

Account Number	Account Description	Actual FY2022	Actual FY2023	Budget FY2024	Estimated FY2024	Requested FY2025	Requested Budget % Change from: Estimate Budget
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64 FUND BALANCE - Parking Fund

Starting Fund Balance		1,337,586	1,754,409	1,320,743	1,320,743	756,205	
Revenues & Other Sources		2,114,127	2,069,670	3,223,200	3,375,470	3,506,200	
Expenditures & Other Uses		1,697,304	2,503,336	3,961,952	3,940,008	3,962,990	
Ending Fund Balance		1,754,409	1,320,743	581,991	756,205	299,415	

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 8 AM to 9 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.

FY2025 Rates \$4.00/hr Downtown, \$2.00/Outer area

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
 - c-1) To provide property tax relief; and
 - c-2) To acquire, construct, maintain and operate capital infrastructure projects
- d) For no other purpose.

492 Kiosk spaces-streets
419 Kiosk spaces-P lots
61 kiosks

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

Statistical Data:	Calendar Year 2022	Calendar Year 2023
	(5.5 Months)	(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 -Coins -\$.25	86,496	90,291	129,750	80,000	100,000	25.0%	-22.9%
72-4360	Kiosk -Tokens -\$1 (redeemed)	509	640	500	400	500	25.0%	0.0%
72-4363	Kiosk Credit Cards -IPS	1,666,082	1,562,213	2,465,000	2,507,000	2,600,000	3.7%	5.5%
72-4368	Kiosk -ParkMobile App	436,255	460,816	648,000	848,000	875,000	3.2%	35.0%
72-4369	Misc Coins-Foreign Exchange	2,015	1,743	2,000	1,800	1,800	0.0%	-10.0%
72-4370	Park Smart Prepaid Cards (redeemed)	0	(1,981)	250	250	250	0.0%	0.0%
72-4371	Bay Ferries Park Fees -\$12 night	936	10,320	2,000	13,000	13,000	0.0%	550.0%
Total-Paid Parking		2,192,293	2,124,043	3,247,500	3,450,450	3,590,550	4.1%	10.6%
Licenses and Permit Revenue								
73-4400	Employees/COA permits - \$30	16,380	11,640	11,000	13,500	12,000	-11.1%	9.1%
73-4402	Non-Residents - \$75	4,950	2,625	1,500	2,000	1,500	-25.0%	0.0%
73-4404	B&B's/Wkly Rentals - \$375/\$750	1,875	2,250	2,250	1,500	1,500	0.0%	-33.3%
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.-\$54/\$24/\$5 <i>Com'lFish, Rec Boat-Res Spec Event, Contr</i>	607	14,376	2,000	20,000	5,000	-75.0%	150.0%
Total-Paid Permits		26,062	33,141	19,000	39,250	22,250	-43.3%	17.1%
Local Source Revenue								
72-4365	Metered Violations-\$40 <i>\$35 fine if paid within 14 days</i>	71,010	72,140	85,000	105,650	125,000	18.3%	47.1%
72-4366	Other Parking Violations	36,318	590	25,000	0	0		
Total-Violations Issued & Collected		107,328	72,730	110,000	105,650	125,000	18.3%	13.6%
Other Misc Revenue								
71-4700	Interest Income	84	43,697	75,000	71,520	75,000		
Total Interest Income		84	43,697	75,000	71,520	75,000	4.9%	0.0%
Subtotal - Gross Revenue -all sources		2,325,767	2,273,612	3,451,500	3,666,870	3,812,800	4.0%	10.5%
<i>related fees deducted from rev's:</i>								
Parking CC & Permit Transaction Expenses:								
72-4361	AMG CrCrd Proc. Fees-IPS	86,792	67,105	96,000	110,000	120,000	9.1%	25.0%
72-4364	AMG CrCrd Proc. Fees-ParkMobile	31,135	26,440	37,300	58,000	60,000	3.4%	60.9%
72-4367	Park Mobile Fixed Trans Fee -\$.35	31,528	42,377	33,000	49,500	51,000	3.0%	54.5%
72-4385	IPS-CC/Gateway Trans Fees -\$.13	49,319	47,159	52,000	49,500	51,000	3.0%	-1.9%
72-4386	IPS Park Violation Trans/CC Fees	9,387	11,378	8,000	12,000	12,000	0.0%	50.0%
73-4387	IPS Permit Transaction Fees	3,479	9,482	2,000	8,800	9,000	2.3%	350.0%
72-4376	Island Resident Discounts	0	0	0	3,600	3,600		
Total-All CCrd & Transaction Fees		211,640	203,942	228,300	291,400	306,600	5.2%	34.3%
Total Net Revenues & Other Sources		2,114,127	2,069,670	3,223,200	3,375,470	3,506,200	3.9%	8.8%

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6410 EXPENDITURES - Parking Meter Fund								
DIRECT EXPENSES								
Contract Services								
5105	Wages-Parking Enf.-Suprvsr-Hourly	34,546	68,050	87,300	87,300	85,304	-2.3%	-2.3%
5110	Wages-Parking Enforcement-Ovrtm	4,000	1,337	4,000	2,000	4,000	100.0%	0.0%
5115	Wages-Enf(4)Hwy(2)	104,008	132,278	202,803	185,000	186,373	0.7%	-8.1%
5150	Holiday Pay	0	0	4,029	4,029	3,930	-2.5%	-2.5%
5170	Wages - Accruals 27th PP		22,841					
5200	Ben-Social Security/FICA taxes	10,400	17,279	22,807	21,292	21,390	0.5%	-6.2%
5210	Ben-MSRS Retirement costs	2,900	8,560	9,865	9,865	9,639	-2.3%	-2.3%
5215	Ben-Workers Compensation	2,500	440	9,294	8,668	8,711	0.5%	-6.3%
5220	Ben-Unemployment taxes	1,600	509	2,654	2,654	2,654	0.0%	0.0%
5225	Ben-Health Insurance costs	8,200	11,919	11,200	11,200	20,000	78.6%	78.6%
5230	Ben-Opt Out Program	1,500	11,383	15,000	15,000	7,800	-48.0%	-48.0%
5240	Ben - HRA Fex Program		0					
5290	Ben-HRA Account	1,500	3,243	4,000	4,000	6,800	70.0%	70.0%
5298	Ben-ME Paid Family Med Leave		0		0	1,398		
5334	Cont Serv-Professional Fees	2,500	660	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	500	0	500	500	500	0.0%	0.0%
5356	DMV Acquisition Fees	3,000	3,592	6,500	6,500	6,500	0.0%	0.0%
5368	Total-annual software support lic **	21,687	13,913	26,777	26,777	21,395	-20.1%	-20.1%
5410	Uniforms, shoes, equipment, radios	4,000	1,946	4,000	4,000	4,000	0.0%	0.0%
5436	Office supplies & exps	2,000	1,150	2,000	2,000	2,000	0.0%	0.0%
5438	Supplies, batteries, Paper, Misc.	6,000	14,192	9,000	9,000	9,000	0.0%	0.0%
5448	Signage	3,000	2,811	3,500	3,500	3,500	0.0%	0.0%
5516	Fuel-Gasoline	500	0	500	500	500	0.0%	0.0%
5528	Util-Telephone/Celluar	600	2,772	600	600	600	0.0%	0.0%
5618	Repairs to Meters/Equipment	3,500	2,153	3,500	3,500	3,500	0.0%	0.0%
5700	Computer Equipment	1,000	0	1,500	1,500	1,500	0.0%	0.0%
5704	Operating Equipment	5,000	7,456	5,000	5,000	5,000	0.0%	0.0%
5800	Advertising	1,500	0	1,500	1,500	1,500	0.0%	0.0%
5808	Dues & subscriptions	600	0	600	600	600	0.0%	0.0%
5822	Insurance-Gen Liability	400	702	400	400	400	0.0%	0.0%
5824	Insurance-Kiosks-Property & Cas	200	346	200	200	200	0.0%	0.0%
5826	Insurance-Veh & Liab	600	1,117	600	600	600	0.0%	0.0%
5836	Postage	200	0	200	200	200	0.0%	0.0%
5906	Contingency	10,000	10,000	10,000	10,000	10,000	0.0%	0.0%
5924	Island Explorer shuttle contrib.	5,000	216,438	216,438	216,438	216,438	0.0%	0.0%
Total Direct Expenses		242,941	557,086	671,267	649,323	650,933	0.2%	-3.0%
6420 ALLOCATED EXPENSES: OPERATIONS (Transfer to Revenue of the General Fund)								
4816	Administrative Services-Fin & Adm	30,741	50,496	62,250	62,250	86,005	38.2%	38.2%
4834	Transfer Est Parkng Citation Fines	35,000	70,000	70,000	70,000	0		
4845	Police Admin. Oversight Services	76,256	74,904	81,381	81,381	81,303	-0.1%	-0.1%
4877	Public Works Services	171,433	193,915	192,619	192,619	197,929	2.8%	2.8%
Total Allocations Transfer to Gen Fund		313,430	389,315	406,250	406,250	365,237	-10.1%	-10.1%

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6430	ALLOCATED CIP EXPENSES: Capital Transfers to GF's CIP Fund							
5386	Tree Pruning	0	4,000	4,000	4,000	15,000	275.0%	275.0%
6130	Municipal Building	0	5,000	5,000	5,000	5,000	0.0%	0.0%
6164	Lower Main Street Streetscape	25,000	80,000	30,000	30,000	30,000	0.0%	0.0%
6166	Cottage Street Streetscape	25,000	80,000	30,000	30,000	30,000	0.0%	0.0%
6200	Ambulance					50,000		
6228	Parking Vehicle Transportation (in PD)	6,000	80,000	9,000	9,000	9,000	0.0%	0.0%
6229	Parking Meters & Eqpt Reserve (in PD)	42,433	40,435	40,435	40,435	18,000	-55.5%	-55.5%
6239	Radio Equipment(in Disp)	20,000	20,000	20,000	20,000	20,000	0.0%	0.0%
6258	Ferry Terminal Parking Lot (in Hrbr)	250,000	100,000	100,000	100,000	100,000	0.0%	0.0%
6260	Port Security Building Reserve-50%	4,000	5,000	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%
6402	Backhoe		70,000	70,000	70,000	70,000	0.0%	0.0%
6406	Bikeway/Pedestrian Improvements	20,000	40,000	60,000	60,000	60,000	0.0%	0.0%
6408	Road Grader	0	15,000	75,000	75,000	75,000		
6410	Land Acquisition - Parking (in Hiway)	5,000	20,000	50,000	50,000	50,000	0.0%	0.0%
6414	Front End Loader	0	15,000	20,000	20,000	20,000	0.0%	0.0%
6418	Snowblower		0	5,000	5,000	5,000		
6420	Roads	200,000	300,000	1,500,000	1,500,000	1,500,000	0.0%	0.0%
6424	Sidewalk Plow	26,000	26,000	26,000	26,000	26,000	0.0%	0.0%
6426	Sidewalks	100,000	130,000	200,000	200,000	200,000	0.0%	0.0%
6434	Rte#3 Eden Pathway lighting	20,000	20,000	10,000	10,000	10,000	0.0%	0.0%
6436	St. Sweeper Reserve	0	26,000	40,000	40,000	40,000	0.0%	0.0%
6440	School Satellite Parking lot	25,000	50,000	50,000	50,000	50,000	0.0%	0.0%
6448	LED Lights Upgrade (cap lease-3 yrs)	133,000	133,000	0	0	0		
6450	Highway Light Trucks		0	25,000	25,000	100,000		
6452	Highway Trucks (plow)	50,000	66,000	100,000	100,000	100,000	0.0%	0.0%
6454	Roller Vibratory					15,000		
6516	Debt Service-Ferry Terminal Prk Lot	184,500	50,000	50,000	50,000	50,000	0.0%	0.0%
6700	Debt Service Park Meters-5 yrs to FY24	0	134,500	135,000	135,000	0		
6702	Debt Service-CE School					0		
6340	Agamont Park		0	15,000	15,000	25,000		
6346	Ballfield Parking Lot		0	155,000	155,000	0		
6243	Planning & PSafety Collaborations		42,000	50,000	50,000	50,000	0.0%	0.0%
6250	Public Safety Entrance					153,000		
6244	PD MPERS funding 15 years					60,820		
	Total Capital Exp. Allocations to CIP	1,140,933	1,556,935	2,884,435	2,884,435	2,946,820	2.2%	2.2%
	Total Expenditures	1,697,304	2,503,336	3,961,952	3,940,008	3,962,990	0.6%	0.0%

changed

New Parking Fund Operational & Capital Appropriations Attributed to:

Reduce current tax impact previously obligated by taxes	\$ 2,261,000
Reduce current tax impact on new/current committed projects	\$ 400,820
Reduce future tax impact for new long term projects	\$ 285,000
Total Favorable impact on taxes proposed in FY25	\$ 2,946,820

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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 \$)				\$ 59,989
Plus: add the following:		Salary/Day	Days/Yr.	Total
Technical Systems Administrator, IPS & LPR admin .		\$416.00	5	2,080
Finance Director -added budgeting, meetings, oversight		\$437.00	9	3,933
Tax Collector -analytics, cash/data cross referencing, bank tracking		\$287.00	10	2,870
Deputy Tax Collector - reconciliations, reporting		\$216.00	5	1,080
Assessor -GIS database & Parking maps		\$380.00	7	2,660
Sustainability Co Ordinator		\$0.00	7	0
Town Manager (Budget, Meetings, Etc.)		\$596.00	10	5,960
Total Wages and Salaries				18,583
Benefits		Rate	40.0%	7,433
Parking Fund's Share of Management Expenses				\$ 26,016
Total Parking Fund Administrative Services Charge				\$ 86,005

Police Overhead

	Hours	Hourly Rate	FY2025
Police Chief (includes all overhead)	50	\$ 80.00	\$ 4,000
Captain- Supervision	40	\$ 42.26	\$ 1,690
			\$ -
PT Patrol Officers-Field Train (2)	800	\$ 28.00	\$ 22,400
(benefits-Capt & PT PO's ,HBR)	40%		\$ 9,636
			\$ 37,727
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>			\$ 81,303

Highway Overhead

	Hours	Avg. Hourly Rate	
Winterize Kiosks (60)	80	\$ 29.14	\$ 2,331
Install/Remove meter (0)	0	\$ 29.14	\$ -
Kiosk maintenance	40	\$ 29.14	\$ 1,166
Regular Highway wages (benefits)	bal of 1 FTE 40.0%	\$ 29.14	\$ 49,305
			\$ 21,121
			\$ 73,922
Use of Highway Vehicles: est			\$ 5,000
Line Stripping/Crack Sealing: #1077-5344			\$ 31,267
Roadside Mowing #1077-5348			\$ 4,000
Catch Basins #1077-5604			\$ 8,400
Culverts #1077-5614			\$ 11,000
Gravel & Fill #1077-5624 50%			\$ 10,000
Road Salt #1077-5662 38%			\$ 54,340
<i>Total Highway Overhead (using FY24 budget Amounts)</i>			\$ 197,929

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Detail to Direct Expenses:

(shown on page 3)

Budget-25

Detail to 3 Direct Cost Line Items:

Detail to Parking Wages: Accts #6410-5105

Capt/Harbormaster	\$	44.04	728			32,061	
Assistant to Harbormaster	\$	29.16	728			21,228	
Parking Manager	\$	29.16	995			29,014	
Park Mgr Supervisor Stipend						3,000	
Total Full Time Wages						<u>85,304</u>	

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

Parking Financial Analysis	Part time	#5115				0	
Parking Enforcement Coordinator (1)	Part time	#5115				0	
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							
TSA Stipend						2,770	
Public Works Dept Head Stipend						11,667	
Highway (2) 10 wks \$22.00/hr	Part time	#5115				17,600	
Total Wages-Parking Enforcement *						<u>186,373</u>	

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

5368	Handheld Unit Support (\$60x12x6units)	IPS				4,320	
	Police Enforcement software						
"	Parking Availability App's/Educ.					2,500	
	Provides info to public via cloud-new						
"	M5Smart meter (\$6.25 x 6mo x 323)	IPS				0	
	Monthly fees, acct reports; communication						
	Reports jams, unoccupied space, etc.						
"	Kiosk Reporting (\$25 x 6mo x 60)	IPS				9,000	
	Annual LPR support	Vigilant				5,100	
	license plate reader system (\$425/mo.)						
	Annual Subscription	Vigilant	5 Cameras			475	
	Total-annual software support lic **					<u>21,395</u>	