

# April 12, 2018 Board Meeting Agenda



- |       |   |         |
|-------|---|---------|
| I.    | Call to Order/Welcome of Guests   | Frazier |
| II.   | Approval of Minutes of March 8, 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<br>C. LEXPARK Revenue Enhancements – Update<br>D. RFP for Operational Audit & Best Practices – Update  | Means   |
| IV.   | Approve LPA and LEXPARK February 2018 Financial Reports<br>and Schrader Commercial Reports<br><i>Board Action Required</i>  | Means   |
| V.    | LPA Advisory Board  | Means   |
| VI.   | May 2018 Meeting Date   | Means   |
| VI.   | On-Street<br>A. Pay by Phone<br>B. LPR Records Retention Policy<br>C. UK/LFUCG Land Swap<br>D. UK Meter Relocation Request<br><i>Board Action Required</i><br>E. Second Street Permit Request<br>F. North Limestone Pilot Project - Update<br>G. Request for Permanent Meter Removal (long-term lease approach) | Means   |
| VII.  | Off-Street (Garages)<br>A. Broadway Shoppes<br>B. Garage Updates<br>C. Proposed Equipment Changes at the Transit Center Garage  | Means   |
| VIII. | Comments<br>Comments from Commissioners/Advisory Committee Members  | Frazier |
| IX.   | Closed Session per KRS 61.810   | Frazier |

**Next Meeting: TBD**



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

**BOARD MEETING MINUTES**

**March 8, 2018**

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

**Location:** 162 East Main Street, Ste. 212, Lexington KY 40507

**Voting Members:** Kenton Ball  
Dee Dee Harbut  
Wayne Masterman

**Executive Director:** Gary Means

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

**Advisory Board:** Terry Sweeney, DLP

**Guests:** Sheila Beck, DDAF  
Matt Berry, RPS  
Ricardo Seran, RPS  
Charles Stephenson, RPS

**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 the February 2018 Minutes**

Ms. Harbut makes a motion to approve the minutes as amended. Mr. Masterman seconds. The vote was unanimous, and the motion passed.

**Item 3 – Update on ED Activities**

*A. Executive Director Report*

Mr. Means presents the February 2018 Executive Director Report. He also presents a request for a prorated annual fee from a new RPP customer. By consensus, the Commissioners agree that for newly established RPPs only, a prorated fee will be offered. Ms. Harbut suggests amending the RPP application to state this.

*B. Operational Reports*

Mr. Means presents the February 2018 operations reports. Safety Zone violations have increased for the month. Meter revenue collected is strong for February, a month which typically has a lower number of working days. The percentage of citations paid has increased to 84%. The number of average daily transactions at Victorian Square and Transit increased while Courthouse and Helix remain consistent. A new A/R sheet is distributed. A new handout for the Budget vs. Actual report is distributed. Courthouse is the only garage that is exceeding transient revenue budget for the year. All four garages together are \$7K under

budget for the year. Mr. Means directs the Commissioners to a new report in the packet which will project LPA year-end position. As discussed in March, the Meridian contract for parking in the Courthouse Garage has now been absorbed by LFUCG.

*C. LEXPARK Revenue Enhancements – Update*

Mr. Stephenson presents a proposal to increase meter bag fees to discourage “last minute” requests and the practice of requesting bag removal on Friday evening only to request bag installation on Monday morning. Mr. Ball makes a motion to increase the daily bag fee to \$20, to create an “on/off” fee of \$25 for any meter bag request lasting less than two weeks, and a \$25 last minute fee for anyone requesting meter bags with less than 24 hours’ notice. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

Mr. Means informs the Commissioners that the annual fees for RPP permits are set forth in LFUCG ordinance, so any change would need enacted by LFUCG Council. However, LPA can, at its own discretion, change the fine amount for RPP violations. Mr. Ball makes a motion that LPA draft a resolution recommending an increase the RPP annual fee from \$10 to \$25. Ms. Harbut seconds. The vote was unanimous, and the motion carried. Mr. Ball makes a motion to increase the RPP violation fine from \$20 to \$30. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

*D. RFP for Operational Audit and Best Practices*

Mr. Means reports that Kimley Horn arrived in town last week to observe operations and interview stakeholders. The final written report should be ready in 30-60 days. It will be presented to the board via webinar.

**Item 4 – January 2018 Financial Reports**

Mr. Means presents the January 2018 financials. Revenues are under budget for the year and are currently \$73K under budget, which is an improvement from December 2017 which was \$81K under budget. Monthly rentals and events are projected to stay strong for the duration of the fiscal year. On-Street expenses are on budget for the year. Off-Street expenses and Administrative expenses are under budget. For the year to date, LPA is \$739K ahead of budget. Ms. Harbut makes a motion to approve the January 2018 financials. Mr. Ball seconds. The vote was unanimous, and the motion carried.

**Item 5 – LPA Advisory Board**

Mr. Means notes that the advisory board is still seeking new members, with an emphasis on downtown residents and UK employees. Mr. Ball has a recommendation for a downtown resident which he will share with Mr. Means.

**Item 6 – On-Street**

*A. Requests for Permanent removal of Metered Spaces*

Mr. Means presents a request from LFUCG Parks & Recreation to remove a space on Short Street to construct a trash corral. By consensus, the Commissioners agree.

Mr. Means presents a request from Wells & Wells Construction who are requesting permanent removal of at least three spaces on South Upper Street. By consensus, the Commissioners agree to research pricing for a long-term lease of the spaces.

*B. Meter Request from Visit Lex*

Mr. Means presents a request from Visit Lex to make two meters on Upper Street 30-minute meters for individuals making quick trips to the new Visitors’ Center. Ms. Harbut makes a motion to accept the staff request and approve the request. Mr. Masterman seconds. The vote was unanimous, and the motion carried.

*C. LPR Records Retention Policy*

Mr. Means informs the Commissioners of a need for an LPR Records Retention Policy. Currently, the license plate info read by the LPR system could be subject to an open records request. By consensus, the Commissioners agree a policy is needed and ask LPA to conduct further research.

*D. UK/LFUCG Land Swap*

Mr. Means reports that negotiations continue between LFUCG and UK.

Mr. Means presents a letter from Miller & Wells containing a legal opinion that LPA is within rights to add an administrative fee to citation collections. To implement the fee, new citations must be ordered with language that states the administrative fees. By consensus, the Commissioners ask Mr. Means to analyze whether it is beneficial to use up the current citations already in stock before ordering new or to go ahead and order new citations. They also ask for a recommended amount for an administrative fee.

**Item 7 – Off-Street**

*A. Broadway Shoppes*

There were no maintenance issues in the Broadway Shoppes during the month. Gretchen Reece Bridal Couture intends to vacate her space. She has retained Block + Lot to find a new tenant for sublease. LPA has final approval on a new tenant.

*B. Garage Updates*

Mr. Trammell reports that the Helix Garage was programmed several colors throughout the month. LED tubes have been ordered for the Courthouse Garage and the rebate is also being processed. Walter P. Moore was chosen to provide structural and mechanical consulting services, and work will begin soon.

*C. Event Parking Procedures*

Mr. Means presents a request from Rachel Savane requesting a special arrangement for her customers who need to use the garage during UK Basketball games. By consensus, the Commissioners agree that Rachel could purchase validations for her customers at a discounted rate.

Mr. Ball makes a motion to enter closed session per KRS 61.810. Ms. Harbut seconds.

Ms. Harbut makes a motion to exit closed session. Mr. Masterman seconds.

There being no further business brought before the Board, the meeting adjourned at 12:15pm.



April 5<sup>th</sup>, 2018  
**Lexington & Fayette County  
 Parking Authority**  
**Executive Directors Report**  
**March 2018**



### **Accomplishments**

- Attended the Mid-South Transportation & Parking Association Annual Conference held this year in Huntsville AL
- Gained full LPA Board approval to add downtown resident Becky Horine to our advisory committee
- Gained full LPA Board approval for the relocation of 2 of the 4 VisitLex 30 minute meters from their Main St. location to the new Historic Courthouse location on Upper St. which will enhance the experience of visitors to Lexington
- Worked with LFUCG council to approve resolutions on three different RPPPs
- Ed Trammell and I worked with LPA Board Vice Chair Kenton Ball to construct a letter & documentation to the AOC regarding the upcoming required expenses at the Courthouse Garage
- RFP 5-2018 LPA On-Street and Off-Street Parking Program Mgmt. Proposal Responses were opened on 03/29/18 and we are reviewing five proposals

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

- Update phone call with LPA Board Chair James Frazier
- Attended small claims court and the defendant was a no-show and we received judgement in our favor
- Along with LFUCG Div. of Purchasing, hosted a Pre-Proposal meeting for FRP 5-2018 On-Street and Off-Street Parking Program Mgmt.
- Attended the LPA March Board Meeting
- Board Meeting follow up breakfast meeting with LPA Staff
- Met with Paul Dillon of RPS regarding on-going projects and the LPA FY19 budget
- Attended the March 13<sup>th</sup> LFUCG city council work session that had three potential RPPPs on the docket
- Attended the March 22<sup>nd</sup> LPA special called board meeting
- Hosted a LPA FY19 budget brainstorming session with RPS and LPA staff's
- Attended the LFUCG March 22<sup>nd</sup> Council meeting to be available in case there were any questions on the 3 RPPPs that were on the docket
- Along with Ed, attended the opening of the proposals for our RFP 5-2018 LPA On-Street and Off-Street Parking Program where we received 5 proposals
- Held regular weekly meetings for both On-Street and Garage operations with Republic Parking (LEXPARK) staff

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

- Attended a Town Branch Commons Advisory Committee meeting
- Along with our LPA staff, attended a de-brief meeting with Kimley-Horn's on-site team as they completed their on-site work for us here in Lexington
- Attended the LFUCG Bicycle Pedestrian Advisory Committee meeting
- Along with Ed Trammell attended the Mid-South Transportation & Parking Association Annual Conference held this year in Huntsville AL
- Participated in an IPI Nominating Committee call regarding potential IPI Board member candidates
- Meeting with DLP and SP+ on challenges with parking lots and panhandlers etc.
- Met with downtown property owner regarding a new potential tenant in a downtown building
- Phone call with parking vendor "Parking Logix" regarding parking facility "counting" system
- Conference call with T2 Rep regarding the possibilities of on-line Permit sales and tracking within our existing data base and software system
- Attended a meeting at DLP with Block by Block regional manager and SP+ regarding parking lot security/ambassador options
- Conference call with Scheidt & Bachmann exec. Regarding our issues with their PARCS equipment & credit card updates
- Attended another "safety ambassador" meeting with DLP and Polly from the LFUCG Office of Homelessness Prevention
- Lunch meeting with T2 Citation Collections System representative to discuss our collections efforts and possible fee additions
- Met with Walter P Moore team who were in from Atlanta to begin their work on our Capital Asset Mgmt. Plan restoration projects
- Attended the March High St. YMCA board meeting
- Attended the DLP/DLMD board retreat
- Attended the DLP Advisory committee retreat
- Attended the Police hosted NCAA (celebration safety) Partner Meeting
- Attended the DLP open house for public comment
- Met with property owner and potential new (major) tenant in downtown office building
- Attended a Town Branch Partners – Launch meeting and workshop
- Met with local attorney and PVA regarding a potential development in downtown
- Along with Ed, Kara and Linden participated in a follow up conference call with the Kimley-Horn team on our best practices and operational audit
- Held a conference call with T2 representative to further explore the idea of going gateless at the Transit Center Garage
- Weekly project calls with SpotHero on roll out of new on-line reservation system, signage and marketing the program

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

- 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

LEXPARK Walk-In Customers

LEXPARK Telephone Inquiries (Total)

Reporting Inoperative Meters  
LUKE  
LPS  
POM  
Enforcement Complaint  
Other Inquiry including payments/ Just payments  
Pay by Phone questions or issues  
After 5 Parking questions  
Wrong Way Parking  
Garages

TOTAL CONTACTS  
Business Association Meetings Attended  
Neighborhood Association Meetings Attended  
Number of Merchants Visited  
Number of Institutional and/or Public Official Meetings

Number of Parking Customers Contacted (Intercept surveys, survey document responses) (Analyst)

Parking Meter In-Service Rates (% of time)  
Single-Space Meters  
Multi-Space Meters

Average Response Time to Address Meter Complaint (Hours)  
Single-Space Meters (POM)  
Single-Space Meters (LPS)  
Multi-Space Meters (LUKE)

Number of Citation Appeal Hearings  
Number of Citations Dismissed or Reduced to Warning

Number of Requested Citation Administrative Appeals  
Number of Citations Administratively Dismissed or Reduced to Warning

PARKING MANAGEMENT EFFECTIVENESS

Number of Parking Activity Surveys Conducted (TOTAL)  
Parking Occupancy and Availability  
Parking Turnover

Downtown Meter Turnover Rate

Parking Vacancy Rate in Neighborhoods

Meter Occupancy Rate by Survey

Paid Legal Meter Occupancy Rate by Meter Revenue

Safety Zone Violation Rate

Loading Zone Violation Rate

PARKING OPERATIONS EFFICIENCY

Number of Parking Violation Surveys Conducted

Violation Capture Rate (Meters & RPP)

Total Net Patrol Hours  
Average Net Patrol Hours per Officer

Number of Letters Mailed

Total Amount Due from Top 20 Scottflaws

Parking Ticket Collection Rate (1-year running average)

Note

Jul-17 Aug-17 Sep-17 Oct-17 Nov-17 Dec-17 Jan-18 Feb-18 Mar-18 Apr-18 May-18 Jun-18 Standard TOTAL AVERAGE Percent of Total CY 2016 AVERAGE

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	TOTAL	AVERAGE	Percent of Total	CY 2016 AVERAGE
2,383	2,760	2,518	2,892	2,453	2,257	2,385	2,291	2,401					22,340	2,482.2	N/A	2,435.1
692	701	697	470	458	585	473	579	574					5,229	581.0	N/A	443.1
180	181	182	165	166	148	161	174	166					1,794.7	199.4	100%	184.8
50	57	63	50	53	44	50	42	42					457	51	8%	13.8
67	64	61	63	60	54	62	86	74					591	66	3%	5.1
63	60	58	52	53	50	49	40	50					475	53	3%	6.6
2	1	0	0	0	1	0	0	0					4	0	0%	0.3
692	701	697	563	570	545	558	560	551					5,437	604	30%	55.9
86	90	91	90	83	81	72	99	96					788	88	4%	88.8
0	0	0	0	0	0	0	0	0					0	0	0%	0.0
7	10	8	11	15	16	20	30	25					142	16	1%	142.0
871	881	896	965	972	984	991	987	983					8,530	947.8	48%	840.0
24	28	23	27	23	20	29	29	36					239	26.6	100%	23.2
12	12	11	15	12	7	17	15	23					124	13.8	52%	11.1
0	1	3	2	2	2	1	1	1					13	1.4	5%	0.0
3	3	3	2	3	3	4	3	2					26	2.9	11%	3.1
9	12	6	8	6	8	7	10	10					76	8.4	32%	7.1
1	0	2	1	3	2	1	2	0					12	1.3	N/A	0.0

99.7%	99.8%	99.6%	99.8%	99.8%	99.8%	99.9%	99.8%	99.9%	99.9%	99.9%	99.9%	99.9%	N/A	99.8%	N/A	99.7%
99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	N/A	99.9%	N/A	99.7%
2.22	1.72	0.76	1.26	1.9	6.81	1.16	2.02	2.42					N/A	2.3	N/A	3.0
2.82	2.44	5.23	2.22	2.72	3.07	2.24	2.95	1.79					N/A	2.8	N/A	5.0
2.9	1.66	1.07	2.16	3.04	1.05	1.29	1.15	2.47					N/A	1.9	N/A	2.0
28	31	40	37	24	8	22	21	24					235	26.1	100%	32.0
11	9	23	7	13	4	8	8	11					94	10.4	40%	10.1
117	193	169	219	130	92	139	122	132					1,313	145.9	100%	166.0
56	72	75	88	56	36	51	49	58					541	60.1	41%	54.0

47	47	47	47	47	47	47	47	47					423	47.0	100%	46.0
46	46	46	46	46	46	46	46	46					414	46.0	98%	45.0
1	1	1	1	1	1	1	1	1					9	1.0	2%	1.0
202%	220%	199%	214%	189%	196%	219%	217%	190%					N/A	205.1%	N/A	217.1%
63%	72%	55%	64%	50%	60%	56%	63%	63%					N/A	60.7%	N/A	61.3%
45.0%	48%	51%	54%	56%	44%	49%	53%	55%					N/A	50.5%	N/A	45.5%
36.4%	30.6%	45.5%	43.6%	49.2%	45.6%	42.8%	52.6%	49.9%					N/A	44.0%	N/A	42.1%
6.8%	7.2%	8.7%	6.6%	7.0%	6.40%	6.0%	10.5%	5.0%					N/A	7.1%	N/A	7.4%
1.7%	2.3%	1.5%	1.6%	2.4%	2.1%	2.1%	2.1%	2.2%					N/A	2.0%	N/A	2.4%

30	30	30	30	30	30	30	30	30					270	30.0	100%	30.0
43%	25%	44%	34%	26%	35%	31%	34%	32%					N/A	34%	N/A	29%
785	878	821	991	784	715	854	711	692					7,231	803	N/A	77.0
131	154	137	165	112	118	142	118	138					N/A	135	N/A	13.0
2,714	3,094	3,101	3,087	3,323	2,578	2,957	2,936	3,014					26,804	2,978	N/A	2,700
\$9,335	\$9,540	\$9,570	\$8,970	\$10,180	\$9,860	\$9,860	\$9,850	\$10,025					N/A	\$9,688	N/A	\$8,470
78.55%	78.58%	79.56%	80.53%	80.89%	80.36%	80.19%	80.27%	81.00%					N/A	80.0%	N/A	74.7%



LFCPA and LEXPARK Key Performance Indicators

User-input variable cells.

Totals for underlying cells.

6

REVENUE STREAM INTEGRITY and SECURITY	
<b>Field Inspections (with Contact)</b>	Canister Integrity Maintenance Collections Enforcement Coin Counting Observations
<b>Field Observations (Covert)</b>	Vehicle Integrity Maintenance Collections Enforcement
<b>Revenue Control Discrepancies Noted</b>	Seal Integrity Lock Integrity Canister Integrity Key Integrity (e.g., not on locked ring, belt, etc.) Unlocked Vehicles Incomplete Coin Room Record Incomplete Key Control Documentation Failure to Notify of Location
<b>Customer Satisfaction</b>	Number of Parkers Responding Positive Response Negative Response Specific Complaints
<b>Revenue Tests</b>	Number of Single-Space Meters Planted Value Planted Value Recovered Number of Multi-Space Meters Planted Value Planted Value Recovered
<b>Average Meter Payment and Average Length of Stay</b>	Average Meter Payment (LUKE & IPS) 4 Hour Meters - Average Length of Stay (in minutes) 2 Hour Meters - Average length of stay (in minutes)
<b>Credit Card Usage</b>	LUKE (Percent of transactions) Average CC transaction IPS (percent of transactions) Average CC transaction
<b>Meter Occupancy Rates by Zones</b>	Low 0-30% (9,12,13) Medium 30-60% (1,2,3,5,6,7,10,11,14,15,16) High 60% or more (4,8)

Note

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL	AVERAGE	Percent of Total
<b>Field Inspections (with Contact)</b>	5	4	5	5	7	7	5	6	7	9	10	9	75	7.8	100%
Canister Integrity	1	0	0	0	1	0	0	0	0	0	0	0	2	0.2	4%
Maintenance	1	1	1	1	1	1	1	1	2	2	2	2	8	0.9	16%
Collections	0	1	0	0	1	2	1	1	2	1	2	0	8	0.9	16%
Enforcement	1	0	1	2	3	1	2	2	0	0	0	0	12	1.3	24%
Coin Counting Observations	2	2	3	2	1	3	2	3	3	3	3	3	21	2.3	41%
<b>Field Observations (Covert)</b>	10	7	8	7	8	7	9	10	9	9	9	9	75	7.8	100%
Vehicle Integrity	1	1	1	1	2	0	1	2	1	1	1	1	10	1.1	13%
Maintenance	3	2	2	2	2	3	2	3	3	3	3	3	22	2.4	29%
Collections	3	2	2	2	1	2	3	1	3	3	3	3	19	2.1	25%
Enforcement	3	2	3	2	3	2	3	4	2	2	2	2	24	2.7	32%
<b>Revenue Control Discrepancies Noted</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Seal Integrity	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Lock Integrity	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Canister Integrity	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Key Integrity (e.g., not on locked ring, belt, etc.)	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Unlocked Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Incomplete Coin Room Record	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Incomplete Key Control Documentation	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Failure to Notify of Location	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
<b>Customer Satisfaction</b>	1	0	2	1	3	2	1	2	0	2	0	0	12	1	N/A
Number of Parkers Responding	1	0	2	1	3	2	1	2	0	2	0	0	8	0.9	N/A
Positive Response	0	0	0	0	0	1	1	1	0	1	0	0	4	0	N/A
Negative Response	0	0	0	0	0	1	1	1	0	1	0	0	2	0	N/A
Specific Complaints	0	0	0	0	1	0	0	1	0	0	0	0	2	0	N/A
<b>Revenue Tests</b>	1	0	0	0	0	0	0	0	0	0	0	0	1	0.1	N/A
Number of Single-Space Meters Planted	1	0	0	0	0	0	0	0	0	0	0	0	1	0.1	N/A
Value Planted	\$0.50												\$0.50	\$0.50	N/A
Value Recovered	\$1.10												\$1.10	\$1.10	N/A
<b>Average Meter Payment and Average Length of Stay</b>															
Average Meter Payment (LUKE & IPS)	\$1.01	\$1.01	\$0.97	\$0.99	\$0.90	\$0.86	\$0.96	\$0.99	\$0.99	\$0.99	\$0.99	\$0.99	N/A	\$0.96	N/A
4 Hour Meters - Average Length of Stay (in minutes)	109	128	124	125	119	117	126	131	131	131	131	131	N/A	123	N/A
2 Hour Meters - Average length of stay (in minutes)	45	43	44	43	43	43	45	44	45	44	45	45	N/A	44	N/A
<b>Credit Card Usage</b>															
LUKE (Percent of transactions)	55.0%	55.8%	57.0%	58.0%	59.0%	56.7%	68.3%	73.0%	72.0%	72.0%	72.0%	72.0%	N/A	61.6%	N/A
Average CC transaction	\$2.17	\$2.11	\$2.22	\$2.15	\$2.15	\$2.11	\$2.17	\$2.21	\$2.18	\$2.18	\$2.18	\$2.18	N/A	216.3%	N/A
IPS (percent of transactions)	17.6%	17.9%	18.2%	17.0%	17.2%	18.2%	18.5%	18.5%	19.0%	19.0%	19.0%	19.0%	N/A		
Average CC transaction	\$1.32	\$1.33	\$1.32	\$1.32	\$1.33	\$1.31	\$1.34	\$1.31	\$1.34	\$1.34	\$1.34	\$1.34	N/A		
<b>Meter Occupancy Rates by Zones</b>															
Low 0-30% (9,12,13)	33%	32%	34%	37%	32%	32%	28%	30.0%	35.0%	35.0%	35.0%	35.0%	N/A	32.6%	N/A
Medium 30-60% (1,2,3,5,6,7,10,11,14,15,16)	51%	42%	53%	58%	41%	41%	48%	55.0%	54.0%	54.0%	54.0%	54.0%	N/A	49.2%	N/A
High 60% or more (4,8)	69%	48%	66%	72%	67%	82%	89%	71.0%	76.0%	76.0%	76.0%	76.0%	N/A	71.1%	N/A

Percent of Total

**LEX**PARK On-Street By The Numbers FY18

CATEGORY	FY18												Current			
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Ave. FY18	Ave. FY17	Ave. FY16	Ave. FY14
Number of Violations Cited	3,265	4,157	3,961	4,320	3,924	3,318	3,594	3,358	3,499				3,711	3,587	3,587	3,832
Number of Actual Citations (excludes voids & warnings)	2,866	3,594	3,684	3,958	3,530	3,095	3,188	3,075	3,184				3,353	3,312	3,373	3,608
Value of Actual Citations	\$66,635	\$79,475	\$83,965	\$85,365	\$73,395	\$63,525	\$68,810	\$68,235	\$77,615				74,113	\$74,589	\$75,350	\$54,123
Number of Citations Paid	2,246	2,713	2,640	3,390	2,784	2,513	2,576	2,593	2,806				2,696	2,499	2,609	2,928
Percentage of Citations Paid	78.37%	75.49%	71.66%	85.65%	78.87%	81.20%	80.80%	84.33%	88.13%				80%	76%	78%	81%
Value of Citations Paid	\$55,955	\$71,540	\$71,735	\$91,862	\$72,605	\$66,393	\$69,195	\$70,460	\$77,415				\$71,907	\$65,630	\$68,709	\$58,797
Number of Warnings Issued	329	486	220	280	334	166	276	226	142				273	362	190	199
Number of Voids	76	90	67	92	93	76	100	69	81				83	74	47	41
Percentage of Citations that were Voids	2.7%	2.5%	1.8%	2.3%	2.6%	2.3%	2.8%	2.1%	2.3%				2%	1.9%	1.4%	1.1%
Meter Revenue Collected	\$75,012	\$94,666	\$95,584	\$98,780	\$96,450	\$77,106	\$87,751	\$93,972	\$95,944				\$90,585	\$82,470	\$71,729	\$65,236
Average Meter Revenue Collected per Work Day	\$3,751	\$4,116	\$4,779	\$4,490	\$4,593	\$4,058	\$4,618	\$5,873	\$5,996				\$4,697	\$3,982	\$3,607	\$3,088
Number of RPP's Sold	521	814	166	53	25	9	35	37	27				1,687	1,739	1,657	1,408
Value of RPP Permits	\$5,210	\$8,140	\$1,660	\$530	\$250	\$90	\$350	\$370	\$270				\$1,874	\$1,449	\$1,381	\$1,426
Monthly Permit Revenue	\$5,811	\$7,116	\$6,597	\$5,899	\$5,671	\$6,480	\$7,483	\$5,164	\$6,341				\$6,284	\$5,741	\$3,706	\$3,779
Value of Bagged Meters	\$4,611	\$7,844	\$8,209	\$4,965	\$5,067	\$2,977	\$9,133	\$5,768	\$10,001				\$6,508	\$2,795	\$6,047	\$7,998
Number of New Meters Added	0	25	2	12	0	0	0	7	0				5	4	0	4
Number of Single Space Meters	921	946	946	943	943	943	943	950	948				943	901	870	809
Number of Multi-space Meters	36	36	36	37	37	37	37	37	37				37	35	33	40
Number of Metered Spaces	1232	1257	1259	1269	1269	1269	1269	1276	1274				1,264	1,173	1,123	1,125
Vehicles Booted	40	24	32	55	47	40	49	40	59				43	37	37	43
Amount of Booting Fees	\$2,520	\$1,980	\$1,800	\$3,960	\$3,690	\$2,700	\$3,600	\$3,240	\$4,320				\$3,090	\$3,303	\$2,880	\$2,283
<b>Total Revenue Collected</b>	<b>\$149,119</b>	<b>\$191,285</b>	<b>\$185,584</b>	<b>\$205,995</b>	<b>\$183,733</b>	<b>\$155,746</b>	<b>\$177,511</b>	<b>\$178,974</b>	<b>\$194,291</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180,249</b>	<b>\$161,388</b>	<b>\$154,452</b>	<b>\$139,519</b>

# LEXPARK VOID SUMMARY

## Voided Citations By Officer

FY'18	2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018
Issuing Officer	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan	Feb	Mar	Apr	May	Jun
2008					1							
2006												
2013		1			4				1			
2038									1			
2007					5							
2034					1							
2026									1			
2057					1							
2017								2				
2058								1				
2052					1							
2054					3							
2069					1							
2074								1				
2027					1							
2081		12				2	3	5				
2111		5	23	17	10	14	7	3				
2103	16	15	4	13	20	9	11	9	3			
2104							1					
2081	5		9	18	2				10			
2082	3	15	11	23	13	10	11	16	16			
2109	20	21	14	7	6	17	16	10	7			
2114					5							
2115						4	32	19	27			
2086												
2060					1							
2094							1					
2095	10	6										
2096												
2097	22	14	6	14	17	20	18	3	15			
2088		1			1							
2105												
% Voids	2.3%	2.2%	1.7%	2.1%	2.4%	2.3%	2.8%	2.1%	2.3%	#DIV/0!	#DIV/0!	#DIV/0!
Total	76	90	67	92	93	76	100	69	81	0	0	0
Total Citations	3265	4157	3961	4320	3924	3318	3594	3358	3499			

## Voided Citations Summary By Reason

FY'18	2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018
Void Type	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan	Feb	Mar	Apr	May	Jun
Administrative	14	13	14	6	31	4	22	14	19			
Ambigious Mrkg /Missing Sign								2				
Customer Walk Up	2	3				1	1		2			
Duplicate	4	5	1	8	2	6	4	3	1			
Meter Malfunction	3	1	1	5	2	4	2		2			
Pay By Phone	28	44	34	55	32	31	43	31	35			
Officer Error	23	24	17	17	23	29	27	18	20			
Test					1							
Visitor									1			
Printer Error	1											
Paid Other Luke	1				1	1	1		1			
Void By Client Directive				1	1			1				
Total	76	90	67	92	93	76	100	69	81	0	0	0



# Citations Aging Report

## Five-Year Report Ending April 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	1,502	998	710	700	1,596	4,181	9,164	9,049	6,851	876	35,627
Dollar Amt	\$53,175.00	\$38,270.00	\$26,095.00	\$25,830.00	\$62,223.00	\$154,895.00	\$354,009.50	\$352,776.00	\$262,700.00	\$25,950.00	\$1,355,923.50



# Citations Aging Report

## Five-Year Report Ending March 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	1,736	879	800	836	1,663	4,140	9,302	8,921	6,894	786	35,957
Dollar Amt	\$53,275.00	\$31,765.00	\$29,325.00	\$32,460.00	\$64,483.00	\$154,015.00	\$358,314.50	\$347,301.00	\$258,915.00	\$23,310.00	\$1,353,163.50

## LEXPARK Garages By The Numbers (FY18)

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	2018 AVG.	2017 AVG.
<b>CATEGORY</b>														
Number of Monthly Card Holders Billed - VS	350	348	358	365	358	362	365	372	377				<b>362</b>	<b>348</b>
Number of Monthly Card Holders Billed - TC	1,132	1,108	1,101	1,089	1,111	1,105	1,105	1,109	1,113				<b>1,108</b>	<b>759</b>
Number of Monthly Card Holders Billed - CH	244	239	238	237	237	249	252	255	248				<b>244</b>	<b>170</b>
Number of Monthly Card Holders Billed - HX	299	301	301	300	324	327	330	331	329				<b>316</b>	<b>147</b>
Number of Total Spaces - VS (384) # Available for Monthly	5	10	0	0	0	0	10	3	0				<b>4</b>	
Number of Total Spaces - TC (777) # Available for Monthly	10	15	25	25	5	10	10	5	5				<b>13</b>	
Number of Total Spaces - CH (518) # Available for Monthly	5	10	15	15	15	5	5	5	10				<b>9</b>	
Number of Total Spaces - HX (389) # Available for Monthly	20	20	20	20	5	5	5	25	25				<b>15</b>	
Number of Special Events Worked - VS	5	1	1	7	9	12	13	7	6				<b>7</b>	<b>8</b>
Average Daily Transaction - VS	363	302	306	329	287	321	249	295	358				<b>312</b>	<b>330</b>
Average Daily Transaction - TC	58	60	62	69	66	62	67	86	106				<b>71</b>	<b>12</b>
Average Daily Transaction - CH	182	179	194	197	182	170	188	187	221				<b>189</b>	<b>162</b>
Average Daily Transaction - HX	437	450	429	427	381	394	437	465	510				<b>437</b>	<b>413</b>
Total Daily Transactions All Garages	32,240	30,721	29,730	31,682	25,648	29,357	27,260	28,924	34,626				<b>30,021</b>	<b>27,416</b>
Average Length of Stay - VS	2.0	2.1	2.1	2.1	2.3	2.0	2.2	2.2	2.4				<b>2.1</b>	<b>1.8</b>
Average Length of Stay - TC	3.6	3.7	3.9	3.4	3.4	3.6	3.9	3.8	3.9				<b>3.7</b>	<b>2.7</b>
Average Length of Stay - CH	2.1	2.0	2.2	2.2	2.2	2.2	2.2	2.2	2.2				<b>2.2</b>	<b>1.8</b>
Average Length of Stay - HX	1.2	1.2	1.2	1.3	1.2	1.3	1.3	1.4	1.5				<b>1.3</b>	<b>1.0</b>
Number of Validations Sold All Garages	702	1,529	1,198	1,462	941	880	4,551	636	1,877				<b>1,531</b>	<b>1,244</b>
Average Transaction Amount - VS	\$3.92	\$4.00	\$3.98	\$4.02	\$5.71	\$4.36	\$4.71	\$4.80	\$4.90				<b>\$4.49</b>	<b>\$3.32</b>
Average Transaction Amount - TC	\$8.80	\$8.90	\$9.40	\$8.74	\$8.98	\$9.15	\$9.96	\$9.79	\$9.17				<b>\$9.21</b>	<b>\$3.98</b>
Average Transaction Amount - CH	\$4.33	\$4.30	\$4.38	\$4.55	\$4.48	\$4.56	\$4.59	\$4.39	\$4.43				<b>\$4.45</b>	<b>\$3.02</b>
Average Transaction Amount - HX	\$2.52	\$2.60	\$2.54	\$2.58	\$2.85	\$2.64	\$3.08	\$3.04	\$3.20				<b>\$2.78</b>	<b>\$1.77</b>

## Garage Transient Revenue - Budget vs. Actual

	Helix			Courthouse		
	Actuals	Budget	Over/(Under)	Actuals	Budget	Over/(Under)
July	\$22,730	\$20,000	\$2,730	\$15,963	\$12,435	\$3,528
August	\$21,995	\$21,857	\$138	\$14,993	\$13,435	\$1,558
September	\$20,744	\$20,296	\$448	\$15,339	\$15,826	-\$487
October	\$20,738	\$25,741	-\$5,003	\$14,589	\$15,799	-\$1,210
November	\$19,764	\$20,465	-\$701	\$14,809	\$12,131	\$2,678
December	\$20,997	\$22,110	-\$1,113	\$14,081	\$11,186	\$2,895
January	\$23,687	\$22,812	\$875	\$15,361	\$14,237	\$1,124
February	\$22,884	\$24,862	-\$1,978	\$14,380	\$10,307	\$4,073
March	\$25,211	\$23,202	\$2,009	\$16,034	\$14,700	\$1,334
April		\$23,666			\$17,120	
May		\$19,856			\$16,053	
June		\$20,307			\$16,053	
Totals	\$198,749	\$265,174	-\$2,596	\$135,549	\$169,282	\$15,493
Monthly Average	22,083			15,061		

	Transit Center			Victorian Square		
	Actuals	Budget	Over/(Under)	Actuals	Budget	Over/(Under)
July	\$1,657	\$1,000	\$657	\$33,479	\$37,500	-\$4,021
August	\$1,924	\$2,255	-\$331	\$27,724	\$33,947	-\$6,223
September	\$1,706	\$2,027	-\$322	\$27,341	\$29,104	-\$1,763
October	\$2,230	\$2,651	-\$421	\$29,550	\$31,138	-\$1,588
November	\$2,781	\$3,962	-\$1,181	\$27,197	\$26,414	\$783
December	\$2,748	\$2,573	\$175	\$30,339	\$30,936	-\$597
January	\$2,093	\$3,427	-\$1,334	\$21,826	\$21,628	\$198
February	\$1,870	\$1,680	\$190	\$22,632	\$23,699	-\$1,067
March	\$1,896	\$1,439	\$457	\$28,461	\$25,664	\$2,797
April		\$2,988			\$28,866	
May		\$1,935			\$30,665	
June		\$1,935			\$30,665	
Totals	\$18,903	\$27,872	-\$2,111	\$248,549	\$350,226	-\$11,481
Monthly Average	2,100			27,617		

**Aged Balances - 6177-53 Transit Center Garage**  
Ending Balances as of 4/2/2018

Account	Current	30 Days	60 Days	90 Days	Total Due
<b>Report Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Aged Balances - 6177-55 Helix Garage**  
Ending Balances as of 4/2/2018

Account	Current	30 Days	60 Days	90 Days	Total Due
<b>Report Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Aged Balances - 6177-54 Victoria Square Garage**  
Ending Balances as of 4/2/2018

Account	Current	30 Days	60 Days	90 Days	Total Due	
56347 MURRAY GUARD INC	\$0.00	\$0.00	\$0.00	\$255.00	\$255.00	ACCT CLOSED
95962 BLUE CO LLC	\$180.00	\$180.00	\$0.00	\$0.00	\$360.00	CALLED
96229 FIRST LEXINGTON CO	\$360.00	\$360.00	\$360.00	\$0.00	\$1,080.00	EMAILED
<b>Report Totals</b>	<b>\$540.00</b>	<b>\$540.00</b>	<b>\$360.00</b>	<b>\$255.00</b>	<b>\$1,695.00</b>	

**Aged Balances - 6177-56 Courthouse Garage**  
Ending Balances as of 4/2/2018

Account	Current	30 Days	60 Days	90 Days	Total Due
<b>Report Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**From:** Mason Miller [mailto:mmiller@merlegal.com]  
**Sent:** Friday, March 02, 2018 6:05 PM  
**To:** Gary Means <gmeans@lexpark.org>  
**Cc:** Sarah Hays <shays@merlegal.com>  
**Subject:** RE: follow up from today's call

I would broaden it to include something along the lines of “additional penalties may be incurred if the citation is not paid or appealed within seven (7) days, and those penalties will include, without limitation, up to a twenty-five percent (25%) fee for collection services, as well as an administrative and handling fee for the collection process in an amount of \$\_\_\_\_\_.”

**MASON L. MILLER**

Managing Partner

T: 859.281.0077  
D: 859.309.6700  
F: (1) 859.957.1889



300 East Main Street, Suite 360  
Lexington, Kentucky 40507

**From:** Gary Means [mailto:gmeans@lexpark.org]  
**Sent:** Friday, March 2, 2018 4:00 PM  
**To:** Mason Miller <mmiller@merlegal.com>  
**Cc:** Sarah Hays <shays@merlegal.com>  
**Subject:** RE: follow up from today's call

Mason, we currently add this language to our citations. Do you feel something more specific would be needed per your research below?

Our citations range in cost so there isn't a specific 25% dollar amount we could use...

**Additional penalties may be incurred if the citation is not paid or appealed with seven (7) days. Further, a parking violation may result in impoundment of the vehicle for which the owner may be liable for a fine and towing, handling and storage charges or fees**

**Gary A. Means, CAPP**

Executive Director  
Lexington & Fayette County Parking Authority  
162 East Main, Suite 212  
Lexington KY, 40507  
[gmeans@lexpark.org](mailto:gmeans@lexpark.org)  
[www.lexpark.org](http://www.lexpark.org)



**From:** Mason Miller [<mailto:mmiller@merlegal.com>]

**Sent:** Friday, March 02, 2018 2:54 PM

**To:** Gary Means <[gmeans@lexpark.org](mailto:gmeans@lexpark.org)>

**Cc:** Sarah Hays <[shays@merlegal.com](mailto:shays@merlegal.com)>

**Subject:** RE: follow up from today's call

Gary – I wanted to follow up on our call with our recommendations/comments.

We understand LexPark would like to charge delinquent ticket recipients a 25% collection fee, which represents a direct pass-through of the cost incurred by LexPark when it turns those tickets over to a collections agency for enforcement. You have also asked whether LexPark can charge an additional fee, representing, in essence, the “overhead” and costs incurred by LexPark in the collection process, over and above the 25% paid directly to the collection agency. Finally, you have asked at what stage these fees must be disclosed. We have reviewed the current municipal code and very limited case law available in reaching the conclusions below:

- Sect. 18-172 of the municipal code states that information to be included in notice of parking violation, per subsection (a)(4), requires “a statement of the monetary penalty established for the parking violation”, and this language is mirrored in the statutory provisions cited therein, KRS 82.610. Therefore, the question is: do the 25% fee and the “overhead” cost constitute a “penalty”?
- Although there is no case law addressing the issue, KRS 82.635 allows the government to possess a lien on a motor vehicle impounded pursuant to KRS 82.625 for all “fines, penalties, towing, handling, and storage charges and fees imposed thereon.” Here, the collection and overhead fees are akin to those same charges permitted by statute to be assessed and included with respect to a towing/storage claim, and therefore we believe that they are includable, subject to the following caveats.
- First, KRS 82.615(3), states that the registered owner of a vehicle at the time the violation occurred shall be liable for all fines, fees, and penalties which he has refused to pay. If he has notice of the collections fees being added into the fine/fees/penalties, then nonpayment without a request for a hearing triggers this liability. In order for the notice requirement to be satisfied, it would need to be present on the face of the ticket and again referenced in the written notice subsequently mailed. As a result, we believe that any charges must be shown on the face of the ticket itself. Once that is done, the ticketed owner should no longer have any valid due process claims. See *Oberhausen v. Louisville-Jefferson County Metro Gov't*, 527 F.Supp.2d 713, (W.D. Ky.) (holding that the due process clause did not require separate notice and hearing, beyond multiple unpaid parking citations, prior to immobilization/impounding of the vehicle).
- Second, we would recommend that before including any “overhead” type charges, LexPark design and implement a system for quantifying and tracking those charges, so that they are specifically accountable and documented, on a per-citation basis. Absent such system, a ticketed party could argue the amount of the alleged “overhead” penalty is arbitrary.

We would be happy to assist with reviewing any specific language you may want to include on the tickets, as well as review the structure of the any process/system you implement to determine if it will be sufficiently defensible if challenged. As always, please feel free to contact me with any questions.

Thanks,

**MASON L. MILLER**  
Managing Partner

T: 859.281.0077

D: 859.309.6700

F: (1) 859.957.1889

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

Substantially All Disclosures Omitted

	As Of 02/28/18	As Of 02/28/17	Variance 02/28/18
<b>Assets</b>			
Current Assets			
Cash	\$ 3,393,736	\$ 3,772,730	\$ (378,995)
Cash-Change Fund	12,000	12,000	0
Accounts Receivable	38,957	47,885	(8,927)
Restricted Cash & Cash Equivalents			
Cash-Restricted	2,005,141	0	2,005,141
Cash-US Bank-Debt Service Reserve	0	448,519	(448,519)
Cash-US Bank-Garage Maintenance Reserve	0	274,414	(274,413)
Cash-US Bank-Sinking Fund Reserve	0	363	(363)
Cash-US Bank-Construction Fund	0	1	(2)
CD-BB&T-Garage Maintenance Reserve	430,304	0	430,304
<b>Total Current Assets</b>	<b>5,880,138</b>	<b>4,555,912</b>	<b>1,324,226</b>
Non-Current Assets			
Capital Assets			
Land	7,585,095	7,585,094	0
Parking Facilities & Improvements	10,688,235	10,688,236	0
Equipment & Furniture	2,028,809	1,942,087	86,723
Construction In Progress	25,394	39,452	(14,059)
Computer Software	10,850	10,850	0
<b>Total Capital Assets</b>	<b>20,338,383</b>	<b>20,265,719</b>	<b>72,664</b>
Less: Accumulated Depreciation	(3,000,950)	(2,327,248)	(673,702)
<b>Total Capital Assets, Net of Accumulated Depreciation</b>	<b>17,337,433</b>	<b>17,938,471</b>	<b>(601,038)</b>
<b>Total Non-Current Assets</b>	<b>17,337,433</b>	<b>17,938,471</b>	<b>(601,038)</b>
<b>Total Assets</b>	<b>\$ 23,217,571</b>	<b>\$ 22,494,383</b>	<b>\$ 723,188</b>
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts Payable and Accrued Liabilities	\$ 148,136	\$ 173,593	\$ (25,458)
Compensated Absences	10,263	14,229	(3,965)
Deposits Payable	1,657	5,782	(4,124)
Note Payable	357,545	378,500	(20,955)
<b>Total Current Liabilities</b>	<b>517,601</b>	<b>572,104</b>	<b>(54,502)</b>
Non-Current Liabilities			
Note Payable	3,889,966	4,249,121	(359,156)
Compensated Absences	10,263	14,229	(3,966)
Deposits Payable	5,889	0	5,890
<b>Total Non-Current Liabilities</b>	<b>3,906,118</b>	<b>4,263,350</b>	<b>(357,232)</b>
<b>Total Liabilities</b>	<b>4,423,719</b>	<b>4,835,454</b>	<b>(411,734)</b>
Net Position			
Capital Assets Net of Debt	13,092,047	13,310,850	(218,803)
Restricted-Capital Projects	5,142	28,837	(23,696)
Restricted-Debt Service	0	448,519	(448,519)
Restricted-Garage Maintenance Reserve	430,304	274,414	155,890
Restricted-Capital Asset Mgmt Program	2,000,000	0	2,000,000
Unrestricted	3,266,359	3,596,310	(329,950)
<b>Total Net Position</b>	<b>18,793,852</b>	<b>17,658,930</b>	<b>1,134,922</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 23,217,571</b>	<b>\$ 22,494,384</b>	<b>\$ 723,188</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 2/28/2018	Year To Date 2/28/2018
	<u>                    </u>	<u>                    </u>
<b>Cash Flows from Operating Activities</b>		
Cash received from parking customers	\$ 358,448	\$ 2,879,862
Cash received from commercial property renters	9,108	64,326
Cash received from grants	-	14,619
Cash payments to suppliers for goods and services	(181,229)	(1,681,623)
Cash payments to employees for services	(26,002)	(189,564)
Cash payments of related party payables to LFUCG	(2,627)	(15,653)
<b>Net Cash Provided by Operating Activities</b>	<u><b>157,698</b></u>	<u><b>1,071,967</b></u>
 <b>Cash Flows from Noncapital Financing Activities</b>		
Cash payments on Note Payable	(32,481)	(254,271)
<b>Net Cash Used in Noncapital Financing Activities</b>	<u><b>(32,481)</b></u>	<u><b>(254,271)</b></u>
 <b>Cash Flows from Capital and Investing Activities</b>		
Net Changes in Restricted Investments	448,240	287,566
Purchases of Capital Assets	(7,120)	(47,421)
<b>Net Cash Used in Capital and Investing Activities</b>	<u><b>441,120</b></u>	<u><b>240,145</b></u>
 <b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>566,337</b>	<b>1,057,841</b>
<b>Cash and Cash Equivalents, Beginning of Period</b>	<u><b>2,839,399</b></u>	<u><b>2,347,895</b></u>
<b>Cash and Cash Equivalents, End of Period</b>	<u><u><b>\$ 3,405,736</b></u></u>	<u><u><b>\$ 3,405,736</b></u></u>
 <b>Reconciliation of Operating Income to Net Cash Flows</b>		
<b>Provided by Operating Activities</b>		
Change in Net Position	\$ 126,917	\$ 866,253
<b>Adjustments to Reconcile Operating Income to Net Cash</b>		
<b>Provided by Operating Activities:</b>		
Depreciation and Amortization	54,887	447,964
<b>Changes in Assets and Liabilities:</b>		
Accounts Receivable	(6,945)	7,783
Accounts Payable and Accrued Liabilities	(17,161)	(250,033)
<b>Net Cash Provided by Operating Activities</b>	<u><u><b>\$ 157,698</b></u></u>	<u><u><b>\$ 1,071,967</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 2/28/2018 Actual	Month End 2/28/2018 FYE Budget	Variance 2/28/2018	FYTD 2/28/2018 Actual	FYTD 2/28/2018 FYE Budget	Variance 2/28/2018	Annual Budget 6/30/2018 FYE Budget
<b>Revenue</b>							
<b>Revenue OnStreet</b>							
Parking - Monthly Rental	5,534	6,229	(695)	66,755	68,856	(2,101)	88,454
Parking - Meter Collections	93,953	88,814	5,139	722,021	692,710	29,311	1,045,116
Parking - Fines	73,970	85,510	(11,540)	580,646	661,441	(80,795)	981,848
Overage/Shortage/Fees	0	0	0	0	0	0	0
Citation Payment to LFUCG	0	0	0	0	0	0	(22,500)
<b>Total Revenue OnStreet</b>	<b>173,457</b>	<b>180,553</b>	<b>(7,096)</b>	<b>1,369,422</b>	<b>1,423,007</b>	<b>(53,585)</b>	<b>2,092,918</b>
<b>Revenue OffStreet</b>							
Parking - Monthly Rental	105,055	104,078	977	799,868	832,624	(32,756)	1,248,936
Parking - Transient Rental	61,663	60,548	1,115	530,428	537,006	(6,578)	812,120
Parking - Event	22,399	30,000	(7,601)	114,863	143,800	(28,937)	192,250
Parking - Validations	2,470	3,325	(855)	56,134	35,275	20,859	42,755
Overage/Shortage/Fees	349	0	349	1,364	0	1,364	0
<b>Total Revenue OffStreet</b>	<b>191,936</b>	<b>197,951</b>	<b>(6,015)</b>	<b>1,502,657</b>	<b>1,548,705</b>	<b>(46,048)</b>	<b>2,296,061</b>
Commercial Property Rental	9,108	8,083	1,025	64,326	64,666	(341)	97,000
Grants Received	0	0	0	14,619	0	14,620	0
Miscellaneous Income	0	67	(67)	449	534	(85)	800
<b>Total Revenue</b>	<b>374,501</b>	<b>386,654</b>	<b>(12,153)</b>	<b>2,951,473</b>	<b>3,036,912</b>	<b>(85,439)</b>	<b>4,486,779</b>
<b>Operating Expenses</b>							
<b>OnStreet Operating Expenses</b>							
Republic Operating Expenses	50,747	63,411	12,664	498,837	509,522	10,685	779,616
Property & Casualty Excess Insurance	0	0	0	1,440	1,768	328	1,768
Bank & Credit Card Fees	8,793	9,167	375	69,969	73,334	3,365	110,000
Operating Contingency	0	0	0	4,500	0	(4,500)	0
<b>Total OnStreet Operating Expenses</b>	<b>59,540</b>	<b>72,578</b>	<b>13,039</b>	<b>574,746</b>	<b>584,624</b>	<b>9,878</b>	<b>891,384</b>
<b>OffStreet Operating Expenses</b>							
Republic Operating Expenses	78,906	79,497	590	505,814	614,871	109,058	920,015
Property & Casualty Excess Insurance	0	0	0	57,623	57,624	1	57,624
Bank & Credit Card Fees	4,115	4,666	551	37,186	37,334	147	56,000
Other Professional Services	0	0	0	118	0	(118)	0
Utilities	11,297	10,835	(462)	90,299	86,675	(3,625)	130,013
Interest Expense	7,249	6,078	(1,171)	47,096	48,626	1,532	72,940
<b>Total OffStreet Operating Expenses</b>	<b>101,567</b>	<b>101,076</b>	<b>(492)</b>	<b>738,136</b>	<b>845,130</b>	<b>106,995</b>	<b>1,236,592</b>
<b>Personnel Expenses</b>	<b>22,379</b>	<b>23,850</b>	<b>1,471</b>	<b>190,283</b>	<b>190,800</b>	<b>516</b>	<b>286,200</b>
<b>Administrative Expenses</b>							
Property & Casualty Excess Insurance	0	0	0	35,606	35,600	(6)	35,600
Bank & Credit Card Fees	0	0	0	25	0	(24)	0
Other Professional Services	2,362	18,858	16,497	54,818	150,867	96,048	226,300
Rent/Lease Expenses	759	767	7	6,074	6,133	59	9,200
Landline Phones	390	458	69	3,117	3,667	550	5,500
Business Travel & Training	4,438	1,600	(2,839)	9,720	12,800	3,080	19,200
Dues Subscriptions & Publications	595	269	(327)	1,762	2,146	385	3,220
Office Supplies	1,613	833	(779)	3,721	6,667	2,945	10,000
Office Machines & Equipment	0	217	216	1,450	1,733	283	2,600
Office Repairs & Maintenance	18	125	107	172	1,000	828	1,500
Mileage Expense	0	33	34	0	267	267	400
Operating Contingency	0	7,508	7,508	7,500	60,067	52,567	90,100
<b>Total Administrative Expenses</b>	<b>10,175</b>	<b>30,668</b>	<b>20,493</b>	<b>123,965</b>	<b>280,947</b>	<b>156,982</b>	<b>403,620</b>
<b>Total Operating Expenses</b>	<b>193,661</b>	<b>228,172</b>	<b>34,511</b>	<b>1,627,130</b>	<b>1,901,501</b>	<b>274,371</b>	<b>2,817,796</b>
<b>Change in Net Position Before Capital &amp; Other Financing</b>							
	<b>180,840</b>	<b>158,482</b>	<b>22,358</b>	<b>1,324,343</b>	<b>1,135,411</b>	<b>188,932</b>	<b>1,668,983</b>
<b>Expenses For Capital Assets</b>							
Depreciation & Amortization	54,888	55,471	583	447,964	443,765	(4,200)	665,648
Parking Repairs & Maintenance	0	34,608	34,609	11,697	276,866	265,171	415,300
<b>Total Expenses For Capital Assets</b>	<b>54,888</b>	<b>90,079</b>	<b>35,192</b>	<b>459,661</b>	<b>720,631</b>	<b>260,971</b>	<b>1,080,948</b>
<b>Other Financing Sources</b>							
Interest Income	965	0	964	1,571	0	1,570	0
<b>Total Other Financing Sources</b>	<b>965</b>	<b>0</b>	<b>964</b>	<b>1,571</b>	<b>0</b>	<b>1,570</b>	<b>0</b>
<b>Total Change in Net Position</b>	<b>\$ 126,917</b>	<b>\$ 68,403</b>	<b>\$ 58,514</b>	<b>\$ 866,253</b>	<b>\$ 414,780</b>	<b>\$ 451,473</b>	<b>\$ 588,035</b>

No assurance is provided on these financial statements.



ON-STREET FINANCIAL REPORT - FEB 2018

Line	Revenue	Actual	%of total Rev.	Budget	Variance	Year to Date	%of total Rev.	Budget YTD	Variance
\$ 1	Meter Receipts	\$ 88,009		\$ 86,384	\$ 1,626	\$ 672,813		\$ 673,961	\$ (1,148)
\$ 2	Permit Sales/ Monthly Permit Sales	\$ 5,534		\$ 6,229	\$ (695)	\$ 66,767		\$ 68,856	\$ (2,090)
\$ 3	Violation Tickets	\$ 70,895		\$ 82,180	\$ (11,285)	\$ 557,362		\$ 635,517	\$ (78,155)
\$ 4	Bag Rental Fees	\$ 5,768		\$ 2,431	\$ 3,337	\$ 48,574		\$ 18,749	\$ 29,825
\$ 5	Booting Fees	\$ 3,240		\$ 3,330	\$ (90)	\$ 23,511		\$ 25,924	\$ (2,413)
						\$ -			
\$ 6	<b>Total Revenue</b>	<b>\$ 173,446</b>		<b>\$ 180,553</b>	<b>\$ (7,107)</b>	<b>\$ 1,369,027</b>		<b>\$ 1,423,007</b>	<b>\$ (53,980)</b>
\$ 7	<b>Expenses</b>								
\$ 8	Salaries & Wages	\$ 25,808		\$ 31,602	\$ (5,794)	\$ 240,685		\$ 252,819	\$ (12,134)
\$ 9	Payroll Taxes	\$ 3,070		\$ 3,792	\$ (722)	\$ 30,114		\$ 30,338	\$ (224)
\$ 10	Workers Comp Ins	\$ 1,832		\$ 2,215	\$ (383)	\$ 17,088		\$ 17,654	\$ (566)
\$ 11	Liability Insurance	\$ 522		\$ 522	\$ -	\$ 4,176		\$ 4,176	\$ -
\$ 12	Employee Health Insurance	\$ 613		\$ 1,500	\$ (887)	\$ 7,461		\$ 12,000	\$ (4,539)
\$ 13	Employee Bond	\$ -		\$ -	\$ -	\$ 802		\$ 2,300	\$ (1,498)
\$ 14	<b>Total Payroll &amp; Related</b>	<b>\$ 31,846</b>	<b>18%</b>	<b>\$ 39,632</b>	<b>\$ (7,786)</b>	<b>\$ 300,327</b>	<b>22%</b>	<b>\$ 319,288</b>	<b>\$ (18,961)</b>
\$ 15	Uniforms	\$ 300		\$ 262	\$ 38	\$ 2,745		\$ 2,096	\$ 649
\$ 16	Hiring/Training	\$ 39		\$ 80	\$ (41)	\$ 695		\$ 640	\$ 55
\$ 17	Armored Car	\$ 218		\$ 198	\$ 20	\$ 3,002		\$ 1,580	\$ 1,422
\$ 18	Equipment & tools			\$ 650	\$ (650)	\$ 12,067		\$ 5,200	\$ 6,867
\$ 19	Vehicle expense			\$ 35	\$ (35)	\$ -		\$ 280	\$ (280)
\$ 20	EMS/IPS Service Fee	\$ 7,855		\$ 8,302	\$ (447)	\$ 70,950		\$ 66,414	\$ 4,535
\$ 21	Handheld Cell Phone Fees/T2			\$ 140	\$ (140)	\$ -		\$ 1,120	\$ (1,120)
\$ 22	Professional Services	\$ 2,471		\$ 2,472	\$ (2)	\$ 46,801		\$ 19,776	\$ 27,025
\$ 23	Fuel	\$ 324		\$ 279	\$ 45	\$ 1,786		\$ 2,233	\$ (447)
\$ 24	Towing			\$ 24	\$ (24)	\$ -		\$ 192	\$ (192)
\$ 25	General Supplies	\$ 1,004		\$ 2,741	\$ (1,737)	\$ 16,929		\$ 21,926	\$ (4,997)
\$ 26	Repairs	\$ 779		\$ 1,758	\$ (979)	\$ 12,020		\$ 14,064	\$ (2,044)
\$ 27	<b>Total Field Expenses</b>	<b>\$ 12,989</b>	<b>7%</b>	<b>\$ 16,940</b>	<b>\$ (3,951)</b>	<b>\$ 166,994</b>	<b>12%</b>	<b>\$ 135,521</b>	<b>\$ 31,473</b>
\$ 28	Cell Phone	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
\$ 29	Communications/Telephones	\$ 1,227		\$ 1,200	\$ 27	\$ 9,669		\$ 9,600	\$ 69
\$ 30	Insurance			\$ -	\$ -	\$ -		\$ -	\$ -
\$ 31	Office Supplies	\$ 301		\$ 456	\$ (155)	\$ 3,441		\$ 3,648	\$ (207)
\$ 32	Printing & Design/Ticket Purchase	\$ 399		\$ 850	\$ (451)	\$ 4,475		\$ 6,800	\$ (2,325)
\$ 33	Postage/Dues & Memberships	\$ 1,482		\$ 1,500	\$ (18)	\$ 14,223		\$ 12,000	\$ 2,223
\$ 34	Computers & Software	\$ -		\$ 200	\$ (200)	\$ 386		\$ 1,600	\$ (1,214)
\$ 35	Employee Incentive	\$ 20		\$ 300	\$ (280)	\$ 518		\$ 2,400	\$ (1,882)
\$ 36	<b>Total Office Expense</b>	<b>\$ 3,429</b>	<b>2%</b>	<b>\$ 4,506</b>	<b>\$ (1,077)</b>	<b>\$ 32,712</b>	<b>2%</b>	<b>\$ 36,048</b>	<b>\$ (3,336)</b>
\$ 37	Base Management Fee	\$ 2,333		\$ 2,333	\$ -	\$ 18,664		\$ 18,667	\$ (2)
\$ 38	Management Incentive Fee			\$ -	\$ -	\$ -		\$ -	\$ -
	Processing Fees	\$ 150		\$ -	\$ 150	\$ 1,200		\$ -	\$ 1,200
\$ 39	<b>Total Misc. Expenses</b>	<b>\$ 2,483</b>	<b>1%</b>	<b>\$ 2,333</b>	<b>\$ 150</b>	<b>\$ 19,864</b>	<b>1%</b>	<b>\$ 18,667</b>	<b>\$ 1,198</b>
\$ 40	<b>Total Operating Expenses</b>	<b>\$ 50,747</b>		<b>\$ 63,411</b>	<b>\$ (12,664)</b>	<b>\$ 519,897</b>		<b>\$ 509,524</b>	<b>\$ 10,373</b>
\$ 41	<b>Net Operating Income (Loss)</b>	<b>\$ 122,699</b>				<b>\$ 849,130</b>			

Variance Notes

- A
- B
- C
- D
- E
- F

Year to Date variance is due to: Insurance Claim- Luke on South Upper was hit and had to be replaced, cost \$9,382.52

Year to date Vairiance is due to: Flex YEARLY Basic Subscription of \$16, 660.79. Flex YEARLY enforcement of \$6,232.05. Quarterly Flex Handheld Software Subscription \$5643.91



OFF STREET FINANCIAL REPORT FEB 2018

Line	Revenue	Actual	%of total Rev.	Budget	Variance	Year to Date	%of total Rev.	Budget YTD	Variance
\$ 1	Monthly	\$ 103,525		\$ 104,078	\$ (553)	\$ 820,077		\$ 832,624	\$ (12,547)
\$ 2	Transient	\$ 61,766		\$ 60,548	\$ 1,219	\$ 529,994		\$ 537,006	\$ (7,012)
\$ 3	Stamp/Validation	\$ 2,470		\$ 3,325	\$ (855)	\$ 56,135		\$ 35,275	\$ 20,860
\$ 4	Event	\$ 22,399		\$ 30,000	\$ (7,601)	\$ 116,338		\$ 143,800	\$ (27,462)
\$ 5	Income Adjustments	\$ 243		\$ -	\$ 243	\$ 299		\$ -	\$ 299
\$ 6	<b>Total Revenue</b>	<b>\$ 190,403</b>		<b>\$ 197,951</b>	<b>\$ (7,548)</b>	<b>\$ 1,522,843</b>		<b>\$ 1,548,705</b>	<b>\$ (25,862)</b>
\$ 7	<b>Expenses</b>								
\$ 8	Salaries & Wages	\$ 23,592		\$ 29,331	\$ (5,739)	\$ 215,985		\$ 234,647	\$ (18,663)
\$ 9	Payroll Taxes	\$ 2,824		\$ 3,520	\$ (695)	\$ 27,348		\$ 28,158	\$ (809)
\$ 10	Workers Comp Ins	\$ 1,675		\$ 2,376	\$ (701)	\$ 15,336		\$ 19,006	\$ (3,670)
\$ 11	Liability Insurance	\$ 1,933		\$ 1,933	\$ -	\$ 15,464		\$ 15,464	\$ -
\$ 12	Employee Health Insurance	\$ 1,872		\$ 1,682	\$ 190	\$ 13,934		\$ 13,456	\$ 478
\$ 13	Employee Bond	\$ -		\$ -	\$ -	\$ 2,882		\$ 1,920	\$ 962
\$ 14	<b>Total Payroll &amp; Related</b>	<b>\$ 31,896</b>	<b>17%</b>	<b>\$ 38,841</b>	<b>\$ (6,946)</b>	<b>\$ 290,949</b>	<b>19%</b>	<b>\$ 312,651</b>	<b>\$ (21,703)</b>
\$ 15	Uniforms	\$ 105		\$ 280	\$ (175)	\$ 3,839		\$ 2,240	\$ 1,599
\$ 16	Hiring/Training	\$ 293		\$ 176	\$ 117	\$ 612		\$ 1,408	\$ (796)
\$ 17	Security	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
\$ 18	Repairs/maintenance	\$ 10,101		\$ 8,000	\$ 2,101	A \$ 38,726		\$ 76,770	\$ (38,044)
\$ 19	Vehicle Expense	\$ -		\$ 80	\$ (80)	\$ -		\$ 640	\$ (640)
\$ 20	Equipment	\$ 978		\$ 600	\$ 378	B \$ 1,888		\$ 4,800	\$ (2,912)
\$ 21	Snow Removal	\$ 14,092		\$ 8,948	\$ 5,144	C \$ 20,492		\$ 35,792	\$ (15,300)
\$ 22	Professional Services	\$ 10,028		\$ 9,446	\$ 582	D \$ 65,806		\$ 75,567	\$ (9,761)
\$ 23	Fuel	\$ 366		\$ 300	\$ 66	\$ 1,520		\$ 2,400	\$ (880)
\$ 24	Sweeper Repairs	\$ -		\$ 440	\$ (440)	\$ 135		\$ 3,520	\$ (3,385)
\$ 25	General Supplies	\$ 4,867		\$ 4,832	\$ 35	\$ 27,154		\$ 38,656	\$ (11,502)
\$ 26	Elevator Maintenance	\$ 1,860		\$ 2,618	\$ (758)	\$ 19,734		\$ 20,942	\$ (1,208)
\$ 27	<b>Total Field Expenses</b>	<b>\$ 42,689</b>	<b>22%</b>	<b>\$ 35,720</b>	<b>\$ 6,969</b>	<b>\$ 179,905</b>	<b>12%</b>	<b>\$ 262,735</b>	<b>\$ (82,830)</b>
\$ 28	Armored Car	\$ 218		\$ 196	\$ 22	\$ 3,002		\$ 1,568	\$ 1,434
\$ 29	Office Repairs	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
\$ 30	Taxes/Licences/Fees	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
\$ 31	Communications	\$ 896		\$ 1,200	\$ (304)	\$ 10,074		\$ 9,600	\$ 474
\$ 32	Misc.	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
\$ 33	Office Supplies	\$ 931		\$ 456	\$ 475	E \$ 3,584		\$ 3,646	\$ (62)
\$ 34	Printing & Design	\$ 101		\$ 280	\$ (179)	\$ 687		\$ 2,240	\$ (1,553)
\$ 35	Postage	\$ 93		\$ 720	\$ (627)	\$ 2,131		\$ 5,760	\$ (3,629)
\$ 36	<b>Total Office Expense</b>	<b>\$ 2,238</b>	<b>1%</b>	<b>\$ 2,852</b>	<b>\$ (613)</b>	<b>\$ 19,477</b>	<b>1%</b>	<b>\$ 22,814</b>	<b>\$ (3,337)</b>
\$ 37	Base Management Fee	\$ 2,083		\$ 2,083	\$ -	\$ 16,664		\$ 16,672	\$ (8)
\$ 38	Management Incentive Fee	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
\$ 39	<b>Total Misc. Expenses</b>	<b>\$ 2,083</b>	<b>1%</b>	<b>\$ 2,083</b>	<b>\$ -</b>	<b>\$ 16,664</b>	<b>1%</b>	<b>\$ 16,672</b>	<b>\$ (8)</b>
\$ 40	<b>Total Monthly Expenses</b>	<b>\$ 78,906</b>	<b>41%</b>	<b>\$ 79,496</b>	<b>\$ (590)</b>	<b>\$ 506,995</b>	<b>33%</b>	<b>\$ 614,872</b>	<b>\$ (107,877)</b>
\$ 41	<b>Net Operating Income (Loss)</b>	<b>\$ 111,497</b>				<b>\$ 1,015,848</b>			

Variance Notes

- A (Helix Garage \$1522.72, Ceiling Heater inside elevator room went bad and needed replaced). (CourtHouse garage \$970.63 compressor repair due freeze-up)
- B Office camera equipment needed troubleshooting and parts replaced
- C Sharp & Lawn made several trips in all garages for snow removal and salting due to various snow falls and weather conditions
- D January G4S invoice \$606.72 not received timely
- E Office supplies resckoking
- F
- G
- H
- I
- J

**Lexington/ Fayette Co Parking Authority****24**Balance Sheet  
February 28, 2018

## ASSETS

Current Assets		
Cash - US Bank	\$	<u>48,714.65</u>
Total Current Assets		48,714.65
Property and Equipment		
Building Improvements		<u>40,657.30</u>
Total Property and Equipment		40,657.30
Other Assets		<u>                    </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>89,371.95</u></u>

## LIABILITIES AND CAPITAL

Current Liabilities		
Tenant Deposits	\$	<u>1,765.63</u>
Total Current Liabilities		1,765.63
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		1,765.63
Capital		
Beginning Balance Equity		30,139.26
Capital Contribution, Net		(72,900.00)
Retained Earnings		80,190.70
Net Income		<u>50,176.36</u>
Total Capital		<u>87,606.32</u>
Total Liabilities & Capital	\$	<u><u>89,371.95</u></u>



Lexington / Fayette Co Parking Authority  
Income Statement  
Compared with Budget  
For the Eight Months Ending February 28, 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	\$ 6,059.20	\$ 6,059.20	0.00	\$ 49,946.42	\$ 48,473.60	1,472.82
Income - Utilities	1,356.80	1,150.00	206.80	6,239.05	8,070.00	(1,830.95)
Rent Late Fee	73.65	0.00	73.65	664.06	150.00	514.06
<b>Total Revenues</b>	<b>7,489.65</b>	<b>7,209.20</b>	<b>280.45</b>	<b>56,849.53</b>	<b>56,693.60</b>	<b>155.93</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>7,489.65</b>	<b>7,209.20</b>	<b>280.45</b>	<b>56,849.53</b>	<b>56,693.60</b>	<b>155.93</b>
<b>Expenses</b>						
Property Management Fee	500.00	500.00	0.00	4,000.00	4,000.00	0.00
Repair & Maintenance	0.00	135.00	(135.00)	2,671.21	2,850.00	(178.79)
Postage	0.00	0.00	0.00	1.96	8.00	(6.04)
<b>Total Expenses</b>	<b>500.00</b>	<b>635.00</b>	<b>(135.00)</b>	<b>6,673.17</b>	<b>6,858.00</b>	<b>(184.83)</b>
<b>Net Income</b>	<b>\$ 6,989.65</b>	<b>\$ 6,574.20</b>	<b>\$ 415.45</b>	<b>\$ 50,176.36</b>	<b>\$ 49,835.60</b>	<b>\$ 340.76</b>

**Lexington/ Fayette Co Parking Authority  
Cash Disbursements Journal  
For the Period From Feb 1, 2018 to Feb 28, 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>
2/1/18	1084	500 100	Invoice: LexPark-1802 Schrader Commercial Properties, LLC	500.00	500.00
	<b>Total</b>			<u>500.00</u>	<u>500.00</u>

**Lexington/ Fayette Co Parking Authority**  
**General Ledger**  
**For the Period From Feb 1, 2018 to Feb 28, 2018**

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

Account ID Account Description	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
100 Cash - US Bank	2/1/18			Beginning Balance			41,725.00
	2/1/18	1084	CDJ	Schrader Commercial Prope		500.00	
	2/6/18	020618	CRJ	Georgettes and Chiffons, LL	1,765.63		
	2/15/18	021517	CRJ	Savane Silver	1,323.68		
	2/15/18	021518	CRJ	Savane Silver	348.75		
	2/15/18	021518	CRJ	Clawdaddy's	277.52		
	2/15/18	021518	CRJ	Georgettes and Chiffons, LL	278.28		
	2/21/18	022118	CRJ	Clawdaddy's	262.89		
	2/26/18	022618	CRJ	The Sweet Spot	1,497.07		
	2/26/18	022618	CRJ	The Sweet Spot	189.36		
	2/28/18	022818	CRJ	Clawdaddy's	1,472.82		
	2/28/18	022818	CRJ	Clawdaddy's	73.65		
				Current Period Change	7,489.65	500.00	6,989.65
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>48,714.65</b>
155 Building Improvement	2/1/18			Beginning Balance			40,657.30
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>40,657.30</b>
231 Tenant Deposits	2/1/18			Beginning Balance			-1,765.63
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>-1,765.63</b>
349 Beginning Balance Eq	2/1/18			Beginning Balance			-30,139.26
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>-30,139.26</b>
350 Capital Contribution,	2/1/18			Beginning Balance			72,900.00
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>72,900.00</b>
352 Retained Earnings	2/1/18			Beginning Balance			-80,190.70
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>-80,190.70</b>
400 Rental Income	2/1/18			Beginning Balance			-43,887.22
	2/6/18	020618	CRJ	Georgettes and Chiffons, LL		1,765.63	
	2/15/18	021517	CRJ	Savane Silver - Invoice: 130	1,323.68		
	2/26/18	022618	CRJ	The Sweet Spot - Invoice: 1	1,497.07		
	2/28/18	022818	CRJ	Clawdaddy's - Invoice: 128 /	1,472.82		
				Current Period Change		6,059.20	-6,059.20
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>-49,946.42</b>
401 Income - Utilities	2/1/18			Beginning Balance			-4,882.25
	2/15/18	021518	CRJ	Savane Silver - Utilities 12/1		348.75	
	2/15/18	021518	CRJ	Clawdaddy's - Dec 2017 utili	277.52		
	2/15/18	021518	CRJ	Georgettes and Chiffons, LL	278.28		
	2/21/18	022118	CRJ	Clawdaddy's - Jan Utilities	262.89		
	2/26/18	022618	CRJ	The Sweet Spot - Electric 1	189.36		
				Current Period Change		1,356.80	-1,356.80
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>-6,239.05</b>
405	2/1/18			Beginning Balance			-590.41

**Lexington/ Fayette Co Parking Authority**  
**General Ledger**  
**For the Period From Feb 1, 2018 to Feb 28, 2018**

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

Account ID Account Description	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Rent Late Fee	2/28/18	022818	CRJ	Clawdaddy's - Feb rent late		73.65	
				Current Period Change		73.65	-73.65
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>-664.06</b>
500 Property Management	2/1/18			Beginning Balance			3,500.00
	2/1/18	1084	CDJ	Schrader Commercial Prope	500.00		
				Current Period Change	500.00		500.00
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>4,000.00</b>
511 Repair & Maintenance	2/1/18			Beginning Balance			2,671.21
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>2,671.21</b>
526 Postage	2/1/18			Beginning Balance			1.96
	<b>2/28/18</b>			<b>Ending Balance</b>			<b>1.96</b>

**Lexington/ Fayette Co Parking Authority**  
**Account Reconciliation**  
**As of Feb 28, 2018**  
**100 - Cash - US Bank**  
**Bank Statement Date: February 28, 2018**

Filter Criteria includes: Report is printed in Detail Format.

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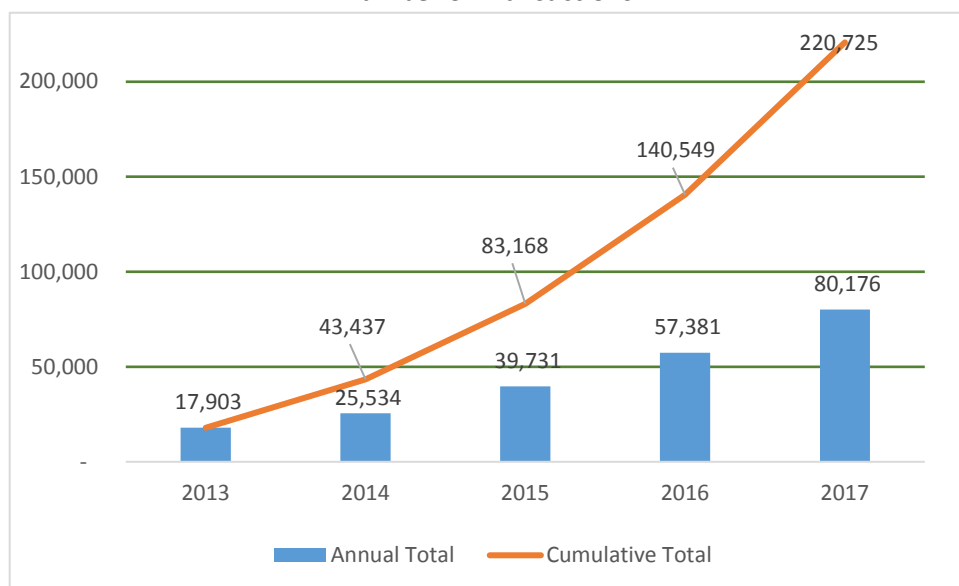
Beginning GL Balance	41,725.00
Add: Cash Receipts	7,489.65
Less: Cash Disbursements	(500.00)
Add (Less) Other	_____
Ending GL Balance	<u>48,714.65</u>
Ending Bank Balance	48,714.65
Add back deposits in transit	_____
Total deposits in transit	_____
(Less) outstanding checks	_____
Total outstanding checks	_____
Add (Less) Other	_____
Total other	_____
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>48,714.65</u></u>

# Pay by Phone

## Number of Transactions

Year	Annual Total	Cumulative Total
2013	17,903	17,903
2014	25,534	43,437
2015	39,731	83,168
2016	57,381	140,549
2017	80,176	220,725

## Number of Transactions





## POLICY ON RETENTION OF LPR DATA

### **BACKGROUND**

LEXPARK utilizes license plate recognition hardware and software ("LPR") for parking enforcement and parking data collection.

### **LOCATIONS**

LPR data is collected on City of Lexington streets. LEXPARK utilizes a mobile vehicle-mounted system which is driven by trained personnel in parking locations throughout the city. LPR vehicles can be active 24 hours daily, 7 days per week.

### **DATA COLLECTED**

The LPR system captures photos of observed vehicles: (1) a context photo of the vehicle and its immediate surroundings and (2) a photo of the license plate. Typically, these photos are taken from the rear of the vehicle, although there are occasions where a photo is taken from the front. The photos are not of a resolution that allows identification of the vehicle occupants. Along with the photographic data, the system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the license plate image generates a text version of the license plate number which is also stored with the record.

### **USE OF DATA**

The intended use of data collected by the LPR system is for parking enforcement, data analysis such as on-street occupancy, and can be used from time to time for law enforcement investigations. LPR data may be used to determine a vehicle's access permissions in a given parking area and support the issuance of a parking citation if needed. Any use of the data for purposes outside of these stated purposes must be detailed and approved in writing through administrative channels.

### **DATA RETENTION**

Data collected by the LPR system not resulting in parking enforcement action or not part of an ongoing law enforcement investigation (Reads) is retained for thirty (30) days. Data resulting in parking enforcement action (Hits) is retained with the citation record for ninety (90) days. LEXPARK has elected to discard the text version of Reads, the context photo of the vehicle and its immediate surroundings, and the photo of the license plate.

**ACCESS TO RECORDS**

Access to records created and maintained by the LPR system is restricted to LEXPARK personnel performing their duties. All personnel with access to the system use unique identifiers and passwords to access records and all login, record additions, and other activity is logged. Access to the system by others is prohibited.

This policy shall be placed in effect as of June 1, 2018.

\_\_\_\_\_  
Gary A. Means, CAPP

\_\_\_\_\_  
Date



## 200 West 2<sup>nd</sup> Condo Permit Parking Request

*This is an excerpt from Mario Zuanetti's 03/21/18 e-mail*

Gary,

Based on what we talked about on our February meeting, here is the proposal that I feel would work for the parking permits at Lofts at Gratz Park on 200 W. Second Street (part of DLMD):

(We have 9 units, but we'll concentrate first on the 6 spots in front the building).

- 50\$ a month for each spot, starting July 1st 2018 for 2 years (if ready sooner, we'll prorate the initial months).
- Quarterly billing (3 months) directly to each unit owner (obviously in advance).
- Remove existing meters and provide parking permits enforced 24/7/365 for the duration of the agreement.
- The 6 spots will be on a first come first serve basis (no reserved spots)
- If there will be problems with the payments, the deal will be cancelled and the meters will be back in place.

All things considered, this is a fair deal for both, city and unit owners. Everybody will be happy. Let me know what you think. Thank you very much again for your help.

Mario Zuanetti

## 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 green scheme for St. Patrick's Day.
- The garage lighting system was programmed with the standard multicolor scheme for the remainder of the month.

### LED Lighting Retrofit Project:

#### Victorian Square Garage:

- LPA has submitted the necessary application for the KU energy rebates related to the LED tube retrofit.

#### Courthouse Garage:

- LPA has received the order for the LED tubes to be used in an energy saving lighting retrofit. The LEXPARK staff will begin installation of the tubes in the coming days. The Rexel unit pricing is \$8.25 per tube, with an invoice total of \$9,603. LPA expects to receive an LGE/KU rebate of \$5820, bringing the final project cost to \$3,783.
- LPA has submitted the necessary application for the KU energy rebates related to the LED tube retrofit.
- LPA will monitor energy usage in the coming months, as findings with the LED retrofit at the Helix, Transit Center and Victorian Square Garages showed a significant decrease in energy usage.

#### Broadway Shoppes:

- Gretchen Reece Bridal Couture has vacated the space originally leased by Georgettes and Chiffons, relocating to a new space on North Limestone. Gretchen Reece has enlisted the services of Block & Lot, to find a new tenant to sublease the space from Georgettes and Chiffons. Schrader Commercial Properties has informed LPA that all primary lease terms still apply to Gretchen Reece and the owner (LFCPA) must provide written consent to sublease to any potential subtenant per article 15 of the primary lease. Gretchen Reece informed Schrader Commercial Properties that rent payments will continue to Georgettes and Chiffons and utilities to LFCPA until the space is leased.
- There were no maintenance issues to report.

#### General Garage Notes:

- Sunil Puri and Josh Caron from Walter P Moore met with the LPA staff on March 20-21, to inspect the facilities and review the restoration recommendations of the Capital Asset Management Plan. Walter P Moore will prepare construction documents for the restoration repairs, assist LPA in the review of bid responses and provide construction administration services during the restoration repair phase.