

## Special Revenue Funds

	2024 Actual	2025 Adopted	2025 Revised	2025 Projected	2026 Budget
<b>Revenue</b>					
Parking	\$3,255,322	\$3,075,607	\$3,075,607	\$3,600,276	\$3,094,848
Airport	\$483,697	\$493,583	\$506,083	\$539,583	\$512,196
Conservation Property	\$92,878	\$152,565	\$152,565	\$89,565	\$145,688
Revolving Loan	\$364,176	\$319,837	\$319,837	\$82,008	\$629,100
Golf	\$1,907,109	\$1,905,712	\$1,905,712	\$2,104,372	\$2,023,085
Arena	\$826,807	\$813,240	\$813,240	\$761,618	\$772,480
Solid Waste	\$5,288,148	\$4,123,245	\$4,123,245	\$4,124,467	\$4,262,010
<b>Sub Total</b>	<b>\$12,218,138</b>	<b>\$10,883,789</b>	<b>\$10,896,289</b>	<b>\$11,301,889</b>	<b>\$11,439,407</b>
<b>Expense</b>					
Parking	\$2,943,871	\$3,426,360	\$3,426,360	\$3,246,983	\$3,446,812
Airport	\$450,247	\$567,603	\$580,103	\$552,009	\$532,567
Conservation Property	\$92,878	\$152,565	\$152,565	\$152,565	\$145,688
Revolving Loan	\$363,864	\$319,837	\$319,837	\$37,000	\$622,600
Golf	\$1,805,150	\$1,782,057	\$1,782,057	\$1,873,811	\$1,828,353
Arena	\$847,215	\$897,880	\$897,880	\$918,044	\$887,178
Solid Waste	\$4,634,402	\$4,958,014	\$4,958,014	\$4,926,754	\$5,189,528
<b>Sub Total</b>	<b>\$11,137,626</b>	<b>\$12,104,315</b>	<b>\$12,116,815</b>	<b>\$11,707,166</b>	<b>\$12,652,726</b>

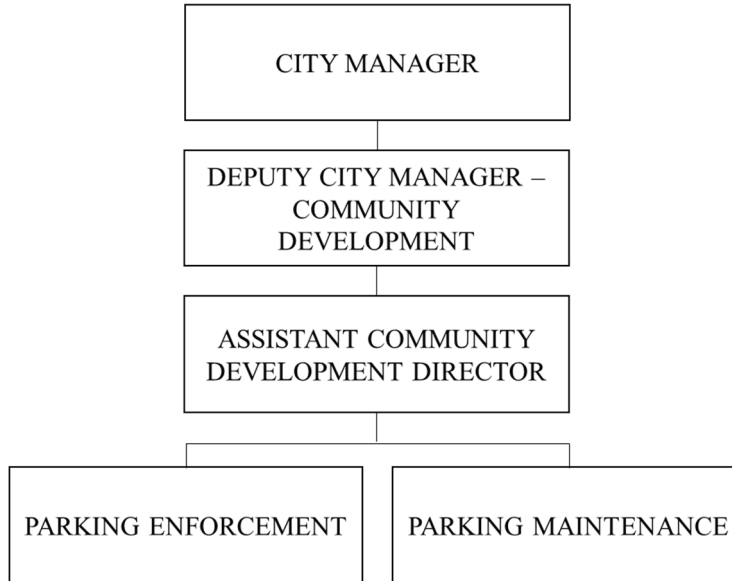
## Parking Fund

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### Mission

To provide and maintain safe, convenient, customer friendly parking facilities, and appropriately enforce parking regulations.

### PARKING FUND ORGANIZATIONAL CHART



### Core Responsibilities

1. Develop, enact, and enforce parking regulations and policies in order to support citywide community and economic development activities.
2. Maintain parking meters and kiosks to maximize convenience for customers and revenues.
3. Parking enforcement, as well as meter and kiosk maintenance, is provided by the Police Department.
4. Daily property management services for parking garages and surface lots are provided by the General Services Department. Snow removal is done by contract.
4. The Engineering Division of the Community Development Department assists with the review of requests for on-street parking modifications.
5. The Community Development Department coordinates these efforts, staffs the Parking Committee, prepares parking ordinances, administers certain maintenance contracts, and manages all parking related capital improvement projects.

## Parking Fund

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<u>Fund Summary</u>	<b>2025 Revised</b>	<b>2025 Projected</b>	<b>2026 Budget</b>
<b>Revenue</b>	<b>\$3,075,607</b>	<b>\$3,600,276</b>	<b>\$3,094,848</b>
<b>Expense</b>	<b>\$3,426,360</b>	<b>\$3,246,983</b>	<b>\$3,446,812</b>
<b>Net Income (Loss)</b>		<b>\$353,293</b>	<b>(\$351,964)</b>
<b>Beginning Working Capital</b>		<b>\$1,980,898</b>	<b>\$2,334,191</b>
<b>Ending Working Capital</b>		<b>\$2,334,191</b>	<b>\$1,982,227</b>

### Reserve

This fund has a goal to target a working capital reserve that is 20% of operating expenses, including debt service and capital expenditures.

## Parking Fund

<u>Budget Detail</u>	<b>2024 Actual</b>	<b>2025 Adopted</b>	<b>2025 Revised</b>	<b>2025 Projected</b>	<b>2026 Budget</b>
<b>Revenue</b>					
Parking Penalties	\$447,214	\$430,000	\$430,000	\$550,000	\$431,000
Metered Parking	\$1,410,587	\$1,300,000	\$1,300,000	\$1,522,700	\$1,316,630
Metered Parking Cards	\$75,223	\$70,000	\$70,000	\$20,000	\$35,000
Rental Income	\$803,308	\$860,872	\$860,872	\$963,366	\$871,397
Investment Income	\$45,438	\$10,000	\$10,000	\$32,000	\$35,000
Sale of Assets	\$6,500	\$0	\$0	\$0	\$0
Finance Charges	\$58,016	\$2,525	\$2,525	\$110,000	\$5,000
Other Revenue	\$19,434	\$17,310	\$17,310	\$17,310	\$16,500
Transfer In - Trust	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Transfer In - General	\$56,643	\$56,643	\$56,643	\$56,643	\$59,980
Transfer In - Solid Waste	\$13,650	\$13,650	\$13,650	\$13,650	\$13,650
Transfer In - Sears Block TIF	\$308,810	\$304,107	\$304,107	\$304,107	\$300,191
<b>Total Revenue</b>	<b>\$3,255,322</b>	<b>\$3,075,607</b>	<b>\$3,075,607</b>	<b>\$3,600,276</b>	<b>\$3,094,848</b>

The Parking Fund's revenue comes from three sources: Metered Parking (43%), Rental Income (28%), and Parking Penalties (14%). Revenue from Metered Parking and Parking Penalties is calculated using historical data, which is then adjusted for capital projects in parking facilities that are anticipated to affect the availability of metered spaces. Rental Income (parking lease) revenue is calculated using data from existing and anticipated rental agreements.

## Parking Fund

	2024	2025	2025	2025	2026
	Actual	Adopted	Revised	Projected	Budget
<b>Expense</b>					
Full Time	\$467,338	\$577,882	\$577,882	\$490,170	\$617,765
Temporary	\$0	\$10,720	\$10,720	\$0	\$11,150
Overtime	\$9,595	\$8,990	\$8,990	\$12,200	\$9,350
Retirement	\$65,286	\$79,404	\$79,404	\$66,765	\$79,958
FICA	\$36,446	\$45,027	\$45,027	\$37,749	\$48,057
Beneflex	\$141,593	\$207,310	\$207,310	\$146,620	\$207,458
Worker's Compensation	\$5,930	\$4,850	\$4,850	\$4,850	\$6,260
Unemployment Insurance	\$257	\$394	\$394	\$394	\$449
Professional Development	\$695	\$4,200	\$4,200	\$4,200	\$4,200
Repairs and Maintenance	\$118,263	\$263,710	\$263,710	\$263,710	\$257,470
Professional Services	\$298,194	\$286,500	\$286,500	\$286,500	\$288,400
Software/Hardware Maintenance	\$0	\$4,200	\$4,200	\$4,200	\$4,200
Communications	\$4,628	\$4,755	\$4,755	\$4,755	\$6,487
Postage	\$4,503	\$6,000	\$6,000	\$4,500	\$6,000
Office Supplies	\$5,793	\$16,440	\$16,440	\$16,440	\$15,500
Departmental Supplies	\$20,307	\$19,250	\$19,250	\$20,000	\$19,750
Building Supplies	\$816	\$19,260	\$19,260	\$19,260	\$15,800
Uniforms	\$524	\$11,550	\$11,550	\$5,000	\$12,000
Vehicle Fuel	\$2,915	\$3,003	\$3,003	\$3,003	\$3,000
Electricity	\$74,432	\$81,540	\$81,540	\$89,580	\$90,490
Water and Wastewater	\$276	\$270	\$270	\$310	\$330
Property and Auto Insurance	\$19,760	\$20,490	\$20,490	\$20,490	\$21,170
Liability Insurance	\$3,270	\$3,800	\$3,800	\$3,800	\$3,920
Taxes - Real Estate	\$175,613	\$183,750	\$183,750	\$179,422	\$193,300
Principal	\$1,068,020	\$1,084,410	\$1,084,410	\$1,084,410	\$1,121,740
Interest	\$238,990	\$197,300	\$197,300	\$197,300	\$171,700
Transfer Out - Trust	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Transfer Out - General	\$169,928	\$170,855	\$170,855	\$170,855	\$170,408
Transfer Out - Gen Cap Proj	\$0	\$100,000	\$100,000	\$100,000	\$50,000
<b>Total Expense</b>	<b>\$2,943,871</b>	<b>\$3,426,360</b>	<b>\$3,426,360</b>	<b>\$3,246,983</b>	<b>\$3,446,812</b>

## Parking Fund

<u>Service Indicators</u>	<u>2023 Actual</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>2026 Projected</u>
1. Overtime Parking Meter Citations	15,701	16,826	16,500	18,000
2. Time Zone Citations	1175	804	710	800
3. Meter Feeding Citations	42	1	10	40
4. Winter Parking Ban Citations *	212	161	75	150
5. Booted Vehicles	7	20	10	20
6. Credit Card Transactions at Kiosks	252,616	352,741	355,000	360,000
7. Customer Payment Plans Created	17	28	15	25
8. Violations Appealed to Court	24	74	48	65
9. Parking Garage Leases & Permits Issued	718	684	660	660
10. Single Space Smart Meter Transactions	114,611	150,233	140,000	142,000
11. Online Citation Payments Transactions	8,683	9,851	10,500	11,500
12. Pay-By-Phone Transactions	175,514	235,507	246,100	250,000

\* Changed to issue only on vehicles that are not towed during winter parking ban.

### 2026 Goals

1. Working with the Police Department and Human Resources Department, continue to work toward staffing all funded vacant Parking Officer and Equipment Technician (POET) positions.
2. Continue negotiations to convert all reserved parking spaces at the School Street and Storrs Street Parking Garages from leases to permits.
3. Work with the State of NH to ensure demolition of the existing 205-space Legislative Parking Garage located on Storrs Street and termination of the associated 1975 “air rights” lease related thereto.
4. Upon opening of the new Legislative Parking Garage facility on School and Capitol Streets, review Article 18-1-17 of the City’s Code of Ordinances, which permits the State to encumber on-street municipal parking for disabled members of the Legislature.
5. Complete the State Street Parking Garage alternatives study and implement recommendations contained therein.
6. Continue to monitor winter storm emergency towing procedures with General Services and Police to improve efficiency of violation procedures and ensure proper plowing operations during overnight parking bans.
7. Work with the Parking Committee to continue evaluating the feasibility of bringing additional pay by mobile device providers into the Concord market.
8. Working in concert with other communities, explore potential legislative changes at the State level to permit use of License Plate Recognition for parking enforcement.
9. Monitor grant funding opportunities to support the purchase and installation of electric vehicle (EV) charging stations in municipal parking lots and garages; pursue those opportunities which make sense for the community; and implement appropriate ordinances to govern operation of EV parking spaces.
10. Implement capital improvement projects as approved in the FY 2026 budget.
11. Commence planning for potential rate increases in FY 2027.
12. Support the Parking Committee with review of citizen requests and other ongoing initiatives.

## Parking Fund

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### 2025 Goals Status

1. Working with the Police Department and Human Resources Department, continue to work toward staffing all funded vacant Parking Officer and Equipment Technician (POET) positions.  
9-Month Status: Recruitment for the vacant positions remains ongoing and challenging given current labor market conditions. Several candidates have been interviewed and offered positions, but ultimately two positions are currently vacant as of March 30, 2025. Subject to the approval of a Program Change Request (PCR), staff is proposing the creation of two “POET II” positions in the FY 2026 budget, to help retain qualified employees and assist in succession planning for the Parking Division.
2. Implement cross training programs for administrative functions and back office operations.  
9-Month Status: This goal has been accomplished in FY 2025, with the hiring of the new Administrative Coordinator position in the Community Development Department that supports Parking activities.
3. Continue negotiations to convert all reserved parking spaces at the School Street and Storrs Street Parking Garages from leases to permits.  
9-Month Status: Lease to permit negotiations have continued with two lease holders, one at the School Street Parking Garage and one at the Storrs Street Parking Garage. While progress has been slow, staff is hopeful to finalize new agreements and convert the lease to permit transitions prior to or during FY 2026.
4. Work with the State of NH to ensure demolition of the existing 205-space Legislative Parking Garage, located on Storrs Street, and termination of the associated 1975 “air rights” lease related thereto, following completion of the State’s new Legislative Garage at 33 Capitol Street.  
9-Month Status: Construction of the new Legislative Parking Garage is well underway. Staff remains engaged with the State as the project continues through construction, and will continue to work collaboratively as the new garage is constructed, including planning for the eventual demolition of the State’s garage over Storrs Street.
5. Upon opening of the new Legislative Parking Garage facility at 33 Capitol Street, review Article 18-1-17 of the City’s Code of Ordinances, which permits the State to encumber on-street municipal parking for disabled members of the Legislature.  
9-Month Status: Staff will work with the Parking Committee on a potential ordinance amendment once the new Legislative Parking Garage nears completion.
6. Complete the State Street Garage Options Study, and implement any appropriate recommendations resulting from the analysis to determine capacity of the parking system to absorb parking demand in the event the 238-space State Street Parking Garage is demolished and replaced with a 60-70 space surface parking lot.  
9-Month Status: A consultant for the study was selected in March 2025 and the analysis is in progress. Staff will work with the Parking Committee and City Council to implement recommendations of the analysis, as appropriate, including examining parking fees and penalties to ensure the City is properly pricing parking rates and fees to ensure continued viability of the Parking Fund.
7. Continue to monitor winter storm emergency towing procedures with the General Services Department and the Police Department to improve efficiency of violation procedures and ensure proper plowing operations during overnight parking bans.  
9-Month Status: The City has refined the emergency towing procedures, working with three towing vendors on a rotating basis each storm event, which has been successful overall. Staff will continue to work with General Services and the vendors to ensure the process continues to operate as intended.
8. Work with the Parking Committee to continue evaluating the feasibility of bringing additional pay by mobile device providers into the Concord market.  
9-Month Status: The Parking Committee has started preliminary discussion on this topic, staff is engaging additional vendors, and the hope is to have a proposal ready for the FY 2027 budget process.

## Parking Fund

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### 2025 Goals Status (continued)

9. Working in concert with other communities, explore potential legislative changes at the State level to permit use of License Plate Recognition for parking enforcement.  
9-Month Status: Staff will pursue this goal in upcoming legislative sessions, and maintain this goal for FY 2026.
10. Monitor grant funding opportunities to support the purchase and installation of electric vehicle (EV) charging stations in municipal parking lots and garages; pursue those opportunities which make sense for the community; and implement appropriate ordinances to govern operation of EV parking spaces.  
9-Month Status: Staff continues to monitor potential grant opportunities.
11. Implement capital improvement projects as approved in the FY 2025 budget.  
9-Month Status: FY 2025 capital projects included lease signage changes at the State Street and School Street Parking Garages, and battery replacements for the IPS Smart Parking Meters. The signage funds were re-directed to graffiti prevention measures at the School Street Garage, and the parking meter batteries were purchased in early 2025. Design of potential reconstruction of the City Hall Parking Lot (CIP #596 / FY 2024) has been suspended pending completion of the forthcoming City Hall Campus Master Plan.
12. Commence planning for potential rate increases in FY 2026.  
9-Month Status: Staff and the Parking Committee has decided to await the results of the upcoming study of the State Street Public Parking Garage alternatives analysis (FY 2024 Goal #5, which is currently underway) and the impacts of various alternatives (reconstruction, renovation, demolition and replacement with surface parking, etc.) on the overall parking system before proceeding with any rate adjustments.
13. Support the Parking Committee with review of citizen requests and other ongoing initiatives.  
9-Month Status: The Parking Committee, with assistance from staff, has reviewed a variety of citizen requests related to parking rules and regulations, and is poised to continue to work collaboratively with citizens and staff to address parking related issues as they arise.