

Account Number	Account Description	Actual FY2021	Actual FY2022	Budget FY2023	Estimated FY2023	Requested FY2024	Requested Budget Estimate	Requested Budget % Change from: Budget
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64 FUND BALANCE - Parking Fund

Starting Fund Balance		261,359	1,337,586	1,754,409	1,754,409	1,271,057		
Revenues & Other Sources		1,603,993	2,114,127	1,839,500	2,027,262	3,149,600		
Expenditures & Other Uses		527,766	1,697,304	2,457,520	2,510,614	3,961,952		
Ending Fund Balance		1,337,586	1,754,409	1,136,389	1,271,057	458,705		

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.

FY2024 Rates \$4.00/hr Downtown, \$2.00/Outer area meters

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 2021 (5.5 Months)	Calendar Year 2022 (5.5 Months)
Revenue: cash collected	4%	4%
credit cards	96%	95%
smart cards	0%	0.01%
Avg. Cash Trans	\$ 1.09	\$ 1.07
Avg. IPS CC Trans	\$ 4.41	\$ 4.34
Avg. PM CC Trans	\$ 3.47	\$ 3.50
# of CC transactions	505,553	507,083
# of Coin transactions	83,174	85,259
Reset revenue	\$ 60,728	\$ 56,000
IPS & CC Fees as a % of Revenues	9.9%	8.2%
Park Mobile & CC Fees as a % of R	15.5%	17.5%
Permits: Resident Vehicle (Free)	2,098	2,345
Guest of Resident (Free)	282	299
Permits Paid	566	846
Municipal Permits	30	45
Citations: Issued (Warnings/Citations)	4,542	5,154
Citations-Paid	2,847	2,656
Citations-Voided	781	1,158
Citations-Warnings	180	306
Citations-Outstanding	734	1,034
Smart Card \$ Value issued to Com. Members	\$ 1,875.0	\$ 450

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64 REVENUES - Parking Meter Revenues								
Departmental Revenue-Gross Proceeds								
72-4332	Kiosk/Meters -Coins -\$.25	82,056	86,496	80,000	82,000	129,750	58.2%	62.2%
72-4360	Kiosk/Meters -Tokens -\$1 (redeemed)	82	509	2,000	400	500	25.0%	-75.0%
72-4363	Kiosk/Meter Credit Cards -IPS	1,290,639	1,666,082	1,500,000	1,574,312	2,465,000	56.6%	64.3%
72-4368	Kiosk/Meters -ParkMobile App	292,247	436,255	350,000	453,000	648,000	43.0%	85.1%
72-4369	Misc Coins-Foreign Exchange	1,153	2,015	2,000	1,800	2,000	11.1%	0.0%
72-4370	Park Smart Prepaid Cards (redeemed)	0	0	5,000	250	250	0.0%	-95.0%
72-4371	Bay Ferries Park Fees -\$12 night	0	936	6,000	950	2,000	110.5%	-66.7%
Total-Paid Parking		1,666,177	2,192,293	1,945,000	2,112,712	3,247,500	53.7%	67.0%
Licenses and Permit Revenue								
73-4400	Employees/COA permits - \$30	8,173	16,380	8,500	11,000	11,000	0.0%	29.4%
73-4402	Non-Residents - \$75	1,582	4,950	1,500	1,500	1,500	0.0%	0.0%
73-4404	B&B's/Wkly Rentals - \$375/\$750	750	1,875	3,750	2,000	2,250	12.5%	-40.0%
73-4405	Hospital Zone - \$2250 -75 spaces Hancock, Wayman & Center Sts	2,250	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	780	607	2,000	8,000	2,000	-75.0%	0.0%
Total-Paid Permits		13,535	26,062	18,000	24,750	19,000	-23.2%	5.6%
Local Source Revenue								
72-4365	Metered Violations-\$30 \$25 fine if paid within 14 days	85,828	71,010	70,000	90,000	85,000	-5.6%	21.4%
72-4366	Other Parking Violations	7,507	36,318	25,000	5,500	25,000	354.5%	0.0%
Total-Violations Issued & Collected		93,335	107,328	95,000	95,500	110,000	15.2%	15.8%
Other Misc Revenue								
71-4700	Interest Income	1,260	84	2,500	2,500	1,400		
Total Interest Income		1,260	84	2,500	2,500	1,400	-44.0%	-44.0%
Subtotal - Gross Revenue -all sources		1,774,307	2,325,767	2,060,500	2,235,462	3,377,900	51.1%	63.9%
<i>related fees deducted from rev's:</i>								
Parking CC & Permit Transaction Expenses:								
72-4361	AMG CrCrd Proc. Fees-IPS	73,054	86,792	88,000	85,000	96,000	12.9%	9.1%
72-4364	AMG CrCrd Proc. Fees-ParkMobile	22,184	31,135	33,000	32,500	37,300	14.8%	13.0%
72-4367	Park Mobile Fixed Trans Fee -\$.25	21,655	31,528	30,000	32,700	33,000	0.9%	10.0%
72-4385	IPS-CC/Gateway Trans Fees -\$.13	41,686	49,319	60,000	48,000	52,000	8.3%	-13.3%
72-4386	IPS Park Violation Trans/CC Fees	10,416	9,387	8,000	8,000	8,000	0.0%	0.0%
73-4387	IPS Permit Transaction Fees	1,319	3,479	2,000	2,000	2,000	0.0%	0.0%
Total-All CCrd & Transaction Fees		170,314	211,640	221,000	208,200	228,300	9.7%	3.3%
Total Net Revenues & Other Sources		1,603,993	2,114,127	1,839,500	2,027,262	3,149,600	55.4%	71.2%

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6410 EXPENDITURES - Parking Meter Fund

DIRECT EXPENSES								
Contract Services								
5105	Wages-Parking Enf.-Suprvsr-Hourly	35,860	34,546	80,320	80,000	87,300	9.1%	8.7%
5110	Wages-Parking Enforcement-Ovrtm	2,077	4,000	4,000	2,500	4,000	60.0%	0.0%
5115	Wages-Enf(4)Hwy(2)	85,478	104,008	137,360	145,000	202,803	39.9%	47.6%
5150	Holiday Pay	0	0	0	0	4,029		
5200	Ben-Social Security/FICA taxes	9,893	10,400	17,000	12,500	22,807	82.5%	34.2%
5210	Ben-MSRS Retirement costs	2,092	2,900	10,100	8,500	9,865	16.1%	-2.3%
5215	Ben-Workers Compensation	1,999	2,500	5,250	3,000	9,294	209.8%	77.0%
5220	Ben-Unemployment taxes	630	1,600	2,200	2,200	2,654	20.7%	20.7%
5225	Ben-Health Insurance costs	6,608	8,200	20,160	8,200	11,200	36.6%	-44.4%
5230	Ben-Opt Out Program	0	1,500	15,000	6,500	15,000	130.8%	0.0%
5290	Ben-HRA Account	750	1,500	4,000	1,500	4,000	166.7%	0.0%
5334	Cont Serv-Professional Fees	2,125	2,500	2,500	2,500	2,500	0.0%	0.0%
5336	Cont Serv-Muni Dig Safe Fee	0	0	2,500	2,500	2,500	0.0%	0.0%
5340	Legal Fees	0	500	500	500	500	0.0%	0.0%
5356	DMV Acquisition Fees	6,105	3,000	6,500	2,200	6,500	195.5%	0.0%
5368	Total-annual software support lic **	20,828	21,687	26,777	25,400	26,777	5.4%	0.0%
5410	Uniforms, shoes, equipment, radios	1,424	4,000	4,000	2,500	4,000	60.0%	0.0%
5436	Office supplies & exps	710	2,000	2,000	2,000	2,000	0.0%	0.0%
5438	Supplies, batteries, Paper, Misc.	10,419	6,000	9,000	11,000	9,000	-18.2%	0.0%
5448	Signage	2,497	3,000	3,500	3,000	3,500	16.7%	0.0%
5516	Fuel-Gasoline	139	500	500	500	500	0.0%	0.0%
5528	Util-Telephone/Celluar	484	600	600	2,000	600	-70.0%	0.0%
5618	Repairs to Meters/Equipment	4,263	3,500	3,500	2,000	3,500	75.0%	0.0%
5700	Computer Equipment	0	1,000	1,500	3,980	1,500	-62.3%	0.0%
5704	Operating Equipment	1,901	5,000	5,000	4,000	5,000	25.0%	0.0%
5800	Advertising	0	1,500	1,500	1,500	1,500	0.0%	0.0%
5808	Dues & subscriptions	0	600	600	600	600	0.0%	0.0%
5822	Insurance-Gen Liability	687	400	400	400	400	0.0%	0.0%
5824	Insurance-Kiosks-Property & Cas	338	200	200	700	200	-71.4%	0.0%
5826	Insurance-Veh & Liab	1,093	600	600	546	600	9.9%	0.0%
5836	Postage	0	200	200	200	200	0.0%	0.0%
5906	Contingency	9,620	10,000	10,000	10,000	10,000	0.0%	0.0%
5924	Island Explorer shuttle contrib.	0	5,000	216,438	216,438	216,438	0.0%	0.0%
Total Direct Expenses		208,020	242,941	593,705	564,364	671,267	18.9%	13.1%

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

4816	Administrative Services-Fin & Adm	17,819	30,741	50,496	50,496	62,250	23.3%	23.3%
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	74,904	74,904	81,381	8.6%	8.6%
4877	Public Works Services	7,452	171,433	193,915	193,915	192,619	-0.7%	-0.7%
Total Allocations Transfer to Gen Fund		59,746	313,430	389,315	389,315	406,251	4.4%	4.4%

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

5386	Tree Pruning	15,000	0	4,000	4,000	4,000	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	30,000	-62.5%	-62.5%
6166	Cottage Street Streetscape	0	25,000	80,000	80,000	30,000	-62.5%	-62.5%
6228	Parking Vehicle Transportation (in PD)	25,000	6,000	80,000	80,000	9,000	-88.8%	-88.8%
6229	Parking Meters & Eqpt Reserve (in PD)	90,000	42,433	0	40,435	40,435	0.0%	

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6239	Radio Equipment(in Disp)	0	20,000	20,000	20,000	20,000	0.0%	
6258	Ferry Terminal Parking Lot (in Hrbr)	0	250,000	100,000	100,000	100,000	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%	
6402	Backhoe			70,000	70,000	70,000	0.0%	
6406	Bikeway/Pedestrian Improvements	0	20,000	40,000	40,000	60,000	50.0%	50.0%
6408	Road Grader	0	0	15,000	15,000	75,000		
6410	Land Acquisition - Parking (in Hiway)	0	5,000	20,000	20,000	50,000	150.0%	150.0%
6414	Front End Loader	0	0	15,000	15,000	20,000	33.3%	
6418	Snowblower					5,000		
6420	Roads	0	200,000	300,000	300,000	1,500,000	400.0%	400.0%
6424	Sidewalk Plow	0	26,000	26,000	26,000	26,000	0.0%	
6426	Sidewalks	0	100,000	130,000	130,000	200,000	53.8%	53.8%
6434	Rte#3 Eden Pathway lighting	0	20,000	20,000	20,000	10,000	-50.0%	-50.0%
6436	St. Sweeper Reserve	0	0	26,000	26,000	40,000	53.8%	53.8%
6440	School Satellite Parking lot	0	25,000	50,000	50,000	50,000	0.0%	
6448	LED Lights Upgrade (cap lease-3 yrs)	0	133,000	133,000	133,000	0		
6450	Highway Light Trucks					25,000		
6452	Highway Trucks (plow)	0	50,000	66,000	66,000	100,000	51.5%	51.5%
6516	Debt Service-Ferry Terminal Prk Lot	0	184,500	50,000	50,000	50,000	0.0%	0.0%
6516	Debt Service Park Meters-5 yrs to FY24	125,000	0	134,500	134,500	135,000	0.4%	0.4%
6340	Agamont Park *\$15K					15,000		
6346	Ballfield Parking Lot *\$155K					155,000		
6243	Planning & PSafety Collaborations			42,000	42,000	50,000	19.0%	
Total Capital Exp. Allocations to CIP		260,000	1,140,933	1,474,500	1,556,935	2,884,435	85.3%	95.6%
Total Expenditures		527,766	1,697,304	2,457,520	2,510,614	3,961,952	57.8%	61.2%

changed

New Parking Fund Operational & Capital Appropriations Attributed to:

Reduce current tax impact previously obligated by taxes	\$ 2,320,000
Reduce current tax impact on new/current committed projects	\$ 344,435
Reduce future tax impact for new long term projects	\$ 220,000
Total Favorable impact on taxes proposed in FY24	\$ 2,884,435

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 \$)				\$ 36,960
Plus: add the following:				
Technical Systems Administrator, IPS & LPR admin .	Salary/Day	Days/Yr.	Total	
Finance Director -added budgeting, meetings, oversight	\$402.00	9	3,618	
Tax Collector -analytics, cash/data cross referencing, bank tracking	\$271.00	10	2,710	
Deputy Tax Collector - reconciliations, reporting	\$200.00	5	1,000	
Assessor -GIS database & Parking maps	\$358.00	7	2,506	
Sustainability Co Ordinator	\$250.00	7	1,750	
Town Manager (Budget, Meetings, Etc.)	\$452.00	10	4,520	
Total Wages and Salaries				18,064
Benefits				Rate 40.0% 7,226
Parking Fund's Share of Management Expenses				\$ 25,290
Total Parking Fund Administrative Services Charge				\$ 62,250

Police Overhead

	Hours	Hourly Rate	FY2024
Police Chief (includes all overhead)	50	\$ 80.00	\$ 4,000
Captain- Supervision	40	\$ 42.26	\$ 1,690
			\$ -
PT Patrol Officers-Field Train (2)	800	\$ 28.07	\$ 22,456

Account Number	Account Description	Actual FY2021	Actual FY2022	Budget FY2023	Estimated FY2023	Requested FY2024	Requested Budget % Change from:
	(benefits-Capt & PT PO's ,HBR)		40%			\$ 9,659	
						\$ 37,805	
	10% of Dispatch Oper. Budget-FY23		10%	\$ 284,564		\$ 28,456	
	Use of 1120 SqFt of Port Sec. Bldg		1,120	\$ 13.50		\$ 15,120	
	<i>Subtotal Police Overhead</i>						\$ 81,381

Highway Overhead

	Hours	Avg. Hourly Rate	
Winterize Kiosks (28)	40	\$ 27.72	\$ 1,109
Install/Remove meter (184)	288	\$ 27.72	\$ 7,983
Meter/Kiosk maintenance	40	\$ 27.72	\$ 1,109
Regular Highway wages (benefits) bal of 1 FTE	1,692	\$ 27.72	\$ 46,902
	40.0%		\$ 22,841
			\$ 79,944
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%			\$ 49,400
<i>Total Highway Overhead</i> (using FY23 budget Amounts)			\$ 192,619

Detail to Direct Expenses:

(shown on page 3)

Detail to 3 Direct Cost Line Items:

Budget-24

Detail to Parking Wages: Accts #6410-5105			0
Harbormaster \$ 40.03	1,456		58,284
Assistant to Harbormaster \$ 27.90	1,040		29,016
* Detail to Parking Wages: Accts #6410-5115			
Parking Financial Analysis Part time #5115			0
Parking Enforcement Coordinator (1) Part time #5115			30,867
\$29.68 phr - 1040 hours			
Parking Enforcement (3) Part time #5115			154,336
(2) \$26.50 phr - 448 hours			
(5) \$26.50 phr - 3360 hours			
(4) \$26.50 phr - 2016 hours			
Highway (2) 10 wks \$22.00/hr Part time #5115			17,600
Total Wages-Parking Enforcement *			<u>202,803</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.			2,500
Provides info to public via cloud-new			
" 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 Vigilant			5,100
license plate reader system (\$425/mo.)			
Annual Subscription Vigilant 5 Cameras			475
Total-annual software support lic **			<u>26,777</u>