

**FYE2018 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 22 Building Inspection	<b>ACTIVITY:</b> 7930 Parking Operations
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The City began contracting with Republic Parking to manage parking operations in August 2015. Republic handles maintenance, billing, meter collection, and parking enforcement for the City.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Promote and advertise downtown parking options and provide a friendly and helpful customer service attitude to downtown guests and residents.  
 Collect and balance all revenue from citations, on-street meters, monthly parking accounts and hourly/event parking from the ramps and surface lots.  
 Keep parking equipment, both on and off-street, in the best possible working order as much as possible.  
 Maintain the cleanliness of the three ramps and 5 surface lots and complete any minor repair work as needed.  
 Enforce parking regulations not only by issuing citations but also by education as well.  
 Invoice monthly parking accounts on a monthly basis and ensure highest possible rate of on-time payment compliance.  
 Collect as many old and past due citations issued by Republic Staff and those inherited from the city in July 2015.  
 Increase meter payment compliance at on-street meters by having the enforcement officer be more visible and friendly towards parkers.  
 Provide snow removal and ice abatement inside the ramps during the winter time.  
 Have staff onsite as much as possible to help assist in ramp safety.  
 Make recommendations for parking improvements or upgrades to the city and city council.  
 Maintain appropriate revenue, expense and invoice records for the parking operation. Also, send the city an Expense or "Management" Report monthly.  
 Help maintain the structural integrity by completing ramp washdowns twice per year, once in the spring and once in the fall.

**PERSONNEL SUMMARY:**

<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>CERTIFIED FYE2017</b>	<b>PROPOSED FYE2018 *</b>	<b>DEPT REQUEST FYE2018</b>	<b>CERTIFIED FYE2018</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE17 STAFFING LEVEL



# Department Budget Worksheet Draft # 1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt Thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
REVENUE									
Department 22 - Building Inspection									
Activity 7930 - Parking Operations									
Charges for Fees & Service									
010-22-7930 3451	Parking Meter Revenue	.00	158,451.03	69,261.49	169,500.00	169,500.00	169,500.00	169,500.00	.00
010-22-7930 3452	Parking Ramp Revenue - Regular	.00	22,753.82	11,552.36	25,000.00	25,000.00	25,000.00	25,000.00	.00
010-22-7930 3455	Parking Ramp Revenue - Monthly	.00	202,094.65	119,653.56	236,000.00	236,000.00	236,000.00	236,000.00	.00
010-22-7930 3520	Parking Meter Fines	.00	79,535.16	65,819.00	90,000.00	90,000.00	90,000.00	103,000.00	14.44
010-22-7930 3721	Service Charges	.00	150.00	.00	3,000.00	3,000.00	3,000.00	.00	(100.00)
	<i>Charges for Fees &amp; Service Totals</i>	\$0.00	\$462,984.66	\$266,286.41	\$523,500.00	\$523,500.00	\$523,500.00	\$533,500.00	1.91%
Refunds									
010-22-7930 3722	Refunds	.00	24,375.00	.00	.00	.00	.00	.00	.00
	<i>Refunds Totals</i>	\$0.00	\$24,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Activity 7930 - Parking Operations Totals	\$0.00	\$487,359.66	\$266,286.41	\$523,500.00	\$523,500.00	\$523,500.00	\$533,500.00	1.91%
	Department 22 - Building Inspection Totals	\$0.00	\$487,359.66	\$266,286.41	\$523,500.00	\$523,500.00	\$523,500.00	\$533,500.00	1.91%
	REVENUE TOTALS	\$0.00	\$487,359.66	\$266,286.41	\$523,500.00	\$523,500.00	\$523,500.00	\$533,500.00	1.91%
EXPENSE									
Department 22 - Building Inspection									
Activity 7930 - Parking Operations									
Contractual Services									
010-22-7930 1310	Professional Services	.00	40,449.46	26,631.29	40,000.00	40,000.00	40,000.00	50,000.00	25.00
010-22-7930 1321	Data Processing Services	.00	3,635.46	2,100.00	4,800.00	4,800.00	4,800.00	4,200.00	(12.50)
010-22-7930 1343	Postage & Mailing Expense	.00	2,189.03	2,431.20	1,800.00	1,800.00	1,800.00	1,800.00	.00
010-22-7930 1344	Telephone & Fax Expense	.00	993.31	774.11	2,600.00	2,600.00	2,600.00	1,600.00	(38.46)
010-22-7930 1346	Travel - Professional Training	.00	1,710.70	324.30	1,550.00	1,550.00	1,550.00	500.00	(67.74)
010-22-7930 1351	Advertising Expense	.00	3,650.19	3,871.33	2,500.00	2,500.00	2,500.00	4,000.00	60.00
010-22-7930 1353	Printing Services	.00	72.95	.00	1,500.00	1,500.00	1,500.00	.00	(100.00)
010-22-7930 1361	Real Property Insurance	.00	20,880.13	12,493.95	34,700.00	34,700.00	34,700.00	26,000.00	(25.07)
010-22-7930 1362	Vehicle Insurance	.00	4,549.27	2,605.38	5,500.00	5,500.00	5,500.00	5,400.00	(1.81)
010-22-7930 1378	Other Equipment Repair & Maintenance	.00	6,077.63	9,167.05	10,000.00	10,000.00	10,000.00	15,500.00	55.00
010-22-7930 1389	Landfill Fees	.00	1,055.28	572.05	1,800.00	1,800.00	1,800.00	1,500.00	(16.66)
010-22-7930 1390	Other Contractual Services	.00	350,904.41	196,827.65	325,000.00	325,000.00	325,000.00	380,000.00	16.92
010-22-7930 1400	Utility Service	.00	29,482.67	10,226.74	43,900.00	43,900.00	43,900.00	35,000.00	(20.27)
	<i>Contractual Services Totals</i>	\$0.00	\$465,650.49	\$268,025.05	\$475,650.00	\$475,650.00	\$475,650.00	\$525,500.00	10.48%
Commodities									
010-22-7930 1503	Bank Fees	.00	992.63	1,235.40	360.00	360.00	360.00	200.00	(44.44)



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Fund 010 - General Fund									
EXPENSE									
Department 22 - Building Inspection									
Activity 7930 - Parking Operations									
Commodities									
010-22-7930 1504	Credit Card Fees	.00	153.00	.00	900.00	900.00	900.00	4,200.00	366.66
010-22-7930 1520	Computer Software	.00	6,292.94	459.00	5,000.00	5,000.00	5,000.00	500.00	(90.00)
010-22-7930 1521	Electrical Supplies	.00	884.83	117.09	1,500.00	1,500.00	1,500.00	.00	(100.00)
010-22-7930 1533	Fuel Expense	.00	2,611.50	1,539.76	2,500.00	2,500.00	2,500.00	2,400.00	(4.00)
010-22-7930 1535	Hardware Items	.00	5,314.15	2,859.62	5,000.00	5,000.00	5,000.00	4,500.00	(10.00)
010-22-7930 1555	Minor Equipment & Supplies	.00	38,285.44	15,029.62	15,000.00	15,000.00	15,000.00	30,000.00	100.00
010-22-7930 1561	Office Supplies & Minor Equipment	.00	12,744.87	7,371.66	5,000.00	5,000.00	5,000.00	4,000.00	(20.00)
010-22-7930 1565	Plumbing, Sewage & Drainage Supplies	.00	519.78	393.36	1,000.00	1,000.00	1,000.00	.00	(100.00)
010-22-7930 1569	Vehicle Replacement Parts	.00	974.80	328.02	1,000.00	1,000.00	1,000.00	2,750.00	175.00
010-22-7930 1571	Machinery & Equipment Replacement Parts	.00	1,452.46	1,376.30	1,590.00	1,590.00	1,590.00	1,200.00	(24.52)
010-22-7930 1579	Uniforms	.00	4,223.16	1,509.83	4,000.00	4,000.00	4,000.00	1,000.00	(75.00)
010-22-7930 1581	Paint & Paint Supplies	.00	6,150.23	1,533.21	5,000.00	5,000.00	5,000.00	2,000.00	(60.00)
010-22-7930 1785	Refund Payments	.00	13.00	.00	.00	.00	.00	.00	.00
	<i>Commodities Totals</i>	\$0.00	\$80,612.79	\$33,752.87	\$47,850.00	\$47,850.00	\$47,850.00	\$52,750.00	10.24%
	Activity 7930 - Parking Operations Totals	\$0.00	\$546,263.28	\$301,777.92	\$523,500.00	\$523,500.00	\$523,500.00	\$578,250.00	10.46%
	Department 22 - Building Inspection Totals	\$0.00	\$546,263.28	\$301,777.92	\$523,500.00	\$523,500.00	\$523,500.00	\$578,250.00	10.46%
	EXPENSE TOTALS	\$0.00	\$546,263.28	\$301,777.92	\$523,500.00	\$523,500.00	\$523,500.00	\$578,250.00	10.46%
	Fund 010 - General Fund Totals								
	REVENUE TOTALS	\$0.00	\$487,359.66	\$266,286.41	\$523,500.00	\$523,500.00	\$523,500.00	\$533,500.00	1.91%
	EXPENSE TOTALS	\$0.00	\$546,263.28	\$301,777.92	\$523,500.00	\$523,500.00	\$523,500.00	\$578,250.00	10.46%
	Fund 010 - General Fund Totals	\$0.00	(\$58,903.62)	(\$35,491.51)	\$0.00	\$0.00	\$0.00	(\$44,750.00)	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$487,359.66	\$266,286.41	\$523,500.00	\$523,500.00	\$523,500.00	\$533,500.00	1.91%
	EXPENSE GRAND TOTALS	\$0.00	\$546,263.28	\$301,777.92	\$523,500.00	\$523,500.00	\$523,500.00	\$578,250.00	10.46%
	Net Grand Totals	\$0.00	(\$58,903.62)	(\$35,491.51)	\$0.00	\$0.00	\$0.00	(\$44,750.00)	+++