

# January 10, 2019 Board Meeting Agenda



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|-------|---|---------|
| I.    | Call to Order/Welcome of Guests   | Frazier |
| II.   | Approval of Minutes of December 13, 2018 LPA Board Meeting<br><i>Board Action Required</i>                              | Frazier |
| III.  | Update on ED Activities<br>A. Executive Director Reports<br>B. Operational Reports                                      | Means   |
| IV.   | Present LPA and LEXPARK November 2018 Financial Reports<br>and Schrader Commercial Reports                              | Means   |
| V.    | Adoption of Diversity Statement<br><i>Board Action Required</i>   | Frazier |
| VI.   | 10-Year Parking Analysis – Update   | Means   |
| VII.  | On-Street<br>A. Meter Rate Increase – Communications Strategy Update  | Means   |
| VIII. | Off-Street (Garages)<br>A. Broadway Shoppes – Leasing Update<br>B. Garage Updates<br>C. Transit Garage Gateless Project | Means   |
| IX.   | Comments<br>Comments from Commissioners/Advisory Committee Members  | Frazier |
| X.    | Closed Session per KRS 61.810   | Frazier |

**Next Meeting: February 14, 2019**



Mayor Jim Gray  
Lexington-Fayette Urban County Government  
LEXINGTON & FAYETTE COUNTY PARKING AUTHORITY

**BOARD MEETING MINUTES**

**December 13, 2018**

**Called to order:** 10:00 a.m. by James H. Frazier, III, Chair

**Location:** 110 West Vine Street, Lexington KY 40507

**Voting Members:** Kenton Ball  
Dee Dee Harbut  
Wayne Masterman  
Bill O'Mara

**Executive Director:** Gary Means

**LFCPA Staff:** Kara Pearson, Linden Smith, and Edward Trammell  
Lexington & Fayette County Parking Authority

**Guests:** Chris Goodson, Lanier  
Justin Hubbard, DDAF  
Justin Jun, Lanier  
Steven Taff, Lanier

**Item 1 – Call to Order:**

Chairman James H. Frazier noted the attendance of the members; hence quorum was reached, and he called the meeting to order.

**Item 2 – Approval of the November 8, 2018 Meeting Minutes**

Mr. Ball makes a motion to approve the minutes as presented. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

**Item 3 – Approval of the November 26, 2018 Specially Called Meeting Minutes**

Mr. Ball makes a motion to approve the minutes as presented. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

**Item 4 – Update on ED Activities**

*A. Executive Director Report*

Mr. Means presents the November 2018 Executive Director Report.

*B. Operational Reports*

Mr. Means presents the November 2018 operations reports. Paid legal meter occupancy trended upward over the course of the year. The percentage of citations paid is back up to 76% and continues to increase. The value of bagged meters has been strong. Vehicles booted increased. Void rates continue to fall below industry standards. Courthouse is now the only LPA garage not on a waitlist for monthly parking.

### **Item 5 – October 2018 Financial Reports**

Mr. Means presents the October 2018 financials. On-Street meter revenues are ahead of budget for the month, and slightly under budget for the year. Citation revenue is under budget for the month and year. Monthly parking is strong in both the On-Street and Off-Street categories. On the LPA financial report, meter collections show a large variance due to the \$76K payment from CORE Spaces. Garage monthly billings are at \$112K per month, which exceeds budget. Event revenue is exceeding budget. All revenues are \$84K over budget, but \$76K of that is due to the CORE Spaces payment. Operating expenses are under budget for the month and year. Credit card fees are under budget for Off-Street and over budget for On-Street. Mr. Means attributes this to the use of credit cards at meters and pay by phone app usage. The total change in net position is ahead of budget but there are upcoming CAMP expenses. Mr. O'Mara makes a motion to approve the October 2018 financial reports. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

### **Item 6 – 2019 Board Meeting Schedule**

Mr. Masterman makes a motion to accept the proposed 2019 schedule. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

### **Item 7 – On-Street**

#### *A. Meter Rate Increase – Communications Strategy Update*

Mr. Means informs the Commissioners that the launch date for meter rate increases has been pushed back to allow proper communication to LFUCG Council and the public. Mr. O'Mara suggests March 1, as Council is currently on break. Mr. Means presents a draft of a press release. By consensus, the Commissioners agree that a condensed version would be better, and that the information in the final two paragraphs should be moved to a more prominent position.

### **Item 9 – Off-Street**

#### *A. Broadway Shoppes*

Mr. Means presents a status on the Broadway Shoppes, which have two tenants in arrears on rent and electric to the amount of \$10K. By consensus, the Commissioners direct LPA staff to ask Schrader Commercial to hold all tenants to the terms of their lease and use any appropriate action that would be used in any other commercial agreement.

#### *B. Garage Updates*

Mr. Trammell reports that CAMP work at Victorian Square is nearly complete. RAM Construction has moved on to Transit Center. The bid for MEP repairs received no bids so RAM has agreed to expand their scope and act as general contractor. RAM will begin CAMP repairs at Courthouse Garage next, which will be billed separately due to the capitol expense agreement with the AOC.

#### *C. Transit Center Gateless Project*

Mr. Means informs the Commissioners that the project is at the midway point. Installation of equipment and collection of license plate information are ongoing.

Mr. Means informs the Commissioners of a large acquisition of both Lanier Parking Systems and Impark, which owns Republic Parking.

Mr. Means asks the Commissioners about raising the gates at all facilities on MLK Day due to the events happening downtown that day. By consensus, the Commissioners agree.

Mr. Ball makes a motion to go into closed session per KRS 61.810. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

Mr. Masterman makes a motion to exit closed session. Mr. Ball seconds. The vote was unanimous, and the motion carried.

There being no further business brought before the Board, the meeting adjourned at noon.



December 28<sup>th</sup>, 2018  
**Lexington & Fayette County  
 Parking Authority  
 Executive Directors Report  
 December 2018**



### **Accomplishments**

- Was asked by PayByPhone to co-present in a Webinar with the Director of the Miami Parking Authority regarding our programs' recent technology advances
- The LPA Board of Commissioners agreed to delay the meter rate increase, which will take place at some of the \$1/hr meters until March 1<sup>st</sup> which gives time meet with some stakeholders
- The LPA Board of Commissioners agreed to have all 4 garages be Free with gates up for Martin Luther Kind Day Monday January 21, 2019
- We wrapped up a very successful 2018 Food for Fines program bringing in over 7,000 cans and over 6,000 pounds of food during the four-week campaign
- The new fixed LPR cameras were installed at the Transit Center, gates were removed, and four new LUKE meters were installed on levels 3 and 7, East and West sides the final integrations with mobile payment, enforcement and billing will be completed in January

### **Meetings with LFUCG/LFCPA staff**

- Attended a LFUCG Shared Mobility Vehicle Advisory Committee meeting
- Along with Kara, met with the Schrader Realty team to discuss current tenants and future lease expiration dates
- Met with Kara to discuss our press releases and strategies
- Attended the December LPA board meeting
- Attended the LPA Year-end Holiday Luncheon
- LPA Staff breakfast and board meeting follow-up
- Met with CM Gibbs and several LFUCG executives regarding potential changes to the LFUCG 24hour towing ordinance
- Held regular weekly meetings for both On-Street and Garage operations with Republic Parking (LEXPARK) staff
- Held weekly "transition" calls with LPA, LEXPARK and Lanier corporate staff

### **Meetings with External Individuals/Groups**

- Attended a Town Branch Park Partners – Inclusion Report & Recommendations Review meeting
- Ed and I met with Kent King of Signature Controls to hear updates on their PARCS technology offerings and integrations

- Conference call with BB&T loan expert regarding possible approaches to loan term length, fixed and variable rate options
- PayByPhone webinar rehearsal
- Along LPA Board Chair Jim Frazier held a UK, LFUCG Land Swap meeting with various officials to discuss future impact to the LPA
- Co-presented a PayByPhone sponsored Webinar with the Director of the Miami Parking Authority regarding our respective program's recent technology advances
- Phone call with Justin Hubbard of DDAF regarding a proforma and projections spreadsheet we are working on for the LPA Board of Commissioners
- Met with Partners for Youth Director, Briana Persley regarding their parking validation needs
- Phone call with Robert Harrison with the US Federal Building about an upcoming renovation project at the Federal Bldg. and the parking needs during that time
- Attended the High Street YMCA December Finance Committee meeting
- Ed, Juan Lewis and I participated in an online presentation from Scheidt & Bachmann regarding their vision of the future of their PARCS systems
- Bi-Monthly project calls with SpotHero on roll out of new on-line reservation system, signage and marketing the program

### **Future Goals and Planned Activities**

- Continue working on transitioning the Transit Center garage from a gated to gateless facility with enforcement integrations
- Continue working on recommendations from the Kimley-Horn Operations and Best Practices Audit
- Work with CDP Engineers and LFUCG to implement water quality improvements at the Helix using LFUCG \$240k grant
- Continue working on 10 year "Asset Management" Plan
- Re-start process to submit the Helix on Main for the Green Garage Certification now called ParkSmart Certification and is under the US Green Building Council
- Implement recommendations from Walker's 10-Year Analysis
- Continue to market the pay-by-phone program
- Continue to focus on the use of social media such as Twitter and Facebook to help get the positive word out about **LEXPARK**
- Continue planning media releases and related marketing information
- Continue holding weekly operations meetings with **LEXPARK** staff
- Attend various board and committee meetings that I serve on
- Continue meeting with various LFUCG departments as needed
- Continue meeting with the Downtown Lexington Partnership as needed
- Meet with Individuals and groups regarding the Parking Authority
- Work on agreed upon LFCPA goals

LFCPA and LEXPARK Key Performance Indicators

User-input variable cells.

Totals for underlying cells.

CUSTOMER SUPPORT, PUBLIC OUTREACH and SERVICE PROVISION

Unique Visitors to Website	2,385	2,291	2,401	2,482	2,218	2,481	2,260	3,181	2,694	2,954	2,666	2,470	30,483	2,540.3	N/A	2,538.4
LEXPARK Walk-In Customers	473	579	574	581	590	593	601	650	657	655	667	676	7,296	608.0	N/A	554.1
LEXPARK Telephone Inquiries (Total)	1802	1850	1821	1955	1909	1907	1912	1907	1894	1893	2013	1997	22860	1905	100%	196
Reporting Inoperative Meters	161	174	166	186	143	139	135	133	127	133	126	123	1746	146	8%	18
LUKE	50	48	42	50	43	39	41	43	40	42	40	42	520	43	2%	5
IPS	62	86	74	77	61	58	55	50	61	59	53	50	746	62	3.3%	6
POM	49	40	50	59	44	42	39	40	32	32	33	31	491	41	2%	5
Enforcement Complaint	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0
Other Inquiry including payments/ Just payments	558	560	551	645	635	641	653	659	661	663	659	657	7542	629	33%	60
Pay by Phone questions or issues	72	99	96	101	98	101	98	95	91	89	91	94	1125	94	5%	8
After 5 Parking questions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0
Wrong Way Parking	20	30	25	32	32	29	27	24	20	17	14	11	281	23	1%	1
Garages	991	987	983	991	996	997	999	996	989	991	997	989	11906	992.2	52%	903.1

TOTAL CONTACTS	29	29	36	23	24	29	24	37	23	37	25	21	337	28.1	100%	25.1
Business Association Meetings Attended	17	15	23	15	10	21	11	15	15	21	14	9	186	15.5	55%	12.1
Neighborhood Association Meetings Attended	1	1	1	0	1	1	1	3	0	1	0	0	10	0.8	3%	1.1
Number of Merchants Visited	4	3	2	2	3	1	0	3	2	5	3	4	32	2.7	9%	3.1
Number of Institutional and/or Public Official Meetings	7	10	10	6	10	12	16	16	6	10	8	8	109	9.1	32%	9.1

Number of Parking Customers Contacted (Intercept surveys, survey document responses) (Analyst)	1	2	0	1	1	2	1	1	0	0	2	2	13	1.1	N/A	0.1
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Parking Meter In-Service Rates (% of time)	99.9%	99.8%	99.9%	99.8%	99.9%	99.9%	99.9%	99.8%	99.9%	99.7%	99.7%	99.8%	N/A	99.8%	N/A	99.7%
Single-Space Meters	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.8%	99.9%	99.9%	99.8%	N/A	99.9%	N/A	99.9%
Multi-Space Meters																

Average Response Time to Address Meter Complaint (Hours)	1.16	2.02	2.42	1.09	2.12	1.56	1.15	1.08	1.09	2.73	2.46	1.51	N/A	1.7	N/A	2.1
Single-Space Meters (POM)	2.24	2.95	1.79	2.25	1.77	1.31	2.04	2.54	2.29	2.52	3.13	1.9	N/A	2.2	N/A	4.1
Single-Space Meters (IPS)	1.29	1.15	2.47	0.99	1.27	0.74	1.03	0.9	1.77	3.18	2.33	3.68	N/A	1.7	N/A	2.1

Number of Citation Appeal Hearings	22	21	24	17	55	39	26	30	34	37	28	8	341	28.4	100%	25.4
Number of Citations Dismissed or Reduced to Warning	8	8	11	14	35	16	14	5	13	19	14	0	157	13.1	46%	10.1
Number of Requested Citation Administrative Appeals	139	122	132	218	240	224	151	306	211	206	208	131	2288	190.7	100%	171.1
Number of Citations Administratively Dismissed or Reduced to Warning	51	49	58	146	180	127	96	152	114	110	114	58	1255	104.6	55%	81.1

PARKING MANAGEMENT EFFECTIVENESS

Number of Parking Activity Surveys Conducted (TOTAL)	47	47	47	47	47	47	47	47	47	47	47	47	564	47.0	100%	47.1
Parking Occupancy and Availability	46	46	46	46	46	46	46	46	46	46	46	46	552	46.0	98%	46.1
Parking Turnover	1	1	1	1	1	1	1	1	1	1	1	1	12	1.0	2%	1.1
Downtown Meter Turnover Rate	219%	217%	190%	247%	212%	225%	177%	195%	213%	231%	222%	181%	N/A	210.8%	N/A	208.3%
Parking Vacancy Rate in Neighborhoods	56%	63%	63%	62%	64%	76%	77%	67%	59%	57%	59%	65%	N/A	64.0%	N/A	60.3%
Meter Occupancy Rate by Survey	49%	53%	55%	51%	34%	41%	42%	47%	49%	49%	43%	41%	N/A	46.2%	N/A	48.3%
Paid Legal Meter Occupancy Rate by Meter Revenue	42.8%	52.6%	49.9%	52.7%	45.5%	40.8%	40.0%	45.0%	49.7%	50.8%	51.0%	46.2%	N/A	47.2%	N/A	41.8%
Safety Zone Violation Rate	6.0%	10.5%	5.0%	6.6%	8.8%	6.90%	7.1%	13.5%	8.3%	8.6%	9.3%	9.70%	N/A	8.4%	N/A	7.2%
Loading Zone Violation Rate	2.1%	2.1%	2.2%	2.3%	1.7%	2.1%	1.9%	2.1%	1.4%	1.4%	1.9%	1.7%	N/A	1.9%	N/A	2.1%

PARKING OPERATIONS EFFICIENCY

Number of Parking Violation Surveys Conducted	30	30	30	30	30	30	30	30	30	30	30	30	360	30.0	100%	30.1
Violation Capture Rate (Meters & RPP)	31%	34%	32%	27%	35%	27%	54%	30%	36%	35%	43%	38%	N/A	35%	N/A	36%
Total Net Patrol Hours	854	711	692	697	565	740	584	828	596	752	715	628	8,362	697	N/A	86
Average Net Patrol Hours per Officer	142	118	138	116	141	123	117	138	119	125	119	105	N/A	125	N/A	14
Number of Letters Mailed	2,957	2,936	3,014	3,352	2,853	3,015	1,629	1,676	1,585	2,308	3,057	2,966	31,348	2,612	N/A	3,116
Total Amount Due from Top 20 Scottflaws	\$9,860	\$9,850	\$10,025	\$10,240	\$9,243	\$9,435	\$9,205	\$9,335	\$9,430	\$9,360	\$9,450	\$9,730	N/A	\$9,597	N/A	\$9,44
Parking Ticket Collection Rate (1-year running average)	80.19%	80.27%	81.00%	80.40%	80.93%	79.77%	79.57%	78.71%	78.37%	77.41%	77.22%	77.57%	N/A	79.3%	N/A	78.3%

Note Jan-18 Feb-18 Mar-18 Apr-18 May-18 Jun-18 Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Standard TOTAL AVERAGE Percent of Total CY 2017 AVERAGE

LFCPA and LEXPARK Key Performance Indicators

User-input variable cells.

Totals for underlying cells.

89

REVENUE STREAM INTEGRITY and SECURITY												TOTAL	AVERAGE	Percent of Total																				
Note												Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18											
<b>Field Inspections (with Contact)</b>																																		
Canister Integrity												5	6	7	5	6	7	7	6	5	7	6	7	4	3	68	5.7	100%						
Maintenance												0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0.3	4%						
Collections												0	0	2	1	1	1	0	2	1	1	2	1	2	0	10	0.8	15%						
Enforcement												1	1	2	1	1	0	0	0	1	1	0	0	0	0	7	0.6	10%						
Coin Counting Observations												2	2	0	1	2	3	2	2	1	2	2	2	2	2	21	1.8	31%						
												2	3	3	2	2	3	3	2	2	2	2	2	2	27	2.3	40%							
<b>Field Observations (Covert)</b>																																		
Vehicle Integrity												9	10	9	11	11	12	13	8	7	6	9	10	115	10.3	100%								
Maintenance												1	2	1	2	2	2	1	1	1	1	1	1	17	1.4	15%								
Collections												2	3	3	3	3	4	4	3	3	3	3	2	31	2.6	27%								
Enforcement												3	1	3	2	3	2	4	2	1	1	2	2	26	2.2	23%								
												3	4	2	4	3	4	4	2	3	3	3	4	41	3.4	36%								
<b>Revenue Control Discrepancies Noted</b>																																		
Seal Integrity												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lock Integrity												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Canister Integrity												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Key Integrity (e.g., not on locked ring, belt, etc.)												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Unlocked Vehicles												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incomplete Coin Room Record												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incomplete Key Control Documentation												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Failure to Notify of Location												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Customer Satisfaction</b>																																		
Number of Parkers Responding												1	2	0	3	1	2	2	1	1	1	0	0	0	0	15	1	N/A						
Positive Response												1	1	0	1	1	0	0	1	0	1	0	0	0	6	0.5	N/A							
Negative Response												0	1	0	1	0	2	2	0	1	0	0	0	0	8	1	N/A							
Specific Complaints												0	1	0	1	0	0	0	0	0	0	0	0	0	2	0	0	N/A						
<b>Revenue Tests</b>																																		
Number of Single-Space Meters Planted												0	0	0	0	0	0	1	0	1	0	1	1	0	3	0.3	N/A							
Value Planted																		\$0.50							\$1.35	\$0.45	N/A							
Value Recovered																		\$0.80							\$1.65	\$	0.55	N/A						
Number of Multi-Space Meters Planted												0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Value Planted																																		
Value Recovered																																		
<b>Average Meter Payment and Average Length of Stay</b>																																		
Average Meter Payment (LUKE & IPS)												\$0.96	\$0.99	\$0.99	\$1.00	\$0.89	\$0.89	\$0.88	\$0.89	\$0.97	\$1.02	\$1.03	\$0.94	N/A	\$0.95	N/A	N/A							
4 Hour Meters - Average Length of Stay (in minutes)												126	131	131	132	125	125	125	126	130	122	117	108	N/A	125	N/A	N/A							
2 Hour Meters - Average length of stay (in minutes)												45	44	45	44	44	44	43	44	42	44	46	45	N/A	44	N/A	N/A							
<b>Credit Card Usage</b>																																		
LUKE (Percent of transactions)												68.3%	73.0%	72.0%	75.0%	67.0%	66.0%	64.0%	64.0%	71.0%	67.5%	66.9%	60.0%	N/A	67.9%	N/A	N/A							
Average CC transaction												\$2.17	\$2.21	\$2.18	\$2.20	\$2.21	\$2.33	\$2.33	\$2.33	\$2.24	\$2.18	\$2.12	\$1.36	N/A	215.5%	N/A	N/A							
IPS (Percent of transactions)												18.5%	18.5%	19.0%	18.6%	18.7%	17.4%	17.1%	17.9%	18.1%	18.7%	20.3%	33.0%	N/A										
Average CC transaction												\$1.34	\$1.31	\$1.34	\$1.33	\$1.33	\$1.33	\$1.33	\$1.32	\$1.34	\$1.36	\$1.36	\$2.00	N/A										
<b>Meter Occupancy Rates by Zones</b>																																		
Low 0-30% (9,12,13)												28%	30%	35%	28%	13%	32%	19%	20%	23%	27%	20%	25%	N/A	25.0%	N/A	N/A							
Medium 30-60% (1,2,3,5,6,7,10,11,14,15,16)												48%	55%	54%	54%	36%	38%	47%	53%	49%	50%	46%	42%	N/A	47.7%	N/A	N/A							
High 60% or more (4,8)												89%	71%	76%	66%	70%	70%	63%	67%	63%	56%	57%	60%	N/A	67.3%	N/A	N/A							



**LEXARK** On-Street By The Numbers FY18

CATEGORY	Current												Ave. FY18	Ave. FY17	Ave. FY16	Ave. FY15
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18				
Number of Violations Cited	3,594	3,358	3,499	3,863	2,709	3,374	2,846	5,101	3,808	4,134	3,497	3,232	3,585	3,587	3,587	3,883
Number of Actual Citations (excludes voids & warnings)	3,188	3,075	3,184	3,551	2,525	3,096	2,660	4,477	3,511	3,717	3,263	2,926	3,264	3,312	3,373	3,404
Value of Actual Citations	\$68,810	\$68,235	\$77,615	\$154,905	\$75,305	\$84,085	\$70,255	\$117,485	\$91,755	\$87,460	\$86,405	\$78,160	88,373	\$74,589	\$75,350	\$77,587
Number of Citations Paid	2,576	2,593	2,806	2,504	2,302	2,198	2,023	2,915	2,373	2,759	2,495	2,502	2,504	2,499	2,609	2,556
Percentage of Citations Paid	80.80%	84.33%	88.13%	70.52%	91.17%	70.99%	76.05%	65.11%	67.59%	74.20%	76.50%	85.50%	78%	76%	78%	75%
Value of Citations Paid	\$69,195	\$70,460	\$77,415	\$74,155	\$72,137	\$61,011	\$55,895	\$78,840	\$65,099	\$77,497	\$74,206	\$75,122	\$70,919	\$65,630	\$68,709	\$68,744
Number of Warnings Issued	276	226	142	244	137	209	129	548	244	251	201	270	240	362	190	397
Number of Voids	100	69	81	79	54	75	59	87	49	52	49	45	67	74	47	81
Percentage of Citations that were Voids	2.8%	2.1%	2.3%	2.0%	2.1%	2.4%	2.1%	1.7%	1.3%	1.3%	1.4%	1.4%	2%	1.9%	1.4%	2.1%
Meter Revenue Collected	\$87,751	\$93,972	\$95,944	\$98,948	\$93,492	\$76,299	\$75,035	\$88,357	\$88,650	\$103,487	\$90,263	\$73,453	\$88,804	\$82,470	\$71,729	\$81,800
Average Meter Revenue Collected per Work Day	\$4,618	\$5,873	\$5,996	\$5,820	\$5,194	\$4,769	\$4,169	\$3,842	\$2,955	\$4,499	\$4,103	\$3,339	\$4,598	\$3,982	\$3,607	\$3,736
Number of RPP's Sold	35	37	27	83	32	91	700	916	108	59	31	17	2,136	1,739	1,657	1,652
Value of RPP Permits	\$350	\$370	\$270	\$830	\$320	\$910	\$7,000	\$9,160	\$1,080	\$590	\$310	\$170	\$1,780	\$1,449	\$1,381	\$2,751
Monthly Permit Revenue	\$7,483	\$5,164	\$6,341	\$6,417	\$8,510	\$4,028	\$5,111	\$5,570	\$5,645	\$6,194	\$6,419	\$3,643	\$5,877	\$5,741	\$3,706	\$6,086
Value of Bagged Meters	\$9,133	\$5,768	\$10,001	\$9,286	\$7,802	\$26,273	\$11,721	\$3,169	\$8,808	\$15,125	\$11,266	\$8,260	\$10,551	\$2,795	\$6,047	\$2,600
Number of New Meters Added	0	7	0	-1	0	-2	-3	8	3	0	-1	1	1	4	0	1
Number of Single Space Meters	943	950	948	947	948	946	943	955	955	889	855	867	929	901	870	885
Number of Multi-space Meters	37	37	37	37	37	36	36	36	36	38	42	43	38	35	33	35
Number of Metered Spaces	1269	1276	1274	1273	1274	1272	1,269	1,277	1,280	1,271	1,270	1,269	1,273	1,173	1,123	1,154
Vehicles Booted	49	40	59	40	59	23	25	40	16	48	57	40	41	37	37	38
Amount of Booting Fees	\$3,600	\$3,240	\$4,320	\$2,700	\$4,500	\$1,980	\$2,205	\$2,970	\$1,744	\$3,420	\$4,320	\$2,700	\$3,142	\$3,303	\$2,880	\$3,381
<b>Total Revenue Collected</b>	<b>\$177,511</b>	<b>\$178,974</b>	<b>\$194,291</b>	<b>\$192,336</b>	<b>\$186,760</b>	<b>\$170,500</b>	<b>\$156,967</b>	<b>\$188,066</b>	<b>\$171,026</b>	<b>\$206,313</b>	<b>\$186,783</b>	<b>\$163,348</b>	<b>\$181,073</b>	<b>\$161,388</b>	<b>\$154,452</b>	<b>\$165,361</b>

## LEXPARK VOID SUMMARY

### Voided Citations By Officer

FY'18	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
Issuing Officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2008												
2120						15						
2013			1	7	1	1	2	4	3	1	1	1
2038			1									
2007												
2034												
2026			1									
2057												
2017		2										
2058		1										
2052												
2054					2							
2069												
2074		1		1				2				
2027												
2081	3	5		10	10			16	6		9	
2111	7	3										
2103	11	9	3							1		
2104	1											
2081			10			14	16			10		6
2082	11	16	16	13	15	10	7	13	8	3	4	4
2109	16	10	7	10	1	6	1	1			1	
2114												
2115	32	19	27	10	1					4		
2117				15		11	1	1		1		
2030				1	22							
2060												
2094	1											
2095												1
2119						18	16	7	10	16	11	7
2097	18	3	15	8	2			1		2		
2098				3								
2088				1								
2122							2	26	11	3	1	7
2120							14	15	11	6	13	8
2105												
2124												9
2125												1
% Voids	2.8%	2.1%	2.3%	2.0%	2.0%	2.2%	2%	1.70%	1.29%	1%	1%	1%
Total	100	69	81	79	54	75	59	87	49	52	40	44
Total Citations	3594	3358	3499	3863	2709	3374	2660	5,101	3,808	4255	3497	3498

### Voided Citations Summary By Reason

FY'18	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
Void Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Administrative	22	14	19	14	8	7	10	22	14	18	8	8
Ambiguous Mrkg /Missing Sign		2		5								1
Customer Walk Up	1		2		1	1	4		3		1	2
Duplicate	4	3	1	1		4	3	5	6	2	3	2
Meter Malfunction	2		2				1	1	1	3	1	1
Pay By Phone	43	31	35	37	32	49	28	39	19	20	24	23
Officer Error	27	18	20	22	12	13	11	17	6	8	11	6
Test												2
Visitor			1				1					
Printer Error										1		
Paid Other Luke	1		1			1	1	3			1	
Void By Client Directive		1			1							
Total	100	69	81	79	54	75	59	87	49	52	49	45



# Citations Aging Report

## Five-Year Report Ending January 1, 2019

Category	1-30	31-60	61-90	91-120	121-180	6M-1Y	1Y-2Y	2Y-3Y	3Y-4Y	4Y	Totals
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**TOTALS**

Count	1,544	1,054	1,088	1,106	2,067	3,678	7,938	9,009	8,205	582	36,271
Dollar Amt	\$53,805.00	\$42,340.00	\$41,500.00	\$45,605.00	\$86,066.00	\$172,505.00	\$299,362.52	\$350,784.50	\$320,261.00	\$22,970.00	\$1,435,199.02



12

# Citations Aging Report

## Five-Year Report Ending December 1, 2018

Category	1-30	31-60	61-90	91-120	121-180	6M-1Y	1Y-2Y	2Y-3Y	3Y-4Y	4Y	Totals
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**TOTALS**

Count	1,820	1,314	1,135	1,242	1,652	3,518	8,030	9,059	8,125	617	36,512
Dollar Amt	\$60,995.00	\$48,829.00	\$46,450.00	\$51,896.00	\$67,995.00	\$162,985.00	\$304,242.52	\$352,244.50	\$317,351.00	\$26,225.00	\$1,439,213.02

**Aged Balances - 6177-54 Victoria Square Garage**  
Ending Balances as of 1/2/2019

Account	Current	30 Days	60 Days	90 Days	Total Due	
56428 GARMER	\$210.00	\$210.00	\$0.00	\$0.00	\$420.00	CALLED
<b>Report Totals</b>	<b>\$210.00</b>	<b>\$210.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$420.00</b>	

**Aged Balances - 6177-55 Helix Garage**  
Ending Balances as of 1/2/2019

Account	Current	30 Days	60 Days	90 Days	Total Due	
96305 GRAY CONSTRUCTION	\$1,500.00	\$1,570.00	\$0.00	\$0.00	\$3,070.00	CHECK BEING PROC
<b>Report Totals</b>	<b>\$1,500.00</b>	<b>\$1,570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,070.00</b>	

**Aged Balances - 6177-53 Transit Center Garage**  
Ending Balances as of 1/2/2019

Account	Current	30 Days	60 Days	90 Days	Total Due	
56330 GRAY CONSTRUCTION	#####	\$12,440.00	\$0.00	\$0.00	\$24,790.00	CHECK BEING PROC
<b>Report Totals</b>	<b>#####</b>	<b>\$12,440.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,790.00</b>	

**Aged Balances - 6177-56 Courthouse Garage**  
Ending Balances as of 1/2/2019

Account	Current	30 Days	60 Days	90 Days	Total Due	
59767 CABINET FOR HEALTH FAMILY	\$1,400.00	\$2,360.00	\$0.00	\$560.00	\$4,320.00	WILL EMAIL/CALL
96318 ROBERT HARRISON III	\$70.00	\$70.00	\$0.00	\$0.00	\$140.00	CARD IS BLOCKED
<b>Report Totals</b>	<b>\$1,470.00</b>	<b>\$2,430.00</b>	<b>\$0.00</b>	<b>\$560.00</b>	<b>\$4,460.00</b>	



PARIS

LANIER PARKING

# LEXPARK Garages By The Numbers (FY18)

CATEGORY	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 AVG.	2017 AVG.
Number of Monthly Card Holders Billed - VS	365	372	377	377	376	373	372	369	371	371	371	373	372	348
Number of Monthly Card Holders Billed - TC	1,105	1,109	1,113	1,115	1,122	1,116	1,123	1,110	1,127	1,121	1,113	1,108	1,115	759
Number of Monthly Card Holders Billed - CH	252	255	248	244	247	246	247	215	211	212	229	227	236	170
Number of Monthly Card Holders Billed - HX	330	331	329	349	358	363	372	360	387	379	381	382	360	147
Number of Total Spaces - VS (384) # Available for Monthly	10	3	0	0	0	0	0	0	0	0	0	0	1	
Number of Total Spaces - TC (777) # Available for Monthly	10	5	5	5	0	5	25	20	0	0	0	0	6	
Number of Total Spaces - CH (518) # Available for Monthly	5	5	10	15	10	10	33	30	27	26	25	20	18	
Number of Total Spaces - HX (389) # Available for Monthly	5	25	25	10	5	5	25	18	0	5	0	0	10	
Number of Special Events Worked - VS	13	7	6	7	6	4	3	4	5	6	7	18	7	8
Average Daily Transaction - VS	249	295	358	378	339	392	336	338	315	292	278	272	320	330
Average Daily Transaction - TC	67	86	106	105	94	114	73	103	87	107	92	33	89	12
Average Daily Transaction - CH	188	187	221	213	214	219	195	211	207	237	207	174	206	162
Average Daily Transaction - HX	437	465	510	494	484	513	497	478	389	511	437	399	468	413
Total Daily Transactions All Garages	27,260	28,924	34,626	34,570	33,930	37,170	34,173	35,069	30,011	35,566	30,413	27,239	32,413	27,416
Average Length of Stay - VS	2.2	2.2	2.4	2.2	2.2	2.3	2.3	2.1	2.1	2.3	2.6	2.6	2.3	1.8
Average Length of Stay - TC	3.9	3.8	3.9	3.9	3.9	3.9	3.9	4.0	3.9	3.8	3.4	3.8	3.8	2.7
Average Length of Stay - CH	2.2	2.2	2.2	2.0	2.2	2.3	2.1	1.5	2.0	2.1	2.2	2.1	2.1	1.8
Average Length of Stay - HX	1.3	1.4	1.5	1.4	1.4	1.6	1.4	2.0	1.5	1.4	1.7	1.5	1.5	1.0
Number of Validations Sold All Garages	4,551	636	1,877	2,322	2,320	3,105	2,756	1,904	691	2,473	2,533	1,105	2,189	1,244
Average Transaction Amount - VS	\$4.71	\$4.80	\$4.90	\$4.52	\$4.55	\$4.58	\$4.17	\$4.42	\$4.61	\$5.20	\$5.89	\$5.38	\$4.81	\$3.32
Average Transaction Amount - TC	\$9.96	\$9.79	\$9.17	\$9.39	\$9.19	\$8.75	\$10.03	\$9.61	\$9.75	\$9.31	\$9.53	\$9.60	\$9.51	\$3.98
Average Transaction Amount - CH	\$4.59	\$4.39	\$4.43	\$4.16	\$4.54	\$4.62	\$3.63	\$4.10	\$4.18	\$4.29	\$4.49	\$4.30	\$4.31	\$3.02
Average Transaction Amount - HX	\$3.08	\$3.04	\$3.20	\$2.87	\$2.79	\$3.13	\$2.59	\$3.03	\$3.94	\$2.97	\$2.91	\$2.97	\$3.04	\$1.77

**Lexington & Fayette County Parking Authority**  
**Statement of Net Position**

Substantially All Disclosures Omitted

	As Of 11/30/18	As Of 11/30/17	Variance 11/30/18
<b>Assets</b>			
Current Assets			
Cash	\$ 1,770,880	\$ 2,528,901	\$ (758,021)
Cash-Change Fund	12,099	12,000	99
Accounts Receivable	31,784	30,584	1,200
Prepaid Expenses	157,577	0	157,577
Restricted Cash & Cash Equivalents			
Cash-Restricted	0	2,005,141	(2,005,141)
Cash-US Bank-Sinking Fund Reserve	0	460	(460)
Cash-US Bank-Garage Maintenance Reserve	0	429,340	(429,340)
Cash-US Bank-Debt Service Reserve	0	448,518	(448,518)
Investments-BB&T-Restricted Cash	3,500,000	0	3,500,000
Investments-BB&T-Garage Maintenance Reserve	947,364	0	947,364
Investments-BB&T-Unrealized G/L	(1,023)	0	(1,023)
Investments-BB&T-Accrued Interest	30,211	0	30,211
Total Restricted Cash & Equivalents	<u>4,476,552</u>	<u>2,883,459</u>	<u>1,593,093</u>
Total Current Assets	<u>6,448,892</u>	<u>5,454,944</u>	<u>993,948</u>
Non-Current Assets			
Capital Assets			
Land	7,585,095	7,585,095	0
Parking Facilities & Improvements	10,794,871	10,688,236	106,635
Equipment & Furniture	2,021,006	2,028,809	(7,802)
Construction In Progress	174,047	8,730	165,316
Computer Software	10,850	10,850	0
Total Capital Assets	<u>20,585,869</u>	<u>20,321,720</u>	<u>264,149</u>
Less: Accumulated Depreciation	<u>(3,493,579)</u>	<u>(2,834,598)</u>	<u>(658,981)</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>17,092,290</u>	<u>17,487,122</u>	<u>(394,832)</u>
Total Non-Current Assets	<u>17,092,290</u>	<u>17,487,122</u>	<u>(394,832)</u>
<b>Total Assets</b>	<b><u>\$ 23,541,182</u></b>	<b><u>\$ 22,942,066</u></b>	<b><u>\$ 599,116</u></b>
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts Payable and Accrued Liabilities	\$ 146,256	\$ 160,107	\$ (13,851)
Compensated Absences	12,466	11,603	863
Deposits Payable	4,509	1,658	2,852
Note Payable	401,095	383,049	18,045
Total Current Liabilities	<u>564,326</u>	<u>556,417</u>	<u>7,909</u>
Non-Current Liabilities			
Note Payable	3,100,977	3,960,515	(859,538)
Compensated Absences	12,466	11,604	863
Deposits Payable	3,038	5,889	(2,852)
Total Non-Current Liabilities	<u>3,116,481</u>	<u>3,978,008</u>	<u>(861,527)</u>
Total Liabilities	<u>3,680,807</u>	<u>4,534,425</u>	<u>(853,618)</u>
Net Position			
Capital Assets Net of Debt	13,590,218	13,143,557	446,661
Reserve-Sinking Fund	0	460	(460)
Restricted-Capital Projects	0	5,141	(5,142)
Restricted-Debt Service	0	448,519	(448,519)
Restricted-Garage Maintenance Reserve	976,552	429,340	547,213
Restricted-Capital Asset Mgmt Program	3,500,000	2,000,000	1,500,000
Unrestricted	1,793,605	2,380,624	(587,019)
Total Net Position	<u>19,860,375</u>	<u>18,407,641</u>	<u>1,452,734</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 23,541,182</u></b>	<b><u>\$ 22,942,066</u></b>	<b><u>\$ 599,116</u></b>

No assurance is provided on these financial statements.

**Lexington and Fayette County Parking Authority**  
**Statement of Cash Flows**

Substantially All Disclosures Omitted

	Month To Date 11/30/2018	Year To Date 11/30/2018
	<u>                    </u>	<u>                    </u>
<b>Cash Flows from Operating Activities</b>		
Cash received from parking customers	\$ 387,816	\$ 1,995,854
Cash received from commercial property renters	7,198	36,287
Cash received from grants	-	13,711
Cash payments to suppliers for goods and services	(185,933)	(1,240,616)
Cash payments to employees for services	(32,639)	(123,153)
Cash payments of related party payables to LFUCG	(1,982)	(8,421)
<b>Net Cash Provided by Operating Activities</b>	<u><b>174,460</b></u>	<u><b>673,662</b></u>
<b>Cash Flows from Noncapital Financing Activities</b>		
Cash payments on Note Payable	(33,172)	(165,680)
<b>Net Cash Used in Noncapital Financing Activities</b>	<u><b>(33,172)</b></u>	<u><b>(165,680)</b></u>
<b>Cash Flows from Capital and Investing Activities</b>		
Net Changes in Restricted Investments	(4,666)	(514,859)
Purchases of Capital Assets	(55,429)	(244,580)
<b>Net Changes in Capital and Investing Activities</b>	<u><b>(60,095)</b></u>	<u><b>(759,439)</b></u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>81,193</b>	<b>(251,457)</b>
<b>Cash and Cash Equivalents, Beginning of Period</b>	<u><b>1,701,786</b></u>	<u><b>2,034,436</b></u>
<b>Cash and Cash Equivalents, End of Period</b>	<u><u><b>\$ 1,782,979</b></u></u>	<u><u><b>\$ 1,782,979</b></u></u>
<b>Reconciliation of Operating Income to Net Cash Flows</b>		
<b>Provided by Operating Activities</b>		
Change in Net Position	\$ 179,328	\$ 661,967
<b>Adjustments to Reconcile Operating Income to Net Cash</b>		
<b>Provided by Operating Activities:</b>		
Unrealized losses (gains) on investments	175	(645)
Depreciation and Amortization	55,450	275,742
<b>Changes in Assets and Liabilities:</b>		
Accounts Receivable	(2,665)	36,734
Prepaid Expenses	-	(157,577)
Accrued Interest	(30,211)	(30,211)
Accounts Payable and Accrued Liabilities	(27,617)	(112,348)
<b>Net Cash Provided by Operating Activities</b>	<u><u><b>\$ 174,460</b></u></u>	<u><u><b>\$ 673,662</b></u></u>

No assurance is provided on these financial statements.



**Lexington & Fayette County Parking Authority**  
**Management Report**  
**FY Revenues and Expenses - Budget vs. Actual**

Substantially All Disclosures Omitted

	Month End 11/30/2018	Month End 11/30/2018	Variance 11/30/2018	FYTD 11/30/2018	FYTD 11/30/2018	Variance 11/30/2018	Annual Budget 6/30/2019
	Actual	FYE Budget		Actual	FYE Budget		FYE Budget
<b>Revenue</b>							
Revenue OnStreet							
Parking - Monthly Rental	\$ 6,729	\$ 5,921	\$ 808	\$ 51,267	\$ 46,830	\$ 4,437	\$ 97,738
Parking - Meter Collections	101,445	105,685	(4,240)	575,531	511,240	64,291	1,224,748
Parking - Fines	73,601	74,400	(799)	361,853	380,348	(18,495)	880,029
Total Revenue OnStreet	181,775	186,006	(4,231)	988,651	938,418	50,233	2,202,515
Revenue OffStreet							
Parking - Monthly Rental	108,811	108,000	811	553,533	534,000	19,533	1,290,000
Parking - Transient Rental	57,818	68,210	(10,392)	313,116	333,064	(19,948)	837,262
Parking - Event	37,805	32,500	5,305	83,296	56,536	26,760	148,693
Parking - Validations	4,281	4,035	246	19,612	17,484	2,128	38,592
Overage/Shortage/Fees	(9)	0	(9)	912	0	912	0
Total Revenue OffStreet	208,706	212,745	(4,039)	970,469	941,084	29,385	2,314,547
Commercial Property Rental	7,198	6,917	281	36,287	34,585	1,702	83,004
Grants Received	0	0	0	13,711	0	13,711	0
Miscellaneous Income	25	0	25	1,101	0	1,101	0
Total Revenue	397,704	405,668	(7,964)	2,010,219	1,914,087	96,132	4,600,066
<b>Operating Expenses</b>							
OnStreet Operating Expenses							
Lanier Operating Expenses	80,715	75,958	(4,757)	387,760	398,391	10,631	943,238
Property & Casualty Excess Insurance	0	0	0	1,437	1,437	0	1,437
Bank & Credit Card Fees	12,478	9,333	(3,145)	52,114	46,665	(5,449)	111,996
Total OnStreet Operating Expenses	93,193	85,291	(7,902)	441,311	446,493	5,182	1,056,671
OffStreet Operating Expenses							
Lanier Operating Expenses	55,217	78,385	23,168	297,182	390,683	93,501	947,693
Property & Casualty Excess Insurance	0	0	0	57,432	57,432	0	57,432
Bank & Credit Card Fees	4,719	4,841	122	22,745	24,205	1,460	58,092
Utilities	6,774	11,020	4,246	45,026	55,100	10,074	132,240
Interest Expense	6,558	6,917	359	32,969	34,583	1,614	83,000
Total OffStreet Operating Expenses	73,268	101,163	27,895	455,354	562,003	106,649	1,278,457
Personnel Expenses	25,292	24,475	(818)	120,838	122,375	1,537	293,700
Administrative Expenses							
Property & Casualty Excess Insurance	0	0	0	37,348	37,311	(37)	37,311
Bank & Credit Card Fees	0	0	0	178	0	(178)	0
Other Professional Services	2,800	18,950	16,151	47,068	94,750	47,683	227,400
Rent/Lease Expenses	759	767	8	3,796	3,835	38	9,204
Landline Phones	390	442	52	1,948	2,210	262	5,304
Business Travel & Training	1,465	1,600	134	6,326	8,000	1,674	19,200
Dues Subscriptions & Publications	0	258	258	819	1,290	471	3,096
Office Supplies	221	708	488	1,474	3,540	2,066	8,496
Office Machines & Equipment	0	208	208	1,415	1,040	(375)	2,496
Office Repairs & Maintenance	241	125	(116)	350	625	276	1,500
Mileage Expense	0	33	33	0	165	165	396
Operating Contingency	0	7,500	7,500	0	37,500	37,500	90,000
Total Administrative Expenses	5,876	30,591	24,716	100,722	190,266	89,545	404,403
Total Operating Expenses	197,629	241,520	43,891	1,118,225	1,321,137	202,913	3,033,231
Change in Net Position Before Capital & Other Financing	200,075	164,148	35,927	891,994	592,950	299,045	1,566,835
<b>Expenses For Capital Assets</b>							
Depreciation & Amortization	55,450	53,874	(1,576)	275,742	269,370	(6,373)	646,488
Parking Repairs & Maintenance	0	161,934	161,934	0	809,670	809,670	1,943,208
Total Expenses For Capital Assets	55,450	215,808	160,358	275,742	1,079,040	803,297	2,589,696
<b>Other Financing Sources</b>							
Interest Income	34,878	0	34,877	45,070	0	45,071	0
Unrealized Gain / Loss on Investments	(175)	0	(175)	645	0	644	0
Total Other Financing Sources	34,703	0	34,702	45,715	0	45,715	0
<b>Total Change in Net Position</b>	<b>\$ 179,328</b>	<b>\$ (51,660)</b>	<b>\$ 230,987</b>	<b>\$ 661,967</b>	<b>\$ (486,090)</b>	<b>\$ 1,148,057</b>	<b>\$ (1,022,861)</b>

No assurance is provided on these financial statements.

Lexington/ Fayette Co Parking Authority

Balance Sheet  
November 30, 2018

ASSETS

Current Assets		
Cash - US Bank	\$ 16,698.52	
Total Current Assets		16,698.52
Property and Equipment		
Building Improvements	50,060.30	
Total Property and Equipment		50,060.30
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>66,758.82</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Tenant Deposits	\$ 1,765.63	
Total Current Liabilities		1,765.63
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		1,765.63
Capital		
Beginning Balance Equity	30,139.26	
Capital Contribution, Net	(147,900.00)	
Retained Earnings	156,275.10	
Net Income	26,478.83	
Total Capital		<u>64,993.19</u>
Total Liabilities & Capital	\$	<u>66,758.82</u>

Lexington/ Fayette Co Parking Authority  
Income Statement  
Compared with Budget  
For the Five Months Ending November 30, 2018

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
Rental Income	\$ 6,115.41	\$ 6,116.00	(0.59)	\$ 27,577.18	\$ 30,580.00	(3,002.82)
Income - Utilities	84.47	730.00	(645.53)	1,990.41	4,360.00	(2,369.59)
Rent Late Fee	148.65	74.00	74.65	546.16	370.00	176.16
<b>Total Revenues</b>	<b>6,348.53</b>	<b>6,920.00</b>	<b>(571.47)</b>	<b>30,113.75</b>	<b>35,310.00</b>	<b>(5,196.25)</b>
<b>Cost of Sales</b>						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
<b>Gross Profit</b>	<b>6,348.53</b>	<b>6,920.00</b>	<b>(571.47)</b>	<b>30,113.75</b>	<b>35,310.00</b>	<b>(5,196.25)</b>
<b>Expenses</b>						
Property Management Fee	500.00	500.00	0.00	2,500.00	2,500.00	0.00
Repair & Maintenance	612.92	477.00	135.92	1,134.92	1,704.00	(569.08)
<b>Total Expenses</b>	<b>1,112.92</b>	<b>977.00</b>	<b>135.92</b>	<b>3,634.92</b>	<b>4,204.00</b>	<b>(569.08)</b>
<b>Net Income</b>	<b>\$ 5,235.61</b>	<b>\$ 5,943.00</b>	<b>(707.39)</b>	<b>\$ 26,478.83</b>	<b>\$ 31,106.00</b>	<b>(4,627.17)</b>

**Lexington/ Fayette Co Parking Authority**  
**Cash Disbursements Journal**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
11/1/18	1102	500 100	Invoice: LexPark - 1811 Schrader Commercial Properties, LLC	500.00	500.00
11/8/18	1104	511 100	Invoice: 1686 Schrader Commercial Properties, LLC	150.00	150.00
11/26/18	1105	511 100	Invoice: 102618 Schrader Commercial Properties, LLC	462.92	462.92
	<b>Total</b>			<u><b>1,112.92</b></u>	<u><b>1,112.92</b></u>

**Lexington/ Fayette Co Parking Authority**  
**General Ledger**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Filter Criteria includes: Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
100 Cash - US Bank	11/1/18			Beginning Balance			11,462.91
	11/1/18	1102	CDJ	Schrader Commer		500.00	
	11/7/18	110718	CRJ	Clawdaddy's	1,472.82		
	11/7/18	110718	CRJ	Clawdaddy's	73.65		
	11/7/18	110718	CRJ	Georgettes and Ch	1,765.63		
	11/8/18	1104	CDJ	Schrader Commer		150.00	
	11/16/18	111618	CRJ	Savane Silver	1,349.91		
	11/16/18	111618	CRJ	Savane Silver	76.73		
	11/26/18	1105	CDJ	Schrader Commer		462.92	
	11/27/18	112718	CRJ	Georgettes and Ch	7.74		
	11/27/18	112718	CRJ	The Sweet Spot	1,527.05		
	11/27/18	112718	CRJ	The Sweet Spot	75.00		
				Current Period Cha	6,348.53	1,112.92	5,235.61
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>16,698.52</b>
155 Building Improvement	11/1/18			Beginning Balance			50,060.30
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>50,060.30</b>
231 Tenant Deposits	11/1/18			Beginning Balance			-1,765.63
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>-1,765.63</b>
349 Beginning Balance Eq	11/1/18			Beginning Balance			-30,139.26
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>-30,139.26</b>
350 Capital Contribution,	11/1/18			Beginning Balance			147,900.00
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>147,900.00</b>
352 Retained Earnings	11/1/18			Beginning Balance			-156,275.10
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>-156,275.10</b>
400 Rental Income	11/1/18			Beginning Balance			-21,461.77
	11/7/18	110718	CRJ	Clawdaddy's - Invoi		1,472.82	
	11/7/18	110718	CRJ	Georgettes and Ch		1,765.63	
	11/16/18	111618	CRJ	Savane Silver - Inv		1,349.91	
	11/27/18	112718	CRJ	The Sweet Spot - I		1,527.05	
				Current Period Cha		6,115.41	-6,115.41
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>-27,577.18</b>
401 Income - Utilities	11/1/18			Beginning Balance			-1,905.94
	11/16/18	111618	CRJ	Savane Silver - Ele		76.73	
	11/27/18	112718	CRJ	Georgettes and Ch		7.74	
				Current Period Cha		84.47	-84.47
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>-1,990.41</b>
405 Rent Late Fee	11/1/18			Beginning Balance			-397.51
	11/7/18	110718	CRJ	Clawdaddy's - Oct r		73.65	
	11/27/18	112718	CRJ	The Sweet Spot -		75.00	
				Current Period Cha		148.65	-148.65

**Lexington/ Fayette Co Parking Authority  
General Ledger  
For the Period From Nov 1, 2018 to Nov 30, 2018**

Filter Criteria includes: Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>-546.16</b>
500 Property Management	11/1/18			Beginning Balance			2,000.00
	11/1/18	1102	CDJ	Schrader Commer	500.00		
				Current Period Cha	500.00		500.00
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>2,500.00</b>
511 Repair & Maintenance	11/1/18			Beginning Balance			522.00
	11/8/18	1104	CDJ	Schrader Commer	150.00		
	11/26/18	1105	CDJ	Schrader Commer	462.92		
				Current Period Cha	612.92		612.92
	<b>11/30/18</b>			<b>Ending Balance</b>			<b>1,134.92</b>

**Lexington/ Fayette Co Parking Authority**  
**Account Reconciliation**  
**As of Nov 30, 2018**  
**100 - Cash - US Bank**  
**Bank Statement Date: November 30, 2018**

Filter Criteria includes: Report is printed in Detail Format.

---

Beginning GL Balance		11,462.91
Add: Cash Receipts		6,348.53
Less: Cash Disbursements		(1,112.92)
Add (Less) Other		_____
Ending GL Balance		<u>16,698.52</u>
Ending Bank Balance		16,698.52
Add back deposits in transit	_____	
Total deposits in transit		
(Less) outstanding checks	_____	
Total outstanding checks		
Add (Less) Other	_____	
Total other		
Unreconciled difference		<u>0.00</u>
Ending GL Balance		<u><u>16,698.52</u></u>

**From:** Melissa K. McCartt-Smyth <mmccartt@lexingtonky.gov>

**Sent:** Monday, December 10, 2018 6:32 PM

**Subject:** LFUCG Boards & Commissions

Dear Boards and Commissions Members;

After much discussion and several meetings involving Councilmembers and the Administration, the City of Lexington is currently working on changes to the recruitment process for Boards and Commissions members. The goal is to be more inclusive. Steps under consideration include:

1. The addition of a Diversity Statement to the Boards & Commissions website
2. A review of the current application to determine if improvements are needed
3. A Demographic Survey of Current Members in 2019
4. Communicating the new initiatives to existing members of boards and commissions
5. The addition of a diversity statement to the Mayor's Nomination Letter
6. Send a PSA to media in December 2018
7. Compile a diverse citywide distribution list to communicate vacancies and recruit applicants
8. Host a Recruitment Fair in 2019

LFUCG has adopted the following Diversity Statement:

The City of Lexington seeks diversity among the membership of its volunteer boards and commissions through inclusive efforts that is reflective of our community. Diverse board membership encourages the exchange of different perspectives and supports social equity in communities. Therefore, it is a priority of the city of Lexington to have representation based on ethnicity, varying age, gender, disability, race, sexual orientation, gender identity, religion, national origin, political affiliation, socioeconomic and family status, and geographic region on our boards and commissions.

Please be on the lookout for more information in the coming months!

**Melissa McCartt-Smyth**  
*Administrative Specialist Senior*  
Office of the Mayor

859.258.3155 office  
[lexingtonky.gov](http://lexingtonky.gov)





## LEXINGTON, KY 2015 LFCPA TEN-YEAR PARKING ANALYSIS APRIL 2015 - FINAL

### PROPOSED TEN-YEAR ACTION ITEMS (updated 11/07/16) {additional updates 12.28.18}

The recommendations included in this report are generally organized into three (3) phases. Each phase improves elements of the parking system that work towards improving the public parking system in downtown Lexington.

#### PHASE 1 – 2015 & 2016

##### **Task 1: INCREASE BICYCLE RACK PARKING, MAKING IT EASIER FOR LOCALS TO ENJOY DOWNTOWN WITHOUT PARKING A CAR**

###### *Purpose:*

- Encourage active lifestyles and provide alternative transportation options for those that visit, live, or work in downtown Lexington
- Reduce the dependence on and overbuilding of expensive parking supply

###### *Action Items:*

- Lighting, security, bike paths, and signage all need to be considered {Bike P signage installed – Nov '15}
- Determine the best locations for new bicycle racks, secure storage, and parklets {Racks installed. 1<sup>st</sup> bike parklet on S. Limestone installed Oct '16}
- Work with the downtown business and residential community to help promote bicycle usage {bike repair station installed Apr '16s} {Air compressor purchased installed May '16} {Continue to attend bike share stakeholder meetings & Bicycle Pedestrian Advisory Committee meetings}

###### *Benefits:*

- Reduced long-term investment in costly new parking supply
- Improved access to on-street supply for the intended users

##### **Task 2: INCREASE ON-STREET AND OFF-STREET RATES**

###### **Sub-tasks:**

- Increase on-street hourly rates by \$.50 per hour {LPA Board chose to table for 1 year 03/10/16} {LPA Board approved \$.50 increase at some \$1/hr. meters, generally the downtown core, starts March 1<sup>st</sup>, 2019}
- Increase off-street (garage) maximum daily rates by \$1.00 {DONE: \$2 increase implemented 01/04/15}
- Determine the average duration of stay at each facility and consider small increases to the corresponding facility rate band {ALS established, monitoring and looking for opportunities}
- Increase Victorian Square permit pricing by \$10.00 for each permit type {DONE: 11/01/15} {HX +\$5 01/01/17}

###### *Purpose:*

- Provide downtown visitors with more short-term parking options by moving long-term parkers out of prime short-term spaces
- Bring the LFCPA managed parking garages closer to local, regional, and national average off-street rates
- Generate additional revenue that can be reinvested into the downtown parking system

###### *Action Items:*

- Communicate pricing changes to the local businesses and stakeholders initially, promoting the price changes
- Provide the larger Lexington community with advanced notice of any rate changes through the lexpark.org website, social media, and applicable media outlets

- Configure applicable hardware and software parking systems with the new rates and effective dates

*Benefits:*

- Improved access to short-term parking supply through better distribution of short-term and long-term parking demand
- Increased revenues generated from existing parking assets to fund additional, new parking assets

**Task 3: INTRODUCE NEW GARAGE PERMIT TYPES**

*Purpose:*

- Offer additional permit options for different potential user types
- Increase off-street garage utilization, both during peak and off-peak times
- Generate additional revenue that can be reinvested into the downtown parking system

*Action Items:*

- Implement and market the following permit types:
  - Evening Only Permits **{DONE: 10/01/15} {created marketing flyer 02.29.16}**
  - Parking Debit Cards (either use- or dollar-base decrementing permits)
  - Day Permits (not 24/7; business hours only) **{Still investigating options}**
  - Frequent Parker Program
  - Free / Reduced parking for ride-sharing vehicles **{Board suggested marketing this @ the Helix}**
  - Configure applicable hardware and software parking systems with the new permit types, rates, and effective times and dates

*Benefits:*

- Improved off-street garage utilization
- Provide long-term, generally employee, parkers with off-street parking options that are inexpensive and reward them for not parking on-street
- Increased revenues generated from existing parking assets to fund additional, new parking assets

**Task 4: MIGRATION OF ALL CREDIT CARD ACCEPTING HARDWARE TO EMV COMPLIANT READERS**

*Purpose:*

- Make sure the LFCPA parking system / hardware is compliant with upcoming (10/2015) EMV guidelines
- Reduce the cost and risk to LFCPA for processing credit cards
- Insure that LFCPA and its vendors implement a roadmap, timeline, and transition plan for EMV compliance

**{Industry has not moved forward as most of our transactions are so small liability is very low, will look to upgrade when new equipment purchases are made. LEXPARK office credit card swipe machine accepts EMV cards}**

**Task 5: IMPROVE WAYFINDING, EXPAND THE RESIDENTIAL PARKING PERMIT PROGRAM, AND CONSIDER A PILOT PROGRAM FOR SHARED PARKING IN THE CHEVY CHASE NEIGHBORHOOD**

*Purpose:*

- Provide area visitors with more short-term parking options by increasing available public supply through partnerships with private owners
- Protect the on-street spaces in neighborhoods for residential use, where appropriate

*Action Items:*

- **Implemented Blue P signage system, fall of 2015 {need to market and work with state on state roads}**
- Evaluate the availability of Chevy Chase residential neighborhood on-street spaces and the impact of new developments
- Work with the private supply owners to create a database of private parking space inventory that is available for public consumption **{research “parking broker” program}**

*Benefits:*

- Prepare the area for increased development growth and the resulting parking demand
- Increase the efficiency and utilization of existing public and private parking supply

**Task 6: STUDY THE POSSIBILITIES FOR A DOWNTOWN CAR-SHARE PROGRAM, COORDINATE WITH UK (who are publishing an RFP very soon for this service) (UK RFP projected for summer, 2016) {2018 Update: Car-share for downtown was a non-starter, Zip Car which is the UK Car share program didn't feel there was enough demand downtown unless it was subsidized}**

## **PHASE 2 – 2017 TO 2020**

**Task 1: INCREASE ON-STREET OPERATIONS AND ENFORCEMENT HOURS UNTIL 8:00 PM MONDAY – FRIDAY. CONSIDER SATURDAY OPERATIONS AS WELL. {Discussed in April Board meeting - Louisville Parking Authority Director July'16} {LANIER Parking to assist with collection of usage and length of stay data for after hours meter use}**

*Purpose:*

- Provide downtown evening visitors with more short-term parking options by moving long-term parkers out of prime short-term on-street spaces
- Generate additional revenue that can be reinvested into the downtown parking system
- Reduce the dependence on and overbuilding of expensive parking supply by better utilizing, available evening parking supply

*Action Items:*

- Communicate operational and enforcement hour changes to the local businesses and stakeholders initially, promoting the benefits of increased on-street turnover and availability
- Provide the larger Lexington community with advanced notice of any time changes through the lexpark.org website, social media, and applicable media outlets
- Replace the free on-street parking option with free or reduced parking fees for off-street (garage) parking spaces
- Consider a 2 hour free after 5:00 PM rate schedule for LFCPA managed parking garages

*Benefits:*

- Reduced long-term investment in costly new parking supply
- Improved access to short-term on-street parking supply through better distribution of short-term and long-term parking demand
- Increased revenues generated from existing parking assets to fund additional, new parking assets

**Task 2: WORK WITH THE DOWNTOWN DEVELOPMENT AUTHORITY TO DETERMINE THE APPROPRIATE METRICS FOR EVALUATING AND GRADING POTENTIAL PARKING SUPPLY ADDITIONS AND REQUIREMENTS RELATED TO NEW DEVELOPMENT OPPORTUNITIES {No movement on this task}**

*Purpose:*

- Allow LFPCA and the parking system to be a catalyst for economic growth in Lexington, KY
- Provide flexibility to both LFPCA, the Downtown Development Authority, and potential developers / investors when evaluating the parking needs and requirements for upcoming economic development opportunities
- Reduce the dependence on and overbuilding of expensive parking supply

*Action Items:*

- Develop evaluation criteria that includes, but not limited to the following:
  - Walking Distance – Level of Service by patron type
  - Operating and Capital Costs
  - Structural Repair Budget Assumptions
  - Minimum Parking Structure Dimensions
  - Fee-In-Lieu (Payment In Lieu of Parking) options
  - Shared Parking opportunities:
    - Walker recommends the adoption of the base parking ratios developed by the Urban Land Institute, the Institute of Transportation Engineers (ITE), or the Parking Consultants Council of the National Parking Association

*Benefits:*

- Reduced long-term investment in costly new parking supply
- Remove parking supply as an impediment to economic development
- Improve the efficiency of the entire LFPCA parking system

**Task 3: RE-ASSESS OVERALL DOWNTOWN PARKING SUPPLY AND DEMAND***Purpose:*

- Evaluate the construction of a new structured parking facility in Zones 1 or 2
- Increase public parking supply, as needed, based on changes demand characteristics

*Action Items:*

- Analyze the current parking system occupancy and utilization to determine timeline, space requirements, and location for a new parking garage **{Old Courthouse Renovation has increased current & future need} {2018 Update: Historic Courthouse is open and has well over 40 day time employees based there plus visitors}**
- Calculate the acquisition and construction costs for building additional supply **{Internal study began July'16}**
- Determine funding sources

*Benefits:*

- Increased parking supply for both current and future parking demand
- Remove parking supply as an impediment to economic development

**Task 4: RE-EVALUATE ON-STREET AND OFF-STREET RATES FOR CONTINUOUS MODEST INCREASES TO ADJUST FOR INFLATION AND ANY OTHER VARIABLES AFFECTING MARKET PRICING****Sub-tasks:**

- Increase citation rates by \$10.00
- Consider a graduated or incentive based fine schedule for repeat offenders **{Graduated fines is being considered, 2018}**

*Purpose:*

- Provide downtown visitors with more short-term parking options by moving long-term parkers out of prime short-term spaces
- Bring the LFCPA managed parking garages closer to local, regional, and national average off-street rates
- Generate additional revenue that can be reinvested into the downtown parking system

*Action Items:*

- Review local market, comparative regional, and national average price points
- Determine the impact of a rate change to the local community and stakeholders
- Evaluate current parking system occupancy and utilization in order to implement rate changes that promote improved system efficiency

*Benefits:*

- Improved access to short-term parking supply through better distribution of short-term and long-term parking demand
- Increased revenues generated from existing parking assets to fund additional, new parking assets

**Task 5: OUTLINE AND IMPLEMENT AN 'LFCPA DOWNTOWN SHARED PARKING PROGRAM'***Purpose:*

- Improve the overall parking experience for all downtown Lexington visitors, residents, and employees
- Make all parking assets, public and private, more efficient through increased utilization
- Provide a monthly financial return to private parking supply owners
- Assist private parking supply owners market and sell unused spaces

*Action Items:*

- Discuss the possible revenues and benefits to local private parking supply owners, and create a database of private parking space inventory that is available for public consumption
- Create a map of location rates by area or zone that would provide the private supply owners a guideline for potential monthly rates
- Market the available spaces to the public through providing physical signage, marketing pamphlets, email campaigns, and opening the inventory database up to the lexpark.org website for potential patrons to search, find, and connect to available spaces
- Determine what services LFCPA is willing to provide in order to increase private supply owner participation

*Benefits:*

- Improved access to short-term parking supply through better distribution of short-term and long-term parking demand
- Revenue opportunities for private parking supply owners that have under-utilized spaces
- Reduced long-term investment in costly new parking supply

**PHASE 3 – 2021 TO 2025 (removed from this working document in order to focus on Ph 1 & 2)**

## Garage Updates

### Helix Garage:

- The garage lighting system was programmed with a blue and white scheme for UK basketball games.
- The garage lighting system was programmed with a red and green scheme for the Christmas Parade.
- The garage lighting system was programmed with a blue and white scheme for Hanukkah.
- The garage lighting system was programmed with a red and green scheme for Christmas.
- The garage lighting system was programmed with a red and green scheme for New Years.
- The garage lighting system was programmed with the standard multicolor scheme.

### Victorian Square Garage:

- RAM Construction Services completed the repair and maintenance work associated with the capital asset management plan.

### Transit Center Garage:

- RAM Construction Services continued repair and maintenance work associated with the capital asset management plan.

### Broadway Shoppes:

- There were no maintenance issues to report.

### General Garage Notes:

- RAM Construction Services is acting as a general contractor for LPA for the MEP (mechanical, electrical and plumbing) repairs at all four LPA garages.
- KLC has been notified of the damage caused by the arson related vehicle fire at the Helix Garage and a claim has been opened. Walter P Moore has performed material testing in the affected area and found no structural damage to the facility. LPA is acquiring quotes for the necessary repairs and will notify KLC of the estimated total for the claim.
- LPA submitted a list of FY2019 and FY2020 garage restoration items to the AOC in late March. The restoration items are associated with the LPA capital asset management plan. In a letter to LPA received October 19<sup>th</sup>, 2018, the AOC has agreed to reimburse LPA up to \$109,809 in Fiscal Year 2019 and \$105,823 in Fiscal Year 2020 upon receipt of documentation demonstrating the actual costs associated with the approved items.
- The AOC has agreed to reimburse LPA 50% of the proposed \$10,200 cost to repair a masonry expansion joint and sealant joint associated with the masonry wall of the garage elevator tower. The joint has failed, allowing water to leak into a conference room located below. RAM construction is scheduling the repair and will coordinate roof access with Meridian Property Management.