

# April 11, 2024 Board Meeting Agenda



- |       |  |          |
|-------|--|----------|
| I.    | Call to Order/Welcome of Guests  | Frazier  |
| II.   | Comments   | Frazier  |
|       | a. Public Comment  |          |
|       | b. Comments from Commissioners/Advisory Board Members  |          |
| III.  | Partner Organization Updates   |          |
|       | a. DLMD Updates  | Frazier  |
|       | b. Downtown Lexington Partnership Updates  | McDaniel |
|       | c. VisitLex Updates  | Knight   |
| IV.   | Approval of Minutes of March 2024 LPA Board Meeting<br><i>Board Action Required</i>  | Frazier  |
| V.    | KLC Presentation   | Baird    |
| VI.   | Code Enforcement Discussion  | Boison   |
| VII.  | Approval of LPA and LEXPARK February 2024 Financial Reports<br>and Schrader Commercial Reports<br><i>Board Action Required</i> | Boison   |
| VIII. | Update on LPA Activities   | Boison   |
|       | a. Operational Reports   |          |
|       | b. Activities/Initiates/Executive Director Report  |          |
|       | c. CAMP Update   |          |
| IX.   | Presentation of FY25 Proposed Budget   | Boison   |
| X.    | Closed Session per KRS 61.810 (c)  | Frazier  |

**Next Meeting: May 9, 2024**

## Lexington & Fayette County Parking Authority

Board Meeting Minutes  
March 14, 2024

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

Location: 162 East Main Street, Ste. 212

Voting Members: Ryan Foster  
Thomas Pettit  
Taunya Phillips  
Cathy Taylor

Advisory Board: Allen McDaniel, DLP  
Liza Betz, Failte

LFCPA Staff: Laura Boison & Kara Pearson  
Lexington & Fayette County Parking Authority

Guests: Mark Doering, PCI  
Charles Stephenson, PCI  
Bonita Weber  
Jeanna Jones, LBMC

### 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 3 – Partner Organization Updates

#### A. DLMD Updates

Mr. McDaniel reports that the DLMD ambassadors continue to do a great job keeping downtown clean and assisting visitors. He also notes a potential expansion of the district.

#### B. DLP Updates

Mr. McDaniel reports that the DLP annual award luncheon is upcoming.

### Item 4 – Minutes

Mr. Pettit makes a motion to approve the February 2024 minutes as presented. Ms. Phillips seconds. The vote was unanimous, and the motion carried.

### Item 5 – Presentation of FY2023 Audit

Ms. Jones from LBMC CPAs presents the FY 2023 audit; LPA received a clean opinion.

### Item 6 – Update on LPA Activities

#### A. Operations Reports

Ms. Boison reviews the operational reports and the activities during the month.

#### B. Activities/Initiates/Executive Director Report

Ms. Boison provides updates on an initiative to reduce transient traffic in the Transit Garage. She also reports on the possibility of LEXPARK staff writing citations for parking in front yards. Local ordinances must



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be researched further to see if this is a possibility. An ad was posted to fill the vacant position, and interview candidates have been selected.

***B. (i.) CAMP***

Ms. Boison presents the CAMP study, prepared by Bennett & Pless. She notes an additional \$1 million added over the next 10 years for future technology needs and cameras in the Courthouse Garage. Mr. Foster asks about funding a potential catastrophic event. Ms. Boison responds that she will contact the Kentucky League of Cities to present an overview of LPAs insurance policies at the April board meeting.

**Item 7 – PCI Financials**

Mr. Doering presents the variances on the PCI reports.

**Item 8 – LPA and Schrader Financials**

Ms. Boison presents the January 2024 financials. Mr. Foster makes a motion to approve the January 2024 financials. Mr. Pettit seconds. The vote was unanimous, and the motion carried.

**Item 9 – Traditional Bank Line of Credit Renewal**

Ms. Phillips makes a motion to authorize Mr. Frazier to execute the renewal of LPA's line of credit with Traditional Bank. Mr. Pettit seconds. Mr. Foster abstains. The vote was unanimous, and the motion carried.

**Item 10 – Closed Session**

Mr. Pettit makes a motion to enter closed session per KRS 61.810. Ms. Phillips seconds.

Mr. Foster makes a motion to exit closed session. Mr. Pettit seconds.

There being no further business brought before the Board; the meeting was adjourned at 11:30AM



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**Sec. 18-129. - Parking of vehicles in any residential section.**

(1) (a) It shall be unlawful for any person to park a vehicle exceeding seven (7) feet in overall width (excluding mirrors) or twenty (20) feet in overall length or seven and one-half (7½) feet in overall height, upon any street or highway in any residence district for longer than two (2) hours except when loading or unloading.

(b) As used in this section, the terms "loading" and "unloading" shall include, in addition to active loading and unloading of a vehicle, any time not exceeding twenty-four (24) hours that a recreational vehicle is being leveled for the purpose of preparing its heating or cooling system for use.

(c) However, any person may secure from the urban county government office designated by the mayor a visitor's permit which, when affixed to the driver's side of the front windshield, shall permit an out-of-county visitor's recreational vehicle exceeding the size limitations of this subsection to park upon a street or highway in a residence district for a specified twenty-four-hour period.

(2) It shall be unlawful for any person to park a vehicle within the front yard, side yard, or back yard of any residential structure except upon an approved residential driveway as defined in article V of chapter 17. For purposes of this subsection, it shall also be unlawful for a person owning, possessing, managing or controlling residential property to allow the parking of vehicles within the front yard, side yard or back yard of such premises except upon an approved residential driveway as defined in article V of chapter 17.

(3) It shall be unlawful for any person to park a vehicle upon a sidewalk. As used in this subsection, the term "sidewalk" shall mean that portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines intended for the use of pedestrians, including any strip of ground between curb and paved sidewalk.

(4) Citation officer as authorized in section 14-10 of the Code of Ordinances or any safety officer, parking officer, peace officer is authorized to issue citations for violations of this section.

(Ord. No. 87-85, § 2, 5-2-85; Ord. No. 209-86, § 1, 10-2-86; Ord. No. 89-98, § 1, 4-16-98; Ord. No. 329-2005, § 12, 12-13-05; Ord. No. 82-2011, § 1, 6-23-11; Ord. No. [61-2018](#), § 1, 9-13-18)

**Sec. 14-10. - Citation officers.**

- (a) *Authorized.* Pursuant to KRS 67A.076, there are hereby authorized citation officers, subject to the provisions of this section.
- (b) *Manner of Appointment.* Citation officer positions shall be specifically designated, by ordinance, which ordinance will set out the title of the citation officer and the Code of Ordinance sections and articles to be enforced by the citation officer. Urban county government officers, agents and employees meeting the qualifications of a citation officer shall be nominated by a department commissioner to the mayor for appointment as citation officers. In addition, the district court and urban county council will be notified of all citation officers appointed by the urban county government. The appointment of a citation officer may be withdrawn or suspended for any reason.
- (c) *Powers.* Citation officers shall not have the powers of peace officers to arrest or carry weapons but may issue citations as authorized by ordinance upon observation of violations of ordinances of the urban county government.
- (d) *Uniform.* Each citation officer appointed pursuant to this section shall be readily identifiable by the public as a citation officer by a uniform or other identifying characteristic as designated by the mayor. Citation officers shall immediately identify themselves as citation officers to any member of the public while enforcing any ordinance of the urban county government.
- (e) *Citation Procedures.* The procedures for citations issued by citation officers shall be as provided in KRS 431.015. The citation shall provide that the defendant shall appear within a designated time in the district court, pursuant to the direction of the district court. Standard citation forms will be utilized by all citation officers appointed pursuant to this section.
- (f) *Issuance of Citations.* The mayor may designate certain officers, agents and employees, holding the positions listed below, to issue citations with respect to the ordinances expressly set out for their respective positions.

<b>Subsection</b>	<b>Position Title</b>	<b>Ordinances To Be Enforced</b>
<b>Subsection</b>	<b>Position Title</b>	<b>Ordinances To Be Enforced</b>
(1)	Director of building inspection, building inspection manager, building inspection supervisor, commercial building inspector and building inspector employed in the division of building inspection.	The zoning ordinance; the land subdivision regulations; and Code of Ordinances chapter 2A; articles I, II and III of chapter 5; and section 14-61, 17-21, 17-22, 17-28, 17-30, 17-38.4, and 18-113.4.
(2)	Director of revenue and license inspector employed in the division of revenue.	Code of Ordinances article III of chapter 4; chapter 13; and sections 15-7, 15-8 and 15-9.
(3)	Municipal engineer senior; municipal engineer, associate municipal engineer, engineering technician principal, employed in the division of engineering.	Code of Ordinances sections 14-60, 16-34.1, and 17-21, zoning ordinance articles 19-7(a)(1), 19-7(g), 19-8, and 20 and subdivision regulations article 6-7, and 6-11.
(4)	Code enforcement officer, nuisance control officer, code enforcement supervisor, and director of code enforcement employed in the division of code enforcement.	Code of Ordinances sections 12-1 through 12-5, 14-105, 14-106, article IV of chapter 17, and subsections 17-4(g) and (j) of the zoning ordinance (per Ordinance No. 349-2005), and 18-124 and 18-129 of the Code of Ordinances.
(5)	Director of environmental services, and enforcement and compliance program manager and environmental enforcement specialist in the division of environmental services.	Code of Ordinances chapter 16; subsections 5-4(b) (l), 16-2(g), and 19-7(g) of the zoning ordinance; zoning ordinance article 18; sections 4-8(d), 6-7 and 6-11 of the land subdivision regulations; and LFUCG engineering manuals.
(6)	Urban forester employed in the division of environmental policy, arborist technician employed in the division of environmental policy, and environmental enforcement specialist employed in the division of environmental policy.	Code of Ordinances chapter 17B.
(7)	Environmental health specialist, senior environmental health specialist, environmental health team leader, environmental health and protection manager, and environmental health coordinator, employed by the Lexington-Fayette County Health Department.	Code of Ordinances sections 14-97 through 14-104.
(8)	Firefighter assigned to the division of fire and emergency services office of the fire marshal.	Code of Ordinances sections 9-20, 18-112(a) and 18-118.

(9)	Parking control officers employed by or otherwise under the control of the Lexington and Fayette County Parking Authority.	Code of Ordinances sections 14-105, 18-63, 18-64, 18-106, 18-108, 18-110 through 18-112, 18-113.3 through 18-115, 18-118 through 18-131, 18-133, 18-135 through 18-138, 18-141, 18-142.
(10)	Commissioner, director of enhanced 911, citation officers, GIS programmer/analyst, and GIS specialist employed in or assigned to the department of public safety.	Code of Ordinances sections 17-2 through 17-4; and section 6-8(k) of the land subdivision regulations of the zoning ordinance.
(11)	Director of historic preservation and historic preservation specialist(s).	Zoning ordinance article 13.

(g) *Enforcement.* Nothing in this section shall be a limitation on the power of a citation officer to make an arrest as a private person as provided in KRS 431.005, that is, when a felony has been committed in fact and the citation officer has reasonable grounds to believe that the person being arrested has committed it. This section shall not be the exclusive means for enforcement of urban county government ordinances, and citation officers are not limited to use of a citation but may swear to a complaint in lieu of citation.

(Ord. No. 212-78, § 1, 9-7-78; Ord. No. 175-79, § 1, 7-12-79; Ord. No. 35-80, § 1, 4-30-80; Ord. No. 70-83, § 3, 5-5-83; Ord. No. 270-83, § 1, 12-20-83; Ord. No. 205-84, § 3, 11-1-84; Ord. No. 17-85, § 3, 2-7-85; Ord. No. 50-87, § 1, 4-2-87; Ord. No. 251-89, § 2, 12-14-89; Ord. No. 254-89, § 1, 12-14-89; Ord. No. 201-91, § 2, 9-5-91; Ord. No. 40-93, § 1, 3-11-93; Ord. No. 58-93, § 1, 4-22-93; Ord. No. 71-94, § 1, 5-25-94; Ord. No. 165-94, § 1, 8-25-94; Ord. No. 268-95, § 6, 11-30-95; Ord. No. 4-96, § 2, 1-11-96; Ord. No. 221-96, § 4, 11-14-96; Ord. No. 13-99, § 1, 1-28-98; Ord. No. 77-99, § 3, 4-15-99; Ord. No. 112-2000, §§ 1, 2, 4-20-00; Ord. No. 163-2000, § 2, 6-15-00; Ord. No. 174-2001, §§ 2, 3, 7-5-01; Ord. No. 327-2001, § 1, 12-13-01; Ord. No. 238-2002, § 1, 9-26-02; Ord. No. 329-2002, § 4, 12-5-02; Ord. No. 236-2003, § 1, 9-25-03; Ord. No. 282-2003, § 23, 12-4-03; Ord. No. 269-2004, § 1, 11-4-04; Ord. No. 304-2004, § 2, 12-2-04; Ord. No. 90-2005, § 16, 4-21-05; Ord. No. 111-2005, § 1, 5-5-05; Ord. No. 121-2005, § 1, 5-19-05; Ord. No. 329-2005, § 5, 12-13-05; Ord. No. 349-2005, § 1, 12-13-05; Ord. No. 35-2006, § 1, 2-9-06; Ord. No. 365-2006, §§ 1, 2, 12-7-06; Ord. No. 374-2006, § 13, 12-12-06; Ord. No. 71-2007, § 1, 4-12-07; Ord. No. 247-2007, § 2, 11-1-07; Ord. No. 144-2009, § 1, 7-7-09; Ord. No. 268-2009, § 1, 12-8-09; Ord. No. 129-2011, § 1, 10-13-11; Ord. No. 160-2011, § 1, 12-6-11; Ord. No. 146-2012, § 2, 11-15-12; Ord. No. [24-2016](#), § 1, 2-18-16; Ord. No. [159-2016](#), § 3, 9-15-16; Ord. No. [220-2016](#), § 17, 12-6-16; Ord. No. [25-2017](#), § 2, 3-2-17; Ord. No. [60-2018](#), § 1, 9-13-18; Ord. No. [074-2022](#), § 1, 7-7-2022)

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

**7**

Substantially All Disclosures Omitted

	As Of 02/29/24	As Of 02/28/23	Variance 02/29/24
<b>Assets</b>			
Current Assets			
Cash and cash equivalents	\$ 1,712,184	\$ 1,599,046	\$ 113,138
Accounts receivable	89,961	89,019	943
Lease Receivable	70,541	89,114	(18,575)
Restricted cash and cash equivalents			
Investments-Truist - Garage Maintenance Reserve	906,455	7,914	898,542
Investments-Truist - Short-Term CAMP*	516,981	516,980	0
Investments-Truist - Long-Term CAMP*	1,900,000	1,900,000	0
Investments-Truist - Unrealized G/L	(6)	(9,547)	9,542
<b>Total Restricted Cash &amp; Equivalents</b>	<b>3,323,429</b>	<b>2,415,347</b>	<b>908,084</b>
<b>Total Current Assets</b>	<b>5,196,115</b>	<b>4,192,526</b>	<b>1,003,590</b>
Non-Current Assets			
Property & equipment, net	18,685,133	18,496,169	188,964
Intangible Assets, net	0	0	0
Construction in Progress	462,086	609,211	(147,125)
<b>Total Non-Current Assets</b>	<b>19,147,219</b>	<b>19,105,380</b>	<b>41,839</b>
<b>Total Assets</b>	<b>\$ 24,343,334</b>	<b>\$ 23,297,906</b>	<b>\$ 1,045,429</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Net Position</b>			
Current Liabilities			
Accounts payable and accrued liabilities	\$ 256,945	\$ 240,584	\$ 16,361
Sales Tax Payable	20,292	21,610	(1,318)
ROU Lease Liability	4,359	17,084	(12,725)
Deferred Revenue	23,100	11,830	11,270
Compensated absences	14,837	10,414	4,423
Deposits payable	3,639	3,457	182
<b>Total Current Liabilities</b>	<b>323,172</b>	<b>304,979</b>	<b>18,193</b>
Non-Current Liabilities			
Compensated absences	14,837	10,413	4,423
Deposits Payable	3,072	3,254	(182)
<b>Total Non-Current Liabilities</b>	<b>17,909</b>	<b>13,667</b>	<b>4,241</b>
<b>Total Liabilities</b>	<b>341,081</b>	<b>318,646</b>	<b>22,434</b>
Deferred Inflow of Resources			
Deferred Lease Revenue	68,352	85,850	(17,497)
Net Position			
Investment in capital assets	19,321,033	19,134,628	186,405
Restricted	3,323,430	2,436,126	887,304
Unrestricted	1,289,439	1,322,656	(33,217)
<b>Total Net Position</b>	<b>23,933,901</b>	<b>22,893,410</b>	<b>1,040,492</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Net Position</b>	<b>\$ 24,343,334</b>	<b>\$ 23,297,906</b>	<b>\$ 1,045,429</b>

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

Substantially All Disclosures Omitted

	Month To Date 2/29/2024	Year To Date 2/29/2024
<b>Cash Flows from Operating Activities</b>		
Payments received from parking customers	\$ 408,730	\$ 3,437,198
Cash received from commercial property renters	4,969	50,785
Payments to suppliers for goods and services	(275,356)	(2,528,536)
Payments to employees for services	(85,013)	(210,074)
Payments to LFUCG	(1,912)	(18,189)
	<b>51,418</b>	<b>731,184</b>
<b>Cash Flows from Capital and Related Financing Activities</b>		
Payments on note payable	-	-
Purchases of capital assets	(67,240)	(56,703)
	<b>(67,240)</b>	<b>(56,703)</b>
<b>Cash Flows From Investing Activities</b>		
Redemptions of restricted cash equivalents	-	-
Income earned (lost) on restricted cash and cash equivalents	60,257	(224,189)
	<b>60,257</b>	<b>(224,189)</b>
	<b>44,435</b>	<b>450,292</b>
<b>Cash and Cash Equivalents, Beginning of Period</b>	<b>1,667,749</b>	<b>1,261,892</b>
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 1,712,184</b>	<b>\$ 1,712,184</b>
<b>Reconciliation of Change in Net Position to Net Cash Provided by Operating Activities</b>		
Change in net position	\$ 51,720	\$ 878,171
<b>Adjustments to Reconcile Change in Net Position to Net Cash Provided by Operating Activities:</b>		
Depreciation and amortization	62,765	545,160
Gain on disposal of assets	-	(208,803)
Interest on cash and cash equivalents	(70,530)	(178,868)
Interest from deferred inflows	(183)	(2,041)
<b>Change in Assets and Liabilities:</b>		
Accounts receivable	7,797	46,844
Accounts payable and accrued liabilities	(16,952)	(358,575)
Lease liabilities	(1,083)	(8,588)
Security deposits	-	-
Compensated absences	17,884	17,884
	<b>17,884</b>	<b>17,884</b>
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 51,418</b>	<b>\$ 731,184</b>

No assurance is provided on these financial statements.



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

Substantially All Disclosures Omitted

	Month End 2/29/2024 Actual	Month End 2/29/2024 FYE Budget	Variance 2/29/2024	FYTD 2/29/2024 Actual	FYTD 2/29/2024 FYE Budget	Variance 2/29/2024	Annual Budget 6/30/2024 FYE Budget	
<b>Revenue</b>								
Revenue OnStreet								
1	Parking - Monthly Rental	\$ 8,827	\$ 9,300	\$ (473)	\$ 105,169	\$ 87,300	\$ 17,869	\$ 124,400
2	Parking - Meter Collections	101,272	105,500	(4,228)	742,902	812,500	(69,598)	1,227,000
3	Parking - Citations	85,587	66,000	19,587	574,103	528,000	46,103	796,000
4	Overage/Shortage	0	0	0	(82)	0	(82)	0
5	<b>Total Revenue OnStreet</b>	<b>195,686</b>	<b>180,800</b>	<b>14,886</b>	<b>1,422,092</b>	<b>1,427,800</b>	<b>(5,708)</b>	<b>2,147,400</b>
Revenue OffStreet								
6	Parking - Monthly Rental	138,630	135,327	3,303	1,132,705	1,082,616	50,089	1,623,924
7	Parking - Transient Rental	79,530	71,385	8,145	614,639	609,992	4,647	959,263
8	Parking - Event	34,738	32,409	2,329	223,678	210,882	12,796	273,609
9	Parking - Validations	8,570	4,343	4,227	50,245	31,824	18,421	45,205
10	Parking - Citations	(30)	0	(30)	410	390	20	1,115
11	Overage/Shortage	436	0	436	3,212	0	3,212	0
12	<b>Total Revenue OffStreet</b>	<b>261,874</b>	<b>243,464</b>	<b>18,410</b>	<b>2,024,889</b>	<b>1,935,704</b>	<b>89,185</b>	<b>2,903,116</b>
13	Commercial Property Revenue	(88)	1,095	(1,183)	(2,293)	8,763	(11,056)	13,143
14	Lease Revenue	5,057	6,928	(1,872)	53,078	55,426	(2,348)	71,856
15	Miscellaneous Income	0	0	0	347	0	347	0
16	<b>Total Revenue</b>	<b>462,529</b>	<b>432,287</b>	<b>30,241</b>	<b>3,498,113</b>	<b>3,427,693</b>	<b>70,420</b>	<b>5,135,515</b>
<b>Operating Expenses</b>								
OnStreet Operating Expenses								
17	PCI Operating Expenses	107,485	89,956	(17,528)	807,210	719,651	(87,559)	1,079,475
18	Property & Casualty Excess Insurance	0	0	0	1,773	2,200	427	2,200
19	Bank & Credit Card Fees	8,831	10,000	1,169	69,190	80,000	10,809	120,000
20	<b>Total OnStreet Operating Expenses</b>	<b>116,316</b>	<b>99,956</b>	<b>(16,360)</b>	<b>878,173</b>	<b>801,851</b>	<b>(76,323)</b>	<b>1,201,675</b>
OffStreet Operating Expenses								
21	PCI Operating Expenses	139,084	108,131	(30,952)	872,229	865,041	(7,187)	1,297,565
22	Property & Casualty Excess Insurance	0	0	0	72,354	60,700	(11,654)	60,700
23	Bank & Credit Card Fees	3,572	3,750	178	31,087	30,000	(1,087)	45,000
24	Utilities	5,619	11,001	5,381	83,462	87,996	4,534	132,000
25	<b>Total OffStreet Operating Expenses</b>	<b>148,275</b>	<b>122,882</b>	<b>(25,393)</b>	<b>1,059,132</b>	<b>1,043,737</b>	<b>(15,394)</b>	<b>1,535,265</b>
26	Personnel Expenses	69,994	29,219	(40,775)	204,228	233,750	29,522	350,626
Administrative Expenses								
27	Property & Casualty Excess Insurance	0	0	0	26,041	23,200	(2,841)	23,200
28	Bank & Credit Card Fees	41	500	459	373	4,000	3,627	6,000
29	Other Professional Services	22,368	23,690	1,322	201,677	189,520	(12,157)	284,280
30	Telephone & Internet Service	578	342	(235)	2,404	2,732	328	4,100
31	Business Travel & Training	0	3,108	3,108	17,860	24,868	7,008	37,300
32	Dues Subscriptions & Publications	695	375	(320)	1,335	3,000	1,665	4,500
33	Office Supplies	2,399	675	(1,724)	8,767	5,400	(3,367)	8,100
34	Office Machines & Equipment	268	267	(1)	2,990	2,132	(858)	3,200
35	Repairs & Maintenance	51	125	74	129	1,000	871	1,500
36	ROU Lease Interest Expense	13	14	0	184	184	0	211
37	Operating Contingency	1,132	21,333	20,201	4,574	170,668	166,094	256,000
38	<b>Total Administrative Expenses</b>	<b>27,545</b>	<b>50,429</b>	<b>22,885</b>	<b>266,334</b>	<b>426,704</b>	<b>160,370</b>	<b>628,391</b>
39	<b>Total Operating Expenses</b>	<b>362,130</b>	<b>302,485</b>	<b>(59,643)</b>	<b>2,407,867</b>	<b>2,506,042</b>	<b>98,175</b>	<b>3,715,957</b>
Change in Net Position Before Capital &								
40	Other Financing	100,399	129,802	(29,402)	1,090,246	921,651	168,595	1,419,558
<b>Expenses For Capital Assets</b>								
41	Depreciation Expense	61,716	62,501	784	536,769	499,996	(36,773)	750,000
42	ROU Lease Amortization	1,049	1,097	48	8,391	8,770	379	13,158
43	<b>Total Expenses For Capital Assets</b>	<b>62,765</b>	<b>63,598</b>	<b>832</b>	<b>545,160</b>	<b>508,766</b>	<b>(36,394)</b>	<b>763,158</b>
<b>Other Financing Sources</b>								
44	Interest Income	16,661	4,333	12,328	117,518	34,668	82,850	52,000
45	Lease Interest Income	183	375	(192)	2,041	3,000	(959)	4,500
46	Gain (Loss) on Disposal of Assets	0	0	0	208,803	0	208,803	0
47	Unrealized Gain (Loss) on Investments	(2,758)	833	(3,591)	4,723	6,668	(1,945)	10,000
48	<b>Total Other Financing Sources</b>	<b>14,086</b>	<b>5,541</b>	<b>8,545</b>	<b>333,085</b>	<b>44,336</b>	<b>288,749</b>	<b>66,500</b>
49	<b>Total Change in Net Position</b>	<b>\$ 51,720</b>	<b>\$ 71,745</b>	<b>\$ (20,025)</b>	<b>\$ 878,171</b>	<b>\$ 457,221</b>	<b>\$ 420,950</b>	<b>\$ 722,900</b>

No assurance is provided on these financial statements.



**Lexington And Fayette County Parking Authority**  
**Monthly Management Report**  
**L301 Consolidated Off-street**  
**For the Month Ending Feb 29, 2024**



	Period to Date				Year to Date			
	Actual	Budget	Fav (Unfav)		Actual	% of Rev	Budget	Fav (Unfav)
<b>Revenue</b>								
Transient	84,766	71,385	13,381	A	659,707	31%	609,990	49,717
Permit/Monthly Billing	120,550	135,327	(14,777)	B	1,190,409	56%	1,082,616	107,793
Stamp/Validation Billing	9,084	4,343	4,741		54,283	3%	31,824	22,460
Events	36,823	32,409	4,414		234,547	11%	210,881	23,666
Violation & Booting Revenue	-	-	-		460	0%	390	70
Over & Short	462	-	462		2,840	0%	-	2,840
<b>Total Revenue</b>	<b>251,684</b>	<b>243,464</b>	<b>8,220</b>		<b>2,142,248</b>		<b>1,935,701</b>	<b>206,546</b>
<b>Expenses</b>								
<b>Payroll</b>								
Salaries & Wages	44,521	38,110	(6,411)		334,574		304,877	(29,697)
Payroll Taxes	6,233	5,526	(707)		44,155		44,207	52
Workers Comp Ins	3,384	2,622	(762)		24,722		20,976	(3,746)
Employee Health Ins	6,013	3,873	(2,140)		36,387		30,984	(5,404)
Liability Insurance	4,101	4,271	170		32,810		34,168	1,358
<b>Total Payroll</b>	<b>64,252</b>	<b>54,402</b>	<b>(9,850)</b>		<b>472,648</b>	<b>59%</b>	<b>435,211</b>	<b>(37,436)</b>
<b>Field</b>								
Uniform	-	248	248		4,184		1,984	(2,200)
Hiring/Training	-	146	146		424		1,172	748
Repairs - Off-Street	11,355	4,453	(6,902)	C	50,389		35,624	(14,765)
Vehicle Expense	519	382	(137)		3,206		3,056	(150)
Software Application	140	7,968	7,828		14,506		95,115	80,609
Snow Removal	14,590	9,280	(5,310)	D	33,269		18,160	(15,109)
Professional Services/Fees	18,422	20,714	2,292		133,559		165,712	32,153
Fuels	134	128	(6)		1,806		1,024	(782)
Repairs - Sweeper	214	178	(36)		1,840		1,426	(414)
General Supplies	1,660	1,572	(88)		20,757		12,575	(8,182)
Elevator Maintenance	2,712	2,476	(236)		19,532		19,810	278
<b>Total Field</b>	<b>49,746</b>	<b>47,545</b>	<b>(2,201)</b>		<b>283,472</b>	<b>35%</b>	<b>355,657</b>	<b>72,186</b>
<b>Office</b>								
Communications	1,563	1,436	(127)		15,954		11,488	(4,466)
Office Supplies	238	529	291		3,038		4,232	1,194
Printing & Design	60	82	22		2,509		656	(1,853)
Postage	35	125	90		1,606		1,000	(606)
Employee Incentive	59	-	(59)		1,259		-	(1,259)
<b>Total Office</b>	<b>1,955</b>	<b>2,172</b>	<b>217</b>		<b>24,366</b>	<b>3%</b>	<b>17,376</b>	<b>(6,990)</b>
<b>Miscellaneous</b>								
Base Management Fee	2,500	2,500	-		20,000		20,000	-
Incentive Management Fee	-	750	750		-		6,000	6,000
Dues & Subscription	402	416	14		2,661		3,328	667
<b>Total Miscellaneous</b>	<b>2,902</b>	<b>3,666</b>	<b>764</b>		<b>22,661</b>	<b>3%</b>	<b>29,328</b>	<b>6,667</b>
<b>Total Expenses</b>	<b>118,854</b>	<b>107,785</b>	<b>(11,069)</b>		<b>803,147</b>	<b>100%</b>	<b>837,573</b>	<b>34,426</b>
<b>Net Results From PCI Ops</b>	<b>132,830</b>	<b>135,679</b>	<b>(2,849)</b>		<b>1,339,101</b>		<b>1,098,129</b>	<b>240,972</b>

A. Transient has a pos. \$13,381 variance with \$12,575 attributed to Helix - Clerk Software upgrade may be cause.

B. Monthly has a neg. \$14,777 variance due to budget averaging. LFUCG pd their quarterly \$69k payment in Dec.

C. Repairs has a negative variance of \$6902. We pd. Koorsen \$7419 for TC sprinkler system/AirCompress repair

D. Snow Removal had a negative variance of \$5310-had to plow HX/Vic roofs.TC was within budget.



**Lexington And Fayette County Parking Authority**  
**Monthly Management Report**  
**L301 - 80 - On-Street**  
**For the Month Ending Feb 29, 2024**



	Period to Date			Year to Date			
	Actual	Budget	Fav (Unfav)	Actual	% of Rev	Budget	Fav (Unfav)
<b>Revenue</b>							
Permit/Monthly Billing	9,357	9,300	57	106,679	7%	87,300	19,379
Meter Receipts	105,255	100,500	4,755 A	766,737	52%	772,500	(5,763)
Bag Rental Fees	1,830	5,000	(3,170)	18,476	1%	40,000	(21,524)
Violation & Booting Revenue	85,525	66,000	19,525 B	573,766	39%	528,000	45,766
Over & Short	404	-	404	2,864	0%	-	2,864
<b>Total Revenue</b>	<b>202,371</b>	<b>180,800</b>	<b>21,571</b>	<b>1,468,522</b>		<b>1,427,800</b>	<b>40,722</b>
<b>Expenses</b>							
<b>Payroll</b>							
Salaries & Wages	45,517	36,219	(9,298)	333,017		289,754	(43,264)
Employee Incentive	94	675	581	1,039		5,400	4,361
Payroll Taxes	6,372	5,255	(1,117)	41,046		42,042	996
Workers Comp Ins	3,459	2,492	(967)	27,201		19,935	(7,266)
Employee Health Ins	5,333	4,250	(1,083)	30,549		34,000	3,451
Liability Insurance	2,286	2,383	97	18,292		19,066	774
<b>Total Payroll</b>	<b>63,062</b>	<b>51,274</b>	<b>(11,788)</b>	<b>451,144</b>	<b>56%</b>	<b>410,197</b>	<b>(40,946)</b>
<b>Field</b>							
Uniform	537	390	(147)	5,407		3,120	(2,287)
Hiring/Training	-	85	85	3,263		680	(2,583)
Repairs - On-Street	2,198	5,748	3,550	25,712		45,984	20,272
Vehicle Expense	3,286	2,437	(849)	20,630		19,496	(1,134)
Software Application	22,472	11,345	(11,127) C	186,228		126,183	(60,045)
Professional Services/Fees	3,093	2,797	(296)	31,090		22,376	(8,714)
Fuels	187	155	(32)	1,486		1,240	(246)
General Supplies	338	1,060	722	5,404		9,480	4,076
<b>Total Field</b>	<b>32,111</b>	<b>24,017</b>	<b>(8,094)</b>	<b>279,220</b>	<b>35%</b>	<b>228,559</b>	<b>(50,661)</b>
<b>Office</b>							
Communications	847	825	(22)	6,158		6,600	442
Office Supplies	201	395	194	2,933		3,160	227
Printing & Design	1,554	1,250	(304)	12,726		10,000	(2,726)
Postage	1,588	1,550	(38)	18,872		12,400	(6,472)
<b>Total Office</b>	<b>4,189</b>	<b>4,020</b>	<b>(169)</b>	<b>40,689</b>	<b>5%</b>	<b>32,160</b>	<b>(8,529)</b>
<b>Miscellaneous</b>							
Base Management Fee	2,000	2,000	-	16,000		16,000	-
Incentive Management Fee	4,877	1,583	(3,294) D	13,205		12,668	(537)
Dues & Subscription	356	360	4	2,398		2,880	482
<b>Total Miscellaneous</b>	<b>7,233</b>	<b>3,943</b>	<b>(3,290)</b>	<b>31,603</b>	<b>4%</b>	<b>31,548</b>	<b>(55)</b>
<b>Total Expenses</b>	<b>106,595</b>	<b>83,254</b>	<b>(23,341)</b>	<b>802,655</b>	<b>100%</b>	<b>702,464</b>	<b>(100,190)</b>
<b>Net Results from PCI Ops</b>	<b>95,776</b>	<b>97,546</b>	<b>(1,770)</b>	<b>665,867</b>		<b>725,336</b>	<b>(59,468)</b>

A. Meter Receipts had a pos. variance of \$4755 this month - getting closer to YTD forecasts.

B. Violat. & Booting Rev. was a \$19525 positive var. bringing us to a positive \$45k YTD.

C. Software App's are over budget \$11,127. We paid two IRIS invoices each of \$5350/\$910. PBP was pd. \$4727.

D. Incentive Management Fee was over budget \$3294 - we paid Jan. & Feb. in same mth. - found error after Finals.

**Lexington/ Fayette Co Parking Authority**  
**Balance Sheet**  
**February 29, 2024**

ASSETS

Current Assets		
Cash - US Bank	\$	<u>40,306.29</u>
Total Current Assets		40,306.29
Property and Equipment		
Building Improvements		<u>81,518.30</u>
Total Property and Equipment		81,518.30
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>121,824.59</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Tenant Deposits	\$	<u>3,782.00</u>
Total Current Liabilities		3,782.00
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		3,782.00
Capital		
Beginning Balance Equity	30,139.26	
Capital Contribution, Net	(360,700.00)	
Retained Earnings	408,473.55	
Net Income	<u>40,129.78</u>	
Total Capital		<u>118,042.59</u>
Total Liabilities & Capital	\$	<u><u>121,824.59</u></u>

**Lexington/ Fayette Co Parking Authority**  
**Income Statement**  
**Compared with Budget**  
**For the Eight Months Ending February 29, 2024**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
Rental Income	\$ 5,347.26	\$ 5,317.00	30.26	\$ 43,703.94	\$ 42,536.00	1,167.94
Income - Utilities	458.10	1,010.00	(551.90)	3,134.40	2,854.00	280.40
<b>Total Revenues</b>	<u>5,805.36</u>	<u>6,327.00</u>	<u>(521.64)</u>	<u>46,838.34</u>	<u>45,390.00</u>	<u>1,448.34</u>
<b>Cost of Sales</b>						
<b>Total Cost of Sales</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Gross Profit</b>	<u>5,805.36</u>	<u>6,327.00</u>	<u>(521.64)</u>	<u>46,838.34</u>	<u>45,390.00</u>	<u>1,448.34</u>
<b>Expenses</b>						
Property Management Fee	500.00	500.00	0.00	4,044.63	4,000.00	44.63
Office Supplies	77.97	34.00	43.97	459.58	272.00	187.58
Repair & Maintenance	194.00	500.00	(306.00)	2,194.03	3,100.00	(905.97)
Tax, License & Fees	0.00	0.00	0.00	0.00	34.00	(34.00)
Postage	3.40	0.00	3.40	10.32	10.00	0.32
<b>Total Expenses</b>	<u>775.37</u>	<u>1,034.00</u>	<u>(258.63)</u>	<u>6,708.56</u>	<u>7,416.00</u>	<u>(707.44)</u>
<b>Net Income</b>	<u>\$ 5,029.99</u>	<u>\$ 5,293.00</u>	<u>(263.01)</u>	<u>\$ 40,129.78</u>	<u>\$ 37,974.00</u>	<u>2,155.78</u>

**Lexington/ Fayette Co Parking Authority**  
**Statement of Cash Flow**  
**For the Eight Months Ended February 29, 2024**

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 5,029.99	\$ 40,129.78
Adjustments to reconcile net income to net cash provided by operating activities		
Total Adjustments	<u>0.00</u>	<u>0.00</u>
Net Cash provided by Operations	<u>5,029.99</u>	<u>40,129.78</u>
 Cash Flows from investing activities		
Used For		
Net cash used in investing	<u>0.00</u>	<u>0.00</u>
 Cash Flows from financing activities		
Proceeds From		
Used For		
Capital Contribution, Net	<u>0.00</u>	<u>(15,000.00)</u>
Net cash used in financing	<u>0.00</u>	<u>(15,000.00)</u>
Net increase <decrease> in cash	<u>\$ 5,029.99</u>	<u>\$ 25,129.78</u>
 Summary		
Cash Balance at End of Period	\$ 40,306.29	\$ 40,306.29
Cash Balance at Beg of Period	<u>(35,276.30)</u>	<u>(15,176.51)</u>
Net Increase <Decrease> in Cash	<u>\$ 5,029.99</u>	<u>\$ 25,129.78</u>

**Lexington/ Fayette Co Parking Authority**  
**Cash Disbursements Journal**  
**For the Period From Feb 1, 2024 to Feb 29, 2024**

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

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
2/7/24	1283	509	Office Supplies	Invoice: 8976	77.97	
		526	Postage	Invoice: 8976	3.40	
		100	Cash - US Bank	Schrader Commercial Properties, LLC		81.37
2/7/24	1284	511	Repair & Maintenance	Invoice: 14514	194.00	
		100	Cash - US Bank	Allstate Heating and Cooling, Inc.		194.00
2/8/24	1285	500	Property Management Fee	Invoice: 9144	500.00	
		100	Cash - US Bank	SCHRADER COMMERCIAL PROPERTIES, LLC		500.00
<b>Total</b>					<u>775.37</u>	<u>775.37</u>

**Lexington/ Fayette Co Parking Authority**  
**General Ledger**  
**For the Period From Feb 1, 2024 to Feb 29, 2024**

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

Account ID Account Description	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
100 Cash - US Bank	2/1/24			Beginning Balance			35,276.30
	2/7/24	1283	CDJ	Schrader Commer		81.37	
	2/7/24	1284	CDJ	Allstate Heating an		194.00	
	2/8/24	1285	CDJ	SCHRADER COM		500.00	
	2/15/24	e-021524	CRJ	Savane Silver	125.00		
	2/22/24	022224	CRJ	Savane Silver	1,520.26		
	2/28/24	022824	CRJ	Lynna Nguyen	4,160.10		
				Current Period Cha	5,805.36	775.37	5,029.99
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>40,306.29</b>
155 Building Improvements	2/1/24			Beginning Balance			81,518.30
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>81,518.30</b>
231 Tenant Deposits	2/1/24			Beginning Balance			-3,782.00
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>-3,782.00</b>
349 Beginning Balance Equity	2/1/24			Beginning Balance			-30,139.26
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>-30,139.26</b>
350 Capital Contribution, Net	2/1/24			Beginning Balance			360,700.00
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>360,700.00</b>
352 Retained Earnings	2/1/24			Beginning Balance			-408,473.55
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>-408,473.55</b>
400 Rental Income	2/1/24			Beginning Balance			-38,356.68
	2/22/24	022224	CRJ	Savane Silver - Inv		1,520.26	
	2/28/24	022824	CRJ	Lynna Nguyen - Inv		3,827.00	
				Current Period Cha		5,347.26	
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>-43,703.94</b>
401 Income - Utilities	2/1/24			Beginning Balance			-2,676.30
	2/15/24	e-021524	CRJ	Savane Silver - Util		125.00	
	2/28/24	022824	CRJ	Lynna Nguyen - Uti		333.10	
				Current Period Cha		458.10	
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>-3,134.40</b>
500 Property Management Fee	2/1/24			Beginning Balance			3,544.63
	2/8/24	1285	CDJ	SCHRADER COM	500.00		
				Current Period Cha	500.00		
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>4,044.63</b>
509 Office Supplies	2/1/24			Beginning Balance			381.61
	2/7/24	1283	CDJ	Schrader Commer	77.97		
				Current Period Cha	77.97		
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>459.58</b>



**Lexington/ Fayette Co Parking Authority**  
**General Ledger**  
**For the Period From Feb 1, 2024 to Feb 29, 2024**

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

Account ID Account Description	Date	Referenc	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
511 Repair & Maintenance	2/1/24			Beginning Balance			2,000.03
	2/7/24	1284	CDJ	Allstate Heating an Current Period Cha	194.00 194.00		194.00
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>2,194.03</b>
526 Postage	2/1/24			Beginning Balance			6.92
	2/7/24	1283	CDJ	Schrader Commer Current Period Cha	3.40 3.40		3.40
	<b>2/29/24</b>			<b>Ending Balance</b>			<b>10.32</b>

**Lexington/ Fayette Co Parking Authority**  
**Account Reconciliation**  
**As of Feb 29, 2024**  
**100 - Cash - US Bank**  
**Bank Statement Date: February 29, 2024**

Filter Criteria includes: Report is printed in Detail Format.

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Beginning GL Balance	35,276.30
Add: Cash Receipts	5,805.36
Less: Cash Disbursements	(775.37)
Add (Less) Other	
Ending GL Balance	<u>40,306.29</u>
Ending Bank Balance	40,306.29
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>40,306.29</u></u>

Lexington and Fayette County Parking Authority  
 Board Meeting  
 10 April 2024  
 Executive Director Report

## **Congratulations to staff and LEXPARK –**

- Majority of supervisors at LEXPARK have obtained CPP certifications
- Kara Pearson – completed a seven-month intensive Data Analytics program
- Jared Daugherty – joined staff as Senior Facilities Manager

## **Off Street Structures**

FUSUS – Cameras are fully installed and operational; Commander Greathouse with LFUCG Police Department (he manages the FUSUS area) will work with Mark Doering and Jared Daugherty to integrate our feeds into their system. We expect this to occur the week of 15 Apr (vacation of Commander Greathouse week of 01 Apr).

## **Transit Center –**

Quotes are being submitted for all component elements to secure the Transit Center. There are several elements to this effort.

- We have notified Gray and others; Nicole will manage communication to monthly parkers.
- Close from 7pm – 6am the Vine Street entrance – expectation of May.
- Seal doors from outside – May/June expectation.
- Costs to minimize access to only our clients are expected to be \$180,000. Discussion in budget section.

Working with Metronet to add a fiber line to move data; pull from using LFUCG. This will add reliability, etc.

## **Victorian Square–**

Banner – installed on South Broadway sign; Two thirds of sign is gone – wind and elements destroyed; one section is flapping without grommets; want to remove and install a large-scale sign. We have great capacity to advertise more on our property. Sign would have –

LEXPARK logo  
 Monthly Parking/Event Parking  
 Website  
 Phone Number

Sidewalk on South Broadway – Pedestrian fell; possibly from one inch lip on raised sidewalk panel; our insurance company is involved (discussed briefly last meeting); Kara Pearson and Jared

Daugherty coordinated repair; cost of approximately \$7,000. Will repair all needed places on South Broadway and West Short Streets.

#### **Helix –**

Added YIELD and ONE WAY Signs.

The Police Department is replacing roof on their adjacent property; using our top floor for construction staging; will need to detach part of our lighting system; Jared is working directly with contractor and LFUCG PD.

#### **Courthouse –**

Working on our cameras. We have cameras on first floor; Sheriff's office has cameras on other floors/dated. Waiting on Risetek to install/quote NVR to get connectivity to our seven cameras.

NVR stands for Network Video Recorder. An NVR recorder is responsible for receiving, displaying, and storing surveillance video from IP cameras for security camera systems and becomes the central hub for remote monitoring via smartphone apps or PC. NVR do not require internet connection.

This will allow our cameras to be operational again.

#### **Community –**

Councilman Tayna Fogle – District 1

We are working to know our council and government; more importantly for them to know us and business model; continue to learn there is a lack of overall awareness of our business model.

CM Fogle invited six members of PowerHour Church on Blackburn Avenue. After understanding their concerns and perspectives, we reached agreement to find parity for the RPPP on the south side of the street and the church needs. Kara Pearson joined with Executive Director.

#### **Marketing/ OCULUS –**

Third person is on social media (Jared Daugherty, Nicole Lawson and now Shane Hall).

Next step is to bring the renovation project into the discussion. Mary Quinn Ramer will be interviewed to talk about how important parking is to the hospitality industry and tourism. We want the community to understand the demands of the organization and what we manage.

OCULUS – glad to invite them to the next meeting (likely online format) to show our progress.

Discussion on FOOD for FINES updating – will bring that process (discussed expanding to more organizations and providing access for clients remote, etc. and contributions of cash in addition or in lieu of canned food).

**Jefferson Street –**

Charles Stephenson estimates from visual inspection of street (West Short through to West Second on Jefferson Street only (will capture Distilled, Grey Goose, Stella, Sorella, W&M, Blue Heron, Apiary, Henry Dry Good, Art Studio, Jefferson Office / Lexington Rescue).

Process – the curbs are in disrepair; some yellow curbs have been overpainted with grey paint, etc.). We contacted Traffic Engineering to address these issues so we can understand an accurate count of meters. We believe the maximum is 44 though maybe less once Traffic Engineering addresses the space next to driveways, fire hydrant needs, etc.

The maximum annual income at today's rates would be \$211,000. The expectation is to issue warnings for 90 days; the revenue is not in budget as this is not a complete initiative.

**CAMP –**

We verbally extended with Walter P. Moore (as discussed in March 2024) for consulting for additional year to September 2025.

The company will be in Lexington 23 and 24 Apr to tour properties.

Jared and Mark are actively involved.

**Other –**

Expense policy – per diems, process, procedures.

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**From:** Whitman Bussey <whit.bussey@oculusstudios.com>  
**Sent:** Wednesday, March 20, 2024 2:51 PM  
**To:** Laura Boison <lboison@lexpark.org>; Kara Pearson <kpearson@lexpark.org>  
**Cc:** Sara Curnutt <sara@oculusstudios.com>; Brock Smith <brock.smith@oculusstudios.com>  
**Subject:** LEXPARK Spotlight - Social Media Campaign

Our next post will be going up Friday morning, but I wanted you to have eyes on the accompanying blog post for [Jennifer](#). Let us know if you have any changes to that post before Friday and we'll make sure they're Incorporated.

As for our post with Jared, I'm happy to say the feedback so far is positive, no negative comments, and we reached nearly 70,000 people. We also had 700 users click through to the website to learn more which is a great sign for future marketing that has a more educational spin to it.

Facebook proved to be more interactive with about double the click through rate of similar content on Instagram, but we'll continue to collect data on that.



**ON STREET BY THE NUMBERS  
FY 2024**

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	FY 2024 AVG	FY 23 AVG	FY 22 AVG
1 Violations Cited	2,391	3,305	3,426	3,565	4,744	4,211	4,197	4,642	3,703				3,798	2,857	3,251
2 Actual Citations (exc voids & warnings)	2,171	2,892	3,201	3,298	4,297	3,932	3,894	4,366	3,457				3,501	2,472	3,033
3 Value of Actual Citations	\$ 41,375	\$ 58,675	\$ 72,100	\$ 70,130	\$ 87,410	\$ 78,645	\$ 76,710	\$ 91,475	\$ 72,250				\$ 72,086	\$ 53,685	\$ 67,460
4 Citations Paid	1,737	2,269	2,238	2,713	3,001	3,384	3,253	3,322	2,732				2,739	2,095	2,443
5 Percentage of Citations Paid	80.00%	78.50%	69.90%	82.30%	69.80%	86.10%	83.50%	76.10%	73.80%				77.78%	84.93%	80.54%
6 Value of Citations Paid	\$ 42,329	\$ 57,140	\$ 57,453	\$ 72,933	\$ 74,121	\$ 82,195	\$ 81,201	\$ 82,050	\$ 70,671				\$ 68,899	\$ 59,054	\$ 69,376
7 Warnings Issued	201	385	193	249	388	237	264	253	223				266	371	191
8 Voids	31	37	34	20	69	53	41	26	26				37	29	36
9 Citation Void Percentage	1.30%	1.1%	1.0%	0.6%	1.5%	1.3%	1.0%	0.6%	0.7%				1.0%	1.0%	1.1%
10 Meter Revenue Collected	\$ 73,662	\$ 99,373	\$ 105,102	\$ 106,420	\$ 99,812	\$ 86,325	\$ 94,906	\$ 105,612	\$ 110,960				\$ 98,019	\$ 85,681	\$ 75,192
11 Avg Meter Rev Collected per Work Day	\$ 3,683	\$ 4,321	\$ 5,005	\$ 5,068	\$ 4,991	\$ 4,316	\$ 4,519	\$ 5,281	\$ 5,284				\$ 4,719	\$ 4,080	\$ 3,574
12 RPPP's Sold	736	697	60	91	188	36	52	35	20				213	154	150
13 Value of RPP Permits	\$ 7,712	\$ 7,388	\$ 625	\$ 965	\$ 2,004	\$ 377	\$ 528	\$ 371	\$ 196				\$ 2,241	\$ 1,547	\$ 1,491
14 Monthly Permit Revenue	\$ 7,467	\$ 8,443	\$ 9,146	\$ 9,978	\$ 8,748	\$ 15,186	\$ 18,621	\$ 8,986	\$ 8,657				\$ 10,581	\$ 8,445	\$ 8,129
15 Value of Bagged Meters	\$ 6,741	\$ 734	\$ 1,601	\$ 651	\$ 3,615	\$ 1,751	\$ 1,495	\$ 1,850	\$ 1,947				\$ 2,265	\$ 6,007	\$ 12,667
16 New Meters Added or Removed	-	-	-	-	1	-	(2)	-	-				(0)	(7)	5
17 Single Space Meters	422	422	427	427	428	428	426	413	426				424	431	527
18 Mult-Space Meters	97	97	98	98	98	98	98	97	98				98	96	90
19 Metered Space Count	1,208	1,208	1,207	1,207	1,208	1,208	1,206	1,206	1,206				1,207	1,207	1,289
20 Vehicles Booted	38	37	38	38	78	51	57	51	59				50	62	38
21 Booting Fees	\$ 3,420	\$ 3,330	\$ 3,420	\$ 3,420	\$ 7,020	\$ 4,590	\$ 5,130	\$ 4,590	\$ 5,310				\$ 4,470	\$ 5,535	\$ 3,315
22 Total Revenue Collected	\$ 141,330	\$ 176,409	\$ 177,347	\$ 194,367	\$ 195,321	\$ 190,424	\$ 201,881	\$ 203,459	\$ 197,742				\$ 186,476	\$ 166,268	\$ 170,169



## OFF STREET BY THE NUMBERS FY 2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	FY 2024 AVG	FY 23 AVG
<b>MONTHLY CARD HOLDERS BILLED</b>														
1 Victorian Square	464	478	468	441	429	441	457	473	472				458	410
2 Transit Center	1,071	1,095	1,090	1,086	1,094	1,093	1,099	1,096	1,098				1,091	1,091
3 Courthouse	259	266	269	268	305	270	271	267	238				268	245
4 Helix	386	411	403	410	410	405	406	405	408				405	404
5 TOTAL	2,180	2,250	2,230	2,205	2,238	2,209	2,233	2,241	2,216				2,222	2,150

Hospitality Rate (\$20 Included Above)	95	97	102	104	107	116	117	117	120				108	55
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<b>TOTAL AVAILABLE FOR MONTHLY</b>														
6 Victorian Square (384)	-	-	10	37	45	45	39	23	24				25	12
7 Transit Center (777)	-	-	5	6	-	2	-	-	-				1	2
8 Courthouse (518)	9	2	-	3	-	20	20	24	53				15	13
9 Helix (389)	14	-	8	1	1	4	-	-	-				3	9
10 TOTAL (2068)	23	2	23	47	46	71	59	47	77				44	36

11 SPECIAL EVENTS WORKED - VS	8	9	18	17	14	15	13	20	28				16	13
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12 VALIDATIONS SOLD - ALL GARAGES	800	580	790	1,370	855	180	215	1,653	590				781	1,169
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<b>AVERAGE DAILY TRANSACTIONS</b>														
13 Victorian Square	235	213	230	225	224	233	166	213	275				224	263
14 Transit Center	5	5	14	14	18	10	11	15	15				12	9
15 Courthouse	131	132	142	146	131	112	129	142	149				135	131
16 Helix	335	387	359	359	313	309	287	413	403				352	339
17 TOTAL	706	737	745	744	686	664	593	783	842				722	742

<b>AVERAGE LENGTH OF STAY - HOURS</b>														
18 Victorian Square	2.3	2.3	2.9	2.7	3.1	3.0	3.4	3.4	3.2				3	2
19 Transit Center	2.8	2.9	2.6	2.8	2.4	2.3	2.7	2.5	2.4				3	3
20 Courthouse	2.2	2.2	2.2	2.1	2.2	2.1	2.2	2.2	2.1				2	2
21 Helix	1.0	0.8	0.9	0.8	0.8	0.8	1.1	1.0	1.0				1	1
22 CUMULATIVE AVERAGE	2.1	2.1	2.1	2.1	2.1	2.0	2.3	2.3	2.2	#DIV/0!	#DIV/0!	#DIV/0!	2.1	2.0

<b>AVERAGE TRANSACTION AMOUNT</b>														
23 Victorian Square	\$ 6.49	\$ 6.63	\$ 8.28	\$ 7.83	\$ 8.29	\$ 8.74	\$ 9.98	\$ 9.85	\$ 9.25				\$ 8.37	\$ 7.04
24 Transit Center	\$ 5.75	\$ 5.74	\$ 5.09	\$ 5.40	\$ 4.79	\$ 4.76	\$ 5.31	\$ 5.01	\$ 4.81				\$ 5.18	\$ 5.29
25 Courthouse	\$ 4.40	\$ 4.48	\$ 4.34	\$ 4.14	\$ 4.32	\$ 4.14	\$ 4.34	\$ 4.42	\$ 4.28				\$ 4.32	\$ 4.18
26 Helix	\$ 2.82	\$ 2.46	\$ 2.55	\$ 2.50	\$ 2.46	\$ 2.45	\$ 3.22	\$ 3.01	\$ 3.01				\$ 2.72	\$ 2.42
27 CUMULATIVE AVERAGE	4.9	4.8	5.1	5.0	5.0	5.0	5.7	5.6	5.3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 4.73



**Aged Balances - 53-301 Courthouse Garage**

Ending Balances as of 4/1/2024

Account	Current	30 Days	60 Days	90 Days	Total Due
0					
<b>Report Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Aged Balances - 52-301 Transit Center Garage**

Ending Balances as of 4/1/2024

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

**Aged Balances - 51-301 Victorian Square Garage**

Ending Balances as of 4/1/2024

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

**Aged Balances - 54-301 Helix Garage**

Ending Balances as of 4/1/2024

Account	Current	30 Days	60 Days	90 Days	Total Due
96305 GRAY CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Report Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



	Actuals Through Feb-24	FY 2024 Year End Projection	Fiscal Year 2025 Proposed Budget
Revenue			2.5% Rev. Increase
Revenue OnStreet			
1 Parking - Monthly Rental	105,169	137,381	139,759
2 Parking - Meter Collections	742,902	1,130,148	1,159,676
3 Parking - Fines	574,103	834,310	810,300
4 Overage/Shortage/Fees	(82)	-	-
5 Total Revenue OnStreet	1,422,092	2,101,839	2,137,454
Revenue OffStreet			
6 Parking - Monthly Rental	1,132,705	1,649,385	1,733,094
7 Parking - Transient Rental	614,639	974,350	975,389
8 Parking - Event	223,678	293,108	302,045
9 Parking - Validations	50,245	60,200	60,371
10 Parking - Fines	410	470	580
11 Overage/Shortage/Fees	3,212	-	-
12 Total Revenue OffStreet	2,024,889	2,977,513	3,071,479
13 Total Commercial Property Revenue Net	51,132	84,999	85,000
14 Total Revenue	3,498,113	5,164,351	5,293,933
Operating Expenses			
OnStreet Operating Expenses			
15 PCI Operating Expenses	807,210	1,145,165	1,273,903
16 Property & Casualty Excess Insurance	1,773	1,800	1,900
17 Bank & Credit Card Fees	69,190	115,000	115,000
18 Total OnStreet Operating Expenses	878,173	1,261,965	1,390,803
OffStreet Operating Expenses			
19 PCI Operating Expenses	872,229	1,166,315	1,412,959
20 Property & Casualty Excess Insurance	72,355	73,000	77,000
21 Bank & Credit Card Fees	31,087	45,000	47,000
22 Utilities	83,462	132,000	135,000
23 Total OffStreet Operating Expenses	1,059,133	1,416,315	1,671,959
24 Personnel Expenses	204,228	350,626	460,770
Administrative Expenses			
25 Property & Casualty Excess Insurance	26,041	27,000	27,800
26 Bank & Credit Card Fees	373	1,000	1,000
27 Other Professional Services	201,677	284,280	365,000
28 Rent/Lease Expenses	-	-	-
29 Landline Phones	2,404	3,200	3,500
30 Business Travel & Training	17,860	37,300	28,000
31 Dues Subscriptions & Publications	1,335	4,500	4,500
32 Office Supplies	8,767	10,800	12,000
33 Office Machines & Equipment	2,990	5,250	4,000
34 Office Repairs & Maintenance	129	1,500	1,500
35 Interest Expense	184	211	-
36 Operating Contingency <sup>1</sup>	4,574	256,000	265,000
37 Total Administrative Expenses	266,334	981,667	1,173,070
38 Total Operating Expenses	2,407,868	3,659,947	4,235,832
39 Change in Net Position Before Interest Income	1,090,245	1,504,404	1,058,101
40 Interest Income	117,518	160,000	87,500
41 Change in Net Position + Interest	1,207,763	1,664,404	1,145,601
42 Depreciation and Amortization	(545,160)	(805,000)	(805,000)
43 Total Change Net Position Operating Budget	662,603	859,404	340,601
44 CAMP Expenditures		652,000	1,200,000
45 Contribution to Reserve		500,000	-
46 Net Change in Position and Capital Expenses not elsewhere noted		(292,596)	(859,399)

## Note 1

## CONTINGENCY FUND USE - Row 36

## Projected Capital Items to complete in fiscal 2024

Transit Center Security and Other	190,000
Concrete Repair Victorian Square	7,000
Mosaic Light Panel	4,000
Cleaning of Four Structures	50,000
<b>Projected Total</b>	<b>251,000</b>



## REVENUE ENHANCEMENTS BUDGET RECOMMENDATIONS FOR BOARD DISCUSSION

### RECOMMENDATION - CITATION INCREASE

Citation increase - \$5 per citation (\$15 to \$20) implement 01 Sep 2024		
Citation increase - \$10 per citation (\$15 to \$25) implement 01 Sep 2024	\$5	\$10
<b>POTENTIAL CITATION INCREASE</b>	<b>104,550</b>	<b>209,228</b>

### RECOMMENDATION - VICTORIAN AND TRANSIT MONTHLY INCREASE

Monthly Rate Victorian Square; Transit - all 01 Sep 2024 implementation		
Victorian Square	20,520	
Transit	29,820	
<b>POTENTIAL OFF STREET INCREASE</b>	<b>50,340</b>	<b>50,340</b>

<b>TOTAL REVENUE INCREASE</b>	<b>154,890</b>	<b>259,568</b>
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### CALCULATION FOR OFF STREET REVENUE ENHANCEMENT

**Transit -** Available for increase 111 spots equals \$6,600 plus potential of Gray \$23,220. Total increase in 2024-2025 fiscal is \$29,820.

1091 monthly parkers

Gray - 406 spots; 4-year contract started July 2023; \$59.50 for 24 months; \$62.00 remainder; can terminate with 90 days notice

Recommendation - after securing structure request \$5.00 per month increase

With implementation date of 01 Sep 2024; FY25 revenue enhancement \$23,220

LFUCG - 393 spots; 2 year contract started July 2023; cannot adjust until 90 days before contract expiration; no increase in this fiscal budget cycle.

Recommendation - increase to market at end of contract

KU and other = 181 spots; will contact about increase.

**Victorian Square -** 456 monthly parkers; implement 01 Sep 2024; revenue increase for 2024-2025 budget year of \$20,520

### OTHER

#### Potential Revenue Enhancements not noted in budget

**Jefferson Street** - add meters to 100 and 200 block (from Short Street north to Third Street)

Estimate is 44 meters at most/ expectation is 75% of estimate will materialize

Engaged city to address yellow curbs, etc. to estimate true number of meters

Estimate is \$1,600 per meter per year

Potential estimate of revenue - \$1,600 value per meter with 33 meters (75% of upper limit) - \$52,800

#### AVERAGE VALUE OF METER

Total citations and meter collection expectation fiscal 2024 = \$1,964,458

Number of meters - 1206

Average revenue per meter = \$1,628/year

**CITATION RATE  
MARKET STUDY CITATION ONLY  
06 APR 2024**

LEXPARK (56)	CURRENT	ESCALATION	PROPOSED
	\$15.00	\$15.00 ADDITIONAL/XX DAYS	\$25.00
LOUISVILLE PARC (28)	\$30.00		
			(\$3.50 to pay on-line)
CINCINNATI (64)	\$45.00	\$10.00 after 14 days	
		Double after 21 days	
COLUMBUS (14)	\$30.00		
DURHAM NC (74)	\$30.00		
UNIVERSITY OF KENTUCKY	\$30.00		

**AVERAGE \$33 (of cohorts)**

( ) = [https://ballotpedia.org/Largest\\_cities\\_in\\_the\\_United\\_States\\_by\\_population](https://ballotpedia.org/Largest_cities_in_the_United_States_by_population)

Size of city by population - ranking

## MARKET DATA

### COVERED PARKING STRUCTURES

Lexington, Kentucky

06 Apr 2024

Truist	Monthly Charge
200 West Vine Street	\$105-\$126
City Center	Monthly Charge
111 West Vine Street	\$110.24-\$137.80
Central Bank Lower	Monthly Charge
Broadway at High	\$74.20
Hilton	Monthly Charge
369 West Vine Street	\$84.80-\$110
Fifth Third	Monthly Charge
230 West Main	\$88.40-\$105
Chase Tower	Monthly Charge
200 East Main	\$90.10

### LEXPARK STRUCTURES

#### OVERALL PRICING/ RECOMMENDATION PROPOSED

**\$5 increase on Victorian Square and Transit Center (last raised 2018)**

**Helix and Courthouse raised 2022**

Victorian Square	Monthly Charge /Proposed
350 West Short Street	\$95.40/\$116.60 / \$100.7/\$117.60
Transit Center	Monthly Charge/ Proposed
150 East Vine Street	\$68.90/ \$74.20
Helix	Monthly Charge/Proposed
156 East Main	\$68.90/ N/A
Courthouse	Monthly Charge/Proposed
105 Barr Street	\$79.50/ N/A

### TRANSIT

- LFUCG / 2 year/ July 2023 – cannot adjust until 90 days before contract maturity;393 spots
- Gray - / 4-year contract/ starting July 2023 \$59.50 for 24 months; remained of contract \$62.00; 406 spots; can terminate with 90 days written notice.

### VICTORIAN SQUARE

- No long-term contracts; expect 100% increase without loss of volume