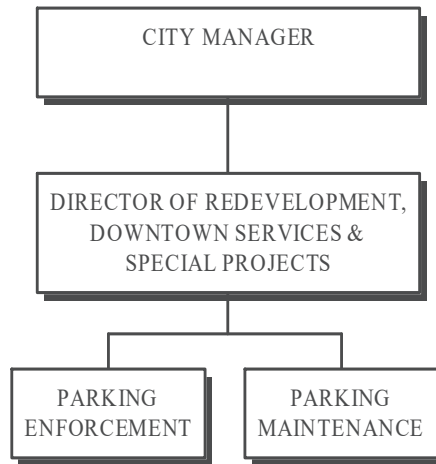


Parking Fund

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 is 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. City Administration coordinates these efforts, staffs the Parking Committee, prepares parking ordinances, administers certain maintenance contracts, and manages all parking related capital improvement projects.

Parking Fund

<u>Fund Summary</u>	2022 Revised	2022 Projected	2023 Budget
Revenue	\$2,671,531	\$3,383,513	\$3,486,198
Expense	\$2,881,180	\$2,725,917	\$3,085,798
Net Income (Loss)		\$657,596	\$400,400
Beginning Working Capital		\$271,331	\$928,927
Ending Working Capital		\$928,927	\$1,329,327

Reserve

This fund has a goal to target a working capital reserve that is 10% of operating expenses, including debt service and capital expenditures.

Parking Fund

<u>Budget Detail</u>	2021 Actual	2022 Adopted	2022 Revised	2022 Projected	2023 Budget
Revenue					
Parking Penalties	\$278,086	\$336,090	\$336,090	\$276,240	\$391,140
Metered Parking	\$850,923	\$1,013,000	\$1,013,000	\$1,264,897	\$1,272,787
Metered Parking Cards	\$8,372	\$35,000	\$35,000	\$83,940	\$85,000
Rental Income	\$864,208	\$833,520	\$833,520	\$860,637	\$890,607
Investment Income	\$16	\$10	\$10	\$0	\$100
Finance Charges	\$683	\$5,000	\$5,000	\$2,815	\$2,500
Insurance Dist and Credits	\$3,305	\$0	\$0	\$7,045	\$0
Other Revenue	\$10,500	\$10,500	\$10,500	\$11,170	\$10,500
Other Gov Agencies - State	\$2,575	\$0	\$0	\$0	\$0
Transfer In - Trust	\$0	\$54,000	\$54,000	\$54,000	\$10,500
Transfer In - General	\$48,932	\$51,221	\$51,221	\$51,221	\$54,295
Transfer In - Grts & Donations	\$0	\$0	\$0	\$438,358	\$438,358
Transfer In - Solid Waste	\$0	\$13,650	\$13,650	\$13,650	\$13,650
Transfer In - Sears Block TIF	\$316,675	\$319,540	\$319,540	\$319,540	\$316,761
Total Revenue	\$2,384,276	\$2,671,531	\$2,671,531	\$3,383,513	\$3,486,198
Expense					
Compensation	\$411,076	\$433,079	\$433,079	\$404,407	\$491,783
Fringe Benefits	\$233,621	\$259,949	\$259,949	\$198,952	\$281,211
Outside Services	\$323,684	\$413,997	\$413,997	\$388,998	\$557,071
Supplies	\$33,378	\$43,050	\$43,050	\$33,544	\$62,988
Utilities	\$59,707	\$62,910	\$62,910	\$56,063	\$57,260
Insurance	\$19,880	\$20,959	\$20,959	\$20,959	\$22,581
Debt Service	\$1,377,350	\$1,321,480	\$1,321,480	\$1,321,475	\$1,272,437
Miscellaneous	\$178,563	\$183,461	\$183,461	\$159,224	\$162,409
Transfer Out	\$93,308	\$142,295	\$142,295	\$142,295	\$178,058
Total Expense	\$2,730,566	\$2,881,180	\$2,881,180	\$2,725,917	\$3,085,798

In fiscal year 2023 75% of the Parking fund's revenue comes from three sources: Metered Parking 37%, Rental Income (Parking Leases) 26%, and Transfer-In from Grants (American Rescue Plan Act) 13%. Historically data is used to estimate Metered Parking and Metered Parking Cards. This information is then adjusted for capital projects in the parking facilities that are anticipated to affect the availability of metered spaces. American Rescue Plan Act is a set amount for fiscal year 2023.

Parking Fund

<u>Service Indicators</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Estimated</u>	<u>2023 Projected</u>
1. Overtime Parking Meter Citations	13,778	10,451	11,500	15,000
2. Time Zone Citations	338	292	150	1,000
3. Meter Feeding Citations	7	11	10	30
4. Winter Parking Ban Citations	199	132	291	200
5. Booted Vehicles	12	7	5	15
6. Credit Card Transactions at Kiosks	297,389	249,695	304,100	300,000
7. Credit Card Transactions – Fines/Penalties/P-Cards	626	77	240	550
8. Customer Payment Plans Created	32	21	15	25
9. Violations Appealed to Court	29	45	35	40
10. Parking Garage Leases & Permits Issued	770	756	741	750
11. Mobile Unit Hours of Enforcement	-	-	-	2,080
12. Single Space Smart Meter Transactions	84,929	78,759	99,800	110,000
13. Online Citation Payments Transactions	3,288	5,475	5,825	6,200
14. PayByPhone Transactions	17,130	34,893	46,300	60,000

2023 Goals

- Staff all funded vacant Parking Officer and Equipment Technician (POET) positions.
- Subject to City Council approval of applicable Program Change Requests, reallocate resources to prioritize and expand neighborhood parking enforcement.
- Continue to monitor the State of New Hampshire's potential new 600+/- space Legislative Parking Garage, and potential impacts to Downtown Parking. If the proposed garage comes to fruition, work with the State 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. Also, upon opening of the new facility, review Article 18-1-17 of City's Code of Ordinances, which permits the State to encumber on-street municipal parking.
- 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.
- Working with the Parking Committee, review and revise winter storm event vehicle impoundment protocols and citation structure.
- Strategic Plan: a) Continue efforts to convert all reserved parking spaces at the School Street and Storrs Street Parking Garages from leases to permits; and b) Select and implement a web-based system for receiving and processing parking permit applications (i.e. on-street residential permits, parking garages, and encumbrance permits), as well as management of said permits, including invoicing.
- Implement the FY 2023 Capital Improvement Program as adopted by the City Council: a) CIP #403: Replace the enforcement vehicle; b) CIP #595: Replace all remaining mechanical meters to IPS smart meters and upgrade Flowbird "MP" kiosk pay station doors for continued reliability due to discontinuance of parts; and c) CIP #432: Design and construct comprehensive repairs for the State Street Parking Garage, or, alternatively, select and implement a replacement option for the facility.
- Support the Parking Committee with review of citizen requests and other ongoing initiatives.

2022 Goals Status

- To the extent practical, work to manage or mitigate the ongoing negative repercussions on the parking system associated with the COVID-19 pandemic.
9-Month Status: The COVID-19 Pandemic, which began on March 15, 2022 and continued through early fall 2022, had a significant negative impact on Parking Fund revenues. On March 14, 2022, the City Council approved Resolution #9439, which appropriated \$876,715 of American Rescue Plan Act funds to reimburse the Parking Fund for financial losses stemming from the pandemic. These funds will be deposited into the Parking Fund during FY 2022 and FY 2023, thereby increasing the Fund's working capital to preserve financial solvency.

Parking Fund

2022 Goals Status (continued)

2. Continue implementation of the 2017 Strategic Parking Plan:

- a) Prepare for meter rate, lease/permit rate, and citation rate increases in FY 2023, in accordance with the Strategic Parking Plan.

9-Month Status: On March 14, 2022, the City Council approved Resolution #9439, which appropriated \$876,715 of American Rescue Plan Act funds to reimburse the Parking Fund for financial losses associated with the COVID-19 Pandemic. As a result of these additional revenues, no rate increases will be required in FY 2023. However, future rate increases have been incorporated into the outyears of the Parking Fund pro forma, as it is anticipated that increases will be needed to support significant capital improvement projects, including, but not limited to, repair or replacement of the State Street Parking Garage.

- b) Complete negotiations with long-term lessees to convert reserved spaces at the Storrs Street and School Street Parking Garages from leases to permits.

9-Month Status: Following the completion of renovations of the School Street Parking Garage in June 2021, the City converted all reserved parking spaces in the garage, which were not subject to long-term agreements, from assigned space leases to permit parking. As a result of this conversion, there are now 94 permit parking spaces at the facility (with capacity for 118 parking permits), as well as 167 residual lease spaces which are associated with long-term parking agreements. City Administration is also engaged in negotiations with Capital Commons L.L.C. to convert their allocation of 89 leased parking spaces at the Storrs Street Garage to permits. City Administration is hopeful this can be achieved by the start of FY 2023.

- c) Select and implement an on-line application portal for parking garage permits, resident permits, and on-street parking encumbrance permits.

9-Month Status: A Program Change Request (PCR) to implement an on-line permit module was not approved for this item in FY 2022. However, staff has secured a proposal from its parking software vendor for this service and a PCR has been submitted to the City Manager for consideration as part of the FY 2023 budget.

3. Working closely with the Parking Committee, Fire Department, General Services Department, and the public, complete the Narrow Streets Study and prepare ordinances to address neighborhood narrow street concerns as recommended by the Parking Committee for the Wall Street neighborhood.

9-Month Status: The Parking Committee held community forums for the Wall Street neighborhood on August 30, 2021 and October 25, 2021. Following those meetings, recommendations were finalized and submitted to the City Council in November 2021. On December 13, 2021, the City Council approved five ordinances which implemented the Parking Committee's recommendations. Signage and pavement markings will be installed in spring 2022 to implement said ordinances.

4. Working with the Parking Committee, review and revise the winter storm event vehicle impoundment protocols and citation structure.

9-Month Status: This item was included on the Parking Committee's FY 2022 work plan and is ongoing.

5. Support the Parking Committee with review of citizen parking requests and other ongoing initiatives.

9-Month Status: During FY 2022, staff has assisted the Parking Committee with review of parking requests concerning removal of parking on Eastern Avenue, removal of 20-minute parking spaces on Kennedy Lane, implementation of a loading zone on South Street, a request for additional handicap parking on Warren Street and South Fruit Street, a request to expand the on-street residential parking permit program to properties on Rollins Street, as well as parking on Whitney Road related to the Wheelabrator facility. Staff also provided multiple analyses of revenues associated with meter expansion areas, as well as recommendations to implement loading zone regulations in the community. Staff also developed and implemented pavement marking plans for on-street parking on Thompson and North Spring Streets.

Parking Fund

2022 Goals Status (continued)

6. Continue to manage ongoing capital improvement projects, as follows:

- a) CIP #403, Parking Division Vehicles and Equipment, purchase of line striping machine.
9-Month Status: The line striping machine has been purchased by the General Services Department and will be used to refresh existing pavement markings, as well as add new markings when requested by City Administration.

- b) CIP #432, State Street Parking Garage, complete structural review and needs assessment to prepare for design in FY 2023 and construction in FY 2024.
9-Month Status: In January 2018, the H.L. Turner Group completed a structural evaluation of the State Street Parking Garage. Per the recommendations of the report, in spring 2018, the City implemented \$30,000 of emergency repairs and temporary stabilization. The 2018 report recommended that the City proceed with a major renovation of the facility by spring 2020. The FY 2020 budget, which began on July 1, 2019, included funds to update the 2018 structural assessment to prepare for comprehensive renovation of the facility. However, that effort was delayed due to the COVID-19 Pandemic, which began on March 15, 2020 and continued through late summer 2021. On February 11, 2022, the H.L. Turner Group completed an updated needs assessment of the facility. The 2022 study determined the facility requires significant comprehensive repairs/renovations within the next 12 months. The 2022 study also recommended that \$200,000 of emergency repairs and temporary structural stabilization be implemented immediately. On March 14, 2022, the City Council approved Resolution #9445, which appropriated \$200,000 for said repairs. Knowles Industrial Services, Inc. was engaged for the repairs shortly thereafter. Repairs are underway and will be completed in June 2022. Per the 2022 needs assessment, the estimated cost to fully repair and renovate the garage is \$9.5 million. The same report noted that demolition and replacement of the facility with a new 240-space parking garage would cost upwards of \$25 million (presuming construction in 2023). Demolition and replacement of the facility with a new 60+/- space parking lot would cost approximately \$4.5 million. In April 2022, the Legislature announced plans to demolish the existing 205-space legislative garage and construct a new 600+/- space facility. Simultaneously, the YMCA announced it was exploring a potential public/private partnership with the Concord School District regarding a new facility as part of the District's new middle school project. These potential projects, which are in the preliminary stages, may have impacts on parking activity in Downtown Concord, and are presently making it challenging to determine an appropriate course of action for the State Street Parking Garage.

- c) CIP 529, Storrs Street Garage, proceed with the FY 2020 renovation project with the goal to complete in FY 2022 or early FY 2023.
9-Month Status: Bids for the project were received on March 30, 2021. The contractor was engaged on July 12, 2021. Work began in early September 2021. Currently, the project is scheduled to be completed in summer 2022. The project includes concrete repairs, replacement of sealants and membranes, replacement of all lighting with LED fixtures, installation of bird mitigation devices, painting all structural steel, repairs to the South Main Street Plaza, and other miscellaneous items.

- d) CIP 595, Parking Meters and Kiosks, replace modems in older kiosk units to maintain credit card service, subject to City Council approval, and reprogram meters and kiosks for proposed July 1, 2023 rate increase.
9-Month Status: Modems were purchased and installed during the third quarter of FY 2022.

- e) CIP 616, Parking Division Technology, purchase replacement zebra citation printers to facilitate issuance of parking tickets.
9-Month Status: The printers have been ordered and the Parking Division is awaiting delivery.