

June 11, 2020 Board Meeting Agenda



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|-------|--|-------------------|
| I. | Call to Order/Welcome of Guests | Frazier |
| II. | Approval of Minutes of May 2020 LPA Board Meeting
<i>Board Action Required</i> | Frazier |
| III. | Update on ED Activities
A. Executive Director Reports
B. Operational Reports | Means |
| IV. | Present LPA and LEX PARK April 2020 Financial Reports
and Schrader Commercial Reports
<i>Board Action Required</i> | Means |
| VI. | LPA FY21 Budget
A. Impacts of COVID-19 | Means |
| VII. | On-Street
A. Meter Revenue Donation
B. Curbside Pick Up Spaces
C. Vehicle Immobilizations | |
| VIII. | Off-Street (Garages)
A. PARCS RFP
B. Update on LEX PARK Office Expansion
C. Garage Updates
D. Additional CAMP Repairs | Means
Trammell |
| IX. | Downtown Lexington Partnership Updates | Sweeney |
| X. | Visit Lex Updates | Schickel |
| XI. | Comments
Comments from Commissioners/Advisory Committee Members | Frazier |
| XII. | Closed Session per KRS 61.810 | Frazier |

Next Meeting: June 11, 2020

Lexington & Fayette County Parking Authority

Board Meeting Minutes
May 14, 2020

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

Location: ZOOM Webinar

Voting Members: Kenton Ball
Dee Dee Harbut
Wesley Holbrook
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
Julie Schickel, VisitLex
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 March 2020 Minutes

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

Item 3 – Update on ED Activities

A. Executive Director Report

Mr. Means presents the April 2020 Executive Director report. Most of the month has been spent working through the effects of COVID-19. CAMP repairs were re-bid to save money.

B. Operational Reports

Mr. Means presents the April 2020 operations reports. Meter occupancy rate continues to fall below standard measures. Although less citations were written during the month, a higher percentage were paid. The void report falls within normal measures. There is now availability in each of the four garages. As an update to the Garage aging report, several accounts have been paid.



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Item 4 – January 2020 Financial Reports

Mr. Means presents the March 2020 financials. Mr. Doering reviews the variance amounts on the Lanier reports. Mr. Means goes over the quarterly P&L by location report. As has historically been the case, the On-Street program is the most successful LPA sector. Victorian Square is strong due to event revenue. Helix has good revenue but carries a lot of depreciation. Based on preliminary April figures, Mr. Means estimates a \$160,000 loss in both April and May, and a \$120,000 loss in June. All told, he estimates a loss of \$400,000 in revenues for the year. As of March 31, the total change in net position was still \$313,000 ahead of budget for the year. Ms. Vertuca makes a motion to approve the March 2020 financials. Ms. Harbut seconds. The vote was unanimous, and the motion carried.

Item 5 – FY21 Budget Schedule

A budget for review is forthcoming at the June 2020 meeting.

Item 6 – On-Street

A. Meter Revenue Donation

Mr. Means reports that meters are scheduled to be turned back on May 18. All meter revenues collected during the month of May will be donated to God's Pantry and the BGCF COVID-19 Relief Fund.

B. Curbside Pick Up Spaces

Mr. Frazier informs the Commissioners of a program within the Mayor's Office to allow downtown restaurants to expand seating into metered spaces on a temporary basis. Mr. Means says LPA is working with LFUCG on this task and can accommodate the request for a finite period of time.

C. Vehicle Immobilizations

LPA has currently suspended its vehicle immobilization program.

Item 7 – Off-Street

A. PARCS RFP

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

B. Update on LEXPARK Office Expansion

The office expansion project is complete.

C. Broadway Shoppes

Mr. Means informs the Commissioners that Spatz Gelato has exercised their option to terminate their lease. Spatz is disputing the early termination fees and have referred LPA to their attorney.

D. Garage Updates

Mr. Trammell presents garage updates. Helix was programmed green for the victims of COVID-19. Panels for the Victorian Square Garage should arrive on site during the week of June 12th. LED lights have been ordered but as they are manufactured in China, delivery times are fluid. Additional steel bracing to the existing precast facade panels is needed at Victorian Square for a cost of \$13,200. Mr. Trammell reports that a re-bid of CAMP repairs to include only structural beam repairs was completed. Mr. Ball and Mr. Frazier recommend re-bidding the rest of the CAMP work including work scheduled for the next year to see if any savings can be achieved.



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Item 8 – Downtown Lexington Partnership Updates

Mr. Sweeney gives updates to the Commissioners. A recovery grant program will be announced in the coming days. DLP is trying to figure out if Thursday Night Live can return, and if so, when.

Item 9 – Visit Lex Updates

Ms. Schickel provides an update to the Commissioners. VisitLex staff are furloughed and the Visitor's Center is currently closed. The VisitLex director is on the Mayor's Committee for Re-opening.

Mr. Ball makes a motion to enter closed session. Ms. Vertuca 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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June 4th, 2020
**Lexington & Fayette County
 Parking Authority**
Executive Directors Report
May 2020



Accomplishments

- I worked with LexTV the LFUCG gov't TV network to produce another update video regarding our COVID-19 response, donating meter revenue to charity and ideas on "touch-less" parking
- Had a ZOOM interview with a WLEX Ch18 reporter which aired on their morning show Monday May 18th regarding our return to paid parking at the meters but that we are donating the revenue to charity for the last 2 weeks of May
- Was interviewed by Isaiah Mouw on his Parking Podcast regarding our efforts during the COVID-19 crisis
- Received full LPA Board approval
- As a continued response to COVID-19 maintained the curbside pickup spaces for downtown restaurants for the full month of May as well as adding some
- As a response to COVID-19 maintained FREE parking at all the LEXPARK meters with a 2-hour limit enforced for the 1st half of May
- As a response to COVID-19 discontinued FREE parking at all the LEXPARK meters for the 2nd half of May and will donate the revenues from May 18 - May 29 to local COVID-19 relief funds and God's Pantry
- As a response to COVID-19 continued the implementation of several cost savings strategies including leaving two vacant full time positions open, reducing lighting usage in the garages, reducing the use of fuel, reduced security service at the Transit Center Garage during under utilized times

Meetings with LFUCG/LFCPA staff

- Ed Trammell and I held a TEAMS teleconference meeting regarding the add on projects and task items that we should look at for our 2020 CAMP bids
- LPA Board Chair & Vice Chair, Frazier and Ball and I held a prep teleconference call in preparation for our upcoming on line board meeting
- I worked with LexTV the LFUCG gov't TV network to produce another update video highlighting the processes and procedures we put in place during the COVID-19 crisis and our move to turn back on the meters, donating the revenue to charity and ideas on "touch-less" parking
- Attended the May LPA board meeting (via ZOOM)
- 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

- Ed and I held a teleconference bid review meeting with our Walter P Moore engineers regarding the bids for the high priority repair items at the Transit Center Garage for this years repairs and maintenance program (CAMP)
- Nicole Lawson, Office Manager at the LEXPARK office and I had a teleconference meeting with our contacts at KU/LGE regarding their new parking agreement rate that starts July 1st
- Phone call with vendor contact who changed companies from SpotAngels to ModeShift to learn about the mobility services they will provide
- Nicole, Kara and I met by way of teleconference with our BARNACLE (immobilization device) contacts regarding the process revenue flow for payments made through their system
- Kara, Ed and I hosted our monthly meeting with Zipie (our marketing partner) for the monthly activities and results meeting
- I joined a WebEx video conference with other municipal parking organizations from all over the US to discuss items such as Enforcement, Immobilization, Meter Rates, Curbside Spaces etc. and how each of us are handling these during the COVID-19 pandemic
- Teleconference with a contact in the parking facility construction field to discuss various costs of parking garage design
- Ed and I joined a conference call with our senior contacts with the garage PARCS equipment Scheidt & Bachman and we also informed them that when the RFP goes out we will not be able to continue those meetings
- Along with several of the LPA and LEXPARK staff attended a series of training sessions provided by T2 Systems
- Ed and I held another teleconference meeting with our Walter P Moore engineers to plan for our project kick-off call with Ever Clear Enterprises, the company chosen to proceed with our high priority repair items at the Transit Center Garage for this years repairs and maintenance program (CAMP)
- Ed and I held a teleconference meeting with our Walter P Moore engineers and Ever Clear Enterprises, the company chosen to proceed with our high priority repair items at the Transit Center Garage for this years repairs and maintenance program (CAMP)
- Teleconference with our real estate attorney to review updated documents
- Had a ZOOM interview with a WLEX Ch18 reporter which aired on their morning show Monday May 18th regarding our return to paid parking at the meters but that we are donating the revenue to charity for the last 2 weeks of May
- Was interviewed by Isaiah Mouw on his Parking Podcast regarding our efforts during the COVID-19 crisis
- Ed and I held another teleconference meeting with our Walter P Moore engineers to discuss items that we could add to the CAMP scope for 2020 in light of the potentially favorable pricing and the amount of available space in our parking facilities

- Conference call with IPMI's field training coordinator and was asked if I would create a training for front line employees to be presented in July
- GENETEC, our mobile and fixed License Plate Recognition (LPR) vendor hosted a webinar regarding a system used for counting people entering and exiting facilities as well as the potential of human temperature readings
- Another teleconference with one of my contacts in the parking facility construction field to discuss various costs of parking garage design
- Another conference call with our real estate attorney to review updated documents
- Ed and I had a conference call with Don Blevins (County Clerk) and the Assistant County Clerk regarding a proposed "drop box" location and installation instructions within the Helix Garage

Future Goals and Planned Activities

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

LFCPA and LEXPARK Key Performance Indicators

User-Input variable cells.

Totals for underlying calls.

Note Jul-19 Aug-19 Sep-19 Oct-19 Nov-19 Dec-19 Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Standard TOTAL AVERAGE FY 19 Percent of FY 2018 AVERAGE

CUSTOMER SUPPORT, PUBLIC OUTREACH and SERVICE PROVISION

1	Unique Visitors to Website	2,727	3,449	3,493	3,508	4,200	3,302	3,499	3,541	2,881	1,392	379	32,371	2,796.9	N/A	2,460.1
2	LEXPARK Walk-In Customers	642	651	647	651	647	653	649	637	80	0	10	5267	651.1	N/A	582.8
3	LEXPARK Telephone Inquiries (Total)	1832	1818	1794	1846	1811	1826	1836	1804	587	198	197	15549	1915	100%	2016
4	Reporting Inoperative Meters	136	134	128	201	188	204	209	197	101	0	0	1498	128	10%	166
5	LUKE	22	24	14	11	15	13	20	22	2	4	0	145	34	1%	49
6	JP5	31	27	20	20	16	13	11	10	5	0	0	153	47	1.0%	66
7	POM	11	12	12	10	10	11	15	16	0	0	0	97	25	1%	52
8	Enforcement Complaint	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0
9	Other Inquiry including payments/ Just Payments	616	608	617	609	596	598	591	581	260	146	147	5369	650	35%	613
10	Pay by Phone questions or issues	55	51	46	41	35	38	34	31	12	0	0	343	85	2%	91
11	After 5 Parking questions	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0
12	Wrong Way Parking	4	3	2	3	5	6	7	4	4	0	0	34	12	0%	20
13	Garages	957	959	955	951	946	943	949	943	205	52	50	7910	979.8	51%	959.5
14	TOTAL CONTACTS	16	23	25	20	21	22	20	26	26	18	14	231	28.1	100%	26.3
15	Business Association Meetings Attended	8	15	14	9	11	10	8	11	19	16	9	130	14.5	56%	14.2
16	Neighborhood Association Meetings Attended	0	0	1	0	1	0	0	0	0	0	0	2	1.1	1%	1.3
17	Number of Merchants Visited	1	2	2	3	2	4	4	3	3	0	0	24	3.3	10%	2.7
18	Number of Institutional and/or Public Official Meetings	7	6	8	8	7	8	12	4	2	4	5	75	9.3	32%	8.2
19	Number of Parking Customers Contacted (Intercept surveys, survey document responses) (Analysat)	1	0	0	3	1	2	1	0	0	0	1	9	0.9	N/A	1.3

Parking Meter In-Service Rates (% of time)

20	Single-Space Meters	99.1%	99.8%	99.7%	99.7%	99.8%	99.7%	99.7%	99.6%	99.8%	99.9%	99.9%	N/A	99.7%	N/A	99.8%
21	Multi-Space Meters	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	99.8%	99.9%	99.9%	99.9%	99.9%	N/A	99.9%	N/A	99.9%

Average Response Time to Address Meter Complaint (Hours)

22	(POM) These meters have been phased out as of March 1st	8.45	1.55	2.39	1.57	1.37	0.78	2.51	0	0	N/A	N/A	N/A	1.9	N/A	2.1
23	Single-Space Meters (JPS)	8.64	2.29	3.33	2.9	2.36	2.01	2.51	2.82	3.13	1.83	6.59	N/A	2.8	N/A	2.6
24	Multi-Space Meters (LUKE)	2.9	2.28	2.51	6.05	2.2	2.91	6.45	3.57	3.07	1.37	7.9	N/A	2.0	N/A	1.6

Number of Citation Appeal Hearings

25	Number of Citations Dismissed or Reduced to Warning	19	15	46	34	35	19	9	21	18	30	10	256	28.3	100%	28.8
26	Number of Citations Administratively Dismissed or Reduced to Warning	8	10	8	8	13	5	9	11	4	7	3	86	10.9	34%	13.3

Number of Requested Citation Administrative Appeals

27	Number of Citations Administratively Dismissed or Reduced to Warning	177	240	226	222	217	228	205	215	185	96	74	2085	202.7	100%	166.3
28	Number of Citations Administratively Dismissed or Reduced to Warning	103	101	106	96	109	135	115	121	80	32	21	1019	102.5	49%	82.8

PARKING MANAGEMENT EFFECTIVENESS

29	Number of Parking Activity Surveys Conducted (TOTAL)	47	47	47	47	47	47	47	47	47	47	47	498	45.3	100%	47.0
30	Parking Occupancy and Availability	46	46	46	46	46	46	46	46	46	46	42	490	44.5	98%	46.0
31	Parking Turnover	1	1	1	1	1	1	1	1	1	0	0	8	0.7	2%	1.0
32	Downtown Meter Turnover Rate	189%	191%	207%	178%	221%	173%	228%	215%	N/A	N/A	N/A	N/A	204.8%	N/A	210.8%
33	Parking Vacancy Rate in Neighborhoods	56%	68%	62%	58%	65%	59%	50%	58%	60%	60%	55%	N/A	62.3%	N/A	62.3%
34	Meter Occupancy Rate by Survey	38%	45%	50%	48%	50%	51%	48%	43%	20%	20%	25%	N/A	45.8%	N/A	48.4%
35	Paid Legal Meter Occupancy Rate by Meter Revenue	35.0%	38.1%	45.8%	45.1%	40.1%	44.2%	36.4%	49.5%	27.4%	N/A	3.0%	N/A	45.5%	N/A	44.6%
36	Safety Zone Violation Rate	7.0%	2.6%	6.6%	6.5%	6.7%	5.50%	6.8%	7.2%	7.2%	7.2%	5.9%	N/A	8.3%	N/A	7.2%
37	Loading Zone Violation Rate	1.3%	1.5%	2.3%	1.1%	1.9%	1.7%	1.7%	2.3%	1.3%	4.6%	0.9%	N/A	1.7%	N/A	2.0%

PARKING OPERATIONS EFFICIENCY

38	Number of Parking Violation Surveys Conducted	30	30	30	30	30	30	30	30	30	30	30	330	30.0	100%	30.0
39	Violation Capture Rate (Meters & RPP)	27%	10%	27%	17%	34%	33%	20%	41%	N/A	N/A	N/A	N/A	38%	N/A	33%
40	Total Net Patrol Hours	734	905	794	913	829	883	1,103	996	1,011	780	650	9,598	735	N/A	759
41	Average Net Patrol Hours per Officer	147	151	132	152	138	147	138	142	112	111	93	N/A	126	N/A	133
42	Number of Letters Mailed	2,888	2,212	3,317	7,160	2,500	2,872	2,823	2,905	2,680	2,822	926	33,105	2,466	N/A	3,002
43	Total Amount Due from Top 20 Scofflaws	\$9,955	\$10,145	\$10,255	\$10,325	\$10,855	\$10,920	\$11,475	\$11,625	\$11,325	\$11,345	\$11,400	N/A	\$9,175	N/A	\$9,676
44	Parking Ticket Collection Rate (1-year running average)	76.88%	77.50%	78.43%	78.55%	77.97%	78.18%	77.80%	78.55%	84.17%	84.17%	84.17%	N/A	77.3%	N/A	80.1%



ON STREET BY THE NUMBERS
FY 2020

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	FY 2020 AVG	FY 19 AVG	FY 18 AVG
1 Violations Cited	3,434	4,165	3,663	4,309	4,127	3,939	4,108	4,129	3,193	889	1,815		3,434	3,829	3,320
2 Actual Citations (exc voids & warnings)	3,243	3,808	3,506	4,095	3,877	3,742	3,889	3,920	2,992	823	1,344		3,204	3,526	3,040
3 Value of Actual Citations	\$ 78,335	\$ 90,405	\$ 86,095	\$ 97,855	\$ 89,945	\$ 87,075	\$ 88,480	\$ 94,230	\$ 67,685	\$ 19,515	\$ 29,700		\$ 75,393	\$ 88,698	\$ 85,601
4 Citations Paid	2,522	2,760	2,763	3,095	2,696	3,296	2,911	3,116	2,669	1,125	1,131		2,553	2,687	2,504
5 Percentage of Citations Paid	77.80%	72.50%	78.81%	75.60%	69.50%	88.10%	74.90%	79.50%	89.20%	136.70%	84.20%		84.26%	76.74%	80.28%
6 Value of Citations Paid	\$ 71,101	\$ 76,720	\$ 80,911	\$ 89,090	\$ 74,869	\$ 95,092	\$ 81,500	\$ 86,396	\$ 77,210	\$ 35,352	\$ 31,184		\$ 72,675	\$ 76,608	\$ 70,919
7 Warnings Issued	141	316	121	165	211	158	161	152	103	55	452		185	247	195
8 Voids	55	50	42	57	41	52	67	57	109	11	24		51	51	74
9 Citation Void Percentage	1.6%	1.2%	1.1%	1.3%	0.9%	1.3%	1.6%	1.4%	3.4%	1.2%	1.3%		1.5%	1.4%	2.3%
10 Meter Revenue Collected	\$ 94,297	\$ 101,821	\$ 111,701	\$ 121,716	\$ 100,008	\$ 97,800	\$96,458	\$ 108,520	\$ 69,700	\$ 68	\$ 7,469		\$ 82,687	\$ 92,456	\$ 88,777
11 Avg Meter Rev Collected per Work Day	\$ 4,286	\$ 4,628	\$ 5,585	\$ 5,292	\$ 5,556	\$ 4,890	\$ 4,593	\$ 5,712	\$ 3,168	\$ 3	\$ 373		\$ 4,008	\$ 4,228	\$ 4,121
12 RPPP's Sold	710	734	119	89	26	33	43	26	13	11	6		165	167	2,136
13 Value of RPP Permits	\$ 7,100	\$ 7,340	\$ 1,190	\$ 890	\$ 260	\$ 330	\$ 430	\$ 260	\$ 130	\$ 106	\$ 60		\$ 1,645	\$ 1,673	\$ 1,436
14 Monthly Permit Revenue	\$ 5,864	\$ 7,154	\$ 6,673	\$ 8,228	\$ 4,987	\$ 7,593	\$ 10,026	\$ 5,129	\$ 7,664	\$ 5,857	\$ 4,855		\$ 6,730	\$ 6,117	\$ 6,150
15 Value of Bagged Meters	\$ 7,023	\$ 4,573	\$ 4,545	\$ 6,140	\$ 2,775	\$ 3,725	\$ 6,225	\$ 2,740	\$ 9,475	\$ 2,870	\$ 6,370		\$ 5,133	\$ 10,460	\$ 11,426
16 New Meters Added or Removed	-	-	(2)	(5)	8	(6)	(6)	-	-	-	-		(1)	1	0
17 Single Space Meters	810	770	752	751	759	686	644	644	644	644	644		704	875	946
18 Multi-Space Meters	48	55	58	58	62	68	71	71	71	71	71		64	41	37
19 Metered Space Count	1,273	1,267	1,265	1,260	1,268	1,262	1,256	1,256	1,256	1,256	1,256		1,261	1,271	1,272
20 Vehicles Booted	28	50	19	49	37	45	58	39	25	-	-		32	39	42
21 Booting Fees	\$ 2,070	\$ 2,970	\$ 1,890	\$ 2,160	\$ 1,590	\$ 4,590	\$ 2,660	\$ 3,540	\$ 3,525	\$ 480	\$ -		\$ 2,316	\$ 3,064	\$ 3,221
22 Total Revenue Collected	\$ 187,454	\$ 200,578	\$ 206,910	\$ 228,223	\$ 184,489	\$ 209,130	\$ 197,299	\$ 206,584	\$ 167,705	\$ 44,733	\$ 49,939		\$ 171,186	\$ 190,376	\$ 181,929



LEXPARK VOID SUMMARY

Voided Citations By Officer

FY 2020		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	AVERAGE
Issuing Officer														
1	2013	4	1	5	-	-	1	1	1	-	-	-	-	1
2	2065	-	-	-	-	-	-	-	-	-	-	-	-	-
3	2081	7	7	-	6	3	-	5	8	23	2	-	-	6
4	2082	2	4	8	7	3	7	3	2	9	2	2	-	4
5	2098	1	1	1	-	-	-	-	-	-	-	-	-	0
6	2115	-	-	-	-	-	-	-	-	-	-	-	-	-
7	2117	-	-	-	1	-	-	-	-	-	-	-	-	0
8	2119	7	5	7	4	-	2	-	-	-	-	-	-	2
9	2120	10	6	6	7	9	7	4	3	23	2	1	-	7
10	2122	-	1	-	-	-	-	-	-	-	-	-	-	0
11	2124	-	-	-	-	-	-	-	-	-	-	-	-	-
12	2125	-	1	-	1	-	-	-	-	-	-	-	-	0
13	2130	-	-	-	-	-	-	-	-	-	-	-	-	-
14	2131	9	3	-	2	1	7	21	9	5	-	-	-	5
15	2141	-	-	-	-	-	-	-	-	-	1	1	-	0
16	2133	15	13	10	17	13	6	16	12	21	1	11	-	12
17	2137	-	8	5	7	1	6	6	4	8	1	7	-	5
18	2138	-	-	-	5	11	9	8	13	18	2	2	-	6
19	2140	-	-	-	-	-	7	3	5	2	-	-	-	2
20	% Voids	1.60%	1.20%	1.15%	1.32%	0.99%	1.32%	1.63%	1.38%	3.41%	1.24%	1.32%	-	1.51%
21	Total	55	50	42	57	41	52	67	57	109	11	24	-	51
22	Total Citations	3,434	4,165	3,663	4,309	4,127	3,939	4,108	4,129	3,193	889	1,815	-	3,434

Voided Citations Summary By Reason

FY 2020		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	AVERAGE
Void Type														
23	Administrative	18	8	6	7	6	18	38	21	10	1	4	-	12
24	Ambiguous Mrkg /Missing Sign	-	-	-	-	-	-	2	-	-	-	-	-	0
25	Customer Walk Up	2	-	1	-	1	-	-	-	-	1	1	-	1
26	Duplicate	6	7	9	3	4	2	3	9	4	1	2	-	5
27	Meter Malfunction	-	4	2	1	1	-	-	-	-	-	-	-	1
28	Pay By Phone	18	12	9	23	10	15	9	10	12	-	2	-	11
29	Officer Error	7	16	13	23	16	15	13	16	11	7	11	-	13
30	Test	2	-	-	-	-	-	-	-	1	1	-	-	0
31	Visitor	-	-	-	-	1	-	2	-	-	-	2	-	0
32	Printer Error	1	-	-	-	-	-	-	-	-	-	-	-	0
33	Paid Other Luke	1	-	1	-	2	-	-	-	-	-	-	-	0
34	Void By Client Directive	-	3	1	-	-	2	-	1	71*	-	2	-	1
35	TOTAL	55	50	42	57	41	52	67	57	38	11	24	-	45

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



12

Citations Aging Report

Five-Year Report Ending June 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	757	305	1,010	1,066	1,681	4,512	8,641	6,947	8,176	1,025	34,120
Dollar Amt	\$22,650.00	\$11,440.00	\$35,490.00	\$43,603.50	\$70,567.00	\$186,588.00	\$370,210.52	\$293,777.86	\$312,878.50	\$40,678.00	\$1,387,883.38



Citations Aging Report

Five-Year Report Ending May 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	474	1,208	1,142	986	1,651	4,403	8,465	7,061	8,345	994	34,729
Dollar Amt	\$15,475.00	\$46,342.00	\$46,485.00	\$39,932.00	\$66,903.00	\$184,000.00	\$364,365.52	\$293,750.86	\$320,563.50	\$38,300.00	\$1,416,116.88



**OFF STREET BY THE NUMBERS
FY 2020**

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	FY 2020 AVG	FY 19 AVG
MONTHLY CARD HOLDERS BILLED														
1 Victorian Square	383	382	388	389	381	384	374	381	406	366	335		379	378
2 Transit Center	1,079	1,061	1,062	1,065	1,067	1,043	1,046	1,055	1,055	1,043	1,039		1,056	1,107
3 Courthouse	224	241	242	243	245	239	240	240	249	208	211		235	224
4 Helix	400	396	395	394	387	384	381	384	384	384	386		389	384
5 TOTAL	2,086	2,080	2,087	2,091	2,080	2,050	2,041	2,060	2,094	2,001	1,971		2,058	2,093

TOTAL AVAILABLE FOR MONTHLY														
6 Victorian Square (384)	-	-	-	-	4	15	10	8	2	42	73		14	-
7 Transit Center (777)	-	-	-	-	-	5	9	15	15	27	31		9	4
8 Courthouse (518)	-	-	-	-	-	8	2	2	2	43	40		9	15
9 Helix (389)	-	-	-	-	7	5	6	16	16	16	14		7	4
10 TOTAL (2068)	-	-	-	-	11	33	27	41	35	128	158		39	23

11 SPECIAL EVENTS WORKED - VS	3	5	6	8	11	10	12	18	4	-	-		7	9
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12 VALIDATIONS SOLD - ALL GARAGES	1,134	2,044	3,056	1,737	2,268	1,174	3,114	3,963	245	-	-		1,703	1,533
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AVERAGE DAILY TRANSACTIONS														
13 Victorian Square	333	264	255	261	261	252	223	236	108	14	34		204	293
14 Transit Center	17	11	14	15	13	14	16	26	8	-	1		12	50
15 Courthouse	235	169	177	215	190	173	197	204	111	22	21		156	215
16 Helix	605	383	419	442	368	356	408	419	225	16	34		334	479
17 TOTAL	1,190	827	865	932	832	795	844	885	452	52	90		706	1,037

AVERAGE LENGTH OF STAY - HOURS														
18 Victorian Square	2.8	2.0	2.2	2.7	3.2	2.8	2.1	2.5	2.1	2.0	1.9		2.4	2.4
19 Transit Center	3.5	2.7	2.8	2.8	3.0	2.7	2.9	2.7	2.7	1.7	3.0		2.8	3.8
20 Courthouse	2.4	1.9	1.9	2.1	2.1	2.0	2.1	2.3	2.3	3.3	2.4		2.2	2.0
21 Helix	2.3	1.1	1.1	1.3	1.7	1.4	1.1	1.1	1.2	1.9	2.2		1.5	1.6
22 CUMULATIVE AVERAGE	2.8	1.9	2.0	2.2	2.5	2.2	2.1	2.1	2.1	2.2	2.4		2.2	2.5

AVERAGE TRANSACTION AMOUNT														
23 Victorian Square	\$ 3.87	\$ 4.00	\$ 4.35	\$ 5.43	\$ 6.46	\$ 5.60	\$ 7.90	\$ 7.97	\$ 6.07	\$ 6.30	\$ 6.44		\$ 5.85	\$ 5.12
24 Transit Center	\$ 4.98	\$ 5.16	\$ 5.08	\$ 4.99	\$ 5.39	\$ 5.34	\$ 5.61	\$ 5.21	\$ 5.39	\$ 3.46	\$ 5.28		\$ 5.08	\$ 7.33
25 Courthouse	\$ 3.99	\$ 3.81	\$ 3.71	\$ 4.14	\$ 4.33	\$ 4.01	\$ 4.22	\$ 4.55	\$ 4.45	\$ 6.77	\$ 3.68		\$ 4.33	\$ 4.10
26 Helix	\$ 2.23	\$ 2.16	\$ 2.17	\$ 2.61	\$ 3.73	\$ 2.65	\$ 3.45	\$ 3.35	\$ 3.51	\$ 5.70	\$ 6.89		\$ 3.50	\$ 2.99
27 CUMULATIVE AVERAGE	\$ 3.77	\$ 3.78	\$ 3.83	\$ 4.29	\$ 4.98	\$ 4.40	\$ 5.30	\$ 5.27	\$ 4.86	\$ 5.56	\$ 5.57		\$ 4.69	\$ 4.89

Aged Balances - 21081203 Transit Center Garage
Ending Balances as of 6/2/2020

Account	Current	30 days	60 Days	90 Days	Total Due	
56330 GRAY CONSTRUCTION	\$12,300.00	\$12,300.00	\$0.00	\$0.00	\$24,600.00	Waiting on check.
96475 BRYCE CHRISTY	\$65.00	\$65.00	\$65.00	\$0.00	\$195.00	Cancelled
96477 Jeffrey McIntosh	\$65.00	\$65.00	\$0.00	\$0.00	\$130.00	Cancelled. Not returning calls
Report Totals	\$12,430.00	\$12,430.00	\$65.00	\$0.00	\$24,925.00	

Aged Balances - 21081201 Helix Garage
Ending Balances as of 6/2/2020

Account	Current	30 days	60 Days	90 Days	Total Due	
96305 GRAY CONSTRUCTION	\$1,860.00	\$1,860.00	\$420.00	\$0.00	\$4,140.00	Waiting on check.
Report Totals	\$1,860.00	\$1,860.00	\$420.00	\$0.00	\$4,140.00	

Aged Balances - 21081202 Victorian Square Garage
Ending Balances as of 6/2/2020

Account	Current	30 Days	60 Days	90 Days	Total Due	
95885 BIG ECHO CREATIVE	\$270.00	\$270.00	\$270.00	\$0.00	\$810.00	Called. Left VM.
96422 CHARLES McKESSON	\$90.00	\$90.00	\$0.00	\$0.00	\$180.00	Coming In to pay 6/3/2020
Report Totals	360	360	270	0	990	

Aged Balances - 21081204 Courthouse Garage
Ending Balances as of 6/2/2020

Account	Current	30 Days	60 Days	90 Days	Total Due	
56456 FAYETTE COUNTY SHERIFF	\$3,570.00	\$130.00	\$0.00	\$0.00	\$3,700.00	Waiting on check
95910 TANNERY LOCEY	\$0.00	\$70.00	\$70.00	\$140.00	\$280.00	Cancelled account
95917 CALVERT SR GERRY	\$70.00	\$70.00	\$70.00	\$0.00	\$210.00	Called, could not leave vm/cancelled acct
96441 GRAY CONSTRUCTION	\$1,050.00	\$1,050.00	\$0.00	\$0.00	\$2,100.00	Waiting on check
Report Totals	\$4,690.00	\$1,320.00	\$140.00	\$140.00	\$6,290.00	

Lexington & Fayette County Parking Authority
Statement of Net Position

Substantially All Disclosures Omitted

	As Of 04/30/20	As Of 04/30/19	Variance 04/30/20
Assets			
Current Assets			
Cash	\$ 1,793,699	\$ 1,924,565	\$ (130,866)
Cash-Change Fund	496	12,099	(11,604)
Accounts Receivable	14,631	37,508	(22,877)
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	1,094,102	990,003	104,099
Investments-BB&T-Unrealized G/L	889	782	107
Investments-BB&T-Accrued Interest	18,625	27,867	(9,241)
Total Restricted Cash & Equivalents	4,613,616	4,518,652	94,965
Total Current Assets	6,607,165	6,650,402	(43,236)
Non-Current Assets			
Capital Assets			
Land	7,585,095	7,585,094	0
Parking Facilities & Improvements	12,271,765	10,794,871	1,476,894
Equipment & Furniture	2,278,903	2,080,537	198,366
Construction In Progress	574,584	944,635	(370,051)
Computer Software	10,850	10,850	0
Total Capital Assets	22,721,197	21,415,987	1,305,209
Less: Accumulated Depreciation	(4,494,685)	(3,767,363)	(727,322)
Total Capital Assets, Net of Accumulated Depreciation	18,226,512	17,648,624	577,887
Total Non-Current Assets	18,226,512	17,648,624	577,887
Total Assets	\$ 24,833,677	\$ 24,299,027	\$ 534,651
Liabilities and Net Assets			
Current Liabilities			
Accounts Payable and Accrued Liabilities	\$ 164,917	\$ 253,339	\$ (88,421)
Compensated Absences	10,547	13,511	(2,965)
Deposits Payable	4,695	3,099	1,596
Note Payable	412,627	405,059	7,568
Deferred Revenue	28,600	0	28,600
Total Current Liabilities	621,386	675,008	(53,622)
Non-Current Liabilities			
Note Payable	2,514,026	2,929,402	(415,377)
Compensated Absences	10,546	13,512	(2,965)
Deposits Payable	3,400	3,037	363
Total Non-Current Liabilities	2,527,972	2,945,951	(417,979)
Total Liabilities	3,149,358	3,620,959	(471,601)
Net Position			
Capital Assets Net of Debt	15,299,859	14,314,163	985,696
Restricted-Garage Maintenance Reserve	1,113,616	1,020,319	93,297
Restricted-Capital Asset Mgmt Program	3,500,000	3,500,000	0
Unrestricted	1,770,844	1,843,586	(72,741)
Total Net Position	21,684,319	20,678,068	1,006,252
Total Liabilities and Net Assets	\$ 24,833,677	\$ 24,299,027	\$ 534,651

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 4/30/2020	Year To Date 4/30/2020
Cash Flows from Operating Activities		
Cash received from parking customers	\$ 147,826	\$ 3,746,898
Cash received from commercial property renters	(1,355)	42,362
Cash received from other sources (interest / misc)	5,632	80,912
Cash payments to suppliers for goods and services	(284,236)	(2,728,585)
Cash payments to employees for services	(38,384)	(229,043)
Cash payments of related party payables to LFUCG	(2,359)	(23,017)
Net Cash Provided by Operating Activities	(172,876)	889,527
Cash Flows from Noncapital Financing Activities		
Cash payments on Note Payable	(34,238)	(340,457)
Net Cash Used in Noncapital Financing Activities	(34,238)	(340,457)
Cash Flows from Capital and Investing Activities		
Net Changes in Restricted Investments	12,993	(58,469)
Purchases of Capital Assets	(20,344)	(846,691)
Funds received from grants	-	7,259
Net Changes in Capital and Investing Activities	(7,351)	(897,901)
Net Increase (Decrease) in Cash and Cash Equivalents	(214,465)	(348,831)
Cash and Cash Equivalents, Beginning of Period	2,008,660	2,143,026
Cash and Cash Equivalents, End of Period	\$ 1,794,195	\$ 1,794,195
Reconciliation of Operating Income to Net Cash Flows		
Provided by Operating Activities		
Change in Net Position	\$ (105,093)	\$ 973,011
Adjustments to Reconcile Operating Income to Net Cash		
Provided by Operating Activities:		
Unrealized losses (gains) on investments	(889)	867
Depreciation and Amortization	69,568	609,375
Loss (gain) on Disposal of Assets	-	(9,382)
Funds received from grants	-	(7,259)
Changes in Assets and Liabilities:		
Accounts Receivable	(6,089)	26,449
Prepaid Expenses	-	(184,724)
Accrued Interest	(18,625)	(18,625)
Accounts Payable and Accrued Liabilities	(111,748)	(500,185)
Net Cash Provided by Operating Activities	\$ (172,876)	\$ 889,527

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 4/30/2020	Month End 4/30/2020	Variance 4/30/2020	FYTD 4/30/2020	FYTD 4/30/2020	Variance 4/30/2020	Annual Budget 6/30/2020
	Actual	FYE Budget		Actual	FYE Budget		FYE Budget
Revenue							
1 Revenue OnStreet							
2 Parking - Monthly Rental	\$ 5,916	\$ 8,167	\$ (2,251)	\$ 97,638	\$ 81,670	\$ 15,968	\$ 98,004
3 Parking - Meter Collections	2,943	126,163	(123,220)	949,237	1,202,558	(253,321)	1,444,144
4 Parking - Fines	34,256	85,516	(51,260)	769,393	809,922	(40,529)	968,638
Overage/Shortage/Fees	0	0	0	(30)	0	(30)	0
5 Total Revenue OnStreet	43,115	219,846	(176,731)	1,816,238	2,094,150	(277,912)	2,510,786
6 Revenue OffStreet							
7 Parking - Monthly Rental	105,778	112,920	(7,142)	1,116,099	1,129,200	(13,101)	1,355,400
8 Parking - Transient Rental	2,462	70,052	(67,590)	570,619	665,683	(95,064)	799,242
9 Parking - Event	927	5,000	(4,073)	177,188	203,500	(26,312)	208,500
10 Parking - Validations	1,615	4,092	(2,477)	37,527	38,874	(1,347)	46,686
11 Parking - Fines	15	0	15	475	0	475	0
12 Overage/Shortage/Fees	3	0	3	2,302	0	2,302	0
13 Total Revenue OffStreet	110,800	192,064	(81,264)	1,904,210	2,037,257	(133,047)	2,409,828
14 Commercial Property Rental	(1,355)	4,967	(6,322)	42,362	49,670	(7,308)	59,604
Miscellaneous Income	0	0	0	3,818	0	3,818	0
Total Revenue	152,560	416,877	(264,317)	3,766,628	4,181,077	(414,449)	4,980,218
15 Operating Expenses							
16 OnStreet Operating Expenses							
17 Lanier Operating Expenses	66,018	90,644	24,626	738,662	917,892	179,230	1,104,023
18 Property & Casualty Excess Insurance	0	0	0	995	1,440	445	1,440
Bank & Credit Card Fees	6,661	11,000	4,339	108,908	110,000	1,092	132,000
19 Total OnStreet Operating Expenses	72,679	101,644	28,965	848,565	1,029,332	180,767	1,237,463
20 OffStreet Operating Expenses							
21 Lanier Operating Expenses	62,866	82,618	19,752	676,750	930,141	253,391	1,112,657
22 Property & Casualty Excess Insurance	0	0	0	57,120	57,501	381	57,501
23 Bank & Credit Card Fees	2,151	4,584	2,433	42,013	45,840	3,827	55,008
24 Utilities	11,438	10,166	(1,272)	103,393	101,660	(1,733)	121,992
25 Interest Expense	5,492	6,667	1,174	56,839	66,667	9,827	80,000
Total OffStreet Operating Expenses	81,947	104,035	22,087	936,115	1,201,809	265,693	1,427,158
26 Personnel Expenses	25,510	25,872	362	271,776	258,720	(13,056)	310,464
27 Administrative Expenses							
28 Property & Casualty Excess Insurance	0	0	0	35,884	37,400	1,516	37,400
29 Bank & Credit Card Fees	1,201	0	(1,200)	2,021	0	(2,020)	0
30 Other Professional Services	11,053	18,950	7,896	124,797	189,500	64,702	227,400
31 Rent/Lease Expenses	876	876	0	8,759	8,760	2	10,512
32 Landline Phones	394	442	49	3,961	4,420	458	5,304
33 Business Travel & Training	668	1,625	957	15,780	16,250	470	19,500
34 Dues Subscriptions & Publications	0	258	258	5,631	2,580	(3,050)	3,096
35 Office Supplies	226	583	357	5,002	5,830	827	6,996
36 Office Machines & Equipment	0	208	208	0	2,080	2,080	2,496
37 Office Repairs & Maintenance	52	125	73	320	1,250	931	1,500
38 Mileage Expense	0	33	33	0	330	330	396
39 Operating Contingency	0	7,500	7,500	18,500	75,000	56,500	90,000
40 Total Administrative Expenses	14,470	30,600	16,131	220,655	343,400	122,746	404,600
Total Operating Expenses	194,606	262,151	67,545	2,277,111	2,833,261	556,150	3,379,685
Change in Net Position Before Capital &							
41 Other Financing	(42,046)	154,726	(196,772)	1,489,517	1,347,816	141,701	1,600,533
42 Expenses For Capital Assets							
Depreciation & Amortization	69,568	56,601	(12,967)	609,374	566,011	(43,363)	679,214
43 Total Expenses For Capital Assets	69,568	56,601	(12,967)	609,374	566,011	(43,363)	679,214
44 Other Financing Sources							
45 Grants Received	0	0	0	7,259	0	7,260	0
46 Interest Income	5,632	9,000	(3,368)	77,094	90,000	(12,907)	108,000
47 Gain (Loss) on Disposal of Assets	0	0	0	9,382	0	9,383	0
48 Unrealized Gain / Loss on Investments	889	0	889	(867)	0	(868)	0
Total Other Financing Sources	6,521	9,000	(2,479)	92,868	90,000	2,868	108,000
Total Change in Net Position	\$ (105,093)	\$ 107,125	\$ (212,218)	\$ 973,011	\$ 871,805	\$ 101,206	\$ 1,029,319

No assurance is provided on these financial statements.

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

Substantially All Disclosures Omitted

	FYTD 04/30/20 <small>Actual</small>	Year Ending 06/30/19 <small>Actual</small>	Year To Date 04/30/20 <small>Capital Expenditures</small>	FYTD 06/30/20 <small>Annual Cap Ex Budget</small>
Capital Assets				
Land	7,585,094	7,585,094	0	0
Parking Facilities & Improvements	12,271,766	12,144,374	127,391	2,375,250
Equipment & Furniture	2,278,903	1,996,555	282,348	323,000
Construction In Progress	574,583	128,249	446,335	0
Computer Software	10,850	10,850	0	0
Total Capital Assets	<u>22,721,196</u>	<u>21,865,122</u>	<u>856,074</u>	<u>2,698,250</u>

No assurance is provided on these financial statements.



LEXPARK
On-Street Financial Report
April 30, 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	\$ 68	0%	\$ 118,161	\$ (118,093)	A	\$ 902,664	50%	\$ 1,122,529	\$ (219,864)
2 Permit Sales/Monthly Permit Sales	\$ 5,916	14%	\$ 6,800	\$ (884)		\$ 87,151	5%	\$ 84,400	\$ 2,751
3 Violation Tickets	\$ 34,280	79%	\$ 80,476	\$ (46,196)	A	\$ 745,812	41%	\$ 759,522	\$ (13,710)
4 Bag Rental Fees	\$ 2,870	7%	\$ 8,003	\$ (5,133)	B	\$ 50,091	3%	\$ 80,030	\$ (29,939)
5 Booting Fees	\$ 480	1%	\$ 5,040	\$ (4,560)	C	\$ 25,295	1%	\$ 50,400	\$ (25,105)
6 Total Revenue	\$ 43,614		\$ 218,480	\$ (174,866)		\$ 1,811,013		\$ 2,096,881	\$ (285,868)
Expenses									
Payroll									
7 Salaries & Wages	\$ 35,025		\$ 39,241	\$ 4,216		\$ 345,762		\$ 394,453	\$ 48,691 D
8 Payroll Taxes	\$ 5,082		\$ 5,694	\$ 612		\$ 50,190		\$ 57,235	\$ 7,046
9 Workers Comp Ins	\$ 2,189		\$ 2,453	\$ 263		\$ 21,619		\$ 24,653	\$ 3,035
10 Liability Insurance	\$ 1,599		\$ 1,599	\$ -		\$ 16,155		\$ 15,995	\$ (161)
11 Employee Health Insurance	\$ 5,295		\$ 5,070	\$ (225)		\$ 35,639		\$ 50,700	\$ 15,061
12 Total Payroll	\$ 49,190	113%	\$ 54,056	\$ 4,866		\$ 469,364	26%	\$ 543,036	\$ 73,672
Field									
13 Uniforms	\$ 125		\$ -	\$ (125)		\$ 954		\$ 1,750	\$ 796
14 Hiring/Training	\$ 137		\$ 137	\$ -		\$ 1,427		\$ 1,371	\$ (56)
15 Equipment	\$ -		\$ -	\$ -		\$ 61		\$ -	\$ (61)
16 Vehicle Expense	\$ 1,938		\$ 1,280	\$ (658)		\$ 11,330		\$ 12,801	\$ 1,471
17 EMS/IPS/PBP/CCS Service Fees	\$ 5,804		\$ 22,698	\$ 16,894		\$ 179,875		\$ 227,325	\$ 47,451 E
18 Professional Services/Fees	\$ 896		\$ 517	\$ (379)		\$ 13,156		\$ 5,169	\$ (7,988)
19 General Services	\$ 1,956		\$ 3,017	\$ 1,061		\$ 18,819		\$ 30,167	\$ 11,347
20 Repairs - Maintenance	\$ 69		\$ 1,550	\$ 1,481		\$ 29,448		\$ 15,500	\$ (13,948) F
21 Total Field	\$ 10,925	25%	\$ 29,198	\$ 18,274		\$ 255,070	14%	\$ 294,082	\$ 39,013
Office									
22 Communications/Telephones	\$ 1,317		\$ 1,391	\$ 74		\$ 17,424		\$ 15,323	\$ (2,101)
23 Office Supplies	\$ 229		\$ -	\$ (229)		\$ 1,574		\$ 833	\$ (741)
24 Printing & Design/Ticket Purchase	\$ -		\$ 548	\$ 548		\$ 11,875		\$ 5,483	\$ (6,392)
25 Postage/Dues & Memberships	\$ 512		\$ 1,405	\$ 893		\$ 11,668		\$ 14,017	\$ 2,349
26 Employee Incentive	\$ -		\$ 175	\$ 175		\$ 85		\$ 1,750	\$ 1,665
27 Total Office	\$ 2,058	5%	\$ 3,520	\$ 1,462		\$ 42,626	2%	\$ 37,407	\$ (5,220)
Miscellaneous									
28 Customer Refund	\$ -		\$ -	\$ -		\$ 60		\$ -	\$ (60)
29 Base Management Fee	\$ 1,465		\$ 1,465	\$ -		\$ 14,654		\$ 14,654	\$ -
30 Management Incentive Fee	\$ 1,755		\$ 2,319	\$ 564		\$ 26,375		\$ 23,190	\$ (3,185)
31 Dues & Subscriptions	\$ 584		\$ 86	\$ (499)		\$ 5,725		\$ 5,525	\$ (201)
32 Total Miscellaneous	\$ 3,805	9%	\$ 3,870	\$ 65		\$ 46,815	3%	\$ 43,369	\$ (3,446)
33 Total Expenses	\$ 65,978	151%	\$ 90,644	\$ 24,667		\$ 813,875	45%	\$ 917,894	\$ 104,019
34 Net Income (Loss)	\$ (22,364)		\$ 127,835	\$ (150,199)		\$ 997,138		\$ 1,178,987	\$ (181,849)

Variance Notes

- A. Variance due to the meters being turned off mid-month and the COVID-19 pandemic resulting in fewer citation written in the month.
- B. YTD Variance due to an overall decrease in demand/requests of bag rentals compared to the previous FY from which the budget was derived.
- C. Variance due to the overall decrease in the number of boots as well as the slightly reduced boot fees collected by LexPark resulting from the implementation of the Barnacle booting system. The 2nd LPR vehicle hasn't produced as many immobilizations as expected.
- D. Variance due in part to not yet utilizing contingency funds for employee appreciation/bonus payouts. Utilization of these funds is to be determined based on the pending impacts of the COVID-19 epidemic.
- E. EMS/IPS/PBP/CCS variance due in part to not receiving the large T2 subscription invoice which is due in June.
- F. YTD repairs maintenance variance primarily due to multiple out of warranty IPS meter repairs



LEXPARK
Garage Financial Report
April 30, 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	\$ 81,205	94%	\$ 112,950	\$ (31,745) A	\$ 1,135,796	59%	\$ 1,129,500	\$ 6,296
2 Violation Tickets	\$ 15	0%	\$ 1,100	\$ (1,085)	\$ 455	0%	\$ 10,700	\$ (10,245) C
3 Transient	\$ 2,471	3%	\$ 70,053	\$ (67,582) B	\$ 566,628	30%	\$ 665,504	\$ (98,876)
4 Stamp/Validation	\$ 1,615	2%	\$ 4,092	\$ (2,478)	\$ 37,487	2%	\$ 38,874	\$ (1,387)
5 Event	\$ 927	1%	\$ 5,000	\$ (4,073)	\$ 173,777	9%	\$ 203,500	\$ (29,723) D
6 Total Revenue	\$ 86,232		\$ 193,195	\$ (106,963)	\$ 1,914,143		\$ 2,048,078	\$ (133,935)
Expenses								
Payroll								
7 Salaries & Wages	\$ 24,138		\$ 37,461	\$ 13,323	\$ 280,985		\$ 376,491	\$ 95,506 E
8 Payroll Taxes	\$ 3,502		\$ 5,436	\$ 1,933	\$ 40,771		\$ 54,629	\$ 13,858
9 Workers Comp Ins	\$ 1,509		\$ 2,341	\$ 833	\$ 17,561		\$ 23,531	\$ 5,969
10 Liability Insurance	\$ 2,948		\$ 2,948	\$ -	\$ 29,483		\$ 29,483	\$ -
11 Employee Health Insurance	\$ 1,757		\$ 5,501	\$ 3,744	\$ 12,043		\$ 55,014	\$ 42,971
12 Total Payroll	\$ 33,854	39%	\$ 53,687	\$ 19,833	\$ 380,843	20%	\$ 539,148	\$ 158,305
Field								
13 Uniforms	\$ 141		\$ 400	\$ 259	\$ 658		\$ 4,000	\$ 3,342
14 Hiring/Training	\$ 155		\$ 155	\$ -	\$ 1,546		\$ 1,546	\$ -
15 Repairs - Maintenance	\$ 2,332		\$ 2,500	\$ 168	\$ 60,742		\$ 47,000	\$ (13,742)
16 Vehicle Expense	\$ 1,333		\$ 810	\$ (523)	\$ 10,645		\$ 8,100	\$ (2,545)
Equipment	\$ -		\$ -	\$ -	\$ 7,855		\$ -	\$ (7,855)
17 EMS/IPS/PBP/CCS Service Fees	\$ 4,650		\$ 4,135	\$ (515)	\$ 68,647		\$ 44,776	\$ (23,871) F
Snow Removal	\$ -		\$ -	\$ -	\$ 18,274		\$ 45,000	\$ 26,726
18 Professional Services/Fees	\$ 9,395		\$ 9,774	\$ 379	\$ 77,672		\$ 96,338	\$ 18,665
19 Repairs - Sweeper	\$ 2,182		\$ 207	\$ (1,975)	\$ 3,446		\$ 4,132	\$ 686
20 General Supplies	\$ 2,088		\$ 4,167	\$ 2,079	\$ 37,734		\$ 41,667	\$ 3,933
21 Elevator Maintenance	\$ 1,774		\$ 1,667	\$ (107)	\$ 27,665		\$ 16,667	\$ (10,998) G
22 Pressure Washing	\$ -		\$ -	\$ -	\$ -		\$ 20,660	\$ 20,660
23 Damages - Billable	\$ -		\$ -	\$ -	\$ 390		\$ -	\$ (390)
24 Total Field	\$ 24,050	28%	\$ 23,814	\$ (236)	\$ 315,272	16%	\$ 329,885	\$ 14,612
Office								
25 Communications	\$ 1,098		\$ 1,151	\$ 53	\$ 9,422		\$ 13,098	\$ 3,675
26 Office Supplies	\$ 258		\$ 221	\$ (37)	\$ 1,233		\$ 2,179	\$ 946
27 Printing & Design	\$ -		\$ 618	\$ 618	\$ 4,332		\$ 6,183	\$ 1,852
28 Postage	\$ -		\$ 292	\$ 292	\$ 8,400		\$ 2,917	\$ (5,484)
29 Total Office	\$ 1,356	2%	\$ 2,282	\$ 926	\$ 23,387	1%	\$ 24,377	\$ 990
Miscellaneous								
30 Customer Refund	\$ -		\$ -	\$ -	\$ 34		\$ -	\$ (34)
31 Base Management Fee	\$ 2,701		\$ 2,701	\$ -	\$ 27,012		\$ 27,012	\$ -
32 Dues & Subscriptions	\$ 905		\$ 342	\$ (562)	\$ 8,845		\$ 5,306	\$ (3,540) H
33 Total Miscellaneous	\$ 3,606	4%	\$ 3,043	\$ (562)	\$ 35,891	2%	\$ 32,317	\$ (3,574)
34 Total Expenses	\$ 62,866	73%	\$ 82,826	\$ 19,960	\$ 755,393	39%	\$ 925,726	\$ 170,333
35 Net Income (Loss)	\$ 23,366		\$ 110,369	\$ (87,003)	\$ 1,158,750		\$ 1,122,352	\$ 36,398

Variance Notes

- A/B Half of Monthly Variance due to LFUCG quarterly payment for monthly parking posting during the month of March at Helix & Transit Center. The other half is due to some COVID-19 cancellations of monthly parking. Transient Variance caused by decreased traffic of approximately 90% due to COVID-19
- C YTD Variance due to an overall fewer number of violations occurring at the Transit Center Garage. We anticipated a higher number of violators and a better enforcement from our officer.
- D The monthly variance is due to a cancellation of all events this month. Our YTD variance is primarily due to a fewer number of events occurring compared to the previous year.
- E Variance due in part to not yet utilizing contingency funds for employee appreciation/bonus payouts/2 months unused garage manager expense. Utilization of these funds is expected as 2020 progresses and pending impacts from the COVID-19 pandemic.
- F YTD Variance due to higher than anticipated costs for repair of Scheidt-Bachmann equipment. For example, we paid \$7855 for a Dell Rack Server and a weekend Intervio repair of \$2200. Mthly maintenance fees are \$4449
- G/H YTD Variance due to an increased number of Transit Ctr elev service repair calls. YTD Dues variance due to more employees utilizing the YMCA benefit that is graciously

Lexington/ Fayette Co Parking Authority

Balance Sheet

April 30, 2020

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ASSETS

Current Assets		
Cash - US Bank	\$	<u>15,342.29</u>
Total Current Assets		15,342.29
Property and Equipment		
Building Improvements		<u>81,518.30</u>
Total Property and Equipment		81,518.30
Other Assets		<u>0.00</u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>96,860.59</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Tenant Deposits	\$	<u>5,165.63</u>
Total Current Liabilities		5,165.63
Long-Term Liabilities		<u>0.00</u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		5,165.63
Capital		
Beginning Balance Equity		30,139.26
Capital Contribution, Net		(186,300.00)
Retained Earnings		220,583.27
Net Income		<u>27,272.43</u>
Total Capital		<u>91,694.96</u>
Total Liabilities & Capital	\$	<u><u>96,860.59</u></u>

Lexington/ Fayette Co Parking Authority
 Income Statement
 Compared with Budget
 For the Ten Months Ending April 30, 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	\$ 1,600.00	\$ 4,810.00	(3,210.00)	\$ 38,054.71	\$ 41,231.00	(3,176.29)
Income - Utilities	552.96	425.00	127.96	2,961.19	2,350.00	611.19
Total Revenues	<u>2,152.96</u>	<u>5,235.00</u>	<u>(3,082.04)</u>	<u>41,015.90</u>	<u>43,581.00</u>	<u>(2,565.10)</u>
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	<u>2,152.96</u>	<u>5,235.00</u>	<u>(3,082.04)</u>	<u>41,015.90</u>	<u>43,581.00</u>	<u>(2,565.10)</u>
Expenses						
Property Management Fee	500.00	500.00	0.00	5,000.00	5,000.00	0.00
Repair & Maintenance	0.00	125.00	(125.00)	2,615.87	2,425.00	190.87
Postage	0.00	0.00	0.00	7.60	6.00	1.60
Commission expense	0.00	0.00	0.00	6,120.00	0.00	6,120.00
Total Expenses	<u>500.00</u>	<u>625.00</u>	<u>(125.00)</u>	<u>13,743.47</u>	<u>7,431.00</u>	<u>6,312.47</u>
Net Income	<u>\$ 1,652.96</u>	<u>\$ 4,610.00</u>	<u>(2,957.04)</u>	<u>\$ 27,272.43</u>	<u>\$ 36,150.00</u>	<u>(8,877.57)</u>

**Lexington/ Fayette Co Parking Authority
Cash Disbursements Journal
For the Period From Apr 1, 2020 to Apr 30, 2020**

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

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
4/3/20	1157	500 100	Property Management Fee Cash - US Bank	Invoice: 7336 Schrader Commercial Properties, LLC	500.00	500.00
	Total				500.00	500.00

Lexington/ Fayette Co Parking Authority
General Ledger

For the Period From Apr 1, 2020 to Apr 30, 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 Cash - US Bank	4/1/20			Beginning Balance			13,689.33
	4/3/20	1157	CDJ	Schrader Commer		500.00	
	4/13/20	041320	CRJ	Spotz, LLC	190.26		
	4/13/20	041320	CRJ	Savane Silver	229.95		
	4/16/20	041620	CRJ	Crratures of Whi	132.75		
	4/16/20	041620	CRJ	Spotz, LLC	1,600.00		
				Current Period Cha	2,152.96	500.00	1,652.96
	4/30/20			Ending Balance			15,342.29
155 Building Improvement	4/1/20			Beginning Balance			81,518.30
	4/30/20			Ending Balance			81,518.30
231 Tenant Deposits	4/1/20			Beginning Balance			-5,165.63
	4/30/20			Ending Balance			-5,165.63
349 Beginning Balance Eq	4/1/20			Beginning Balance			-30,139.26
	4/30/20			Ending Balance			-30,139.26
350 Capital Contribution,	4/1/20			Beginning Balance			186,300.00
	4/30/20			Ending Balance			186,300.00
352 Retained Earnings	4/1/20			Beginning Balance			-220,583.27
	4/30/20			Ending Balance			-220,583.27
400 Rental Income	4/1/20			Beginning Balance			-36,454.71
	4/16/20	041620	CRJ	Spotz, LLC - Invoic		1,600.00	
				Current Period Cha		1,600.00	-1,600.00
	4/30/20			Ending Balance			-38,054.71
401 Income - Utilities	4/1/20			Beginning Balance			-2,408.23
	4/13/20	041320	CRJ	Spotz, LLC - Electri		190.26	
	4/13/20	041320	CRJ	Savane Silver - Ele		229.95	
	4/16/20	041620	CRJ	Crratures of Whi		132.75	
				Current Period Cha		552.96	-552.96
	4/30/20			Ending Balance			-2,961.19
500 Property Management	4/1/20			Beginning Balance			4,500.00
	4/3/20	1157	CDJ	Schrader Commer	500.00		
				Current Period Cha	500.00		500.00
	4/30/20			Ending Balance			5,000.00
511 Repair & Maintenance	4/1/20			Beginning Balance			2,615.87
	4/30/20			Ending Balance			2,615.87
526	4/1/20			Beginning Balance			7.60

**Lexington/ Fayette Co Parking Authority
General Ledger
For the Period From Apr 1, 2020 to Apr 30, 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							
Postage	4/30/20			Ending Balance			7.60
528	4/1/20			Beginning Balance			6,120.00
Commission expense	4/30/20			Ending Balance			6,120.00

Lexington/ Fayette Co Parking Authority
Account Reconciliation
As of Apr 30, 2020
100 - Cash - US Bank
Bank Statement Date: April 30, 2020

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	13,689.33
Add: Cash Receipts	2,152.96
Less: Cash Disbursements	(500.00)
Add (Less) Other	_____
Ending GL Balance	<u>15,342.29</u>
Ending Bank Balance	15,342.29
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>15,342.29</u></u>

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. Jarboe Construction continued installation of the suicide deterrent on the roof level of the garage. Walker Electric began electrical work related to installation of the LED lighting fixtures. The plumbing rough-in for the Live Wall system is complete.
- Painting related to the façade enhancements began on June 1.
- ProClad has experienced a delay from the perforator and the stainless steel materials are now scheduled to arrive on June 30. Fabrication of the panels will take 3-4 weeks following receipt of the materials.
- Vincent Lighting Systems received the shipment of LED fixtures and related cables. The materials have been delivered to Walker Electric for installation. Vincent Lighting Systems is awaiting delivery of the related controller components. LPA ordered the LED lighting components directly from Vincent Lighting Systems, to help avoid any possible price markups associated with contractor procurement.
- DB General Contracting completed work on the expansion of the **LEXPARK** office. The truck mural was removed from the Short Street facade of Victorian Square Garage and remounted in the new conference room. LPA has ordered acoustic panels to help alleviate an echo problem in the conference room.

General Garage Notes:

- Following an assessment of the economic impact of the ongoing COVID-19 outbreak, LPA revised the scope for the upcoming CAMP repairs and rebid the project to only include the structural beam repairs at the Transit Center Garage. The low bid of \$279,875 was submitted by Everclear Enterprises. Everclear Enterprises is based in Atlanta, GA. Mobilization for the project will begin the week of June 1, with completion expected by late August.
- LPA has instructed Walter P Moore to create bid documents for the remaining original CAMP repair items, as well as next years repair project scope. LPA advised Walter P Moore the budget for the two year repair cycle is \$2M.
- 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.
- All four LPA garages were pressure washed. Pressure washing parking decks is a critical yearly maintenance item, protecting the concrete from damage caused by road salt used during the winter months. The quoted cost of the washdowns was \$37,456.