

Account Number	Account Description	Actual FY2019	Actual FY2020	Budget FY2021	Estimated FY2021	Requested FY2022	Requested Budget % Change from: Estimate Budget
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64 FUND BALANCE - Parking Fund

Starting Fund Balance		0	261,359	1,175,989	1,175,989	836,848	
Revenues & Other Sources		315,765	1,372,725	1,385,750	1,308,150	1,411,500	
Expenditures & Other Uses		54,406	458,095	1,654,341	1,647,291	1,775,910	
Ending Fund Balance		261,359	1,175,989	907,398	836,848	472,438	

Season runs from May 15th to October 30th - 5.5 months (crossing 2 fiscal budget years) (In CalYr20, start date is June 1st)
 Note - FY2019 was only 45 days; May 15th to June 30th. FY20 had a late May start.

Time of Meters active is from 9 AM to 8 PM - Cost to park at particular locations may be changed by Council action from time to time. Industry "sweet spot" is generally close to 85% occupancy for each space. On line permits & parking spaces are referenced/paid for by utilizing vehicle plate data.

This fund is part of the General Fund, similar to the Cruise Ship Fund, where Direct expenses are tracked. Also, annual Allocated Operating Transfers are made to the General Fund for the departments' oversight, overhead as well as other designated reasons to covered related costs. Funds are transferred to the Town's CIP fund for equipment & infrastructure improvements, as revenues permit, through the budget process. Operational oversight and meter maintenance is provided by the Parking staff of the Police Department. All capital assets are purchased and accounted for by the Police Department. The allocation to capital is primarily in the areas of maintaining lights, public ways, parking areas, etc., that otherwise would be funded by taxpayer funds.

How Parking Funds Shall be used:

Per MRSA Title 30-A, Chapter 141, Section 3009:

The Revenue collected from parking meters must be used:

- a) To purchase, maintain and police the meters;
- b) To construct and maintain public ways;
- c) To acquire, construct, maintain and operate public parking areas; and
- d) For no other purpose.

318 total metered spaces
 295 metered spaces (net of parklets in CY20)
 174 Kiosk spaces-streets
 419 Kiosk spaces-P lots
 28 kiosks

Money may not be expended from Reserve funds (Fund Balance) without Town Meeting approval.

Statistical Data:	Calendar Year 2019 (5.5 Months)	Calendar Year 2020 (5.0 Months)
Revenue: cash collected	9%	6%
credit cards	91%	94%
Avg. Cash Trans	\$ 1.06	\$ 1.01
Avg. IPS CC Trans	\$ 4.16	\$ 3.90
Avg. PM CC Trans	\$ 3.67	\$ 2.97
# of CC transactions	367,343	299,259
# of Coin transactions	141,798	71,950
Reset revenue	\$ 56,790	\$ 34,017
IPS & CC Fees as a % of Revenues	7.1%	9.5%
Park Mobile & CC Fees as a % of R	14.2%	17.1%
Permits: Resident Vehicle (Free)	1,930	1,623
Guest of Resident (Free)	89	213
Permits Paid	614	299
Citations: Issued (Warnings/Citations)		4,733
Citations-Paid		2,147
Citations-Voided		721
Citations-Warnings		425
Citations-Outstanding		1,440

Account Number	Account Description	Actual FY2019	Actual FY2020	Budget FY2021	Estimated FY2021	Requested FY2022	Requested Budget % Change from:	
64 REVENUES - Parking Meter Revenues								
Departmental Revenue-Gross Proceeds								
72-4332	Kiosk/Meters -Coins -\$.25	29,237	129,159	135,000	85,000	130,000	52.9%	-3.7%
72-4360	Kiosk/Meters -Tokens -\$1 (redeemed)	0	0	0	2,000	2,000	0.0%	
72-4363	Kiosk/Meter Credit Cards -IPS	268,258	1,116,538	1,125,000	1,050,000	1,120,000	6.7%	-0.4%
72-4368	Kiosk/Meters -ParkMobile App	25,560	172,883	170,000	200,000	190,000	-5.0%	11.8%
72-4369	Misc Coins-Foreign Exchange	615	2,329	3,000	2,500	2,000	-20.0%	-33.3%
72-4370	Park Smart Prepaid Cards (redeemed)	0	0	5,000	3,000	5,000	66.7%	0.0%
72-4371	Bay Ferries Park Fees -\$12 night	0	0	6,000	0	6,000		0.0%
Total-Paid Parking		323,670	1,420,909	1,444,000	1,342,500	1,455,000	8.4%	0.8%
Licenses and Permit Revenue								
73-4400	Employees/COA permits - \$30	8,040	11,221	13,000	10,000	12,000	20.0%	-7.7%
73-4402	Non-Residents - \$75	2,100	1,500	2,200	1,000	1,500	50.0%	-31.8%
73-4404	B&B's/Wkly Rentals - \$375/\$750	3,000	2,250	5,250	3,000	3,750	25.0%	-28.6%
73-4405	Hospital Zone - \$2250 -75 spaces Hancock, Wayman & Center Sts	0	2,250	2,250	2,250	2,250	0.0%	0.0%
73-4406	Misc-Contractors, Boat Tr.-\$24/\$5 Com'lFish, Rec Boat-Res Spec Event, Contr	1,223	2,384	2,750	1,000	2,000	100.0%	-27.3%
Total-Paid Permits		14,363	19,605	25,450	17,250	21,500	24.6%	-15.5%
Local Source Revenue								
72-4365	Metered Violations-\$30 \$25 fine if paid within 14 days	730	30,215	28,000	80,000	70,000	-12.5%	150.0%
72-4366	Other Parking Violations	310	4,870	7,000	5,000	6,000	20.0%	-14.3%
Total-Violations Issued & Collected		1,040	35,085	35,000	85,000	76,000	-10.6%	117.1%
Other Misc Revenue								
71-4700	Interest Income	26	10,833	5,000	4,000	4,000		
Total Interest Income		26	10,833	5,000	4,000	4,000	0.0%	-20.0%
Subtotal - Gross Revenue -all sources		339,099	1,486,432	1,509,450	1,448,750	1,556,500	7.4%	3.1%
Parking CC & Permit Transaction Expenses:								
72-4361	AMG CrCrd Proc. Fees-IPS	14,879	66,115	71,000	70,000	71,000	1.4%	0.0%
72-4364	AMG CrCrd Proc. Fees-ParkMobile	1,654	12,076	14,000	16,000	17,000	6.3%	21.4%
72-4367	Park Mobile Fixed Trans Fee -\$.25	1,658	11,300	12,000	15,000	16,000	6.7%	33.3%
72-4385	IPS-Gateway Fees -\$.13	3,724	16,944	17,000	30,000	31,000	3.3%	82.4%
72-4386	IPS Park Violation Trans/ccGate Fees	703	5,349	6,500	8,000	7,500	-6.3%	15.4%
73-4387	IPS Permit Transaction Fees	716	1,923	3,200	1,600	2,500	56.3%	-21.9%
Total-All CCrd & Transaction Fees		23,334	113,707	123,700	140,600	145,000	3.1%	17.2%
Total Net Revenues & Other Sources		315,765	1,372,725	1,385,750	1,308,150	1,411,500	7.9%	1.9%

Account Number	Account Description	Actual FY2019	Actual FY2020	Budget FY2021	Estimated FY2021	Requested FY2022	Requested Budget % Change from:	
6410 EXPENDITURES - Parking Meter Fund								
DIRECT EXPENSES								
Contract Services								
5105	Wages-Parking Enf.-Suprvsr-Hourly	0	4,614	0	33,540	34,546	3.0%	
5110	Wages-Parking Enforcement-Ovrtm	213	1,178	7,000	1,700	4,000	135.3%	-42.9%
5115	Wages-Enforcement(4) /FinClrk*	23,073	72,730	78,208	85,000	104,008	22.4%	33.0%
5130	Wages-Finance Clerk-Part Time	0	0	25,800	0	0		
5200	Ben-Social Security/FICA taxes	1,677	6,413	8,492	8,800	10,400	18.2%	22.5%
5210	Ben-MSRS Retirement costs	0	747	0	2,400	2,900	20.8%	
5215	Ben-Workers Compensation	333	1,223	2,080	2,100	2,500	19.0%	20.2%
5220	Ben-Unemployment taxes	265	480	1,050	800	1,600	100.0%	52.4%
5225	Ben-Health Insurance costs	0	1,652	0	6,500	8,200	26.2%	
5240	Ben-HRA Flex Program	0	0	0	750	1,500	100.0%	
5334	Cont Serv-Professional Fees	6,999	3,240	3,000	2,000	2,500	25.0%	-16.7%
5340	Legal Fees	1,059	0	500	0	500		0.0%
5356	DMV Acquisition Fees	0	0	0	3,000	3,000	0.0%	
5368	Total-annual software support lic **	1,136	14,131	25,248	18,000	21,687	20.5%	-14.1%
5410	Uniforms, shoes, equipment, radios	2,299	1,274	6,500	3,000	4,000	33.3%	-38.5%
5436	Office supplies & exps	546	1,008	2,000	1,000	2,000	100.0%	0.0%
5438	Supplies, batteries, Paper, Misc.	575	12,709	6,000	4,000	6,000	50.0%	0.0%
5448	Signage	15,636	8,300	4,000	2,000	3,000	50.0%	-25.0%
5516	Fuel-Gasoline	0	0	500	500	500	0.0%	0.0%
5528	Util-Telephone/Celluar	0	620	600	250	600	140.0%	0.0%
5618	Repairs to Meters/Equipment	0	2,270	3,000	4,500	3,500	-22.2%	16.7%
5700	Computer Equipment	0	0	1,000	1,000	1,000	0.0%	0.0%
5704	Operating Equipment	0	5,299	6,000	2,000	5,000	150.0%	-16.7%
5800	Advertising	0	0	3,000	1,000	1,500	50.0%	-50.0%
5808	Dues & subscriptions	595	0	600	600	600	0.0%	0.0%
5809	Insurance-Gen Liability	0	0	0	343	400	16.6%	
5824	Insurance-Kiosks-Property & Cas	0	400	400	169	200	18.3%	-50.0%
5826	Insurance-Veh & Liab	0	0	0	546	600	9.9%	
5836	Postage	0	36	0	0	200		
5906	Contingency	0	25	10,000	7,430	10,000	34.6%	0.0%
5924	Island Explorer shuttle contrib.	0	0	5,000	0	5,000		0.0%
Total Direct Expenses		54,406	138,349	199,978	192,928	241,441	25.1%	20.7%
6420 ALLOCATED EXPENSES: OPERATIONS (Transfer to Revenue of the General Fund)								
4816	Administrative Services-Fin & Adm	0	17,819	30,741	30,741	43,558	41.7%	41.7%
4834	Transfer Est Parkng Citation Fines	0	30,000	35,000	35,000	70,000	100.0%	100.0%
4845	Police Admin. Oversight Services	0	4,475	76,256	76,256	53,775	-29.5%	-29.5%
4877	Public Works Services	0	7,452	171,433	171,433	172,200	0.4%	0.4%
Total Allocations Transfer to Gen Fund		0	59,746	313,430	313,430	339,534	8.3%	8.3%
6430 ALLOCATED CIP EXPENSES: Capital Transfers to GF's CIP Fund								
6000	2 Meter Storage Trailers	0	15,000	0	0	0		
6130	Municipal Building	0	0	0	0	5,000		
6164	Lower Main Street Streetscape	0	0	25,000	25,000	80,000	220.0%	220.0%
6166	Cottage Street Streetscape	0	0	25,000	25,000	80,000	220.0%	220.0%
6228	Parking Vehicle Transportation (in PD)	0	25,000	6,000	6,000	5,000	-16.7%	-16.7%
6229	Parking Meters & Eqpt Reserve (in PD)	0	90,000	42,433	42,433	40,435	-4.7%	-4.7%

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6232	Radio Command Console (in Disp)	0	0	20,000	20,000	0		
6258	Ferry Terminal Parking Lot (in Hrbr)	0	0	250,000	250,000	95,000	-62.0%	-62.0%
6260	Port Security Building Reserve-50%	0	0	4,000	4,000	5,000	25.0%	25.0%
6300	Bike Racks (in Prks & Rec)	0	5,000	5,000	5,000	5,000	0.0%	
6406	Bikeway/Pedestrian Improvements	0	0	20,000	20,000	40,000	100.0%	100.0%
6408	Road Grader	0	0	0	0	15,000		
6410	Land Acquisition - Parking (in Hiway)	0	0	5,000	5,000	20,000	300.0%	300.0%
6414	Front End Loader	0	0	0	0	15,000		
6420	Roads	0	0	200,000	200,000	200,000	0.0%	0.0%
6424	Sidewalk Plow	0	0	26,000	26,000	26,000	0.0%	
6426	Sidewalks	0	0	100,000	100,000	100,000	0.0%	0.0%
6434	Rte#3 Eden Pathway lighting	0	0	20,000	20,000	20,000	0.0%	0.0%
6436	St. Sweeper Reserve	0	0	0	0	26,000		
6440	School Satellite Parking lot	0	0	25,000	25,000	50,000	100.0%	
6448	LED Lights Upgrade (cap lease-3 yrs)	0	0	133,000	133,000	133,000	0.0%	0.0%
6452	Highway Trucks (plow)	0	0	50,000	50,000	50,000	0.0%	0.0%
6516	Debt Service-Ferry Terminal Prk Lot	0	0	50,000	50,000	50,000	0.0%	0.0%
6516	Debt Service Park Meters-5 yrs to FY24	0	125,000	134,500	134,500	134,500	0.0%	0.0%
Total Capital Exp. Allocations to CIP		0	260,000	1,140,933	1,140,933	1,194,935	4.7%	4.7%
Total Expenditures		54,406	458,095	1,654,341	1,647,291	1,775,910	7.8%	7.3%

changed

New Parking Fund Operational & Capital Appropriations Attributed to:

Reduce current tax impact previously obligated by taxes	\$ 447,000
Reduce current tax impact on new/current committed projects	\$ 477,935
Reduce future tax impact for new long term projects	\$ 270,000
Total Favorable impact on taxes proposed in FY22	\$ 1,194,935

ALLOCATED OH EXPENSES: OPERATIONS (Transfer as revenue to the General Fund)

(These charges are included in the Parking Fund as an allocated expense and is reflected in the General Fund revenues as part of its Parking Fund transfers in - #1088-4810)

4816 Administrative Services to the Parking Fund

Next Year

Share of Normal Finance Department Expenses (by Rev \$)				\$ 25,450
Plus: add the following:				
	Salary/Day	Days/Yr.	Total	
Technical Systems Administrator, <i>IPS & LPR admin.</i>	\$329.68	5	1,648	
Finance Director - <i>added budgeting, meetings, oversight</i>	\$393.84	9	3,545	
Tax Collector - <i>analytics, cash/data cross referencing, bank tracking</i>	\$245.90	6	1,475	
Assessor - <i>GIS database & Parking maps</i>	\$316.16	7	2,213	
Town Manager (<i>Budget, Meetings, Etc.</i>) (old rate)	\$420.02	10	4,200	
Total Wages and Salaries			13,082	
Benefits	Rate	38.0%	4,971	
Parking Fund's Share of Management Expenses				\$ 18,053
Total Parking Fund Administrative Services Charge				\$ 43,502

Police Overhead

	Hours	Hourly Rate	FY2021
Police Chief (includes all overhead)	50	\$ 75.00	\$ 3,750
Capt.- Supervision	40	\$ 36.52	\$ 1,461
PT Patrol Officers-Field Train	320	\$ 18.30	\$ 5,856
(benefits-Capt & PT PO's only)	38%		\$ 2,780
			\$ 13,847
10% of Depatch Oper. Budget-FY21	10%	\$ 248,082	\$ 24,808
Use of 1120 SqFt of Port Sec. Bldg	1,120	\$ 13.50	\$ 15,120
<i>Subtotal Police Overhead</i>			\$ 53,775

Highway Overhead

Hours Avg. Hourly Rate

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	Winterize Kiosks	(28)	40	\$ 22.00		\$ 880	
	Install/Remove meter	(184)	288	\$ 22.00		\$ 6,336	
	Meter/Kiosk maintenance		40	\$ 22.00		\$ 880	
	Regular Highway wages (benefits)	bal of 1 FTE	1,692	\$ 22.00		\$ 37,224	
			38.5%			\$ 17,448	
						\$ 62,768	
	Use of Highway Vehicles:	est				\$ 5,000	
	Line Stripping/Crack Sealing:	#1077-5344				\$ 28,425	
	Roadside Mowing	#1077-5348				\$ 3,600	
	Catch Basins	#1077-5604				\$ 3,500	
	Culverts	#1077-5614				\$ 9,657	
	Gravel & Fill	#1077-5624	50%			\$ 9,250	
	Road Salt	#1077-5662	38%			\$ 50,000	
	<i>Total Highway Overhead</i>		(using FY21 budget Amounts)				\$ 172,200

Detail to Direct Expenses: (shown on page 3)

Detail to 3 Direct Cost Line Items:

Estimated-21 Budget-22

Detail to Parking Wages: Accts #6410-5105

33,540 34,546

Special Services Sgt.--current rate \$ 32.25 1,040

* **Detail to Parking Wages: Accts #6410-5115**

Parking Financial Clerk (1)	Part time	#5115	25,800	25,800	25,800
<i>\$21.50 phr - 1200 hours</i>					
Parking Enforcement Coordinator (1)	Part time	#5115	19,584	19,584	22,360
<i>\$21.50 phr - 1040 hours</i>					
Parking Enforcement (3)	Part time	#5115	25,267	25,267	55,848
<i>\$17.90 phr - 3120 hours</i>					
Total Wages-Parking Enforcement *			70,651	70,651	104,008

** **Detail to annual software license costs: Acct #6410-5368**

5368	Handheld Unit Support (\$60x12x3units)	IPS	900	2,160	2,160
<i>Police Enforcement software</i>					
"	Parking Availability App's/Educ.		0	0	2,500
<i>Provides info to public via cloud-new</i>					
"	M5Smart meter (\$5.75 x 6mo x 316)	IPS	9,689	9,689	10,902
<i>Monthly fees, acct reports; communication</i>					
"	Dome Sensors (\$3.50 x 6mo x 316)	IPS	5,898	0	0
<i>Gives analytics, resets to zero</i>					
"	Kiosk Reporting (\$25 x 6mo x 28)	IPS	3,500	3,500	4,200
	Annual LPR support	Vigilant	0	1,925	1,925
<i>license plate reader system</i>					
Total-annual software support lic **			19,987	17,274	21,687