

# April 9, 2020 Board Meeting Agenda



- |       |  |                   |
|-------|--|-------------------|
| I.    | Call to Order/Welcome of Guests  | Frazier           |
| II.   | Approval of Minutes of March 2020 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 February 2020 Financial Reports<br>and Schrader Commercial Reports<br><i>Board Action Required</i> | Means             |
| V.    | LPA FY21 Budget Schedule<br>A. Impacts of COVID-19   | Means             |
| VI.   | Off-Street (Garages)<br>A. PARCS RFP<br>B. Update on LEXPARK Office Expansion<br>C. Broadway Shoppes<br>D. Garage Updates  | Means<br>Trammell |
| VII.  | Downtown Lexington Partnership Updates   | Sweeney           |
| VIII. | Visit Lex Updates  | Schickel          |
| IX.   | Comments<br>Comments from Commissioners/Advisory Committee Members   | Frazier           |
| X.    | Closed Session per KRS 61.810  | Frazier           |

**Next Meeting: May 14, 2020**

# Lexington & Fayette County Parking Authority

Board Meeting Minutes  
March 12, 2020

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

Location: 162 East Main Street, Lexington KY 40507

Voting Members: Kenton Ball  
Dee Dee Harbut  
Trish Vertuca

Executive Director: Gary Means

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

LFCPA Advisory Board: Thomas Pettit  
Terry Sweeney

Guests: Mark Doering, Reef  
Chris Goodson, Reef  
Justin Hubbard, DDAF  
Julie Schickel, VisitLex  
Charles Stephenson, Reef  
Steven Taff, Reef

## Item 1 – Call to Order:

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

## Item 2 – Approval of February 2020 Minutes

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

## Item 3 – Update on ED Activities

### A. Executive Director Report

Mr. Means presents the February 2020 Executive Director report. Installation of new LUKE meters to replace non-reporting meters has been completed.

### B. Operational Reports

Mr. Means presents the February 2020 operations reports. The value of actual citations increased from the prior month, as did the percentage of citations paid. The On-Street aged balance decreased from the prior month. The number of monthly cardholders increased but there is still availability.

## Item 4 – January 2020 Financial Reports

Mr. Means presents the January 2020 financials. Mr. Doering reviews variance notes on the Lanier financial reports. Revenues are under budget for the month and year, but the total change in net position remains positive. All renters



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in the Broadway Shoppes are current. Ms. Vertuca makes a motion to approve the January 2020 financials. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

#### **Item 5 – 10-year Analysis Update**

Mr. Means presents an update on the 10-Year Analysis. Mr. Ball requests a proposal on graduated fines.

#### **Item 6 – FY21 Budget Schedule**

Mr. Means presents the schedule for presentation of the FY21 budget. The operations budget will be presented in April, and the final budget will be presented in May.

#### **Item 7 – Off-Street**

##### *A. PARCS RFP*

Mr. Means informs the Commissioners that the RFP is nearly complete and should be released in the coming weeks.

##### *B. Update on LEXPARK Office Expansion*

The office expansion project continues and is going smoothly. New conference room furniture should arrive at the end of March.

##### *C. Broadway Shoppes*

There were no major issues at the Broadway Shoppes for the month.

##### *D. Garage Updates*

Mr. Trammell presents garage updates. The hydraulic jack project (elevator) at Transit Center Garage is underway. Jarboe Construction was awarded the construction contract for façade work at the Victorian Square Garage. RAM Construction was the low bidder for year two CAMP work. Mr. Ball requests an addition to the garage updates that breaks out costs by project.

#### **Item 8 – Downtown Lexington Partnership Updates**

Mr. Sweeney gives a presentation to the Commissioners. Ambassador training is forthcoming. DLMD is expanding safety patrols. A meeting has been set with DLP, LPA, and Zipie to discuss cross over marketing efforts.

#### **Item 9 – Visit Lex Updates**

Ms. Schickel provides an update to the Commissioners. The outbreak of COVID-19 is of great concern, especially for hotels and the Convention Center.

Mr. Ball makes a motion to enter closed session. Ms. Harbut seconds.

Ms. Harbut makes a motion to exit closed session. Ms. Vertuca seconds.

There being no further business brought before the Board, the meeting adjourned at 11:30 a.m.



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April 2<sup>nd</sup>, 2020  
**Lexington & Fayette County  
 Parking Authority**  
**Executive Directors Report**  
**March 2020**



### Accomplishments

- Attended the Mid-South Parking & Transportation Association annual conference
- Received full LPA Board approval to participate at the level of \$5,000, in a fund to assist with repairs to one of the downtown overhead pedways
- Received full LPA Board approval for a change in our Bylaws that addressed the makeup of the members of our Advisory Committee
- As a response to the COVID-19 crisis successfully implemented curbside pick up spaces for downtown restaurants to utilize in order to stay open
- As a response to the COVID-19 crisis implemented FREE parking at all the **LEXPARK** meters with a 2-hour limit enforced
- Completed our 2<sup>nd</sup> full month of the installation of the new LUKE meters which included the elimination of all the oldest single space meters which were not able to provide audit reports and did not accept credit cards, now all on-street parking spaces in Lexington which have meters contain "smart" meters
- Completed 2nd full month with AMG Payments our new credit card processor

### Meetings with LFUCG/LFCPA staff

- Several members of our team met at the corner of Loudon and North Limestone to evaluate the locations and layouts for the merchant requested meters and loading zone in that area
- Attended the March LPA board meeting
- Board meeting follow up breakfast with LPA staff
- Set up a COVID check in call with our LPA staff and Mark Doering, **LEXPARK** GM
- Tested the Microsoft TEAMS app for video conferencing with our team and the REEF team, REEF folks were already very familiar with this format
- Held a TEAMS meeting test with our internal staff and Mark Doering
- Was interviewed by LexTV our local government channel, discussing steps taken and changes we have made to assist our community during the COVID-19 crisis
- Held an internal TEAMS video conference with Ed and Kara to catch up on all we are working on while working separately
- Hosted a TEAMS video conference with most of our LPA, **LEXPARK** and REEF team members with the topic being immediate expense reductions that could help us financially during the COVID-19 crisis but not decrease safety and customer service
- Held regular weekly meetings for On-Street and Garage operations with REEF Parking (**LEXPARK**) staff

- Held regular Bi-monthly conference calls with LPA & **LEXPARK** local staff and REEF corporate staff and municipal experts

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

- Ed Trammell and I attended the MSTPA annual conference, March 2-4
- While at the MSTPA conference was interviewed for a parking pod cast called Parker-X, where I was able to explain how our parking authority is set up and why our model is such a good one
- Also at the MSTPA conference, I was interviewed by a consultant who will incorporate the interview into a presentation that she is preparing for the International Parking & Mobility Conference
- Ed and I participated in a teleconference regarding our garage repairs (CAMP) bids
- Coffee meeting with a parking operator called One Parking that has ties to the Lexington area
- Kara, Ed and I hosted our monthly meeting with Zipie (our marketing partner) for the monthly activities and results meeting
- Met with our real estate attorney to review additional documents
- Met with Terry Sweeney regarding the DLP and LPA partnership and additional ways to collaborate as well as planning for our joint Ambassador training workshop
- Ed and I held a conference call with an industry friend in Nashville who recently installed new PARCS equipment and was able to provide us some advice on our upcoming RFP
- Lunch with DLPs Terry Sweeney and VisitLex's Julie Schickel to plan the Ambassador training workshop
- Ed and I attended a teleconference with AMG payments to review statements from our 1<sup>st</sup> full month of being on their platform
- Attended a teleconference with the IPMI Executive Committee and some staff regarding the developments of COVID-19 and travel restrictions and how it will effect our annual conference in June
- LPA, **LEXPARK** and REEF team members attended an on-line presentation with T2 Systems regarding their PARCS program, features and services
- We also attended a T2 Quarterly catch up call with our T2 account manager
- Phone call with a T-Mobile representative regarding their government services and possible savings for the **LEXPARK** program
- Attended a ZOOM meeting with the IPMI Board of Directors where we decided to cancel the in-person annual conference and convert it to a virtual conference with most all of the sessions being set up for on-line attendance etc.
- Ed and I had a Skype meeting with our Walter P Moore engineers on some of the details of this years repairs and maintenance program (CAMP)
- Ed and I held a teleconference with PRP architects regarding details of our Victorian Square façade and safety project
- Ed and I held a teleconference with our Walter P Moore engineers regarding rebidding some of the high priority items in this years repairs and maintenance program (CAMP)

- Ed and I attended a teleconference check in call with two executives from Scheidt & Bachmann our current garage PARCS vendor
- Attended a ZOOM meeting led by IPMI with over 100 municipal organizations in attendance, discussed ways that various groups/cities are adjusting to the COVID-19 crisis
- Ed and I held another teleconference with PRP architects regarding façade plantings as a part of our Victorian Square façade and safety project
- Ed and I held another teleconference with our Walter P Moore engineers regarding rebidding some of the high priority items in this years repairs and maintenance program (CAMP) we instructed them to create the new bid documents with a quick turnaround

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

- Continue working on transitioning the Transit Center garage from a gated to gateless facility with enforcement and space count sign integrations
- Continue working on recommendations from the Kimley-Horn Operations and Best Practices Audit
- Continue working on 10-year Capital Asset Management Plan
- Implement recommendations from Walker's 10-Year Analysis
- 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
- 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 Lexington Parking Authority goals

LFCPA and LEXPAK Key Performance Indicators

User-input variable cells.

Totals for underlying cells.

		Note	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Standard	TOTAL	FY 19 AVERAGE	Percent of Total	FY 2018 AVERAGE
<b>CUSTOMER SUPPORT, PUBLIC OUTREACH and SERVICE PROVISION</b>																			
1	Unique Visitors to Website		2,727	3,449	3,493	3,508	4,200	3,302	3,499	3,541	2,881					30,600	2,796.9	N/A	2,460.1
2	LEXPARK Walk-In Customers		642	651	647	651	647	653	649	637	80					5257	651.1	N/A	582.8
3	LEXPARK Telephone Inquiries (Total)		1832	1818	1794	1846	1811	1826	1836	1804	587					15154	1915	100%	2016
4	Reporting Inoperative Meters		136	134	128	201	188	204	209	197	101					1498	128	10%	166
5	LUKE		22	24	14	11	15	13	20	22	4					145	34	1%	49
6	IPS		31	27	20	20	16	13	11	10	5					153	47	1.0%	66
7	POM (Phased out)		11	12	12	10	10	11	15	16	0					97	25	1%	52
8	Enforcement Complaint		0	0	0	0	0	0	0	0	0					0	0	0.0%	0
9	Other Inquiry including payments/ just payments		616	608	617	609	596	598	591	581	260					5076	650	33%	613
10	Pay by Phone questions or issues		55	51	46	41	35	38	34	31	12					343	85	2%	91
11	After 5 Parking questions		0	0	0	0	0	0	0	0	0					0	0	0%	0
12	Wrong Way Parking		4	3	2	3	5	6	7	4	0					34	12	0%	20
13	Garages		957	959	955	951	946	943	949	943	205					7808	979.8	52%	959.5
14	<b>TOTAL CONTACTS</b>		16	23	25	20	21	22	20	26	26					199	28.1	100%	26.3
15	Business Association Meetings Attended		8	15	14	9	11	10	8	11	19					105	14.5	53%	14.2
16	Neighborhood Association Meetings Attended		0	0	1	0	1	0	0	0	0					2	1.1	1%	1.3
17	Number of Merchants Visited		1	2	2	3	2	4	4	3	3					24	3.3	12%	2.7
18	Number of Institutional and/or Public Official Meetings		7	6	8	8	7	8	8	12	4					68	9.3	34%	8.2
19	Number of Parking Customers Contacted (intercept surveys, survey document responses) (Analyst)		1	0	0	3	1	2	1	0	0					8	0.9	N/A	1.3
20	Parking Meter In-Service Rates (% of time)																		
21	Single-Space Meters		99.1%	99.8%	99.7%	99.7%	99.8%	99.7%	99.7%	99.6%	99.8%				98-99% (A)	N/A	99.7%	N/A	99.8%
21	Multi-Space Meters		99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.8%	99.8%	99.9%				98-99% (A)	N/A	99.9%	N/A	99.9%
22	Average Response Time to Address Meter Complaint (Hours)																		
23	(POM) These meters have been phased out		8.45	1.55	2.39	1.57	1.37	0.78	2.51	0	0					N/A	1.9	N/A	2.1
24	Single-Space Meters (IPS)		8.64	2.29	3.33	2.9	2.36	2.01	2.51	2.82	3.13					N/A	2.8	N/A	2.6
24	Multi-Space Meters (LUKE)		2.9	2.28	2.51	6.05	2.2	2.91	6.45	3.57	3.07					N/A	2.0	N/A	1.6
25	Number of Citation Appeal Hearings		19	15	46	34	35	19	9	21	18					216	28.3	100%	28.8
26	Number of Citations Dismissed or Reduced to Warning		8	10	8	8	13	5	9	11	4					76	10.9	35%	13.3
27	Number of Requested Citation Administrative Appeals		177	240	226	222	217	228	205	215	185					1915	202.7	100%	166.3
28	Number of Citations Administratively Dismissed or Reduced to Warning		103	101	106	96	109	135	115	121	80					966	102.5	50%	82.8
<b>PARKING MANAGEMENT EFFECTIVENESS</b>																			
29	Number of Parking Activity Surveys Conducted (TOTAL)		47	47	47	47	47	47	47	47	40					416	46.2	100%	47.0
30	Parking Occupancy and Availability		46	46	46	46	46	46	46	46	40					408	45.3	98%	46.0
31	Parking Turnover		1	1	1	1	1	1	1	1	0					8	0.9	2%	1.0
32	Downtown Meter Turnover Rate		189%	191%	207%	178%	221%	173%	228%	215%	N/A				67-140% (B)	N/A	204.8%	N/A	210.8%
33	Parking Vacancy Rate in Neighborhoods		56%	68%	62%	58%	65%	59%	50%	58%	60%+					N/A	62.3%	N/A	62.3%
34	Meter Occupancy Rate by Survey		38%	45%	50%	48%	50%	51%	48%	43%	20%-				93-95% (C)	N/A	45.8%	N/A	48.4%
35	Paid Legal Meter Occupancy Rate by Meter Revenue		35.0%	38.1%	45.8%	45.1%	40.1%	44.2%	36.4%	49.5%	27.4%				60-85% (D)	N/A	45.5%	N/A	44.6%
36	Safety Zone Violation Rate		7.0%	2.6%	6.6%	6.5%	6.7%	5.50%	6.8%	7.7%	6.2%				25-33% (E)	N/A	8.3%	N/A	7.2%
37	Loading Zone Violation Rate		1.3%	1.5%	2.3%	1.1%	1.9%	1.7%	1.7%	2.3%	1.3%					N/A	1.7%	N/A	2.0%
<b>PARKING OPERATIONS EFFICIENCY</b>																			
38	Number of Parking Violation Surveys Conducted		30	30	30	30	30	30	30	30	many					240	30.0	100%	30.0
39	Violation Capture Rate (Meters & RPP)		27%	10%	27%	17%	34%	33%	20%	41%	N/A				10-25% (F)	N/A	38%	N/A	33%
40	Total Net Patrol Hours		734	905	794	913	829	883	1,103	996	1,011					8,168	735	N/A	769
41	Average Net Patrol Hours per Officer		147	151	132	152	138	147	158	142	112					N/A	126	N/A	133
42	Number of Letters Mailed		2,888	2,212	3,317	7,160	2,500	2,872	2,823	2,905	2,680					29,357	2,466	N/A	3,002
43	Total Amount Due from Top 20 Scofflaws		\$9,955	\$10,145	\$10,255	\$10,325	\$10,855	\$10,920	\$11,475	\$11,625	\$11,325					N/A	\$9,175	N/A	\$9,676
44	Parking Ticket Collection Rate (1-year running average)		76.88%	77.50%	78.43%	78.55%	77.97%	78.18%	77.80%	77.74%	78.85%					N/A	77.3%	N/A	80.1%



User-input variable cells.

Totals for underlying cells.

REVENUE STREAM INTEGRITY and SECURITY		Note	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	AVERAGE	Percent of Total
1	<b>Field Inspections (with Contact)</b>		7	8	4	2	5	8	3	7	2				46	5.1	100%
2	Canister Integrity		0	0	0	0	0	1	0	0	0				1	0.1	2%
3	Maintenance		1	2	0	0	1	2	0	2	0				8	0.9	17%
4	Collections		2	2	1	1	1	2	0	2	0				11	1.2	24%
5	Enforcement		2	3	2	0	1	2	2	2	2				16	1.8	35%
6	Coin Counting Observations		2	1	1	1	2	1	1	1	0				10	1.1	22%
7	<b>Field Observations (Covert)</b>		9	10	8	10	12	7	11	9					76	9.5	100%
8	Vehicle Integrity		1	2	0	2	2	1	2	1	0				11	1.2	14%
9	Maintenance		3	3	3	2	2	2	3	3	2				23	2.6	30%
10	Collections		2	3	2	2	3	1	2	2	1				18	2.0	24%
11	Enforcement		3	2	3	4	5	3	4	3	4				31	3.4	41%
12	<b>Revenue Control Discrepancies Noted</b>		0	0	0	0	0	0	0	0	0				0	N/A	N/A
13	Equipment Integrity		0	0	0	0	0	0	0	0	0				0	N/A	N/A
14	Incomplete Coin Room Record		0	0	0	0	0	0	0	0	0				0	N/A	N/A
15	Incomplete Key Control Documentation		0	0	0	0	0	0	0	0	0				0	N/A	N/A
16	Failure to Notify of Location		0	0	0	0	0	0	0	0	0				0	N/A	N/A
	<b>Customer Satisfaction</b>																
17	Number of Parkers Responding		1	0	0	3	1	0	0	2	0				7	1	N/A
18	Positive Response		1	0	0	2	1	0	0	1	0				5	0.6	N/A
19	Negative Response		0	0	0	1	0	0	0	1	0				2	0	N/A
20	Specific Complaints		0	0	0	1	0	0	0	1	0				2	0	N/A
	<b>Revenue Tests</b>																
21	Number of Single-Space Meters Planted		0	0	0	0	0	0	0	0	0				0	N/A	N/A
22	Value Planted														\$0.00	N/A	N/A
23	Value Recovered														\$0.00	N/A	N/A
24	Number of Multi-Space Meters Planted		0	0	0	0	0	0	0	0	0				0	N/A	N/A
25	Value Planted														\$0.00	N/A	N/A
26	Value Recovered														\$0.00	N/A	N/A
	<b>Average Meter Payment and Average Length of Stay</b>																
27	Average Meter Payment (LUKE & IPS)		\$1.12	\$1.31	\$1.34	\$1.31	\$1.30	\$1.22	\$1.20	\$1.49	\$1.28				N/A	\$1.29	N/A
28	4 Hour Meters - Average Length of Stay (in minutes)		100	100	110										N/A	103	N/A
29	2 Hour Meters - Average length of stay (in minutes)		40	40	40										N/A	40	N/A
	<b>Credit Card Usage and Forms of Payment</b>																
30	LUKE (Credit Card Percent of transactions)		56.0%	61.9%	68.0%	68.6%	70.0%	67.1%	65.5%	73.0%	70.0%				N/A	66.7%	N/A
31	Average CC transaction		\$2.01	\$2.58	\$2.78	\$2.66	\$2.60	\$2.48	\$2.50	\$2.65	\$2.54				N/A	\$2.5	N/A
33	IPS (CC as a percent of transactions)		21.0%	23.0%	22.0%	22.0%	22.0%	21.6%	21.8%	22.9%	43.5%				N/A	24.4%	N/A
34	Average CC transaction		\$1.74	\$1.86	\$1.77	\$1.76	\$1.73	\$1.75	\$1.75	\$1.74	\$1.78				N/A	176.4%	N/A
35	Pay by Phone (as a meter payment transaction)		10.4%	14.9%	14.9%	15.0%	16.0%	18.3%	16.7%	17.6%	0.0%				N/A	13.8%	N/A
	<b>Meter Occupancy Rates by Zones</b>																
36	Low 0-30% (9,12,13)		20%	27%	34%	32%	34%	41%	42%	30%	10%				N/A	30.0%	N/A
37	Medium 30-60% (1,2,3,5,6,7,10,11,14,15,16)		39%	40%	50%	48%	53%	50%	45%	53%	20%				N/A	44.2%	N/A
38	High 60% or more (4,8)		78%	88%	74%	70%	82%	78%	81%	80%	30%				N/A	73.4%	N/A
	<b>Meter Occupancy Rates by Areas</b>																
36	Downtown 1, 2, 3, 4, 5, 8, 9, 11, 12, 13,								49%	46%	20%				N/A	38.3%	N/A
37	UK Campus (6, 7, 10)								57%	71%	10%				N/A	46.0%	N/A
38	Chevy Chase (15)								38%	63%	10%				N/A	37.0%	N/A





**ON STREET BY THE NUMBERS  
FY 2020**

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	FY 2020 AVG	FY 19 AVG	FY 18 AVG
1 Violations Cited	3,434	4,165	3,663	4,309	4,127	3,939	4,108	4,129	3,193				3,896	3,829	3,320
2 Actual Citations (exc voids & warnings)	3,243	3,808	3,506	4,095	3,877	3,742	3,889	3,920	2,992				3,675	3,526	3,040
3 Value of Actual Citations	\$ 78,335	\$ 90,405	\$ 86,095	\$ 97,855	\$ 89,945	\$ 87,075	\$ 88,480	\$ 94,230	\$ 67,685				\$ 86,678	\$ 88,698	\$ 85,601
4 Citations Paid	2,522	2,760	2,763	3,095	2,696	3,296	2,911	3,116	2,669				2,870	2,687	2,504
5 Percentage of Citations Paid	77.80%	72.50%	78.81%	75.60%	69.50%	88.10%	74.90%	79.50%	89.20%				78.43%	76.74%	80.28%
6 Value of Citations Paid	\$ 71,101	\$ 76,720	\$ 80,911	\$ 89,090	\$ 74,869	\$ 95,092	\$ 81,500	\$ 86,396	\$ 77,210				\$ 81,432	\$ 76,608	\$ 70,919
7 Warnings Issued	141	316	121	165	211	158	161	152	103				170	247	195
8 Voids	55	50	42	57	41	52	67	57	109				59	51	74
9 Citation Void Percentage	1.6%	1.2%	1.1%	1.3%	0.9%	1.3%	1.6%	1.4%	3.4%				1.5%	1.4%	2.3%
10 Meter Revenue Collected	\$ 94,297	\$ 101,821	\$ 111,701	\$ 121,716	\$ 100,008	\$ 97,800	\$96,458	\$ 108,520	\$ 69,700				\$ 100,225	\$ 92,456	\$ 88,777
11 Avg Meter Rev Collected per Work Day	\$ 4,286	\$ 4,628	\$ 5,585	\$ 5,292	\$ 5,556	\$ 4,890	\$ 4,593	\$ 5,712	\$ 3,168				\$ 4,857	\$ 4,228	\$ 4,121
12 RPPP's Sold	710	734	119	89	26	33	43	26	13				199	167	2,136
13 Value of RPP Permits	\$ 7,100	\$ 7,340	\$ 1,190	\$ 890	\$ 260	\$ 330	\$ 430	\$ 260	\$ 130				\$ 1,992	\$ 1,673	\$ 1,436
14 Monthly Permit Revenue	\$ 5,864	\$ 7,154	\$ 6,673	\$ 8,228	\$ 4,987	\$ 7,593	\$ 10,026	\$ 5,129	\$ 7,664				\$ 7,035	\$ 6,117	\$ 6,150
15 Value of Bagged Meters	\$ 7,023	\$ 4,573	\$ 4,545	\$ 6,140	\$ 2,775	\$ 3,725	\$ 6,225	\$ 2,740	\$ 9,475				\$ 5,247	\$ 10,460	\$ 11,426
16 New Meters Added or Removed	-	-	(2)	(5)	8	(6)	(6)	-	-				(1)	1	0
17 Single Space Meters	810	770	752	751	759	686	644	644	644				718	875	946
18 Mult-Space Meters	48	55	58	58	62	68	71	71	71				62	41	37
19 Metered Space Count	1,273	1,267	1,265	1,260	1,268	1,262	1,256	1,256	1,256				1,263	1,271	1,272
20 Vehicles Booted	28	50	19	49	37	45	58	39	25				39	39	42
21 Booting Fees	\$ 2,070	\$ 2,970	\$ 1,890	\$ 2,160	\$ 1,590	\$ 4,590	\$ 2,660	\$ 3,540	\$ 3,525				\$ 2,777	\$ 3,064	\$ 3,221
22 Total Revenue Collected	\$ 187,454	\$ 200,578	\$ 206,910	\$ 228,223	\$ 184,489	\$ 209,130	\$ 197,299	\$ 206,584	\$ 167,705				\$ 198,708	\$ 190,376	\$ 181,929



## LEXPARK VOID SUMMARY

### Voided Citations By Officer

FY 2020		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	AVERAGE
Issuing Officer														
1	2013	4	1	5	-	-	1	1	1	-				1
2	2065	-	-	-	-	-	-	-	-	-				-
3	2081	7	7	-	6	3	-	5	8	23				7
4	2082	2	4	8	7	3	7	3	2	9				5
5	2098	1	1	1	-	-	-	-	-	-				0
6	2115	-	-	-	-	-	-	-	-	-				-
7	2117	-	-	-	1	-	-	-	-	-				0
8	2119	7	5	7	4	-	2	-	-	-				3
9	2120	10	6	6	7	9	7	4	3	23				8
10	2122	-	1	-	-	-	-	-	-	-				0
11	2124	-	-	-	-	-	-	-	-	-				-
12	2125	-	1	-	1	-	-	-	-	-				0
13	2130	-	-	-	-	-	-	-	-	-				-
14	2131	9	3	-	2	1	7	21	9	5				6
15	2132	-	-	-	-	-	-	-	-	-				-
16	2133	15	13	10	17	13	6	16	12	21				14
17	2137	-	8	5	7	1	6	6	4	8				5
18	2138	-	-	-	5	11	9	8	13	18				7
19	2140	-	-	-	-	-	7	3	5	2				2
20	% Voids	1.60%	1.20%	1.15%	1.32%	0.99%	1.32%	1.63%	1.38%	3.41%				1.56%
21	Total	55	50	42	57	41	52	67	57	109				59
22	Total Citations	3,434	4,165	3,663	4,309	4,127	3,939	4,108	4,129	3,193				3,896

### Voided Citations Summary By Reason

FY 2020		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	AVERAGE
Void Type														
23	Administrative	18	8	6	7	6	18	38	21	10				15
24	Ambiguous Mrkg /Missing Sign	-	-	-	-	-	-	2	-	-				0
25	Customer Walk Up	2	-	1	-	1	-	-	-	-				0
26	Duplicate	6	7	9	3	4	2	3	9	4				5
27	Meter Malfunction	-	4	2	1	1	-	-	-	-				1
28	Pay By Phone	18	12	9	23	10	15	9	10	12				13
29	Officer Error	7	16	13	23	16	15	13	16	11				14
30	Test	2	-	-	-	-	-	-	-	1				0
31	Visitor	-	-	-	-	1	-	2	-	-				0
32	Printer Error	1	-	-	-	-	-	-	-	-				0
33	Paid Other Luke	1	-	1	-	2	-	-	-	-				0
34	Void By Client Directive	-	3	1	-	-	2	-	1	71*				1
35	TOTAL	55	50	42	57	41	52	67	57	38				51

\* On March 17, our officers wrote 71 tickets for non-payment of meters on the day we declared Free Parking due to the COVID-19 virus. The tickets were voided on March 18 per client directive



# Citations Aging Report

## Five-Year Report Ending April 1, 2020

Category	1-30	31-60	61-90	91-120	121-180	6M-1Y	1Y-2Y	2Y-3Y	3Y-4Y	4Y	Totals
<b>TOTALS</b>											
Count	1,573	1,347	1,065	804	1,780	4,406	8,176	7,157	8,488	1,066	35,862
Dollar Amt	\$53,357.00	\$53,695.00	\$42,779.00	\$32,195.00	\$72,330.00	\$184,460.00	\$355,695.52	\$290,395.86	\$328,668.50	\$40,061.00	\$1,453,636.88



# Citations Aging Report

## Five-Year Report Ending March 1, 2020

Category	1-30	31-60	61-90	91-120	121-180	6M-1Y	1Y-2Y	2Y-3Y	3Y-4Y	4Y	Totals
<b>TOTALS</b>											
Count	2,166	1,231	966	905	1,839	4,395	8,117	7,148	8,695	983	36,445
Dollar Amt	\$66,155.00	\$49,150.00	\$38,655.00	\$34,430.00	\$78,160.00	\$184,120.00	\$368,150.52	\$271,075.86	\$336,774.50	\$37,090.00	\$1,463,760.88



## OFF STREET BY THE NUMBERS FY 2020

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	FY 2020 AVG	FY 19 AVG
<b>MONTHLY CARD HOLDERS BILLED</b>														
1 Victorian Square	383	382	388	389	381	384	374	381	406				385	378
2 Transit Center	1,079	1,061	1,062	1,065	1,067	1,043	1,046	1,055	1,055				1,059	1,107
3 Courthouse	224	241	242	243	245	239	240	240	249				240	224
4 Helix	400	396	395	394	387	384	381	384	384				389	384
5 TOTAL	2,086	2,080	2,087	2,091	2,080	2,050	2,041	2,060	2,094				2,074	2,093
<b>TOTAL AVAILABLE FOR MONTHLY</b>														
6 Victorian Square (384)	-	-	-	-	4	15	10	8	2				4	-
7 Transit Center (777)	-	-	-	-	-	5	9	15	15				5	4
8 Courthouse (518)	-	-	-	-	-	8	2	2	2				2	15
9 Helix (389)	-	-	-	-	7	5	6	16	16				6	4
10 TOTAL (2068)	-	-	-	-	11	33	27	41	35				16	23
11 SPECIAL EVENTS WORKED - VS	3	5	6	8	11	10	12	18	4				9	9
12 VALIDATIONS SOLD - ALL GARAGES	1,134	2,044	3,056	1,737	2,268	1,174	3,114	3,963	245				2,082	1,533
<b>AVERAGE DAILY TRANSACTIONS</b>														
13 Victorian Square	333	264	255	261	261	252	223	236	108				244	293
14 Transit Center	17	11	14	15	13	14	16	26	8				15	50
15 Courthouse	235	169	177	215	190	173	197	204	111				186	215
16 Helix	605	383	419	442	368	356	408	419	225				403	479
17 TOTAL	1,190	827	865	932	832	795	844	885	452				847	1,037
<b>AVERAGE LENGTH OF STAY - HOURS</b>														
18 Victorian Square	2.8	2.0	2.2	2.7	3.2	2.8	2.1	2.5	2.1				2.5	2.4
19 Transit Center	3.5	2.7	2.8	2.8	3.0	2.7	2.9	2.7	2.7				2.9	3.8
20 Courthouse	2.4	1.9	1.9	2.1	2.1	2.0	2.1	2.3	2.3				2.1	2.0
21 Helix	2.3	1.1	1.1	1.3	1.7	1.4	1.1	1.1	1.2				1.4	1.6
22 CUMULATIVE AVERAGE	2.8	1.9	2.0	2.2	2.5	2.2	2.1	2.1	2.1				2.2	2.5
<b>AVERAGE TRANSACTION AMOUNT</b>														
23 Victorian Square	\$ 3.87	\$ 4.00	\$ 4.35	\$ 5.43	\$ 6.46	\$ 5.60	\$ 7.90	\$ 7.97	\$ 6.07				\$ 5.74	\$ 5.12
24 Transit Center	\$ 4.98	\$ 5.16	\$ 5.08	\$ 4.99	\$ 5.39	\$ 5.34	\$ 5.61	\$ 5.21	\$ 5.39				\$ 5.24	\$ 7.33
25 Courthouse	\$ 3.99	\$ 3.81	\$ 3.71	\$ 4.14	\$ 4.33	\$ 4.01	\$ 4.22	\$ 4.55	\$ 4.45				\$ 4.13	\$ 4.10
26 Helix	\$ 2.23	\$ 2.16	\$ 2.17	\$ 2.61	\$ 3.73	\$ 2.65	\$ 3.45	\$ 3.35	\$ 3.51				\$ 2.87	\$ 2.99
27 CUMULATIVE AVERAGE	\$ 3.77	\$ 3.78	\$ 3.83	\$ 4.29	\$ 4.98	\$ 4.40	\$ 5.30	\$ 5.27	\$ 4.86				\$ 4.50	\$ 4.89

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

Substantially All Disclosures Omitted

	As Of 02/29/20	As Of 02/28/19	Variance 02/29/20
<b>Assets</b>			
Current Assets			
Cash	\$ 1,958,542	\$ 1,913,035	\$ 45,506
Cash-Change Fund	496	12,099	(11,603)
Accounts Receivable	45,600	31,167	14,435
Prepaid Expenses	184,724	157,577	27,146
Restricted Cash & Cash Equivalents			
Investments-BB&T-Restricted Cash	3,500,000	3,500,000	0
Investments-BB&T-Garage Maintenance Reserve	1,091,053	978,310	112,743
Investments-BB&T-Unrealized G/L	0	(845)	845
Investments-BB&T-Accrued Interest	9,964	22,142	(12,178)
Total Restricted Cash & Equivalents	<u>4,601,017</u>	<u>4,499,607</u>	<u>101,410</u>
Total Current Assets	<u>6,790,379</u>	<u>6,613,485</u>	<u>176,894</u>
Non-Current Assets			
Capital Assets			
Land	7,585,094	7,585,094	0
Parking Facilities & Improvements	12,144,374	10,794,871	1,349,503
Equipment & Furniture	2,226,163	2,080,537	145,626
Construction In Progress	561,130	565,477	(4,347)
Computer Software	10,850	10,850	0
Total Capital Assets	<u>22,527,611</u>	<u>21,036,829</u>	<u>1,490,782</u>
Less: Accumulated Depreciation	<u>(4,365,221)</u>	<u>(3,658,539)</u>	<u>(706,682)</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>18,162,390</u>	<u>17,378,290</u>	<u>784,100</u>
Total Non-Current Assets	<u>18,162,390</u>	<u>17,378,290</u>	<u>784,100</u>
<b>Total Assets</b>	<b><u>\$ 24,952,769</u></b>	<b><u>\$ 23,991,776</u></b>	<b><u>\$ 960,993</u></b>
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts Payable and Accrued Liabilities	\$ 176,960	\$ 325,288	\$ (148,328)
Compensated Absences	10,547	13,511	(2,964)
Deposits Payable	4,695	4,509	185
Note Payable	412,627	405,060	7,568
Deferred Revenue	14,300	0	14,300
Total Current Liabilities	<u>619,129</u>	<u>748,368</u>	<u>(129,239)</u>
Non-Current Liabilities			
Note Payable	2,582,795	2,996,915	(414,120)
Compensated Absences	10,547	13,511	(2,964)
Deposits Payable	3,400	3,038	362
Total Non-Current Liabilities	<u>2,596,742</u>	<u>3,013,464</u>	<u>(416,722)</u>
Total Liabilities	<u>3,215,871</u>	<u>3,761,832</u>	<u>(545,961)</u>
Net Position			
Capital Assets Net of Debt	15,166,968	13,862,060	1,304,908
Restricted-Garage Maintenance Reserve	1,101,017	1,001,273	99,743
Restricted-Capital Asset Mgmt Program	3,500,000	3,500,000	0
Unrestricted	1,968,913	1,866,611	102,303
Total Net Position	<u>21,736,898</u>	<u>20,229,944</u>	<u>1,506,954</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 24,952,769</u></b>	<b><u>\$ 23,991,776</u></b>	<b><u>\$ 960,993</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 2/29/2020	Year To Date 2/29/2020
<b>Cash Flows from Operating Activities</b>		
Cash received from parking customers	\$ 431,864	\$ 3,224,097
Cash received from commercial property renters	6,078	36,882
Cash received from other sources (interest / misc)	6,248	69,169
Cash payments to suppliers for goods and services	(264,154)	(2,327,920)
Cash payments to employees for services	(36,090)	(195,177)
Cash payments of related party payables to LFUCG	(3,271)	(18,086)
<b>Net Cash Provided by Operating Activities</b>	<b>140,675</b>	<b>788,965</b>
<b>Cash Flows from Noncapital Financing Activities</b>		
Cash payments on Note Payable	(34,110)	(271,688)
<b>Net Cash Used in Noncapital Financing Activities</b>	<b>(34,110)</b>	<b>(271,688)</b>
<b>Cash Flows from Capital and Investing Activities</b>		
Net Changes in Restricted Investments	3,849	(55,419)
Purchases of Capital Assets	(24,343)	(653,106)
Funds received from grants	-	7,260
<b>Net Changes in Capital and Investing Activities</b>	<b>(20,494)</b>	<b>(701,265)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>86,071</b>	<b>(183,988)</b>
<b>Cash and Cash Equivalents, Beginning of Period</b>	<b>1,872,967</b>	<b>2,143,026</b>
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 1,959,038</b>	<b>\$ 1,959,038</b>
<b>Reconciliation of Operating Income to Net Cash Flows</b>		
<b>Provided by Operating Activities</b>		
Change in Net Position	\$ 165,852	\$ 1,025,590
<b>Adjustments to Reconcile Operating Income to Net Cash</b>		
<b>Provided by Operating Activities:</b>		
Unrealized losses (gains) on investments	460	1,757
Depreciation and Amortization	59,896	479,912
Loss (gain) on Disposal of Assets	-	(9,383)
Funds received from grants	-	(7,260)
<b>Changes in Assets and Liabilities:</b>		
Accounts Receivable	(5,934)	(4,521)
Prepaid Expenses	-	(184,723)
Accrued Interest	(9,964)	(9,964)
Accounts Payable and Accrued Liabilities	(69,635)	(502,443)
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 140,675</b>	<b>\$ 788,965</b>

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 2/29/2020	Month End 2/29/2020	Variance 2/29/2020	FYTD 2/29/2020	FYTD 2/29/2020	Variance 2/29/2020	Annual Budget 6/30/2020	
	Actual	FYE Budget		Actual	FYE Budget		FYE Budget	
<b>Revenue</b>								
Revenue OnStreet								
1	Parking - Monthly Rental	\$ 5,379	\$ 8,167	\$ (2,789)	\$ 83,928	\$ 65,336	\$ 18,592	\$ 98,004
2	Parking - Meter Collections	111,401	110,051	1,351	867,473	950,231	(82,758)	1,444,144
3	Parking - Fines	89,568	74,542	15,026	656,168	638,890	17,278	968,638
4	Total Revenue OnStreet	206,348	192,760	13,588	1,607,569	1,654,457	(46,888)	2,510,786
Revenue OffStreet								
5	Parking - Monthly Rental	113,905	112,920	985	894,929	903,360	(8,431)	1,355,400
6	Parking - Transient Rental	69,644	60,500	9,144	532,846	525,578	7,268	799,242
7	Parking - Event	42,080	41,500	580	163,550	188,500	(24,950)	208,500
8	Parking - Validations	7,855	3,534	4,321	31,893	30,690	1,203	46,686
9	Parking - Fines	150	0	150	430	0	430	0
10	Overage/Shortage/Fees	(2,185)	0	(2,185)	(2,599)	0	(2,599)	0
11	Total Revenue OffStreet	231,449	218,454	12,995	1,621,049	1,648,128	(27,079)	2,409,828
12	Commercial Property Rental	6,078	4,967	1,111	36,882	39,736	(2,854)	59,604
13	Miscellaneous Income	134	0	134	3,786	0	3,786	0
14	Total Revenue	444,009	416,181	27,828	3,269,286	3,342,321	(73,035)	4,980,218
<b>Operating Expenses</b>								
OnStreet Operating Expenses								
15	Lanier Operating Expenses	68,849	87,587	18,738	591,032	734,913	143,881	1,104,023
16	Property & Casualty Excess Insurance	0	0	0	995	1,440	445	1,440
17	Bank & Credit Card Fees	10,281	11,000	719	91,697	88,000	(3,697)	132,000
18	Total OnStreet Operating Expenses	79,130	98,587	19,457	683,724	824,353	140,630	1,237,463
OffStreet Operating Expenses								
19	Lanier Operating Expenses	78,902	88,583	9,681	527,919	754,761	226,841	1,112,657
20	Property & Casualty Excess Insurance	0	0	0	57,120	57,501	381	57,501
21	Bank & Credit Card Fees	4,313	4,584	271	35,956	36,672	716	55,008
22	Utilities	11,724	10,166	(1,558)	83,480	81,328	(2,152)	121,992
23	Interest Expense	5,619	6,667	1,048	46,149	53,333	7,184	80,000
24	Total OffStreet Operating Expenses	100,558	110,000	9,442	750,624	983,595	232,970	1,427,158
25	Personnel Expenses	23,403	25,872	2,469	221,350	206,976	(14,374)	310,464
Administrative Expenses								
26	Property & Casualty Excess Insurance	0	0	0	35,884	37,400	1,516	37,400
27	Bank & Credit Card Fees	37	0	(37)	796	0	(796)	0
28	Other Professional Services	14,719	18,950	4,231	103,801	151,600	47,799	227,400
29	Rent/Lease Expenses	876	876	0	7,007	7,008	1	10,512
30	Landline Phones	395	442	47	3,173	3,536	363	5,304
31	Business Travel & Training	1,466	1,625	159	13,688	13,000	(688)	19,500
32	Dues Subscriptions & Publications	3,195	258	(2,937)	5,631	2,064	(3,567)	3,096
33	Office Supplies	108	583	475	4,635	4,664	30	6,996
34	Office Machines & Equipment	0	208	208	0	1,664	1,664	2,496
35	Office Repairs & Maintenance	29	125	96	240	1,000	759	1,500
36	Mileage Expense	0	33	33	0	264	264	396
37	Operating Contingency	0	7,500	7,500	13,500	60,000	46,500	90,000
38	Total Administrative Expenses	20,825	30,600	9,775	188,355	282,200	93,845	404,600
39	Total Operating Expenses	223,916	265,059	41,143	1,844,053	2,297,124	453,071	3,379,685
Change in Net Position Before Capital &								
40	Other Financing	220,093	151,122	68,971	1,425,233	1,045,197	380,036	1,600,533
<b>Expenses For Capital Assets</b>								
41	Depreciation & Amortization	59,895	56,601	(3,294)	479,912	452,810	(27,102)	679,214
42	Total Expenses For Capital Assets	59,895	56,601	(3,294)	479,912	452,810	(27,102)	679,214
<b>Other Financing Sources</b>								
43	Grants Received	0	0	0	7,260	0	7,259	0
44	Interest Income	6,114	9,000	(2,886)	65,383	72,000	(6,616)	108,000
45	Gain (Loss) on Disposal of Assets	0	0	0	9,383	0	9,382	0
46	Unrealized Gain / Loss on Investments	(460)	0	(460)	(1,757)	0	(1,756)	0
47	Total Other Financing Sources	5,654	9,000	(3,346)	80,269	72,000	8,269	108,000
48	<b>Total Change in Net Position</b>	<b>\$ 165,852</b>	<b>\$ 103,521</b>	<b>\$ 62,331</b>	<b>\$ 1,025,590</b>	<b>\$ 664,387</b>	<b>\$ 361,203</b>	<b>\$ 1,029,319</b>

No assurance is provided on these financial statements.

**Lexington & Fayette County Parking Authority  
Management Report  
Capital Expenditures**

Substantially All Disclosures Omitted

	FYTD 02/29/20 <small>Actual</small>	Year Ending 06/30/19 <small>Actual</small>	Year To Date 02/29/20 <small>Capital Expenditures</small>	FYTD 06/30/20 <small>Annual Cap Ex Budget</small>
<b>Capital Assets</b>				
Land	7,585,094	7,585,094	0	0
Parking Facilities & Improvements	12,144,374	12,144,374	0	2,375,250
Equipment & Furniture	2,226,163	1,996,555	229,608	323,000
Construction In Progress	561,131	128,249	432,881	0
Computer Software	10,850	10,850	0	0
<b>Total Capital Assets</b>	<b><u>22,527,612</u></b>	<b><u>21,865,122</u></b>	<b><u>662,489</u></b>	<b><u>2,698,250</u></b>

No assurance is provided on these financial statements.



**LEXPARK**  
**On-Street Financial Report**  
**February 29, 2020**  
**Location 21081200**



Description	Current Actual	% of Total Revenue	Current Budget	Current Variance		YTD Actual	% of Total Revenue	YTD Budget	YTD Variance	
<b>Revenue</b>										
1 Meter Receipts	\$ 108,455	53%	\$ 102,048	\$ 6,407	<b>A.</b>	\$ 832,896	52%	\$ 886,207	\$ (53,311)	<b>A.</b>
2 Permit Sales/Monthly Permit Sales	\$ 5,379	3%	\$ 6,800	\$ (1,422)		\$ 73,441	5%	\$ 70,800	\$ 2,641	
3 Violation Tickets	\$ 86,148	42%	\$ 69,502	\$ 16,646	<b>B.</b>	\$ 637,102	40%	\$ 598,570	\$ 38,532	<b>B.</b>
4 Bag Rental Fees	\$ 2,740	1%	\$ 8,003	\$ (5,263)	<b>C.</b>	\$ 37,746	2%	\$ 64,024	\$ (26,278)	<b>C.</b>
5 Booting Fees	\$ 3,450	2%	\$ 5,040	\$ (1,590)		\$ 21,290	1%	\$ 40,320	\$ (19,030)	<b>D.</b>
<b>6 Total Revenue</b>	<b>\$ 206,172</b>		<b>\$ 191,393</b>	<b>\$ 14,779</b>		<b>\$ 1,602,475</b>		<b>\$ 1,659,921</b>	<b>\$ (57,446)</b>	
<b>Expenses</b>										
<b>Payroll</b>										
7 Salaries & Wages	\$ 33,153		\$ 36,512	\$ 3,359		\$ 275,803		\$ 315,972	\$ 40,169	<b>E.</b>
8 Payroll Taxes	\$ 4,810		\$ 5,298	\$ 487		\$ 40,031		\$ 45,848	\$ 5,816	
9 Workers Comp Ins	\$ 2,072		\$ 2,282	\$ 210		\$ 17,243		\$ 19,748	\$ 2,505	
10 Liability Insurance	\$ 1,599		\$ 1,599	\$ -		\$ 12,956		\$ 12,796	\$ (161)	
11 Employee Health Insurance	\$ 5,295		\$ 5,070	\$ (225)		\$ 25,050		\$ 40,560	\$ 15,510	
<b>12 Total Payroll</b>	<b>\$ 46,930</b>	<b>23%</b>	<b>\$ 50,761</b>	<b>\$ 3,831</b>		<b>\$ 371,083</b>	<b>23%</b>	<b>\$ 434,923</b>	<b>\$ 63,840</b>	
<b>Field</b>										
13 Uniforms	\$ -		\$ -	\$ -		\$ 675		\$ 1,500	\$ 825	
14 Hiring/Training	\$ 137		\$ 137	\$ -		\$ 1,153		\$ 1,097	\$ (56)	
15 Equipment	\$ -		\$ -	\$ -		\$ 61		\$ -	\$ (61)	
16 Vehicle Expense	\$ 1,297		\$ 1,280	\$ (17)		\$ 8,760		\$ 10,241	\$ 1,481	
17 EMS/IPS/PBP/CCS Service Fees	\$ 9,537		\$ 23,005	\$ 13,468	<b>F.</b>	\$ 161,405		\$ 181,286	\$ 19,881	<b>F.</b>
18 Professional Services/Fees	\$ 1,140		\$ 517	\$ (623)		\$ 6,933		\$ 4,135	\$ (2,798)	
19 General Supplies	\$ 1,339		\$ 3,017	\$ 1,678		\$ 15,228		\$ 24,133	\$ 8,906	
20 Repairs - Maintenance	\$ 1,576		\$ 1,550	\$ (26)		\$ 26,583		\$ 12,400	\$ (14,183)	<b>G.</b>
<b>21 Total Field</b>	<b>\$ 15,025</b>	<b>7%</b>	<b>\$ 29,505</b>	<b>\$ 14,480</b>		<b>\$ 220,797</b>	<b>14%</b>	<b>\$ 234,791</b>	<b>\$ 13,994</b>	
<b>Office</b>										
22 Communications/Telephones	\$ 533		\$ 1,391	\$ 858		\$ 14,341		\$ 12,540	\$ (1,801)	
23 Office Supplies	\$ 254		\$ -	\$ (254)		\$ 1,105		\$ 833	\$ (271)	
24 Printing & Design/Ticket Purchase	\$ 419		\$ 548	\$ 130		\$ 11,045		\$ 4,387	\$ (6,658)	
25 Postage/Dues & Memberships	\$ 1,065		\$ 1,336	\$ 271		\$ 9,746		\$ 10,740	\$ 994	
26 Employee Incentive	\$ -		\$ 175	\$ 175		\$ 85		\$ 1,400	\$ 1,315	
<b>27 Total Office</b>	<b>\$ 2,271</b>	<b>1%</b>	<b>\$ 3,451</b>	<b>\$ 1,180</b>		<b>\$ 36,321</b>	<b>2%</b>	<b>\$ 29,900</b>	<b>\$ (6,421)</b>	
<b>Miscellaneous</b>										
28 Customer Refund	\$ 30		\$ -	\$ (30)		\$ 60		\$ -	\$ (60)	
29 Base Management Fee	\$ 1,465		\$ 1,465	\$ -		\$ 11,723		\$ 11,723	\$ -	
30 Management Incentive Fee	\$ 2,447		\$ 2,319	\$ (128)		\$ 21,849		\$ 18,552	\$ (3,297)	
31 Dues & Subscriptions	\$ 639		\$ 86	\$ (554)		\$ 4,621		\$ 5,024	\$ 403	
<b>32 Total Miscellaneous</b>	<b>\$ 4,582</b>	<b>2%</b>	<b>\$ 3,870</b>	<b>\$ (712)</b>		<b>\$ 38,253</b>	<b>2%</b>	<b>\$ 35,300</b>	<b>\$ (2,953)</b>	
<b>33 Total Expenses</b>	<b>\$ 68,808</b>	<b>33%</b>	<b>\$ 87,587</b>	<b>\$ 18,780</b>		<b>\$ 666,455</b>	<b>42%</b>	<b>\$ 734,914</b>	<b>\$ 68,459</b>	
<b>34 Net Income (Loss)</b>	<b>\$ 137,364</b>		<b>\$ 103,806</b>	<b>\$ 33,558</b>		<b>\$ 936,020</b>		<b>\$ 925,007</b>	<b>\$ 11,014</b>	

**Variance Notes**

- A** Variance due to higher than anticipated meter receipts during the month. The positive variance for the month partially offsets the negative year to date variance due in part to the budget not reflecting an accurate seasonality for the year. This will be addressed with the FY 21 budget.
- B** Variance due to a higher than anticipated number of citation payments processed during the month.
- C** Variance due to the amount of bag rentals for the month and year to date being lower than budgeted. There has been an overall decrease in demand/requests compared to the previous FY from which the budget was derived.
- D** Variance due to the overall decrease in the number of boots as well as the slightly reduced boot fees collected by LexPark resulting from the implementation of the Barnacle booting system.
- E** Variance due in part to not yet utilizing contingency funds for employee appreciation/bonus payouts. Utilization of these funds is to be determined based on the pending impacts of the COVID-19 epidemic.
- F/G** EMS/IPS/PBP/CCS variance due in part to not receiving the FEB LUKE (EMS) invoice during the month. YTD repairs maintenance variance primarily due to multiple out of warranty IPS meter repairs



**LEXPARK**  
**Garage Financial Report**  
**February 29, 2020**  
**Location 21081201..21081204**



Description	Current Actual	% of Total Revenue	Current Budget	Current Variance		YTD Actual	% of Total Revenue	YTD Budget	YTD Variance
<b>Revenue</b>									
1 Monthly	\$ 98,686	46%	\$ 112,950	\$ (14,264)	<b>A.</b>	\$ 908,449	56%	\$ 903,600	\$ 4,849
2 Violation Tickets	\$ 130	0%	\$ 1,000	\$ (870)		\$ 410	0%	\$ 8,500	\$ (8,090)
3 Transient	\$ 67,485	31%	\$ 60,500	\$ 6,985		\$ 523,957	32%	\$ 525,398	\$ (1,441)
4 Stamp/Validation	\$ 7,815	4%	\$ 3,534	\$ 4,281		\$ 31,853	2%	\$ 30,690	\$ 1,163
5 Event	\$ 42,116	19%	\$ 41,500	\$ 616		\$ 163,565	10%	\$ 188,500	\$ (24,935)
<b>6 Total Revenue</b>	<b>\$ 216,232</b>		<b>\$ 219,484</b>	<b>\$ (3,252)</b>		<b>\$ 1,628,234</b>		<b>\$ 1,656,688</b>	<b>\$ (28,454)</b>
<b>Expenses</b>									
<b>Payroll</b>									
7 Salaries & Wages	\$ 29,986		\$ 34,947	\$ 4,961	<b>C.</b>	\$ 227,740		\$ 301,570	\$ 73,830
8 Payroll Taxes	\$ 4,351		\$ 5,071	\$ 720		\$ 33,045		\$ 43,758	\$ 10,713
9 Workers Comp Ins	\$ 1,874		\$ 2,184	\$ 310		\$ 14,234		\$ 18,848	\$ 4,614
10 Liability Insurance	\$ 2,948		\$ 2,948	\$ -		\$ 23,587		\$ 23,587	\$ -
11 Employee Health Insurance	\$ 3,153		\$ 5,501	\$ 2,349		\$ 7,133		\$ 44,011	\$ 36,878
<b>12 Total Payroll</b>	<b>\$ 42,312</b>	<b>20%</b>	<b>\$ 50,652</b>	<b>\$ 8,340</b>		<b>\$ 305,739</b>	<b>19%</b>	<b>\$ 431,774</b>	<b>\$ 126,035</b>
<b>Field</b>									
13 Uniforms	\$ -		\$ 400	\$ 400		\$ 344		\$ 3,200	\$ 2,856
14 Hiring/Training	\$ 155		\$ 155	\$ -		\$ 1,237		\$ 1,237	\$ -
15 Repairs - Maintenance	\$ -		\$ 2,500	\$ 2,500		\$ 38,207		\$ 42,000	\$ 3,793
16 Vehicle Expense	\$ 1,072		\$ 810	\$ (262)		\$ 8,501		\$ 6,480	\$ (2,021)
17 Equipment	\$ -		\$ -	\$ -		\$ 7,855		\$ -	\$ (7,855)
18 EMS/IPS/PBP/CCS Service Fees	\$ 3,525		\$ 4,135	\$ 610		\$ 58,717		\$ 36,505	\$ (22,212)
19 Snow Removal	\$ 10,139		\$ 9,000	\$ (1,139)		\$ 15,333		\$ 36,000	\$ 20,667
20 Professional Services/Fees	\$ 9,163		\$ 9,774	\$ 611		\$ 61,362		\$ 76,790	\$ 15,429
21 Repairs - Sweeper	\$ -		\$ 207	\$ 207		\$ 1,263		\$ 3,306	\$ 2,042
22 General Supplies	\$ 3,162		\$ 4,167	\$ 1,005		\$ 34,812		\$ 33,333	\$ (1,478)
23 Elevator Maintenance	\$ 3,374		\$ 1,667	\$ (1,707)	<b>E.</b>	\$ 24,317		\$ 13,333	\$ (10,983)
24 Pressure Washing	\$ -		\$ -	\$ -		\$ -		\$ 20,660	\$ 20,660
25 Damages - Billable	\$ -		\$ -	\$ -		\$ 390		\$ -	\$ (390)
<b>26 Total Field</b>	<b>\$ 30,589</b>	<b>14%</b>	<b>\$ 32,814</b>	<b>\$ 2,225</b>		<b>\$ 252,337</b>	<b>15%</b>	<b>\$ 272,845</b>	<b>\$ 20,508</b>
<b>Office</b>									
27 Communications	\$ 199		\$ 1,151	\$ 952		\$ 6,793		\$ 10,796	\$ 4,004
28 Office Supplies	\$ 286		\$ 221	\$ (66)		\$ 975		\$ 1,738	\$ 763
29 Printing & Design	\$ 659		\$ 618	\$ (40)		\$ 4,332		\$ 4,947	\$ 615
30 Postage	\$ 1,052		\$ 292	\$ (761)		\$ 7,597		\$ 2,333	\$ (5,264)
<b>31 Total Office</b>	<b>\$ 2,196</b>	<b>1%</b>	<b>\$ 2,282</b>	<b>\$ 86</b>		<b>\$ 19,696</b>	<b>1%</b>	<b>\$ 19,814</b>	<b>\$ 118</b>
<b>Miscellaneous</b>									
32 Customer Refund	\$ -		\$ -	\$ -		\$ 34		\$ -	\$ (34)
33 Base Management Fee	\$ 2,701		\$ 2,701	\$ -		\$ 21,610		\$ 21,610	\$ -
34 Dues & Subscriptions	\$ 967		\$ 342	\$ (625)		\$ 7,108		\$ 4,250	\$ (2,858)
<b>35 Total Miscellaneous</b>	<b>\$ 3,668</b>	<b>2%</b>	<b>\$ 3,043</b>	<b>\$ (625)</b>		<b>\$ 28,751</b>	<b>2%</b>	<b>\$ 25,859</b>	<b>\$ (2,892)</b>
<b>36 Total Expenses</b>	<b>\$ 78,765</b>	<b>36%</b>	<b>\$ 88,791</b>	<b>\$ 10,026</b>		<b>\$ 606,523</b>	<b>37%</b>	<b>\$ 750,291</b>	<b>\$ 143,768</b>
<b>37 Net Income (Loss)</b>	<b>\$ 137,467</b>		<b>\$ 130,694</b>	<b>\$ 6,773</b>		<b>\$ 1,021,711</b>		<b>\$ 906,397</b>	<b>\$ 115,314</b>

**Variance Notes**

- A** Variance due to LFUCG quarterly payment for monthly parking posting during the month. The budget does not reflect the fact that this tenant pays quarterly.
- B** Variance due to the overall fewer number of events thus far in the FY. The budgeted figures were based of the previous FY which had a much higher number of events.
- C** Variance due in part to not yet utilizing contingency funds for employee appreciation/bonus payouts/2 months unused garage manager expense. Utilization of these funds is expected as 2020 progresses and pending impacts from the COVID-19 epidemic.
- D** Variance due to the processing of several prior year S&B invoices during the first part of FY'20.
- E** Variance due to an increased number of service repair calls needed for the Transit center elevators.

**Lexington/ Fayette Co Parking Authority****20**Balance Sheet  
February 29, 2020

## ASSETS

Current Assets		
Cash - US Bank	\$ <u>22,306.12</u>	
Total Current Assets		22,306.12
Property and Equipment		
Building Improvements	<u>81,518.30</u>	
Total Property and Equipment		81,518.30
Other Assets	<u>                    </u>	
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>103,824.42</u></u>

## LIABILITIES AND CAPITAL

Current Liabilities		
Tenant Deposits	\$ <u>5,165.63</u>	
Total Current Liabilities		5,165.63
Long-Term Liabilities	<u>                    </u>	
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		5,165.63
Capital		
Beginning Balance Equity	30,139.26	
Capital Contribution, Net	(172,900.00)	
Retained Earnings	220,583.27	
Net Income	<u>20,836.26</u>	
Total Capital		<u>98,658.79</u>
Total Liabilities & Capital	\$	<u><u>103,824.42</u></u>

Lexington/ Fayette Co Parking Authority  
Income Statement  
Compared with Budget  
For the Eight Months Ending February 29, 2020

21

	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	\$ 4,776.91	\$ 4,810.00	(33.09)	\$ 31,677.80	\$ 31,611.00	66.80
Income - Utilities	432.68	375.00	57.68	1,899.28	1,525.00	374.28
<b>Total Revenues</b>	<b>5,209.59</b>	<b>5,185.00</b>	<b>24.59</b>	<b>33,577.08</b>	<b>33,136.00</b>	<b>441.08</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>5,209.59</b>	<b>5,185.00</b>	<b>24.59</b>	<b>33,577.08</b>	<b>33,136.00</b>	<b>441.08</b>
<b>Expenses</b>						
Property Management Fee	500.00	500.00	0.00	4,000.00	4,000.00	0.00
Repair & Maintenance	637.50	100.00	537.50	2,615.87	2,200.00	415.87
Postage	0.00	0.00	0.00	4.95	4.00	0.95
Commission expense	0.00	0.00	0.00	6,120.00	0.00	6,120.00
<b>Total Expenses</b>	<b>1,137.50</b>	<b>600.00</b>	<b>537.50</b>	<b>12,740.82</b>	<b>6,204.00</b>	<b>6,536.82</b>
<b>Net Income</b>	<b>\$ 4,072.09</b>	<b>\$ 4,585.00</b>	<b>(\$512.91)</b>	<b>\$ 20,836.26</b>	<b>\$ 26,932.00</b>	<b>(\$6,095.74)</b>

For Management Purposes Only

**Lexington/ Fayette Co Parking Authority**  
**Cash Disbursements Journal**  
**For the Period From Feb 1, 2020 to Feb 29, 2020**

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

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
2/3/20	1152	500 100	Property Management Fee Cash - US Bank	Invoice: 7334 Schrader Commercial Properties, LLC	500.00	500.00
2/10/20	1153	511 100	Repair & Maintenance Cash - US Bank	Invoice: 6785 Suter Mechanical, Inc.	622.50	622.50
2/13/20	1154	511 100	Repair & Maintenance Cash - US Bank	Invoice: 7402 Schrader Commercial Properties, LLC	15.00	15.00
	<b>Total</b>				<b>1,137.50</b>	<b>1,137.50</b>



**Lexington/ Fayette Co Parking Authority**  
**General Ledger**  
**For the Period From Feb 1, 2020 to Feb 29, 2020**

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

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
100	2/1/20			Beginning Balance			18,234.03
Cash - US Bank	2/3/20	1152	CDJ	Schrader Commer		500.00	
	2/7/20	020720	CRJ	Crreatures of Whi	1,800.00		
	2/10/20	1153	CDJ	Suter Mechanical, I		622.50	
	2/10/20	020720	CRJ	Spotz, LLC	1,600.00		
	2/10/20	020720	CRJ	Spotz, LLC	149.00		
	2/13/20	1154	CDJ	Schrader Commer		15.00	
	2/18/20	021820	CRJ	Savane Silver	1,376.91		
	2/18/20	021820	CRJ	Savane Silver	180.27		
	2/25/20	022520	CRJ	Crreatures of Whi	103.41		
				Current Period Cha	5,209.59	1,137.50	4,072.09
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>22,306.12</b>
155	2/1/20			Beginning Balance			81,518.30
Building Improvement	<b>2/29/20</b>			<b>Ending Balance</b>			<b>81,518.30</b>
231	2/1/20			Beginning Balance			-5,165.63
Tenant Deposits	<b>2/29/20</b>			<b>Ending Balance</b>			<b>-5,165.63</b>
349	2/1/20			Beginning Balance			-30,139.26
Beginning Balance Eq	<b>2/29/20</b>			<b>Ending Balance</b>			<b>-30,139.26</b>
350	2/1/20			Beginning Balance			172,900.00
Capital Contribution,	<b>2/29/20</b>			<b>Ending Balance</b>			<b>172,900.00</b>
352	2/1/20			Beginning Balance			-220,583.27
Retained Earnings	<b>2/29/20</b>			<b>Ending Balance</b>			<b>-220,583.27</b>
400	2/1/20			Beginning Balance			-26,900.89
Rental Income	2/7/20	020720	CRJ	Crreatures of Whi		1,800.00	
	2/10/20	020720	CRJ	Spotz, LLC - Invoic		1,600.00	
	2/18/20	021820	CRJ	Savane Silver - Inv		1,376.91	
				Current Period Cha		4,776.91	-4,776.91
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>-31,677.80</b>
401	2/1/20			Beginning Balance			-1,466.60
Income - Utilities	2/10/20	020720	CRJ	Spotz, LLC - Electri		149.00	
	2/18/20	021820	CRJ	Savane Silver - Ele		180.27	
	2/25/20	022520	CRJ	Crreatures of Whi		103.41	
				Current Period Cha		432.68	-432.68
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>-1,899.28</b>
500	2/1/20			Beginning Balance			3,500.00
Property Management	2/3/20	1152	CDJ	Schrader Commer	500.00		
				Current Period Cha	500.00		500.00
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>4,000.00</b>

Lexington/ Fayette Co Parking Authority  
General Ledger  
For the Period From Feb 1, 2020 to Feb 29, 2020

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
511 Repair & Maintenance	2/1/20			Beginning Balance			1,978.37
	2/10/20	1153	CDJ	Suter Mechanical, I	622.50		
	2/13/20	1154	CDJ	Schrader Commer	15.00		
				Current Period Cha	637.50		637.50
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>2,615.87</b>
526 Postage	2/1/20			Beginning Balance			4.95
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>4.95</b>
528 Commission expense	2/1/20			Beginning Balance			6,120.00
	<b>2/29/20</b>			<b>Ending Balance</b>			<b>6,120.00</b>

**Lexington/ Fayette Co Parking Authority**  
**Account Reconciliation**  
**As of Feb 29, 2020**  
**100 - Cash - US Bank**  
**Bank Statement Date: February 29, 2020**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	18,234.03
Add: Cash Receipts	5,209.59
Less: Cash Disbursements	(1,137.50)
Add (Less) Other	_____
Ending GL Balance	<u>22,306.12</u>
Ending Bank Balance	22,306.12
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>22,306.12</u></u>

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Garage Updates

### Helix Garage:

- The garage lighting system was programmed with a blue and white scheme for UK basketball.
- The garage lighting system was programmed with a red, pink and white scheme for Amyloidosis Awareness.
- The garage lighting system was programmed with a green scheme for St. Patrick's Day.
- The garage lighting system was programmed with a pastel scheme for the first day of spring.
- The garage lighting system was programmed with a green scheme in memory of KY COVID-19 victims.
- The garage lighting system was programmed with the standard multicolor scheme.

### Transit Center Garage:

- DC Elevator is repairing an elevator with hydraulic problems. The repair involves the installation of a new hydraulic jack. The repair will take approximately three weeks to complete following the arrival of parts. The estimated cost of the repair is \$42,170.
- Following news that a LEXTRAN employee tested positive for COVID-19, LPA has allowed LEXTRAN use of the vacant office space at the Transit Center Garage. This provide LEXTRAN with much needed space for employees to practice social distancing during breaks.

### Victorian Square Garage:

- Jarboe Construction continues work on the façade enhancement project. Walker Electric is installing conduit and infrastructure for the sign and LED lighting fixtures and TS Piping has begun installation of water lines related to the LiveWall irrigation system.
- LPA has ordered the LED lighting components directly from Vincent Lighting Systems. Due to the COVID-19 outbreak, the lead times on the products are very fluid. The enablers are tentatively scheduled to arrive by the end of April, with the fixtures set to ship in mid-June. Vincent Lighting is pushing to improve those dates, as Walker electric would prefer arrival by mid-May. Directly ordering the fixtures from Vincent Lighting will help avoid any possible price markups associated with contractor procurement.
- LPA has consulted with Pohl Rosa Pohl Architects regarding the plantings to be installed in the LiveWall system. PRP has been actively engaged with LPA in selecting a landscaping vendor and the variety of plantings that will be most compatible with the LiveWall system.
- DB General Contracting continued work on the expansion of the **LEXPARK** office. The project entails expanding the current **LEXPARK** office located at 122 N. Broadway into the adjoining 124 N Broadway space.

### General Garage Notes:

- After assessing the economic impact of the ongoing COVID-19 outbreak, LPA has decided to revise the scope for the upcoming CAMP repairs. While bids were originally accepted for repair and maintenance work in each of the facilities, LPA is now rebidding the project to only include the structural beam repairs at the Transit Center Garage. LPA has posted an advertisement seeking bid documents from qualified contractors for the beam repairs.
- LPA will re-evaluate rebidding the rest of the original CAMP repair project scope in 60-90 days.
- LPA is working with the **LEXPARK** staff and REEF Parking to explore and implement cost savings initiatives in the garages during this economic slowdown.