

September 10, 2020 Board Meeting Agenda



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|-------|--|----------|
| I. | Call to Order/Welcome of Guests | Frazier |
| II. | Approval of Minutes of August 2020 LPA Board Meeting
<i>Board Action Required</i> | Frazier |
| III. | Update on ED Activities
A. Executive Director Reports
B. Operational Reports
C. COVID-19 Update
<i>Board Action Required</i> | Means |
| IV. | Present LPA and LEXPARK July 2020 Draft Financial Reports
and Schrader Commercial Reports | Means |
| V. | On-Street
A. Curbside Pick Up Spaces/Outdoor Expansion Areas
B. Meter Bag Extension Request | Means |
| VI. | Off-Street (Garages)
A. Garage Updates | Trammell |
| VII. | Downtown Lexington Partnership Updates | Sweeney |
| VIII. | Visit Lex Updates | Schickel |
| IX. | Comments
Comments from Commissioners/Advisory Committee Members | Frazier |
| X. | Closed Session per KRS 61.810 | Frazier |

Next Meeting: October 8, 2020

Lexington & Fayette County Parking Authority

Board Meeting Minutes
August 13, 2020

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

Location: ZOOM Webinar

Voting Members: Kenton Ball
Dee Dee Harbut
Wesley Holbrook
Bill O'Mara
Trish Vertuca

Executive Director: Gary Means

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

LFCPA Advisory Board: Christine Brown
Thomas Pettit
Terry Sweeney

Guests: Mark Doering, Reef
Chris Goodson, Reef
Justin Hubbard, DDAF
Maurice Hunter, Reef
Nicole Lawson, Reef
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 June 2020 Minutes

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

Item 3 – Update on ED Activities

A. Executive Director Report

Mr. Means presents the July 2020 Executive Director report. There are several ongoing projects including CAMP repairs, the RFP for new PARCS equipment, Victorian Square façade enhancement and accompanying mural, UK move-in, and apartment construction on Corral Street.



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B. Operational Reports

Mr. Means presents the July 2020 operations reports. Meter occupancy levels continue to slowly increase. Sixty-nine vehicles were removed from the LFUCG Transit Center account. LFUCG currently pays half of market rate, so those spaces can be back filled at the full market rate. Monthly parking is currently carrying the LPA revenue stream.

Item 4 – COVID19 HR

Mr. Means reports that LPA and REEF do not yet have a policy in place use of sick and vacation time as a result of COVID. Mr. O'Mara briefly outlines LFUCG's policy which follows the federal coronavirus act. He will share the policy with LPA. Mr. Frazier will send over the McBrayer travel policy as well. LPA staff will present a policy for ratification at the September meeting.

Item 5 – Financial Reports

Mr. Means presents the June financial reports. On-Street revenue during the month of June was 40% of budget. Total Off-Street revenues were nearly 65% of budget. Overall revenues YTD were \$4.1 million which is 83% of the budgeted figure. Total change in net position for the year was a gain of \$758 thousand. The financials will remain in draft status until completion of the audit.

Item 6 – On-Street

A. Gratz Park Lofts Request

The tenants of the Lofts at Gratz Park have requested a temporary decrease in their monthly fees as a response to the COVID pandemic. Mr. O'Mara makes a motion to decrease the monthly rate to \$55 through December 31, 2020. Mr. Ball seconds. The vote was unanimous, and the motion carried.

B. Curbside Pick Up Spaces/Outdoor Expansion Areas

LPA continues to work with LFUCG and local restaurants who want to expand their outdoor seating areas.

C. Vehicle Immobilizations

Immobilizations began again in July.

Item 7 – Off-Street

A. PARCS RFP

Mr. Means reports that the selection committee chose a company called Flash, which has good municipal references and are also a forward-thinking company. Mr. Frazier and Mr. Pettit were committee members. Mr. Ball makes a motion to accept the selection committee's choice and authorize Mr. Means to begin negotiations with Flash Parking. Ms. Vertuca seconds. The vote was unanimous, and the motion carried.

B. Garage Updates

Mr. Trammell presents the garage updates. Helix has been programmed green for COVID victims. The Victorian Square Garage façade project continues. Ms. Leroy is planning her mural and Mr. Trammell with get an estimated time frame from her.



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C. Additional CAMP Repairs

The low bid for additional CAMP repairs came from Volunteer Restoration and was \$1.1 million. Walter P Moore recommends a contingency of \$144 thousand.

D. Approval of FY21 Capex Budget

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

Item 8 – Downtown Lexington Partnership Updates

Mr. Sweeney reports that DLP efforts are concentrated on driving citizens downtown. They are using different promotions. The annual meeting is scheduled for September 23rd.

Ms. Vertuca 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 noon.



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September 3rd, 2020
**Lexington & Fayette County
 Parking Authority
 Executive Directors Report
 August 2020**



Accomplishments

- After received seven proposals from our Request for Proposals for a Parking Access & Revenue Control System (PARCS), the selection committee including LPA & REEF staff, our Board Chair Jim Frazier, Advisory Committee member Thomas Petit and an executive from the Louisville Parking Authority, attended presentations for 3 consecutive days during the 1st week of August and narrowed the top 3 down and selected Flash Parking
- Received full LPA Board approval for the selection of Flash Parking, negotiations are now ongoing
- Received full LPA Board approval for the discounted parking request from the Lofts at Gratz Park
Received full LPA Board approval for the proposed FY21 LEXPARK CapEx Budget
- As a continued response to COVID-19 maintained the curbside pickup spaces for downtown restaurants for the full month of August

Meetings with LFUCG/LFCPA staff

- Along with the LPA PARCS RFP selection committee attended a presentation from FLASH Parking, one of the top 3 respondents.
- Along with the LPA PARCS RFP selection committee attended a presentation from TIBA and Signature Controls, one of the top 3 respondents.
- Along with the LPA PARCS RFP selection committee attended a presentation from T2 Systems, one of the top 3 respondents.
- Held a follow up video conference with our internal team regarding the selection of Flash Parking and the options of their system that we still need to work through
- Met three times with LFUCG stakeholders and Mayor's office regarding expanded seating permits for downtown restaurants
- Attended the August LFUCG Bike & Pedestrian Advisory Committee meeting (via ZOOM)
- Video teleconference (via Microsoft TEAMS) with our internal team regarding the bids on our armored car service
- Attended the August LPA board meeting (via ZOOM)
- Video teleconference (via TEAMS) with the LEXPARK REEF leadership and our LPA staff regarding internet and phone line needs at the LEXPARK office
- Video teleconference (via TEAMS) with LPA Commissioner Dee Dee Harbut to gain insight and advice regarding my upcoming webinar on industry inclusion

- Catch up call with Chris Goodson of REEF to discuss possible HR policies regarding the COVID-19 pandemic
- Video teleconference (via TEAMS) with the LEXPARK REEF leadership and our LPA staff regarding the proposed payment options with the new PARCS equipment and how we feel about the need for EMV payments with credit cards
- Ed, Kara and I met with Steven Taff and Chris Goodson of REEF to discuss the current roles and duties of the team members at LEXPARK as compared to budget and projected objectives
- Conducted several internal TEAMS meetings with LPA staff and REEF staff
- Held regular weekly (TEAMS) 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

- Attended another Response, Reopening & Recovery IPMI Shop talk (via ZOOM) similar to the one I moderated last month
- Conducted 2 preparation video conference calls with a panel of 4 other industry professionals that I selected to hold a webinar with IPMI regarding Diversity, Equity and Inclusion
- Attended a small claims hearing from Madison County (via ZOOM) and the defendant wasn't in attendance, this was a follow up hearing from last month
- Kara, Ed and I hosted a teleconference with Cameron Sherlock of JIL who assists us with our internet and phone line needs and we were joined by representatives from Metronet to discuss the possibility to switching to their service to save on our costs and improve speeds
- Ed and I met with our current PARCS (Garage Equipment) vendor regarding cancelling the annual service contract and changing it to a 6 month contract in light of our new equipment being installed by December 2020
- Justin Hubbard from DDAF who supports our accounting need and I met (via TEAMS) to discuss the possibilities of adding visual insights to our board reporting package
- Phone call with developers of a potential downtown development
- Check in call with Tony's Valet management of the use of their valet zone and the need or not of the 2 spaces they have on Algonquin during this current time frame
- Held a TEAMS meeting with several of our internal team members, our IT consultants and members of the FLASH Parking (PARCS vendor selected) regarding the connectivity needs of their proposed system
- IPMI Webinar test run through for the webinar I hosted called: A Fireside Chat on Industry Inclusion
- Ed and I met with Ciara Leroy the artist who is installing our latest mural at the Victorian Square Garage
- Hosted/Moderated the IPMI Webinar called: A Fireside Chat on Industry Inclusion, which was very impactful and was attended by over 60 individuals

- Held another TEAMS meeting with several of our internal team members and members of the FLASH Parking (PARCS vendor selected) regarding the various payment options including whether or not to add EMV credit card payments to the project
- Teleconference call with and Electric Vehicle charging station vendor and most of our executive staff of LPA and **LEXPARK**
- Was asked by PayByPhone to speak on an upcoming webinar on leadership during the COVID pandemic, had a conference call with one of their execs to go over the specifics
- Conference call with our real estate attorney regarding documentation of a potential development
- Kara, Ed and I hosted another teleconference with Cameron Sherlock of JIL and representatives from Metronet to discuss the possibility to switching to their service to save on our costs and improve speeds
- Conference call with the Director of Columbia SC parking department who is asking about outsourcing parking services and tasks
- Ed and I held a video teleconference (via ZOOM) with our architect from PohlRosaPohl regarding additional details of the large marquee sign installation
- Ed and I held weekly teleconference meetings with our Walter P Moore engineers and Ever Clear Enterprises, the company chosen to proceed with the high priority beam repairs at the Transit Center Garage

Future Goals and Planned Activities

- Work on finalizing the new PARCS (Garage Equipment) contract and installation schedule
- Continue working on transitioning the Transit Center garage from a gated to gateless facility with enforcement and space count sign integrations
- Continue to market the pay-by-phone program (especially as “touchless option)
- 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 and is under the US Green Building Council
- 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
- As time allows, I review training sessions from our IPMI 2020 virtual conference

LFCPA and LEXPARK Key Performance Indicators

User-Input variable cells.

Totals for underlying cells.

CUSTOMER SUPPORT, PUBLIC OUTREACH and SERVICE PROVISION

Note Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Jul-20 Aug-20 Sep-20 Oct-20 Nov-20 Dec-20 Standard

TOTAL AVERAGE Percent of FY 2020 AVERAGE Total

Table with 19 rows detailing metrics like Unique Visitors to Website, LEXPARK Telephone Inquiries, LEXPARK Walk-In Customers, Business Association Meetings Attended, and Average Response Time to Address Meter Complaint (Hours).

Summary table for the metrics above, showing monthly values, totals, averages, and percentages for each metric.

Table with 7 rows detailing metrics like Number of Parking Activity Surveys Conducted (TOTAL), Meter Occupancy Rate in Neighborhoods, and Safety Zone Violation Rate.

Summary table for the metrics above, showing monthly values, totals, averages, and percentages.

Table with 4 rows detailing metrics like Number of Parking Violation Surveys Conducted, Violation Capture Rate (Meters & RPP), and Total Amount Due from Top 20 Scofflaws.

Summary table for the metrics above, showing monthly values, totals, averages, and percentages.

LFCPA and LEXPARK Key Performance Indicators

User-input variable cells.

Totals for underlying cells.

6

REVENUE STREAM INTEGRITY and SECURITY												TOTAL	AVERAGE	Percent of Total		
Note Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Jul-20 Aug-20 Sep-20 Oct-20 Nov-20 Dec-20																
Field Inspections (with Contact)																
1	Canister Integrity	3	7	2	0	0	0	0	0	0	0	0	0	12	1.5	100%
2	Maintenance Collections	0	2	0	0	0	0	0	0	0	0	0	0	0	N/A	0%
3	Enforcement	0	2	0	0	0	0	0	0	0	0	0	0	2	0.3	17%
4	Coin Counting Observations	0	2	2	0	0	0	0	0	0	0	0	0	2	0.3	17%
5		2	2	2	0	0	0	0	0	0	0	0	0	6	0.8	50%
6		1	1	0	0	0	0	0	0	0	0	0	0	2	0.3	17%
Field Observations (Covert)																
7	Vehicle Integrity	11	9	7	8	8	10	13	13	13	13	13	13	79	9.9	100%
8	Maintenance Collections	2	1	0	2	1	1	1	0	0	0	0	0	9	1.1	11%
9	Enforcement	3	3	2	2	2	2	2	3	3	3	3	3	20	2.5	25%
10		2	2	1	2	2	2	2	4	3	3	3	3	18	2.3	23%
11		4	3	4	2	3	5	6	5	5	5	5	5	32	4.0	41%
Revenue Control Discrepancies Noted																
12	Equipment Integrity	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
13	Incomplete Coin Room Record	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
14	Incomplete Key Control Documentation	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
15	Failure to Notify of Location	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
16		0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A
Customer Satisfaction																
17	Number of Parkers Responding	0	2	0	0	0	0	0	0	0	0	0	0	2	0	N/A
18	Positive Response	0	1	0	0	0	0	0	0	0	0	0	0	1	0.1	N/A
19	Negative Response	0	1	0	0	0	0	0	0	0	0	0	0	1	0	N/A
20	Specific Complaints	0	1	0	0	0	0	0	0	0	0	0	0	1	0	N/A
Revenue Tests																
21	Number of Single-Space Meters Planted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
22	Value Planted	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	N/A
23	Value Recovered														\$0.00	N/A
24	Number of Multi-Space Meters Planted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
25	Value Planted														\$0.00	N/A
26	Value Recovered														\$0.00	N/A
Average Meter Payment and Average Length of Stay																
27	Average Meter Payment (LUKE & IPS)	\$1.20	\$1.49	\$1.28	\$0.00	\$1.04	\$0.92	\$0.98	\$0.99					N/A	\$0.99	N/A
28	4 Hour Meters - Average Length of Stay (in minutes)													N/A	#DIV/0!	N/A
29	2 Hour Meters - Average length of stay (in minutes)													N/A	#DIV/0!	N/A
Credit Card Usage and Forms of Payment																
30	LUKE (Credit Card Percent of transactions)	65.5%	73.0%	70.0%	100.0%	60.0%	56.2%	56.0%	64.0%					N/A	68.1%	N/A
31	Average CC transaction	\$2.50	\$2.65	\$2.54	\$2.05	\$2.08	\$2.04	\$1.91	\$2.22					N/A	\$2.2	N/A
33	IPS (CC as a percent of transactions)	21.8%	22.9%	43.5%	0.0%	43.0%	44.2%	21.0%	46.3%					N/A	30.3%	N/A
34	Average CC transaction	\$1.75	\$1.74	\$1.78	\$0.00	\$1.91	\$1.79	\$1.80	\$1.78					N/A	156.9%	N/A
35	Pay by Phone (as a meter payment transaction)	16.7%	17.6%	0.0%	0.0%	0.0%	13.5%	14.0%	14.0%					N/A	9.5%	N/A
Meter Occupancy Rates by Zones																
36	Low 0-30% (9, 12, 13)	42%	30%	10%	5%	5%	8%	10%	11%					N/A	15.1%	N/A
37	Medium 30-60% (1, 2, 3, 5, 6, 7, 10, 11, 14, 15, 16)	45%	53%	20%	10%	10%	22%	26%	25%					N/A	26.4%	N/A
38	High 60% or more (4, 8)	81%	80%	30%	20%	20%	25%	44%	47%					N/A	43.4%	N/A
Meter Occupancy Rates by Areas																
36	Downtown 1, 2, 3, 4, 5, 8, 9, 11, 12, 13,	49%	46%	20%	15%	25%	25%	31%	37%					N/A	31.0%	N/A
37	UK Campus (6, 7, 10)	57%	71%	10%	5%	3%	3%	4%	15%					N/A	21.0%	N/A
38	Chevy Chase (15)	38%	63%	10%	5%	15%	15%	9%	12%					N/A	20.9%	N/A



**ON STREET BY THE NUMBERS
Calendar**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Calendar AVG	FY '20 AVG	FY '19 AVG	FY '18 AVG
1 Violations Cited	4,108	4,129	3,193	889	1,815	2,371	2,511	3,342					2,795	3,345	3,829	3,320
2 Actual Citations (exc voids & warnings)	3,889	3,920	2,992	823	1,344	2,263	2,392	3,038					2,583	3,125	3,526	3,040
3 Value of Actual Citations	\$ 88,480	\$ 94,230	\$ 67,685	\$ 19,515	\$ 29,700	\$ 46,625	\$ 45,980	\$ 68,365					\$ 57,573	\$ 72,995	\$ 88,698	\$ 85,601
4 Citations Paid	2,911	3,116	2,669	1,125	1,131	1,448	1,929	2,051					2,048	2,461	2,687	2,504
5 Percentage of Citations Paid	74.90%	79.50%	89.20%	136.70%	84.20%	63.99%	80.60%	67.50%					84.57%	82.57%	76.74%	80.28%
6 Value of Citations Paid	\$ 81,500	\$ 86,396	\$ 77,210	\$ 35,352	\$ 31,184	\$ 35,723	\$ 52,160	\$ 56,039					\$ 56,946	\$ 69,596	\$ 76,608	\$ 70,919
7 Warnings Issued	161	152	103	55	452	74	99	266					170	176	247	195
8 Voids	67	57	109	11	24	34	20	38					45	50	51	74
9 Citation Void Percentage	1.6%	1.4%	3.4%	1.2%	1.3%	1.5%	0.8%	1.1%					1.5%	1.5%	1.4%	2.3%
10 Meter Revenue Collected	\$96,458	\$ 108,520	\$ 69,700	\$ 68	\$ 7,469	\$ 42,742	\$ 44,204	\$ 55,055					\$ 53,027	\$ 81,861	\$ 92,456	\$ 88,777
11 Avg Meter Rev Collected per Work Day	\$ 4,593	\$ 5,712	\$ 3,168	\$ 3	\$ 373	\$ 1,943	\$ 1,922	\$ 2,622					\$ 2,542	\$ 3,752	\$ 4,228	\$ 4,121
12 RPP's Sold	43	26	13	11	6	146	398	681					166	163	167	2,136
13 Value of RPP Permits	\$ 430	\$ 260	\$ 130	\$ 106	\$ 60	\$ 1,460	\$ 3,980	\$ 6,810					\$ 1,655	\$ 1,630	\$ 1,673	\$ 1,436
14 Monthly Permit Revenue	\$ 10,026	\$ 5,129	\$ 7,664	\$ 5,857	\$ 4,855	\$ 5,818	\$ 9,638	\$ 10,053					\$ 7,380	\$ 6,654	\$ 6,117	\$ 6,150
15 Value of Bagged Meters	\$ 6,225	\$ 2,740	\$ 9,475	\$ 2,870	\$ 6,370	\$ 7,135	\$ 2,890	\$ 4,615					\$ 5,290	\$ 5,300	\$ 10,460	\$ 11,426
16 New Meters Added or Removed	(6)	-	-	-	-	-	-	-					(1)	(1)	1	0
17 Single Space Meters	644	644	644	644	644	644	644	644					644	699	875	946
18 Mult-Space Meters	71	71	71	71	71	71	71	71					71	65	41	37
19 Metered Space Count	1,256	1,256	1,256	1,256	1,256	1,256	1,256	1,256					1,256	1,261	1,271	1,272
20 Vehicles Booted	58	39	25	-	-	-	64	36					28	29	39	42
21 Booting Fees	\$ 2,660	\$ 3,540	\$ 3,525	\$ 480	\$ -	\$ -	\$ 6,030	\$ 2,880					\$ 2,389	\$ 2,123	\$ 3,064	\$ 3,221
22 Total Revenue Collected	\$ 197,299	\$ 206,584	\$ 167,705	\$ 44,733	\$ 49,939	\$ 92,878	\$ 118,901	\$ 135,452	\$ -	\$ -	\$ -	\$ -	\$ 126,686	\$ 190,376	\$ 181,929	\$ 161,388



Citations Aging Report

Five-Year Report Ending September 1, 2020

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	1,590	761	783	420	938	4,902	8,115	7,450	7,527	1,120	33,606
Dollar Amt	\$47,045.00	\$28,015.00	\$29,030.00	\$17,020.00	\$34,930.00	\$202,943.00	\$344,314.52	\$325,838.86	\$286,816.50	\$41,827.00	\$1,357,779.88



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Citations Aging Report

Five-Year Report Ending August 1, 2020

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	1,182	844	419	221	1,882	4,614	8,402	7,210	7,773	1,069	33,616
Dollar Amt	\$32,855.00	\$31,120.00	\$16,950.00	\$8,830.00	\$74,663.50	\$191,893.00	\$358,520.52	\$311,737.86	\$294,553.50	\$41,345.00	\$1,362,468.38



OFF STREET BY THE NUMBERS Calendar 2020

MONTHLY CARD HOLDERS BILLED	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
	1 Victorian Square	374	381	406	366	335	343	348	343					362	346
2 Transit Center	1,046	1,055	1,055	1,043	1,039	1,033	968	967					1,026	968	1,063
3 Courthouse	240	240	249	208	211	211	210	240					226	225	239
4 Helix	381	384	384	384	386	385	386	380					384	383	393
5 TOTAL	2,041	2,060	2,094	2,001	1,971	1,972	1,912	1,930					1,998	1,921	2,080

TOTAL AVAILABLE FOR MONTHLY	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
6 Victorian Square (384)	10	8	2	42	73	65	60	65					41	63	3
7 Transit Center (777)	9	15	15	27	31	37	102	101					42	102	1
8 Courthouse (518)	2	2	2	43	40	40	41	11					23	26	1
9 Helix (389)	6	16	16	16	14	15	14	20					15	17	2
10 TOTAL (2068)	27	41	35	128	158	157	217	197					120	207	7

SPECIAL EVENTS WORKED - VS	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
11 SPECIAL EVENTS WORKED - VS	12	18	4	-	-	-	-	-					4	-	7

VALIDATIONS SOLD - ALL GARAGES	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
12 VALIDATIONS SOLD - ALL GARAGES	3,114	3,963	245	-	-	541	495	263					1,078	379	1,902

AVERAGE DAILY TRANSACTIONS	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
13 Victorian Square	223	236	108	14	34	68	68	72					103	70	271
14 Transit Center	16	26	8	-	1	3	2	4					8	3	14
15 Courthouse	197	204	111	22	21	67	73	67					95	70	193
16 Helix	408	419	225	16	34	67	151	153					184	152	429
17 TOTAL	844	885	452	52	90	205	294	296					390	295	907

AVERAGE LENGTH OF STAY - HOURS	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
18 Victorian Square	2.1	2.5	2.1	2.0	1.9	1.8	1.9	2.0					2.0	1.9	2.6
19 Transit Center	2.9	2.7	2.7	1.7	3.0	2.9	2.6	3.4					2.7	3.0	2.9
20 Courthouse	2.1	2.3	2.3	3.3	2.4	2.1	2.0	2.3					2.3	2.2	2.1
21 Helix	1.1	1.1	1.2	1.9	2.2	1.6	1.1	1.1					1.4	1.1	1.5
22 TOTAL	2.1	2.1	2.1	2.2	2.4	2.1	1.9	2.2					2.1	2.0	2.3

AVERAGE TRANSACTION AMOUNT	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	CAL YTD AVG	FY '21 AVG	FY '20 AVG
23 Victorian Square	\$ 7.90	\$ 7.97	\$ 6.07	\$ 6.30	\$ 6.44	\$ 5.17	\$ 6.18	\$ 6.59					\$ 6.58	\$ 6.39	\$ 4.95
24 Transit Center	\$ 5.61	\$ 5.21	\$ 5.39	\$ 3.46	\$ 5.28	\$ 5.61	\$ 4.83	\$ 6.08					\$ 5.18	\$ 5.46	\$ 5.16
25 Courthouse	\$ 4.22	\$ 4.55	\$ 4.45	\$ 6.77	\$ 3.68	\$ 3.46	\$ 4.09	\$ 4.67					\$ 4.49	\$ 4.38	\$ 4.00
26 Helix	\$ 3.45	\$ 3.35	\$ 3.51	\$ 5.70	\$ 6.89	\$ 3.89	\$ 3.44	\$ 3.46					\$ 4.21	\$ 3.45	\$ 2.59
27 TOTAL	\$ 5.30	\$ 5.27	\$ 4.86	\$ 5.56	\$ 5.57	\$ 4.53	\$ 4.64	\$ 5.20					\$ 5.12	\$ 4.92	\$ 4.18

Aged Balances - 21081204 Courthouse Garage

Ending Balances as of 9/1/2020

Account	Current	30 days	60 Days	90 Days	Total Due	
96489 William Eades	\$70.00	\$70.00	\$0.00	\$0.00	\$140.00	BLOCKED CARD
Report Totals	\$70.00	\$70.00	\$0.00	\$0.00	\$140.00	

Aged Balances - 21081201 Helix Garage

Ending Balances as of 9/1/2020

Account	Current	30 days	60 Days	90 Days	Total Due	
96305 GRAY CONSTRUCTION	\$1,860.00	\$1,860.00	\$1,860.00	\$420.00	\$6,000.00	PROCESSING PAYMENTS
96412 WINSTON DUNCAN	\$20.00	\$20.00	\$0.00	\$0.00	\$40.00	BLOCKED CARD
96497 Dennis Pickett	\$20.00	\$20.00	\$0.00	\$0.00	\$40.00	BLOCKED CARD
Report Totals	\$1,900.00	\$1,900.00	\$1,860.00	\$420.00	\$6,080.00	

Aged Balances - 21081203 Transit Center Garage

Ending Balances as of 9/1/2020

Account	Current	30 days	60 days	90 Days	Total Due	
96491 GRAY SOLUTIONS	\$1,397.50	\$455.00	\$0.00	\$0.00	\$1,852.50	WILL CALL
96498 John Goodline	\$65.00	\$65.00	\$0.00	\$0.00	\$130.00	DID NOT PARK IN AUG, EMAIL
Report Totals	\$1,462.50	\$520.00	\$0.00	\$0.00	\$1,982.50	

Aged Balances - 21081202 Victorian Square Garage

Ending Balances as of 9/1/2020

Account	Current	30 Days	60 Days	90 Days	Total Due	
56437 FROST BROWN TODD	\$90.00	\$90.00	\$0.00	\$0.00	\$180.00	WILL EMAIL
95885 BIG ECHO CREATIVE	\$270.00	\$270.00	\$0.00	\$0.00	\$540.00	WILL EMAIL
96422 CHARLES MCKESSON	\$90.00	\$90.00	\$90.00	\$0.00	\$270.00	BLOCKED CARD
96484 Aurdrey Byers	\$90.00	\$90.00	\$0.00	\$0.00	\$180.00	BLOCKED CARD
Report Totals	\$540.00	\$540.00	\$90.00	\$0.00	\$1,170.00	



INTENT TO FOLLOW FFCRA

The Lexington Parking Authority (LPA) is committed to the safety of our employees and the citizens we serve to minimize the negative impacts related to the coronavirus.

In order to assist with the challenges employees are experiencing associated with the COVID-19 pandemic, we would like to remind employees that federal legislation provides for emergency sick leave and expanded FMLA leave. Our local government will continue to follow the requirements of the Families First Coronavirus Response Act (FFCRA) effective April 1, 2020, through December 31, 2020, or as otherwise may be directed by law. This legislation covers full-time and part-time employees subject to the eligibility requirements set forth in the law and is independent of any available leave balances an employee may have.

Additionally, effective September 1, 2020, employees who have exhausted all leave balances and choose to borrow from future anticipated sick leave accruals by recording PAT (Paid Away Time) on their timesheet, can do so up to a maximum cap of 120 hours. Moreover, an employee may only borrow from future sick leave accruals after applying for and, if approved, utilizing emergency sick leave. Once an employee has reached the 120-hour limit of borrowed sick leave, eligible employees may request other unpaid leave, as applicable.

*FFCRA Guidelines are copied next for informational purposes.

This policy shall be placed in effect as of September 1, 2020.

Gary A. Means, CAPP

Date



Wage and Hour Division

Families First Coronavirus Response Act: Employer Paid Leave Requirements

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.[¹] The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**:^[2]

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**:^[3]

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[4] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:^[5]

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).^[6]

Tax Credits: Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Qualifying wages are those paid to an employee who takes leave under the Act for a qualifying reason, up to the appropriate per diem and aggregate payment caps. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage. For more information, please see the Department of the Treasury's website.

Employer Notice: Each covered employer must post in a conspicuous place on its premises a notice of FFCRA requirements.^[7]

Prohibitions: Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

Penalties and Enforcement: Employers in violation of the first two weeks' paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217. Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the Act takes effect, so long as the employer has acted reasonably and in good faith to comply with the Act. For purposes of this non-enforcement position, "good faith" exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the Department receives a written commitment from the employer to comply with the Act in the future.

[1] Wage and Hour Division does not administer this aspect of the law, but notes that every dollar of required paid leave (plus the cost of the employer's health insurance premiums during leave) will be **100%** covered by a dollar-for-dollar refundable tax credit available to the employer. For more information, please see the Department of the Treasury's website.

[2] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[3] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[4] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[5] Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[6] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

[7] The Department will issue a model notice no later than March 25, 2020.

-
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 - [Interpretive Guidance](#)
-
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-



Wage and Hour Division

An agency within the U.S.
Department of Labor

200 Constitution Ave NW
Washington, DC 20210
1-866-4-US-WAGE
1-866-487-9243
www.dol.gov

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AMENDMENT TO LEAVE POLICY

The novel coronavirus has affected communities in all fifty states. Recently, the United States has seen the emergence of COVID-19 “hot spots” where the rate of community infection is rapidly increasing. The location and number of hot spots changes on a weekly basis. The CDC recognizes that travel increases the chance of getting infected as well as spreading the disease, and therefore, recommends refraining from out of state or international travel to protect yourself, your family and others from getting sick.

In response to the surge in cases, on July 20, 2020, Gov. Beshear issued a travel advisory recommending that Kentuckians who travel to states that report a positive testing rate (seven-day moving average) equal to 15% or higher for COVID-19 self-quarantine for fourteen (14) days following their return to the Commonwealth. As a result of these developments, the Lexington Parking Authority (LPA) has amended the leave policy to incorporate a quarantine process following international travel and certain out-of-state travel, as follows:

- You are required to inform the COVID-19 Resource and Response Committee of any out-of-state travel or international travel subsequent to the effective date of this Amendment, whether or not you do so by utilizing paid time off or on your own time such as a weekend or holiday.
- All previously approved time off requests for time off subsequent to the date of this Amendment must be re-submitted immediately for review and approval in accordance with this policy.
- All employees traveling internationally or to a state subsequent to the effective date of this Amendment that reports a positive testing rate (seven-day moving average) of 15% or higher for COVID-19 at any time during your travel will be required to self-quarantine for fourteen (14) days following the last day of your travel. LPA will determine whether telework is appropriate or feasible or necessary, in LPA’s sole discretion. If LPA determines telework is not necessary and/or appropriate, you will be required to use any remaining paid time off to cover your self-quarantine. If you do not have sufficient time to cover your quarantine, any remaining time will be unpaid.

- All time off requests must be submitted (or re-submitted) in writing to your supervisor no less than two weeks in advance of the requested time off. LPA reserves the right to deny the request for leave for any reason, including but not limited to, a determination that the absence of the employee due to the self-quarantine will cause LPA an undue hardship or affect the efficient operations of the business.

The Governor's office has provided recommendations for persons engaging in a quarantine:

- Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events and public places.
- Avoid visitors in your home
- If you live in a home with other people, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six feet away from others.
- Wash your hands and use an alcohol-based hand sanitizer often. Do not share personal items such as dishes, cups, forks, spoons and towels.
- Do not leave home except to seek medical care.
- In the event of a medical emergency, call 9-1-1. Indicate that you are in home quarantine for novel coronavirus exposure, keep a face mask on until you are asked by a healthcare provider to remove it.
- Do not use public transportation or ride-share services.
- Check yourself for fever twice a day and record it in a log or piece of paper.

Nothing in this policy alters or changes the rights and obligations of the parties under the Families First Coronavirus Response Act.

This policy will be in effect until amended or rescinded by further notice.

This policy shall be placed in effect as of September 1, 2020.

Gary A. Means, CAPP

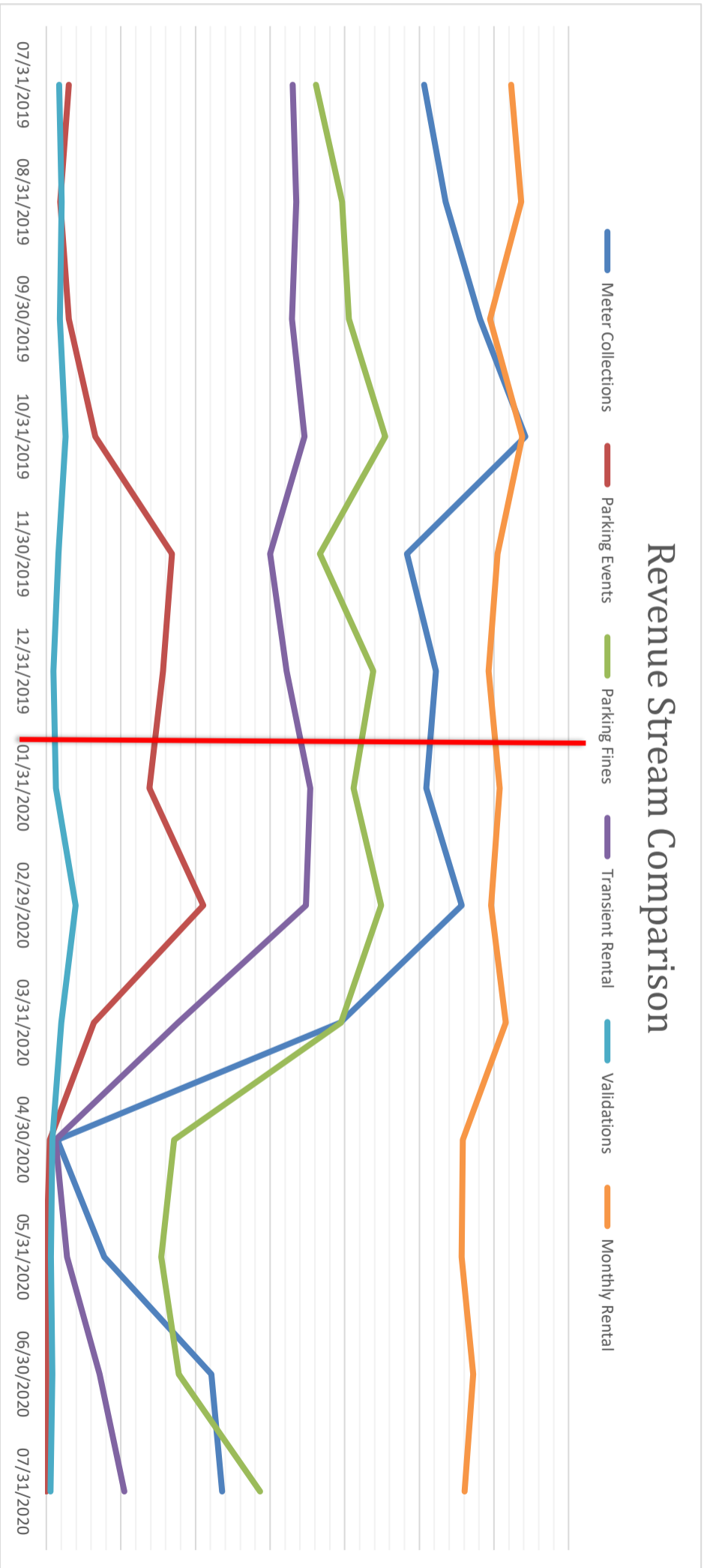
Date

Lexington & Fayette County Parking Authority
Statement of Financial Position

As of Date:

07/31/2020

	As Of	Prior Month	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending
	07/31/2019	08/31/2019	09/30/2019	10/31/2019	11/30/2019	12/31/2019	01/31/2020	02/29/2020	03/31/2020	04/30/2020	05/31/2020	06/30/2020	07/31/2020		
Meter Collections	101,320	107,029	116,242	128,436	96,674	104,470	101,900	111,402	78,821	2,943	15,536	44,229	47,090		
Parking Events	5,983	3,692	6,024	13,113	33,727	31,300	27,631	42,081	12,712	927	11	0	0		
Parking Fines	72,295	79,263	81,074	90,862	73,301	87,677	82,408	89,718	78,999	34,271	30,810	35,463	57,304		
Transient Rental	66,023	66,993	65,812	69,209	60,003	64,405	70,758	69,643	35,310	2,463	5,511	14,293	20,888		
Validations	3,449	4,105	3,640	5,167	3,268	1,886	2,525	7,855	4,020	1,615	1,233	1,568	1,116		
Monthly Rental	124,604	127,291	118,980	127,593	120,958	118,601	121,547	119,284	123,187	111,694	111,338	114,432	112,116		





LEXPARK
On-Street Financial Report
July 31, 2020
Location 21081200



Description	Current Actual	% of Total Revenue	Current Budget	Current Variance		YTD Actual	% of Total Revenue	YTD Budget	YTD Variance
Revenue									
1 Meter Receipts	\$ 44,204	37%	\$ 52,967	\$ (8,763)	A	\$ 44,204	37%	\$ 52,967	\$ (8,763)
2 Permit Sales/Monthly Permit Sales	\$ 13,595	12%	\$ 12,764	\$ 831		\$ 13,595	12%	\$ 12,764	\$ 831
3 Violation Tickets	\$ 51,274	43%	\$ 43,312	\$ 7,962	A	\$ 51,274	43%	\$ 43,312	\$ 7,962
4 Bag Rental Fees	\$ 2,890	2%	\$ -	\$ 2,890	B	\$ 2,890	2%	\$ -	\$ 2,890
5 Booting Fees	\$ 6,030	5%	\$ -	\$ 6,030	C	\$ 6,030	5%	\$ -	\$ 6,030
6 Total Revenue	\$ 117,993		\$ 109,044	\$ 8,949		\$ 117,993		\$ 109,044	\$ 8,949
Expenses									
Payroll									
7 Salaries & Wages	\$ 42,841		\$ 36,427	\$ (6,414)	D	\$ 42,841		\$ 36,427	\$ (6,414)
8 Payroll Taxes	\$ 6,216		\$ 5,286	\$ (931)		\$ 6,216		\$ 5,286	\$ (931)
9 Workers Comp Ins	\$ 2,678		\$ 2,277	\$ (401)		\$ 2,678		\$ 2,277	\$ (401)
10 Liability Insurance	\$ 2,051		\$ 1,599	\$ (452)		\$ 2,051		\$ 1,599	\$ (452)
11 Employee Health Insurance	\$ 5,643		\$ 5,833	\$ 189		\$ 5,643		\$ 5,833	\$ 189
12 Total Payroll	\$ 59,429	50%	\$ 51,421	\$ (8,009)		\$ 59,429	50%	\$ 51,421	\$ (8,009)
Field									
13 Uniforms	\$ 199		\$ 82	\$ (117)		\$ 199		\$ 82	\$ (117)
14 Hiring/Training	\$ 137		\$ 140	\$ 3		\$ 137		\$ 140	\$ 3
15 Equipment	\$ -		\$ 1,269	\$ 1,269		\$ -		\$ 1,269	\$ 1,269
16 Vehicle Expense	\$ 1,641		\$ -	\$ (1,641)		\$ 1,641		\$ -	\$ (1,641)
17 EMS/IPS/PBP/CCS Service Fees	\$ 21,246		\$ 51,199	\$ 29,953	E	\$ 21,246		\$ 51,199	\$ 29,953
18 Professional Services/Fees	\$ 670		\$ 1,257	\$ 587		\$ 670		\$ 1,257	\$ 587
19 General Supplies	\$ 493		\$ 2,658	\$ 2,165		\$ 493		\$ 2,658	\$ 2,165
20 Repairs - Maintenance	\$ 2,486		\$ 2,600	\$ 114		\$ 2,486		\$ 2,600	\$ 114
21 Total Field	\$ 26,872	23%	\$ 59,205	\$ 32,333		\$ 26,872	23%	\$ 59,205	\$ 32,333
Office									
22 Communications/Telephones	\$ 194		\$ 1,262	\$ 1,068		\$ 194		\$ 1,262	\$ 1,068
23 Office Supplies	\$ -		\$ 132	\$ 132		\$ -		\$ 132	\$ 132
24 Printing & Design/Ticket Purchase	\$ -		\$ 762	\$ 762		\$ -		\$ 762	\$ 762
25 Postage/Dues & Memberships	\$ 1,296		\$ 940	\$ (356)		\$ 1,296		\$ 940	\$ (356)
26 Employee Incentive	\$ -		\$ 175	\$ 175		\$ -		\$ 175	\$ 175
27 Total Office	\$ 1,490	1%	\$ 3,271	\$ 1,781		\$ 1,490	1%	\$ 3,271	\$ 1,781
Miscellaneous									
28 Base Management Fee	\$ 1,465		\$ 1,465	\$ -		\$ 1,465		\$ 1,465	\$ -
29 Management Incentive Fee	\$ 2,949		\$ 2,894	\$ (55)		\$ 2,949		\$ 2,894	\$ (55)
30 Dues & Subscriptions	\$ 715		\$ 3,708	\$ 2,993	F	\$ 715		\$ 3,708	\$ 2,993
31 Total Miscellaneous	\$ 5,130	4%	\$ 8,067	\$ 2,938		\$ 5,130	4%	\$ 8,067	\$ 2,938
32 Total Expenses	\$ 92,921	79%	\$ 121,964	\$ 29,043		\$ 92,921	79%	\$ 121,964	\$ 29,043
33 Net Income (Loss)	\$ 25,072		\$ (12,920)	\$ 37,992		\$ 25,072		\$ (12,920)	\$ 37,992

Variance Notes

- A.** Variance due to our Budget Projections being somewhat aggressive during the current COVID-19 pandemic times. Fortunately, the violation ticket revenue nearly offset the budget variance of \$8763
- B.** We had a positive variance of \$2890 which was a pleasant surprise; we did not anticipate any demand/requests of bag rentals in July. We do have a budget set for August.
- C.** The re-start of the Barnacle booting system began approximately July 6. We did not anticipate a quick turnaround payment by Barnacle before month's end.
- D.** Variance due to our Accountant mistakenly allocating 3 our garage employees within the on-street payroll when setting up the new fiscal budget. This should be rectified in our September financials.
- E.** EMS/IPS/PBP/CCS positive variance due in large part to the fluctuation of receiving the T2 invoices throughout the year. We anticipated paying approximately \$34K in subscriptions this month which have not been paid yet. Examples are LPR, ck payment, Flex, Enforcement, & Permits
- F.** A positive variance of \$2993 will be utilized later this Fall for T2 Conference expenses and MSTPA (Mid South Transportation Parking Association) dues.



LEXPARK
Garage Financial Report
July 31, 2020
Location 21081201..21081204



Description	Current Actual	% of Total Revenue	Current Budget	Current Variance		YTD Actual	% of Total Revenue	YTD Budget	YTD Variance
Revenue									
1 Monthly	\$ 108,301	83%	\$ 119,422	\$ (11,121)	A	\$ 108,301	83%	\$ 119,422	\$ (11,121)
2 Transient	\$ 20,874	16%	\$ 36,737	\$ (15,864)	B	\$ 20,874	16%	\$ 36,737	\$ (15,864)
3 Stamp/Validation	\$ 1,116	1%	\$ 1,161	\$ (45)		\$ 1,116	1%	\$ 1,161	\$ (45)
4 Total Revenue	\$ 130,291		\$ 157,320	\$ (27,030)		\$ 130,291		\$ 157,320	\$ (27,030)
Expenses									
Payroll									
5 Salaries & Wages	\$ 22,016		\$ 31,074	\$ 9,058	C	\$ 22,016		\$ 31,074	\$ 9,058
6 Payroll Taxes	\$ 3,195		\$ 4,509	\$ 1,314		\$ 3,195		\$ 4,509	\$ 1,314
7 Workers Comp Ins	\$ 1,376		\$ 1,942	\$ 566		\$ 1,376		\$ 1,942	\$ 566
8 Liability Insurance	\$ 3,037		\$ 2,948	\$ (88)		\$ 3,037		\$ 2,948	\$ (88)
9 Employee Health Insurance	\$ 1,929		\$ 6,857	\$ 4,929		\$ 1,929		\$ 6,857	\$ 4,929
10 Total Payroll	\$ 31,552	24%	\$ 47,331	\$ 15,779		\$ 31,552	24%	\$ 47,331	\$ 15,779
Field									
11 Uniforms	\$ 65		\$ 93	\$ 27		\$ 65		\$ 93	\$ 27
12 Hiring/Training	\$ 159		\$ 157	\$ (2)		\$ 159		\$ 157	\$ (2)
13 Repairs - Maintenance	\$ 11,326		\$ 1,350	\$ (9,976)	D	\$ 11,326		\$ 1,350	\$ (9,976)
14 Vehicle Expense	\$ 1,072		\$ -	\$ (1,072)		\$ 1,072		\$ -	\$ (1,072)
15 Equipment	\$ -		\$ 1,088	\$ 1,088		\$ -		\$ 1,088	\$ 1,088
16 EMS/IPS/PBP/CCS Service Fees	\$ 7,644		\$ 5,942	\$ (1,703)	E	\$ 7,644		\$ 5,942	\$ (1,703)
17 Professional Services/Fees	\$ 7,889		\$ 14,909	\$ 7,020	F	\$ 7,889		\$ 14,909	\$ 7,020
18 Fuel	\$ -		\$ 170	\$ 170		\$ -		\$ 170	\$ 170
19 General Supplies	\$ 449		\$ 2,997	\$ 2,549		\$ 449		\$ 2,997	\$ 2,549
20 Elevator Maintenance	\$ 3,402		\$ 1,731	\$ (1,671)		\$ 3,402		\$ 1,731	\$ (1,671)
21 Total Field	\$ 32,007	25%	\$ 28,437	\$ (3,570)		\$ 32,007	25%	\$ 28,437	\$ (3,570)
Office									
22 Communications	\$ 1,371		\$ 1,423	\$ 52		\$ 1,371		\$ 1,423	\$ 52
23 Office Supplies	\$ -		\$ 149	\$ 149		\$ -		\$ 149	\$ 149
24 Printing & Design	\$ -		\$ 859	\$ 859		\$ -		\$ 859	\$ 859
25 Postage	\$ -		\$ 1,060	\$ 1,060		\$ -		\$ 1,060	\$ 1,060
26 Total Office	\$ 1,371	1%	\$ 3,491	\$ 2,120		\$ 1,371	1%	\$ 3,491	\$ 2,120
Miscellaneous									
27 Base Management Fee	\$ 2,701		\$ 2,701	\$ -		\$ 2,701		\$ 2,701	\$ -
28 Dues & Subscriptions	\$ 806		\$ 798	\$ (8)		\$ 806		\$ 798	\$ (8)
29 Total Miscellaneous	\$ 3,507	3%	\$ 3,499	\$ (8)		\$ 3,507	3%	\$ 3,499	\$ (8)
30 Total Expenses	\$ 68,438	53%	\$ 82,758	\$ 14,320		\$ 68,438	53%	\$ 82,758	\$ 14,320
31 Net Income (Loss)	\$ 61,853		\$ 74,563	\$ (12,710)		\$ 61,853		\$ 74,563	\$ (12,710)

Variance Notes

- A** Monthly Variance is due primarily to a Transit Center late payment from Grey Construction. In addition, we billed 60 less parkers than the previous month of June.
- B** Transient Variance due to our Budget Projections being somewhat aggressive during the current COVID-19 pandemic times. We anticipated more office visitors and better evening traffic to the restaurants and bars.
- C** The positive \$9K variance is primarily due to allocating 3 of the garage employees to the onstreet payroll. The misallocation will be rectified in our September Financials.
- D** The negative variance is due to the repair of the Helix elevator flooring on each garage level along with the replacement of the baseboards on each level. Total cost to Taylor Made Flooring was \$10,546. This improvement has definitely improved the appearance and has helped with maintaining this area's cleanliness.
- E** Variance due to the purchase of a \$2369 back-up power system for the PARCS equipment. This apc smart-ups 1500va ups system backs up our equipment during power failure and it has been a tremendous asset to our operations.
- F** Positive \$7K Variance due to not utilizing all of our Professional Services budget for July. The sprinkler inspections fees did not hit yet and the \$5K 5-yr internal pipe

Lexington & Fayette County Parking Authority
Statement of Net Position

DRAFT

Substantially All Disclosures Omitted

	<u>As Of</u> <u>07/31/20</u>	<u>As Of</u> <u>07/31/19</u>	<u>Variance</u> <u>07/31/20</u>
Assets			
Current Assets			
Cash	\$ 847,648	\$ 2,003,230	\$ (1,155,582)
Cash-Change Fund	496	7,102	(6,606)
Accounts Receivable	26,111	27,546	(1,436)
Prepaid Expenses	184,723	157,578	27,146
Restricted Cash & Cash Equivalents			
Investments-BB&T-Restricted Cash	3,500,000	3,500,000	0
Investments-BB&T-Garage Maintenance Reserve	1,513,339	1,015,676	497,663
Investments-BB&T-Unrealized G/L	1,979	3,375	(1,396)
Investments-BB&T-Accrued Interest	31,163	29,123	2,040
Total Restricted Cash & Equivalents	<u>5,046,481</u>	<u>4,548,174</u>	<u>498,307</u>
Total Current Assets	<u>6,105,459</u>	<u>6,743,630</u>	<u>(638,171)</u>
Non-Current Assets			
Capital Assets			
Land	7,585,094	7,585,095	0
Parking Facilities & Improvements	12,777,195	12,144,374	632,820
Equipment & Furniture	2,278,903	2,178,153	100,750
Construction In Progress	457,052	130,249	326,803
Computer Software	10,850	10,850	0
Total Capital Assets	<u>23,109,094</u>	<u>22,048,721</u>	<u>1,060,373</u>
Less: Accumulated Depreciation	<u>(4,676,637)</u>	<u>(3,944,716)</u>	<u>(731,921)</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>18,432,457</u>	<u>18,104,005</u>	<u>328,452</u>
Total Non-Current Assets	<u>18,432,457</u>	<u>18,104,005</u>	<u>328,452</u>
Total Assets	<u>\$ 24,537,916</u>	<u>\$ 24,847,635</u>	<u>\$ (309,719)</u>
Liabilities and Net Assets			
Current Liabilities			
Accounts Payable and Accrued Liabilities	\$ 311,229	\$ 692,614	\$ (381,385)
Compensated Absences	9,839	9,230	610
Deposits Payable	1,658	4,695	(3,038)
Note Payable	416,473	405,059	11,413
Deferred Revenue	23,400	28,795	(5,395)
Total Current Liabilities	<u>762,599</u>	<u>1,140,393</u>	<u>(377,795)</u>
Non-Current Liabilities			
Note Payable	2,406,738	2,828,186	(421,446)
Compensated Absences	9,840	9,230	609
Deposits Payable	3,072	0	3,072
Total Non-Current Liabilities	<u>2,419,650</u>	<u>2,837,416</u>	<u>(417,765)</u>
Total Liabilities	<u>3,182,249</u>	<u>3,977,809</u>	<u>(795,560)</u>
Net Position			
Capital Assets Net of Debt	15,609,245	14,870,758	738,486
Restricted-Garage Maintenance Reserve	1,546,481	1,048,175	498,307
Restricted-Capital Asset Mgmt Program	3,500,000	3,500,000	0
Unrestricted	699,941	1,450,893	(750,952)
Total Net Position	<u>21,355,667</u>	<u>20,869,826</u>	<u>485,841</u>
Total Liabilities and Net Assets	<u>\$ 24,537,916</u>	<u>\$ 24,847,635</u>	<u>\$ (309,719)</u>

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 <u>7/31/2020</u>
Cash Flows from Operating Activities	
Cash received from parking customers	\$ 227,128
Cash received from commercial property renters	6,613
Cash received from other sources (interest / misc)	5,547
Cash payments to suppliers for goods and services	(343,450)
Cash payments to employees for services	1,503
Cash payments of related party payables to LFUCG	(2,179)
Net Cash Provided by Operating Activities	<u>(104,838)</u>
Cash Flows from Noncapital Financing Activities	
Cash payments on Note Payable	(34,600)
Net Cash Used in Noncapital Financing Activities	<u>(34,600)</u>
Cash Flows from Capital and Investing Activities	
Net Changes in Restricted Investments	110,804
Purchases of Capital Assets	(137,097)
Net Changes in Capital and Investing Activities	<u>(26,293)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(165,731)
Cash and Cash Equivalents, Beginning of Period	<u>1,013,875</u>
Cash and Cash Equivalents, End of Period	<u><u>\$ 848,144</u></u>
Reconciliation of Operating Income to Net Cash Flows	
Provided by Operating Activities	
Change in Net Position	\$ (117,830)
Adjustments to Reconcile Operating Income to Net Cash	
Provided by Operating Activities:	
Unrealized losses (gains) on investments	69
Depreciation and Amortization	62,444
Loss (gain) on Disposal of Assets	-
Changes in Assets and Liabilities:	
Accounts Receivable	(11,372)
Prepaid Expenses	
Accrued Interest	(31,163)
Accounts Payable and Accrued Liabilities	(6,986)
Net Cash Provided by Operating Activities	<u><u>\$ (104,838)</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 7/31/2020 Actual	Month End 7/31/2020 FYE Budget	Variance 7/31/2020	Annual Budget 6/30/2021 FYE Budget
Revenue				
Revenue OnStreet				
1	\$ 13,595	\$ 12,764	\$ 831	\$ 98,000
2	47,090	52,967	(5,877)	900,000
3	57,304	43,312	13,992	700,000
4	<u>117,989</u>	<u>109,043</u>	<u>8,946</u>	<u>1,698,000</u>
Revenue OffStreet				
5	98,521	91,666	6,855	1,099,996
6	20,888	36,737	(15,849)	490,001
7	1,116	1,161	(45)	38,002
8	(14)	0	(14)	0
9	<u>120,511</u>	<u>129,564</u>	<u>(9,053)</u>	<u>1,627,999</u>
10	6,613	3,250	3,363	39,000
11	<u>245,113</u>	<u>241,857</u>	<u>3,256</u>	<u>3,364,999</u>
Operating Expenses				
OnStreet Operating Expenses				
12	92,921	121,964	29,043	1,010,971
13	1,584	995	(589)	995
14	3,806	9,583	5,777	114,996
15	<u>98,311</u>	<u>132,542</u>	<u>34,231</u>	<u>1,126,962</u>
OffStreet Operating Expenses				
16	68,437	82,758	14,321	896,611
17	55,385	57,121	1,736	57,121
18	854	3,750	2,896	45,000
19	12,025	10,165	(1,860)	121,980
20	5,130	5,024	(106)	60,288
21	<u>141,831</u>	<u>158,818</u>	<u>16,987</u>	<u>1,181,000</u>
22	22,492	26,199	3,707	314,388
Administrative Expenses				
23	32,266	38,000	5,734	38,000
24	847	0	(847)	0
25	5,131	19,367	14,236	232,404
26	876	876	0	10,512
27	399	442	43	5,304
28	0	1,150	1,150	13,800
29	449	475	26	5,700
30	0	583	583	6,996
31	0	208	208	2,496
32	0	125	125	1,500
33	0	33	33	396
34	3,375	2,500	(875)	30,000
35	<u>43,343</u>	<u>63,759</u>	<u>20,416</u>	<u>347,108</u>
36	<u>305,977</u>	<u>381,318</u>	<u>75,341</u>	<u>2,969,458</u>
Change in Net Position Before Capital & Other				
37	(60,864)	(139,461)	78,597	395,541
Expenses For Capital Assets				
38	62,444	63,250	806	759,000
39	<u>62,444</u>	<u>63,250</u>	<u>806</u>	<u>759,000</u>
Other Financing Sources				
40	5,547	3,500	2,047	42,000
41	(69)	0	(69)	0
42	5,478	0	1,978	42,000
43	<u>\$ (117,830)</u>	<u>\$ (199,211)</u>	<u>\$ 81,381</u>	<u>\$ (321,459)</u>

No assurance is provided on these financial statements.

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

Substantially All Disclosures Omitted

	FYTD 07/31/20 <small>Actual</small>	Year Ending 06/30/20 <small>Actual</small>	Year To Date 07/31/20 <small>Capital Expenditures</small>	FYTD 06/30/21 <small>FY21 CapEx Budget</small>
Capital Assets				
Land	7,585,094	7,585,094	0	0
Parking Facilities & Improvements	12,777,195	12,773,257	3,938	2,254,224
Equipment & Furniture	2,278,902	2,278,903	0	24,000
Construction In Progress	457,053	323,892	133,159	0
Computer Software	10,850	10,850	0	0
Total Capital Assets	23,109,094	22,971,996	137,097	2,278,224

Lexington/ Fayette Co Parking Authority

Balance Sheet
July 31, 2020

ASSETS

Current Assets		
Cash - US Bank	\$	<u>13,071.53</u>
Total Current Assets		13,071.53
Property and Equipment		
Building Improvements		<u>81,518.30</u>
Total Property and Equipment		81,518.30
Other Assets		<u> </u>
Total Other Assets		0.00
Total Assets	\$	<u><u>94,589.83</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Tenant Deposits	\$	<u>1,800.00</u>
Total Current Liabilities		1,800.00
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		0.00
Total Liabilities		1,800.00
Capital		
Beginning Balance Equity		30,139.26
Capital Contribution, Net		(192,300.00)
Retained Earnings		250,388.11
Net Income		<u>4,562.46</u>
Total Capital		<u>92,789.83</u>
Total Liabilities & Capital	\$	<u><u>94,589.83</u></u>

Lexington/ Fayette Co Parking Authority
 Income Statement
 Compared with Budget
 For the One Month Ending July 31, 2020

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Rental Income	\$ 5,042.04	\$ 5,045.00	(2.96)	\$ 5,042.04	\$ 5,045.00	(2.96)
Income - Utilities	38.16	40.00	(1.84)	38.16	40.00	(1.84)
Total Revenues	5,080.20	5,085.00	(4.80)	5,080.20	5,085.00	(4.80)
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	5,080.20	5,085.00	(4.80)	5,080.20	5,085.00	(4.80)
Expenses						
Property Management Fee	500.00	500.00	0.00	500.00	500.00	0.00
Office Supplies	17.74	18.00	(0.26)	17.74	18.00	(0.26)
Repair & Maintenance	0.00	50.00	(50.00)	0.00	50.00	(50.00)
Total Expenses	517.74	568.00	(50.26)	517.74	568.00	(50.26)
Net Income	\$ 4,562.46	\$ 4,517.00	45.46	\$ 4,562.46	\$ 4,517.00	45.46

Lexington/ Fayette Co Parking Authority
Cash Disbursements Journal
For the Period From Jul 1, 2019 to Jul 31, 2019

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
7/12/19	1127	500 100	Property Management Fee Cash - US Bank	Invoice: 010158 Schrader Commercial Properties, LLC	500.00	500.00
7/16/19	1128	511 100	Repair & Maintenance Cash - US Bank	Invoice: 7743 Allstate Heating and Cooling, Inc.	127.50	127.50
7/23/19	1129	511 100	Repair & Maintenance Cash - US Bank	Invoice: 071019 Bill Gorman Plumbing	109.00	109.00
	Total				736.50	736.50

Lexington/ Fayette Co Parking Authority
General Ledger
For the Period From Jul 1, 2020 to Jul 31, 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
100	7/1/20			Beginning Balance			10,109.07
Cash - US Bank	7/9/20	070920	CRJ	Savane Silver	1,478.40		
	7/9/20	070920	CRJ	Creatures of Whim	1,963.64		
	7/9/20	070920	CRJ	Spotz, LLC	24.93		
	7/17/20	071720	CRJ	Creatures of Whim	13.23		
	7/22/20	1161	CDJ	Schrader Commercial Prop		500.00	
	7/23/20	1162	CDJ	Schrader Commercial Prop		17.74	
				Current Period Change	3,480.20	517.74	2,962.46
	7/31/20			Ending Balance			13,071.53
155	7/1/20			Beginning Balance			81,518.30
Building Improvements	7/31/20			Ending Balance			81,518.30
231	7/1/20			Beginning Balance			-3,400.00
Tenant Deposits	7/22/20	xfer Spotz	GEN	xfer Spotz deposit from 8/16	1,600.00		
				Current Period Change	1,600.00		1,600.00
	7/31/20			Ending Balance			-1,800.00
349	7/1/20			Beginning Balance			-30,139.2
Beginning Balance Equity	7/31/20			Ending Balance			-30,139.2
350	7/1/20			Beginning Balance			192,300.0
Capital Contribution, Net	7/31/20			Ending Balance			192,300.0
352	7/1/20			Beginning Balance			-250,388.
Retained Earnings	7/31/20			Ending Balance			-250,388.
400	7/1/20			Beginning Balance			
Rental Income	7/9/20	070920	CRJ	Savane Silver - July Rent \$		1,478.40	
	7/9/20	070920	CRJ	Creatures of Whim - July re		1,963.64	
	7/22/20	xfer Spotz	GEN	xfer Spotz deposit from 8/16		1,600.00	
				Current Period Change		5,042.04	-5,042.04
	7/31/20			Ending Balance			-5,042.04
401	7/1/20			Beginning Balance			
Income - Utilities	7/9/20	070920	CRJ	Spotz, LLC - Electric 5/4/2		24.93	
	7/17/20	071720	CRJ	Creatures of Whim - Electri		13.23	
				Current Period Change		38.16	-38.16
	7/31/20			Ending Balance			-38.16
500	7/1/20			Beginning Balance			
Property Management Fe	7/22/20	1161	CDJ	Schrader Commercial Prop	500.00		
				Current Period Change	500.00		500.00
	7/31/20			Ending Balance			500.00
509	7/1/20			Beginning Balance			
Office Supplies	7/23/20	1162	CDJ	Schrader Commercial Prop	17.74		
				Current Period Change	17.74		17.74

Lexington/ Fayette Co Parking Authority
General Ledger
For the Period From Jul 1, 2020 to Jul 31, 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								
	7/31/20				Ending Balance			17.74

Lexington/ Fayette Co Parking Authority
Account Reconciliation
As of Jul 31, 2020
100 - Cash - US Bank
Bank Statement Date: July 31, 2020

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	10,109.07
Add: Cash Receipts	3,480.20
Less: Cash Disbursements	(517.74)
Add (Less) Other	_____
Ending GL Balance	<u>13,071.53</u>
Ending Bank Balance	13,071.53
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>13,071.53</u></u>

-----Original Message-----

From: Oakford, Christopher <coakford@lexpublib.org>

Sent: Friday, September 04, 2020 11:44 AM

To: Gary Means <gmeans@lexpark.org>

Cc: Connolly, Mike <mconnolly@lexpublib.org>

Subject: Library application for parking meter bags

Hi, Gary,

Thanks so much for extending the time limit on reserving the parking meters in front of the Central Library. I know the current permit expires on September 10, and you said I should send in a separate application for any further extension. So here it is.

For your information, it looks as though the Central Library will remain closed, or partially closed, to the public for some time. The managers have asked me to apply for the meters to be reserved until the end of December - just in case. Let me know if I need to complete any other paperwork, or send in a hardcopy to you.

Many thanks for your help.

Christopher

Christopher Oakford
Administrative Assistant
Administration
Lexington Public Library
140 East Main Street
Lexington, KY 40507
Phone: (859) 231-5504
Fax: (859) 231-5598
coakford@lexpublib.org



APPLICATION FOR METER BAGS

Use this form to apply for meter bagging. Requests must be completed and received at least 48 hours prior to start date. Any request received less than 24 hours prior to start date will be required to pay a \$25 last minute fee. Your application may be e-mailed, mailed, faxed or submitted in person to LEXPARK. Please include your full payment; checks or credit cards are accepted; no meters will be bagged until full payment is received. All delinquent parking citations must be resolved prior to meter bagging approval.

Contact Information

Name: CHRISTOPHER OAKFORD Tel (Office): 859.231.5504 Cell: ---

Company Name: LEXINGTON PUBLIC LIBRARY Fax Number: ---

Address: 140 E MAIN ST City, State & Zip Code: LEXINGTON, KY. 40507

E-mail Address: coakford@lexpublib.org

Reason for Meter Bagging Request: SO LIBRARY CAN PROVIDE CURBSIDE SERVICE TO COMMUNITY WHILE BUILDING IS CLOSED DUE TO COVID-19.

Requested Meter Bags

Number of Meter Bags Requested: 3 Start Date: 9/10/20 End Date: 12/31/20

Requested Meters

Meter #: 12114 Meter #: 12116 Meter #: 12118 Meter #: _____ Meter #: _____

Meter #: _____ Meter #: _____ Meter #: _____ Meter #: _____ Meter #: _____

Street: _____ Block #: _____

I certify under penalty of perjury that the above information is true.

SIGNATURE OF APPLICANT: [Signature] Date: _____

OFFICE USE ONLY

Approved (Employee name): _____ Date: _____ Delinquent citations resolved? _____

TOTAL PERMIT FEES: \$ _____ (\$20 per meter/per day, \$5 per day on weekends)

Garage Updates

Helix Garage:

- The garage lighting system was programmed with a green scheme in remembrance of KY COVID-19 victims.

Victorian Square Garage:

Jarboe Construction continues work on the façade enhancement project:

- Installation of the stainless-steel façade panels is complete.
- Installation of the LED lighting fixtures was completed by Walker Electric.
- Painting related to the façade enhancement is complete.
- Installation of the Live Wall system is complete.
- Planting is complete in the LiveWall system. James Greenroofs, located in Colbert, Georgia selected plantings that will provide the best seasonal color and longevity.
- LPA and IMAGE360 have been consulting with KU regarding installation of the marquee style PARK sign along the Short Street façade. KU is concerned with the installation's proximity to electrical transmission lines on Short Street and their engineers will provide a suggested plan for installation. KU has advised there is the possibility that installation of the sign may not be permitted, and a new location may be required. LPA continues to push for installing the sign in the preferred location, while internally discussing the possibility of placement along the Broadway façade.

The LED lights associated with the sign arrived and were found to be incorrectly measured at the factory. Vincent Lighting Systems has reordered the lights and requested expedited shipping, as the lead time from the factory in China could be up to 8 weeks.

LPA has stressed the importance of having the sign installed in time for the Breeder's Cup and Vincent Lighting will continue to provide shipping updates in hopes of meeting that goal.



- Vincent Lighting Systems is tentatively scheduled to commission the lighting system at the end of September.

General Garage Notes:

- Everclear Enterprises continues work on the beam repairs at the Transit Center Garage. The project will be completed in the next two weeks. The total cost is \$279,875.
- LPA finalized and approved contract documents with Volunteer Restoration for the next CAMP repair cycle, which will encompass two years of repair and maintenance items listed in the Capital Asset Management Plan. The total cost of the project is \$1,127,575.
- Local artist Ciara LeRoy began work on a mural along the Short Street façade of the Victorian Square Garage in support of Black Lives Matter. The project began on September 4th and should be completed within a week, weather permitting.
- LPA continues to work with the LEXPARK staff and REEF Parking to explore cost savings initiatives and create maintenance projects in the garages during this economic slowdown.