00	0.00
9123	DISABILITY/SURV INSURANCE	368.00	0.00	0.00	0.00	368.00	0.00	0.00	0.00
9125	EXTRA PERSONNEL SERVICES	40,050.00	0.00	0.00	4,688.16	35,361.84	0.00	0.00	0.00
9133	FLORIDA RETIREMENT SYSTEM	49,161.00	0.00	0.00	10,602.10	38,558.90	0.00	0.00	0.00
SUBTOTAL PERSONNEL SERVICES		495,450.00	0.00	0.00	140,938.79	354,511.21	0.00	0.00	0.00
9331	OFFICE SUPPLIES	5,052.00	0.00	0.00	6.19	5,045.81	0.00	0.00	0.00
9332	OPERATING SUPPLIES	6,435.00	0.00	0.00	817.92	5,617.08	0.00	0.00	0.00
9333	REPAIRS & MAINTENANCE	161,400.00	0.00	0.00	9,668.10	151,731.90	0.00	0.00	0.00
9334	SMALL TOOLS & MINOR EQUIP	9,670.00	0.00	0.00	2,146.97	7,523.03	0.00	0.00	0.00
9335	PROFESSIONAL SERVICES	25,410.00	0.00	8,000.00	16,143.10	9,266.90	0.00	0.00	0.00
9336	COMMUNICATION	25,000.00	0.00	0.00	6,626.06	18,373.94	0.00	0.00	0.00
9337	TRANSPORTATION	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00
9338	ADVERTISING	43,200.00	0.00	0.00	1,500.00	41,700.00	0.00	0.00	0.00
9339	POSTAGE	500.00	0.00	0.00	200.94	299.06	0.00	0.00	0.00
9340	PRINTING & BINDING	3,300.00	0.00	0.00	500.08	2,799.92	0.00	0.00	0.00
9342	TRAINING	1,100.00	0.00	0.00	43.35	1,056.65	0.00	0.00	0.00
9343	DUES, SUBS, & MEMBERSHIPS	2,750.00	0.00	0.00	0.00	2,750.00	0.00	0.00	0.00
9345	MAINT & REPR OF VEHICLES	3,600.00	0.00	0.00	1,504.61	2,095.39	0.00	0.00	0.00
9346	LIABILITY INSURANCE	18,300.00	0.00	0.00	5,287.19	13,012.81	0.00	0.00	0.00
9347	UTILITIES	16,234.00	0.00	0.00	8,166.27	8,067.73	0.00	0.00	0.00
9348	FUELS & LUBRICANTS	4,400.00	0.00	0.00	1,440.70	2,959.30	0.00	0.00	0.00
9349	CLOTHING SUPPLIES	700.00	0.00	0.00	488.40	211.60	0.00	0.00	0.00
9357	OTHER CONTRACTUAL SERVICE	270,454.00	0.00	2,250.00	113,029.90	157,424.10	0.00	0.00	0.00
9360	MISCELLANEOUS	3,000.00	0.00	0.00	1,199.07	1,800.93	0.00	0.00	0.00
9361	UNCLASSIFIED	46,392.00	0.00	0.00	8,385.97	38,006.03	0.00	0.00	0.00
9371	NON-CAPITALIZED COMPUTERS	1,557.00	0.00	0.00	1,526.90	30.10	0.00	0.00	0.00
SUBTOTAL OPERATING EXPENSES		649,954.00	0.00	10,250.00	178,681.72	471,272.28	0.00	0.00	0.00
9665	MACHINERY & EQUIPMENT	22,500.00	0.00	0.00	7,817.00	14,683.00	0.00	0.00	0.00
SUBTOTAL CAPITAL OUTLAY		22,500.00	0.00	0.00	7,817.00	14,683.00	0.00	0.00	0.00
9992	ALLOCATED OVERHEAD(COST RECO	40,000.00	0.00	0.00	30,000.00	10,000.00	0.00	0.00	0.00

CITY OF PENSACOLA EXPENDITURE COMPARISON REPORT ALL FUNDS GROUPING

ACCOUNTING PERIOD: 13/21

FY 2021

FY 2020

ACCOUNT	TITLE	REVISED BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YTD ENC/EXP	AVAILABLE BALANCE	ORIGINAL BUDGET	YTD ENC/EXP	9/30 EXPENDITURES
SUBTOTAL, NON-OPERATING		40,000.00	0.00	0.00	30,000.00	10,000.00	0.00	0.00	0.00
REPORT TOTAL		1,207,904.00	0.00	10,250.00	357,437.51	850,466.49	0.00	0.00	0.00

Report Criteria:

Account Type = "E"

Level 5 >= "9100"

Grouping = ALL FUNDS

Fiscal Year = 2021

Period <= 13

Fund = 112

Cost Center = All Cost Centers

Accounts = All Accounts

Encumbrances = Including Encumbrances