

Account Number	Account Description	Actual FY2018	Actual FY2019	Budget FY2020	Estimated FY2020	Requested FY2021	Requested Budget % Change from: Estimate Budget
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64 FUND BALANCE - Parking Fund

Starting Fund Balance		0	0	261,359	261,359	1,164,733	
Revenues & Other Sources		0	315,765	510,750	1,361,469	1,385,750	
Expenditures & Other Uses		0	54,406	447,297	458,095	1,654,342	
Ending Fund Balance		0	261,359	324,812	1,164,733	896,141	
Encumbered (PSBldg-Heat Pump)					5,565		

Season runs from May 15th to October 31st - 5.5 months (crossing 2 fiscal budget years) (In CalYr20, start date is June 1st)
 Note - FY2019 is only 45 days; May 15th to June 30th. Full season is May 15th to October 31st.

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 is provided by 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 would otherwise would be funded by taxpayer funds.

New Part Time Employee: Parking Account Clerk - Reports to the Tax Collector
 Runs detail IPS meter reports, Ccard reports, Park Mobile reports by meters, kiosks, coin collections, refund reports, citation reporting and ties all monies wired in/deposited at the bank. This position also responsible for permits for Residents & Employees. Position may be cross trained in some Finance counter duties and cover Assessing office during their upcoming field work.

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 metered spaces
- 174 Kiosk spaces-streets
- 419 Kiosk spaces-P lots

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

**Calendar Year 2019
(5.5 Months)**

Statistical Data:		
Revenue:	cash collected	9%
	credit cards	91%
	Avg. Cash Trans	\$ 1.06
	Avg. IPS CC Trans	\$ 4.16
	# of CC transactions	367,235
	# of Coin transactions	140,923
	Reset revenue	\$ 57,208
	IPS & CC Fees as a % of Revenues	7.3%
	Park Mobile & CC Fees as a % of R	12.2%
Permits:	Permits Approved	2,210
	Permits Paid	580
Citations:	Citations-Warning	889
	Citations-Paid	855
	Citations-Voided	395
	Citations-Outstanding	835

Fees for Non-Residents & B&B's were reduced by 50% in May 2020

Account Number	Account Description	Actual FY2018	Actual FY2019	Budget FY2020	Estimated FY2020	Requested FY2021	Requested Budget % Change from:	
64 REVENUES - Parking Meter Revenues								
Departmental Revenue-Gross Proceeds								
72-4332	Kiosk/Meters -Coins -\$.25	0	29,237	40,000	129,159	135,000	4.5%	237.5%
72-4363	Kiosk/Meter Credit Cards -IPS	0	268,258	422,000	1,116,512	1,125,000	0.8%	166.6%
72-4368	Kiosk/Meters -ParkMobile App	0	25,560	55,000	172,498	170,000	-1.4%	209.1%
72-4369	Misc Coins-Foreign Exchange	0	615	3,000	4,283	3,000	-30.0%	0.0%
72-4370	Park Smart Prepaid Cards (redeemed)	0	0	0	0	5,000		
72-4371	Bay Ferries Park Fees -\$12 night	0	0	3,000	0	6,000		100.0%
Total-Paid Parking		0	323,670	523,000	1,422,452	1,444,000	1.5%	176.1%
Licenses and Permit Revenue								
73-4400	Employees/COA permits - \$30	0	8,040	8,750	6,821	13,000	90.6%	48.6%
73-4402	Non-Residents - \$75	0	2,100	2,100	900	2,200	144.4%	4.8%
73-4404	B&B's/Wkly Rentals - \$375	0	3,000	1,500	2,250	5,250	133.3%	250.0%
73-4405	Hospital Zone - \$2250 -75 spaces Hancock, Wayman & Center Sts	0	0	1,750	2,250	2,250	0.0%	28.6%
73-4406	Misc-Contractors, Boat Tr.-\$24/\$5 Com'lFish, Rec Boat-Res Spec Event, Contr	0	1,223	650	2,319	2,750	18.6%	323.1%
Total-Paid Permits		0	14,363	14,750	14,540	25,450	75.0%	72.5%
Local Source Revenue								
72-4365	Metered Violations-\$30 \$25 fine if paid within 14 days	0	730	25,000	25,293	28,000	10.7%	12.0%
72-4366	Other Parking Violations	0	310	5,000	808	7,000	766.3%	40.0%
Total-Violations Issued & Collected			1,040	30,000	30,647	35,000	14.2%	16.7%
Other Misc Revenue								
71-4700	Interest Income	0	26	1,000	9,576	5,000		
Total Interest Income		0	26	1,000	9,576	5,000	-47.8%	400.0%
Subtotal - Gross Revenue -all sources		0	339,099	568,750	1,477,215	1,509,450	2.2%	165.4%
Parking CC & Permit Transaction Expenses:								
72-4361	AMG CrCrd Proc. Fees-IPS	0	14,879	30,000	66,115	71,000	7.4%	136.7%
72-4364	AMG CrCrd Proc. Fees-ParkMobile	0	1,654	4,000	13,621	14,000	2.8%	250.0%
72-4367	Park Mobile Fixed Trans Fee -\$.25	0	1,658	4,000	11,300	12,000	6.2%	200.0%
72-4385	IPS-Gateway Fees -\$.13	0	3,724	7,000	15,951	17,000	6.6%	142.9%
72-4386	IPS Park Violation Trans/ccGate Fees	0	703	10,000	6,712	6,500	-3.2%	-35.0%
73-4387	IPS Permit Transaction Fees	0	716	3,000	2,047	3,200	56.3%	6.7%
Total-All CCrd & Transaction Fees			23,334	58,000	115,746	123,700	6.9%	113.3%
Total Net Revenues & Other Sources		0	315,765	510,750	1,361,469	1,385,750	1.8%	171.3%

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6410	EXPENDITURES - Parking Meter Fund							
	DIRECT EXPENSES							
	Contract Services							
5105	Wages-Hourly	0	0	0	4,614	0		
5110	Wages-Parking Enforcement-Ovrtm	0	213	7,000	1,178	7,000	494.2%	0.0%
5115	Wages-Parking Enfrcmnt-Pt Tm (4) *	0	23,073	44,851	72,730	78,208	7.5%	74.4%
5130	Wages-Finance Clerk-Seasonal	0	0	5,000	0	25,800		416.0%
5200	Social Security/FICA taxes	0	1,677	4,200	6,413	8,492	32.4%	102.2%
5210	MSRS Retirement costs	0	0	0	747	0		
5215	Workers Compensation	0	333	750	1,223	2,080	70.1%	177.4%
5220	Unemployment taxes	0	265	450	480	1,050	118.8%	133.3%
5225	Health Insurance costs	0	0	0	1,652	0		
5334	Cont Serv-Professional Fees	0	6,999	450	3,240	3,000	-7.4%	566.7%
5340	Legal Fees	0	1,059	1,000	0	500		-50.0%
5368	Total-annual software support lic **	0	1,136	19,987	14,131	25,248	78.7%	26.3%
5410	Uniforms, shoes, equipment, radios	0	2,299	4,000	1,274	6,500	410.2%	62.5%
5436	Office supplies & exps	0	546	1,803	1,008	2,000	98.4%	10.9%
5438	Supplies, batteries, Paper, Misc.	0	575	3,460	12,709	6,000	-52.8%	73.4%
5448	Signage	0	15,636	3,000	8,300	4,000	-51.8%	33.3%
5516	Fuel-Gasoline	0	0	0	0	500		
5528	Util-Telephone/Celluar	0	0	600	620	600	-3.2%	0.0%
5618	Repairs to Meters/Equipment	0	0	3,000	2,270	3,000	32.2%	0.0%
5700	Computer Equipment	0	0	0	0	1,000		
5704	Operating Equipment	0	0	6,000	5,299	6,000	13.2%	0.0%
5800	Advertising	0	0	3,000	0	3,000		0.0%
5808	Dues & subscriptions	0	595	600	0	600		0.0%
5824	Insurance-Kiosks	0	0	400	400	400	0.0%	0.0%
5836	Postage & Shipping Costs	0	0	0	36	0		
5906	Contingency	0	0	10,000	25	10,000	39900.0%	0.0%
5924	Island Explorer shuttle contrib.	0	0	8,000	0	5,000		-37.5%
	Total Direct Expenses	0	54,406	127,551	138,349	199,978	44.5%	56.8%
6420	ALLOCATED EXPENSES: OPERATIONS (Transfer to Revenue of the General Fund)							
4816	Administrative Services-Fin & Adm	0	0	17,819	17,819	30,741	72.5%	72.5%
4834	Transfer Est Parkng Citation Fines	0	0	30,000	30,000	35,000	16.7%	16.7%
4845	Police Admin. Oversight Services	0	0	4,475	4,475	76,256	1604.0%	1604.0%
4877	Public Works Services	0	0	7,452	7,452	171,433	2200.5%	2200.5%
	Total Allocations Transfer to Gen Fund	0	0	59,746	59,746	313,430	424.6%	424.6%
6430	ALLOCATED CIP EXPENSES: Capital Transfers to GF's CIP Fund							
6000	2 Meter Storage Trailers	0	0	15,000	15,000	0		
6164	Lower Main Street Streetscape	0	0	0	0	25,000		
6166	Cottage Street Streetscape	0	0	0	0	25,000		
6228	Parking Vehicle Transportation (in PD)	0	0	25,000	25,000	6,000	-76.0%	-76.0%
6229	Parking Meters & Eqpt Reserve (in PD)	0	0	90,000	90,000	42,433	-52.9%	-52.9%
6232	Radio Command Console (in Disp)	0	0	0	0	20,000		
6258	Ferry Terminal Parking Lot (in Hrbr)	0	0	0	0	250,000		
6260	Port Security Building Reserve-50%	0	0	0	0	4,000		
6300	Bike Racks (in Prks & Rec)	0	0	5,000	5,000	5,000		
6406	Bikeway/Pedestrian Improvements	0	0	0	0	20,000		
6410	Land Acquisition - Parking (in Hiway)	0	0	0	0	5,000		
6420	Roads	0	0	0	0	200,000		
6424	Sidewalk Plow	0	0	0	0	26,000		
6426	Sidewalks	0	0	0	0	100,000		
6434	Rte#3 Eden Pathway lighting	0	0	0	0	20,000		
6440	School Satellite Parking lot	0	0	0	0	25,000		

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6448	LED Lights Upgrade (cap lease-3 yrs)	0	0	0	0	133,000		
6452	Highway Trucks (plow)	0	0	0	0	50,000		
6516	Debt Service-Ferry Terminal Prk Lot	0	0	0	0	50,000		
6516	Debt Service Park Meters-5 yrs to FY24	0	0	125,000	125,000	134,500	7.6%	7.6%
Total Capital Exp. Allocations to CIP		0	0	260,000	260,000	1,140,933	338.8%	338.8%
Total Expenditures		0	54,406	447,297	458,095	1,654,342	261.1%	269.9%

New Parking Fund Operational & Capital Appropriations Attributed to:

Reduce current tax impact previously obligated by taxes	\$ 713,430
Reduce current tax impact on new/current committed projects	\$ 423,000
Reduce future tax impact for new long term projects	\$ 100,000
Total Favorable impact on taxes proposed in FY21	<u>\$ 1,236,430</u>

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 \$)				\$ 9,197
Plus: add the following:				
	Salary/Day	Days/Yr.	Total	
Technical Systems Administrator, IPS & LPR admin .	\$318.21	10	3,182	
Finance Director -added budgeting, meetings, oversight	\$383.83	10	3,838	
Tax Collector -analytics, cash/data cross referencing, bank tracking	\$245.90	5	1,230	
Assessor -GIS database & Parking maps	\$316.16	10	3,162	
Town Manager (Budget, Meetings, Etc.)	\$420.02	10	4,200	
Total Wages and Salaries			15,612	
Benefits	Rate	38.0%	5,932	
Parking Fund's Share of Management Expenses				\$ 21,544
Total Parking Fund Administrative Services Charge				<u>\$ 30,741</u>

Police Overhead

	Hours	Hourly Rate	FY2020
Police Chief (includes all overhead)	50	\$ 73.00	\$ 3,650
Lt. Supervision	50	\$ 31.96	\$ 1,598
Special Services Sgt.	720	\$ 32.00	\$ 23,040
(benefits-Lt & Sgt only)	38%		\$ 9,362
			\$ 37,650
10% of Depatch Oper. Budget-FY20	10%	\$ 234,854	\$ 23,485
Use of 1120 SqFt of Port Sec. Bldg	1,120	\$ 13.50	\$ 15,120
Subtotal Police Overhead			<u>\$ 76,256</u>

Highway Overhead

	Hours	Avg. Hourly Rate	
Winterize Kiosks (28)	40	\$ 21.60	\$ 864
Install/Remove meter (184)	288	\$ 21.60	\$ 6,221
Meter/Kiosk maintenance	60	\$ 21.60	\$ 1,296
Regular Highway wages (benefits)	bal of 1 FTE 38%	\$ 21.60	\$ 36,547 \$ 17,073
			\$ 62,001
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			\$ 3,500
Culverts #1077-5614			\$ 9,657
Gravel & Fill #1077-5624 50%			\$ 9,250
Road Salt #1077-5662 38%			\$ 50,000
Total Highway Overhead			<u>\$ 171,433</u>

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Detail to Direct Expenses: (shown on page 3)

Detail to 3 Direct Cost Line Items:

*** Detail to Parking Wages: Accts #6410-5105 & 5115**

Parking Financial Clerk (1) <i>\$21.50 phr - 1200 hours</i>	seasonal	#5130		0	0	25,800	
Parking Enforcement Coordinator (1) <i>\$21.50 phr - 1040 hours</i>	seasonal	#5115		19,584	19,584	22,360	
Parking Enforcement (3) <i>\$17.90 phr - 3120 hours</i>	seasonal	#5115		25,267	25,267	55,848	
Total Wages-Parking Enforcement *				44,851	44,851	104,008	

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

5368	Handheld Unit Support (\$60x12x3units) <i>Police Enforcement software</i>			900	2,160	2,160	
"	Parking Availability App's/Educ. <i>Provides info to public via cloud</i>			0	0	1,500	
"	M5Smart meter (\$5.75 x 6mo x 318) <i>Monthly fees, acct reports; communication Reports jams, unoccupied space, etc.</i>			9,689	9,689	10,902	
"	Dome Sensors (\$3.50 x 6mo x 316) <i>Gives analytics, resets to zero</i>			5,898	5,898	6,636	
"	Kiosk Reporting (\$25 x 6mo x 27)			3,500	3,500	4,050	
Total-annual software support lic **				19,987	21,247	25,248	

PSTF

Memo

To: Bar Harbor Town Council

From: Parking Solutions Task Force

cc: Cornell Knight- Town Manager

Date: January 10, 2020

Re: Recommendations for a policy of guidelines to be adopted by the Bar Harbor Town Council for the future administration of the Paid Parking Program Funds.

Pursuant to the Bylaws of the Parking Solutions Task Force we present the Bar Harbor Town Council with our recommendations on the use of the parking funds generated from the newly implemented Paid Parking Program. As you know the program had a very successful first year, generating more than 1.7 million dollars in revenue. We are confident that future seasons will generate as much or more revenue going forward and we did factor that assumption in our recommendations.

There are laws that control how revenue generated from our parking program may be spent.

The mission of our Task Force is to “make recommendations to the Town Council to improve parking in the Bar Harbor downtown area”, which includes improving pedestrian and bike ways in an effort to ease car traffic. Each of our spending recommendations will contain a brief explanation of how the expenditure will help to improve the parking situation in Bar Harbor.

The first step in this process is to set aside funds for the operation of the program. These fixed expenses have been budgeted based on what we know for future operating expenses and also what we feel are necessary additions to the program. These line items can be found on page Pages 1-5 of the Parking Budget.

The Parking Solutions Task Force recommends the remaining funds be allocated as follows:

1. Use a portion of the money to offset property tax increases annually. We have identified current line item obligations that exist in our Town budget and are funded by tax dollars. These items are highlighted in green and yellow within the town budget and amount to \$1,153,257.00 for the fiscal year 2021. We have confirmed that these items qualify as

allowed expenditures and recommend that they be funded in total through the Parking Fund. We have also identified future obligations within the CIP fund that also qualify for the use of Parking Funds. These items are highlighted in purple within the town budget and amount to \$450,000 for the fiscal year 2021. The Parking Solution Task Force believes that allocating Parking Fund money to items such as these annually will result in a direct reduction of future property tax increases due to the parking meters and that is an important achievement for the program.

2. A portion of the funding is to be contributed annually (currently \$250,000) to the Ferry Terminal property to develop, operate, and maintain a satellite parking facility. This effort is mentioned specifically in our bylaws. The concept has been discussed for some time and there seems to be broad support for a portion of the site to be available for free public parking. The accessory needs of this should include bike racks, EV charging stations, and a shuttle service into town. We believe that these improvements would make the ferry terminal an attractive location for residents and visitors to park for free, helping to reduce traffic downtown. A portion of this annual funding should go towards the maintenance and improvements of the Eden multi-use path, which many of the people who park there would use. Such enhancements as lighting, landscaping and eventually connecting the path appropriately to the downtown should be explored.
3. The Parking Solution Task force recommends that a portion of the funds are allocated annually to the paving, repair and maintenance of any other satellite lots, including but not limited to the Connors- Emmerson school.
4. Funds should be dedicated annually to the "Walk Bike Bus" campaign (currently \$5,000). The most effective parking solution is to reduce the number of vehicles needing to park in the first place. We recommend that part of the annual revenue be dedicated to increasing the options of alternative transportation methods. There are numerous ways that progress can be made in this regard, such as education, outreach, increased bike racks, wayfinding, improved/created bike lanes, etc. The Task Force also recommends that the Parks and Rec committee be responsible for the final decision on which improvements are implemented each year, if and when the PSTF is dissolved. For example, one of first issues we would like to address is the current flow of bike traffic from downtown into the Park by improving travel safety between the two locations.
5. That funds be contributed annually for all "Bar Harbor Street Scape's" CIP funds (currently at \$150,000 each). This would be where larger scale, or longer term, projects that had a parking component to them would be addressed. Such projects like the Cottage Street improvement plan, Lower Main Street improvement plan or the recently discussed curbing plan in front of the Criterion would be partially funded from the revenue generated by the parking meters. The many sidewalks that are in need of repair would also be funded from this revenue source. If we encourage visitors and residents to walk, we need to provide a safe way to do so. Prioritizing projects from these CIP funds would initially come from the Parking Solutions Task Force in conjunction with the Bar Harbor Public Works Department in the form of a recommendation to Town Council.
6. The Town should look into eliminating the Winter Parking Ban and any costs that would be associated with doing so. This has been discussed in the past and the reasoning for the ban has always been financial. We feel that most other towns in Maine have figured out how to deal with parking when it snows, so the solution should be achievable. The deserted streets and inconvenience to our downtown residents, is not very helpful for strengthening our year-round community. Eliminating the current parking ban would support the recently adopted Council Goals and Strategies 1b, 1d, 2b, among others.
7. The Bar Harbor Town Council should create and adopt a policy of guidelines for the future administration of this fund based on the above recommendations.