



Department of Community Development

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TO: Parking Advisory Board
FROM: Anna Gilligan
SUBJECT: Financial update – Parking Lots & Area Enterprise Fund (Parking Enforcement)
DATE: 05/05/23

Current balance: \$6,603,149.29
January 24 balance: \$6,853,677.29

Revenue Overview

The revenue from parking meters is up so far this year, and revenue from citations is down, meaning that more people are paying the meters, likely due to more consistent enforcement

Loan for Parking Structure Maintenance Project

On January 1, a \$4,000,000 loan from the General Fund was secured and deposited into the PL&A fund to cover the cost of the Parking Structure Maintenance Project. This will be paid back in quarterly installments of \$116,120.62 for 10 years. The first installment was paid on Jan. 18, 2023. The second installment was paid on April 18, 2023. The annual interest rate is 3 percent, and the total interest over the life of the loan will amount to \$644,824.98. The Loan Amortization Schedule is attached for reference.

Operational Budget

Our projected operational budget for 2023 is \$1,088,334.00, excluding the amount for the loan repayment and the construction costs for the project itself. In 2022, the actual operating budget was \$918,015.00. The largest additional costs in 2023 (apart from the Parking Structure Maintenance Project) will be the upcoming parking study and the addition of a fourth full-time Parking Enforcement Officer, who started on May 15, 2023. The operational budget includes all costs associated with the parking system: software/hardware fees, data fees, credit card fees, registered owner lookup fees, notice of delinquent violation letter fees, security and maintenance of parking lots and parking structure (i.e. snow removal, striping, landscaping, security cameras), personnel (i.e. wages, benefits, uniforms, equipment), and fleet (i.e. vehicle maintenance, gas).

We have just completed our budget proposal for 2024. Changes of note are allocation for the addition of an administrative assistant to be shared between Parking Enforcement and Code Enforcement, allocation for a replacement vehicle for the Parking Enforcement minivan, and an increase in the Professional Services allocation, as prices for contracted work have increased.

Available Funds

As of right now, with the 2023 loan payments, all payments for the Parking Structure Maintenance Project, and the projected 2023 operating budget taken into account, the PL&A fund will have around \$1,300,000 at the end of the year, in addition to any revenue made in 2023. In 2021 and 2022, yearly revenue came in around \$1,600,000.

Explanation of “Contribution to Funds”

The “Contribution to Funds” amount on the revenue report is for Payment In Lieu of Taxes, which is charged to all enterprise funds for police and fire services, as the City is exempt from property taxes, which typically includes these fees. The amount is based on the value of the assets (lots, parking structure) that Parking Enforcement owns.

