

Account Number	Account Description	Actual FY2020	Actual FY2021	Budget FY2022	Estimated FY2022	Requested FY2023	Requested Budget % Change from: Estimate	Budget
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64 FUND BALANCE - Parking Fund

Starting Fund Balance		261,359	1,175,989	1,117,599	1,117,599	1,358,796		
Revenues & Other Sources		1,372,725	1,603,993	1,411,500	2,038,960	1,839,500		
Expenditures & Other Uses		458,095	1,662,383	1,778,283	1,797,763	2,272,954		
Ending Fund Balance		1,175,989	1,117,599	750,816	1,358,796	925,342		

Season runs from May 15th to October 30th - 5.5 months (crossing 2 fiscal budget years) (In CalYr20, start date is June 1st)

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, Chapter141, 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 2020 (5.0 Months)	Calendar Year 2021 (5.5 Months)
Revenue: cash collected	6%	4%
credit cards	94%	96%
smart cards		0.01%
Avg. Cash Trans	\$ 1.01	\$ 1.09
Avg. IPS CC Trans	\$ 3.90	\$ 4.41
Avg. PM CC Trans	\$ 2.97	\$ 3.47
# of CC transactions	299,259	505,553
# of Coin transactions	71,950	83,174
Reset revenue	\$ 34,017	\$ 60,728
IPS & CC Fees as a % of Revenues	9.5%	
Park Mobile & CC Fees as a % of R	17.1%	
Permits: Resident Vehicle (Free)	1,623	2,098
Guest of Resident (Free)	213	282
Permits Paid	299	566
Municipal Permits	41	30
Citations: Issued (Warnings/Citations)	4,733	4,542
Citations-Paid	2,147	2,847
Citations-Voided	721	781
Citations-Warnings	425	180
Citations-Outstanding	1,440	734
Smart Card \$ Value issued to Com. Members	\$ -	\$ 1,875

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64 REVENUES - Parking Meter Revenues

Departmental Revenue-Gross Proceeds

72-4332	Kiosk/Meters -Coins -\$.25	129,159	82,056	130,000	80,000	80,000	0.0%	-38.5%
72-4360	Kiosk/Meters -Tokens -\$1 (redeemed)	0	82	2,000	500	2,000	300.0%	0.0%
72-4363	Kiosk/Meter Credit Cards -IPS	1,116,538	1,290,639	1,120,000	1,670,000	1,500,000	-10.2%	33.9%
72-4368	Kiosk/Meters -ParkMobile App	172,883	292,247	190,000	410,000	350,000	-14.6%	84.2%
72-4369	Misc Coins-Foreign Exchange	2,329	1,153	2,000	2,000	2,000	0.0%	0.0%
72-4370	Park Smart Prepaid Cards (redeemed)	0	0	5,000	1,000	5,000	400.0%	0.0%
72-4371	Bay Ferries Park Fees -\$12 night	0	0	6,000	0	6,000		0.0%
Total-Paid Parking		1,420,909	1,666,177	1,455,000	2,163,500	1,945,000	-10.1%	33.7%

Licenses and Permit Revenue

73-4400	Employees/COA permits - \$30	11,221	8,173	12,000	5,580	8,500	52.3%	-29.2%
73-4402	Non-Residents - \$75	1,500	1,582	1,500	1,875	1,500	-20.0%	0.0%
73-4404	B&B's/Wkly Rentals - \$375/\$750	2,250	750	3,750	0	3,750		0.0%
73-4405	Hospital Zone - \$2250 -75 spaces <i>Hancock, Wayman & Center Sts</i>	2,250	2,250	2,250	2,250	2,250	0.0%	0.0%
73-4406	Misc-Contractors, Boat Tr.-\$24/\$5 <i>Com'lFish, Rec Boat-Res Spec Event, Contr</i>	2,384	780	2,000	255	2,000	684.3%	0.0%
Total-Paid Permits		19,605	13,535	21,500	9,960	18,000	80.7%	-16.3%

Local Source Revenue

72-4365	Metered Violations-\$30 <i>\$25 fine if paid within 14 days</i>	30,215	85,828	70,000	75,000	70,000	-6.7%	0.0%
72-4366	Other Parking Violations	4,870	7,507	6,000	30,000	25,000	-16.7%	316.7%
Total-Violations Issued & Collected		35,085	93,335	76,000	105,000	95,000	-9.5%	25.0%

Other Misc Revenue

71-4700	Interest Income	10,833	1,260	4,000	2,000	2,500		
Total Interest Income		10,833	1,260	4,000	2,000	2,500	25.0%	-37.5%

Subtotal - Gross Revenue -all sources

	1,486,432	1,774,307	1,556,500	2,280,460	2,060,500	-9.6%	32.4%
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related fees deducted from rev's:

Parking CC & Permit Transaction Expenses:

72-4361	AMG CrCrd Proc. Fees-IPS	66,115	73,054	71,000	98,000	88,000	-10.2%	23.9%
72-4364	AMG CrCrd Proc. Fees-ParkMobile	12,076	22,184	17,000	34,000	33,000	-2.9%	94.1%
72-4367	Park Mobile Fixed Trans Fee -\$.25	11,300	21,655	16,000	33,000	30,000	-9.1%	87.5%
72-4385	IPS-CC/Gateway Trans Fees -\$.13	16,944	41,686	31,000	64,000	60,000	-6.3%	93.5%
72-4386	IPS Park Violation Trans/CC Fees	5,349	10,416	7,500	10,500	8,000	-23.8%	6.7%
73-4387	IPS Permit Transaction Fees	1,923	1,319	2,500	2,000	2,000	0.0%	-20.0%
Total-All CCrd & Transaction Fees		113,707	170,314	145,000	241,500	221,000	-8.5%	52.4%

Total Net Revenues & Other Sources

	1,372,725	1,603,993	1,411,500	2,038,960	1,839,500	-9.8%	30.3%
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6410 EXPENDITURES - Parking Meter Fund

DIRECT EXPENSES

Contract Services

5105	Wages-Parking Enf.-Suprvsr-Hourly	4,614	35,860	34,546	34,546	80,320	132.5%	132.5%
5110	Wages-Parking Enforcement-Ovrtm	1,178	2,077	4,000	4,000	4,000	0.0%	0.0%
5115	Wages-Enf(4)Hwy(2) /FinClrk*	72,730	85,478	104,008	104,008	137,360	32.1%	32.1%
5200	Ben-Social Security/FICA taxes	6,413	9,893	10,400	10,400	17,000	63.5%	63.5%
5210	Ben-MSRS Retirement costs	747	2,092	2,900	2,900	10,100	248.3%	248.3%
5215	Ben-Workers Compensation	1,223	1,999	2,500	2,500	5,250	110.0%	110.0%
5220	Ben-Unemployment taxes	480	630	1,600	1,600	2,200	37.5%	37.5%
5225	Ben-Health Insurance costs	1,652	6,608	8,200	8,200	20,160	145.9%	145.9%
5230	Ben-Opt Out Program	0	0	1,500	1,500	15,000	900.0%	900.0%
5290	Ben-HRA Account	0	750	1,500	1,500	4,000	166.7%	166.7%
5334	Cont Serv-Professional Fees	3,240	2,125	2,500	2,500	2,500	0.0%	0.0%
5336	Cont Serv-Muni Dig Safe Fee	0	0	0	2,500	2,500	0.0%	0.0%
5340	Legal Fees	0	0	500	500	500	0.0%	0.0%
5356	DMV Acquisition Fees	0	6,105	3,000	6,500	6,500	0.0%	116.7%
5368	Total-annual software support lic **	14,131	20,828	21,687	25,400	26,777	5.4%	23.5%
5410	Uniforms, shoes, equipment, radios	1,274	1,424	4,000	4,000	4,000	0.0%	0.0%
5436	Office supplies & exps	1,008	710	2,000	2,000	2,000	0.0%	0.0%
5438	Supplies, batteries, Paper, Misc.	12,709	10,419	6,000	11,000	9,000	-18.2%	50.0%
5448	Signage	8,300	2,497	3,000	4,929	3,500	-29.0%	16.7%
5516	Fuel-Gasoline	0	139	500	500	500	0.0%	0.0%
5528	Util-Telephone/Celluar	620	484	600	600	600	0.0%	0.0%
5618	Repairs to Meters/Equipment	2,270	4,263	3,500	3,500	3,500	0.0%	0.0%
5700	Computer Equipment	0	0	1,000	3,980	1,500	-62.3%	50.0%
5704	Operating Equipment	5,299	1,901	5,000	5,000	5,000	0.0%	0.0%
5800	Advertising	0	0	1,500	1,500	1,500	0.0%	0.0%
5808	Dues & subscriptions	0	0	600	600	600	0.0%	0.0%
5822	Insurance-Gen Liability	0	687	400	343	400	16.6%	0.0%
5824	Insurance-Kiosks-Property & Cas	400	338	200	169	200	18.3%	0.0%
5826	Insurance-Veh & Liab	0	1,093	600	546	600	9.9%	0.0%
5836	Postage	36	0	200	200	200	0.0%	0.0%
5906	Contingency	25	9,620	10,000	10,000	10,000	0.0%	0.0%
5924	Island Explorer shuttle contrib.	0	0	5,000	5,000	216,438	4228.8%	4228.8%
Total Direct Expenses		138,349	208,020	242,941	262,421	593,705	126.2%	144.4%

6420 ALLOCATED EXPENSES: OPERATIONS (Transfer to Revenue of the General Fund)

4816	Administrative Services-Fin & Adm	17,819	30,741	44,432	44,432	50,496	13.6%	13.6%
4834	Transfer Est Parkng Citation Fines	30,000	35,000	70,000	70,000	70,000	0.0%	0.0%
4845	Police Admin. Oversight Services	4,475	76,256	53,775	53,775	74,904	39.3%	39.3%
4877	Public Works Services	7,452	171,433	172,200	172,200	193,915	12.6%	12.6%
Total Allocations Transfer to Gen Fund		59,746	313,430	340,407	340,407	389,315	14.4%	14.4%

6430 ALLOCATED CIP EXPENSES: Capital Transfers to GF's CIP Fund

6000	2 Meter Storage Trailers	15,000	0	0	0	0		
6130	Municipal Building	0	0	5,000	5,000	5,000	0.0%	0.0%
6164	Lower Main Street Streetscape	0	25,000	80,000	80,000	80,000	0.0%	0.0%
6166	Cottage Street Streetscape	0	25,000	80,000	80,000	80,000	0.0%	0.0%
6228	Parking Vehicle Transportation (in PD)	25,000	6,000	5,000	5,000	80,000	1500.0%	1500.0%
6229	Parking Meters & Eqpt Reserve (in PD)	90,000	42,433	40,435	40,435	40,435	0.0%	0.0%

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6239	Radio Equipment(in Disp)	0	20,000	0	0	20,000		
6258	Ferry Terminal Parking Lot (in Hrbr)	0	250,000	95,000	95,000	95,000	0.0%	0.0%
6260	Port Security Building Reserve-50%	0	4,000	5,000	5,000	5,000	0.0%	0.0%
6300	Bike Racks (in Prks & Rec)	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
6406	Bikeway/Pedestrian Improvements	0	20,000	40,000	40,000	40,000	0.0%	0.0%
6408	Road Grader	0	0	15,000	15,000	15,000		
6410	Land Acquisition - Parking (in Hiway)	0	5,000	20,000	20,000	20,000	0.0%	0.0%
6414	Front End Loader	0	0	15,000	15,000	15,000	0.0%	0.0%
6420	Roads	0	200,000	200,000	200,000	200,000	0.0%	0.0%
6424	Sidewalk Plow	0	26,000	26,000	26,000	26,000	0.0%	0.0%
6426	Sidewalks	0	100,000	100,000	100,000	100,000	0.0%	0.0%
6434	Rte#3 Eden Pathway lighting	0	20,000	20,000	20,000	20,000	0.0%	0.0%
6436	St. Sweeper Reserve	0	0	26,000	26,000	26,000	0.0%	0.0%
6440	School Satellite Parking lot	0	25,000	50,000	50,000	50,000	0.0%	0.0%
6448	LED Lights Upgrade (cap lease-3 yrs)	0	133,000	133,000	133,000	133,000	0.0%	0.0%
6452	Highway Trucks (plow)	0	50,000	50,000	50,000	50,000	0.0%	0.0%
6516	Debt Service-Ferry Terminal Prk Lot	0	184,500	184,500	50,000	50,000	0.0%	-72.9%
6516	Debt Service Park Meters-5 yrs to FY24	125,000	0	0	134,500	134,500	0.0%	
	Planning & PSafety Collaborations					0		
Total Capital Exp. Allocations to CIP		260,000	1,140,933	1,194,935	1,194,935	1,289,935	8.0%	8.0%
Total Expenditures		458,095	1,662,383	1,778,283	1,797,763	2,272,954	26.4%	27.8%

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	\$ 572,935
Reduce future tax impact for new long term projects	\$ 270,000
Total Favorable impact on taxes proposed in FY23	\$ 1,289,935

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 %)				\$ 25,914
Plus: add the following:	Salary/Day	Days/Yr.	Total	
Technical Systems Administrator, IPS & LPR admin .	\$340.00	5	1,700	
Finance Director -added budgeting, meetings, oversight	\$368.00	9	3,312	
Tax Collector -analytics, cash/data cross referencing, bank tracking	\$254.00	6	1,524	
Deputy Tax Collector - reconciliations, reporting	\$200.00	20	4,000	
Assessor -GIS database & Parking maps	\$339.00	7	2,373	
Town Manager (Budget, Meetings, Etc.) (old rate)	\$465.00	10	4,650	
Total Wages and Salaries			17,559	
Benefits	Rate	40.0%	7,024	
Parking Fund's Share of Management Expenses				\$ 24,583
Total Parking Fund Administrative Services Charge				\$ 50,496

Police Overhead

	Hours	Hourly Rate	FY2023
Police Chief (includes all overhead)	50	\$ 75.00	\$ 3,750
Lieutenant.- Supervision	40	\$ 37.70	\$ 1,508
Harbormaster and Assist HBR			\$ -
PT Patrol Officers-Field Train (2)	800	\$ 25.00	\$ 20,000
(benefits-Capt & PT PO's ,HBR)	40%		\$ 8,603
			\$ 33,861
10% of Dispatch Oper. Budget-FY22	10%	\$ 259,226	\$ 25,923
Use of 1120 SqFt of Port Sec. Bldg	1,120	\$ 13.50	\$ 15,120
Subtotal Police Overhead			\$ 74,904

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Highway Overhead

	Hours	Avg. Hourly Rate	
Winterize Kiosks	(28)	\$ 22.76	\$ 910
Install/Remove meter	(184)	\$ 22.76	\$ 6,555
Meter/Kiosk maintenance	40	\$ 22.76	\$ 910
Regular Highway wages (benefits)	bal of 1 FTE 40.0%	\$ 22.76	\$ 38,510
			<u>\$ 18,754</u>
			\$ 65,640
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		\$ 7,000
Culverts	#1077-5614		\$ 10,000
Gravel & Fill	#1077-5624 50%		\$ 9,250
Road Salt	#1077-5662 38%		\$ 65,000
<i>Total Highway Overhead</i>	(using FY22 budget Amounts)		<u><u>\$ 193,915</u></u>

Detail to Direct Expenses: (shown on page 3)

Detail to 3 Direct Cost Line Items:

Budget-23

Detail to Parking Wages: Accts #6410-5105		0
Harbormaster	\$ 37.60 1,456	54,746
Assistant to Harbormaster	\$ 24.59 1,040	25,574
* Detail to Parking Wages: Accts #6410-5115		
Parking Financial Clerk (1) \$25.00 phr - 600 hours	Part time #5115	15,000
Parking Enforcement Coordinator (1) \$28.00 phr - 1040 hours	Part time #5115	29,120
Parking Enforcement (3) \$25.00 phr - 3120 hours	Part time #5115	78,000
Highway (2) 10 wks \$19.05/hr	Part time #5115	15,240
Total Wages-Parking Enforcement *		<u>137,360</u>

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

5368 Handheld Unit Support (\$60x12x5units) IPS		3,600
Police Enforcement software		
" Parking Availability App's/Educ. Provides info to public via cloud-new		2,500
" M5Smart meter (\$5.75 x 6mo x 316) IPS		10,902
Monthly fees, acct reports; communication Reports jams, unoccupied space, etc.		
" Kiosk Reporting (\$25 x 6mo x 28) IPS		4,200
Annual LPR support license plate reader system (\$425/mo.)	Vigilant	5,100
Annual Subscription 5 Cameras	Vigilant	475
Total-annual software support lic **		<u>26,777</u>