



MEMORANDUM

To: Honorable Mayor Becksted and City Council Members
From: Karen S. Conard, City Manager
Date: June 19, 2020
Re: FY21 Budget – Review of Items from Councilor Huda: **Parking/Transportation**

Before the June 15, 2020 City Council meeting, Councilor Huda provided several spreadsheets listing recommended reductions from the FY21 proposed budget for the Parking and Transportation Special Revenue Fund. Below is a response to each line item with further explanation of how each budget item was projected for FY21.

Of note: the Parking and Transportation Division is a self-supporting, Special Revenue Fund. As a result of the COVID – 19 pandemic, parking and transportation revenue projections were revised and the proposed FY21 budget was adjusted to reflect the projected revenue decline. To date, actual revenues are exceeding the adjusted revenue projections. Since the recommended budget adjustments meet revenue projections, staff recommends that no further budget reductions are necessary.

The total requested reduction from Councilor Huda for the Parking and Transportation Division is \$1,247,414. Further reductions beyond what the City has revised and presented to the Council will impact the Parking and Transportation Division's services that benefit downtown businesses and residents by limiting resources for street cleaning, potential resident parking programs and parking lot maintenance. For these reasons, we do not recommend further budget reductions.

The following are specific responses to proposed additional reductions identified by Councilor Huda.

Parking Admin – P/T Salaries: Part Time Salaries in Admin consists of .25 DPW office Admin, and the School Crossing Guard Program. It is not advised to reduce this program at this time.

Parking Admin – OT: OT is primarily due to unforeseen circumstances (trapped in elevator, snow removal, overnight and weekend service interruptions). OT is not used unless necessary. Reducing this line item does not take into account that experience shows we generally see more calls for OT as equipment ages.

Parking Admin – Materials Capital Outlay: Generally speaking, costs of materials and goods increase year by year; this is the reason that the 2019 number was increased.

Parking Admin – Outside IT Support: This line item attempts to account for unforeseen software changes (e.g. a forced move from 3G to 4G technology by AT&T in FY21). This was budgeted at \$5,000 in FY20, and reduced to \$2,000 in FY21 based on experience. This is an example of unspent budgeted monies being

moved into the Parking Fund at the close of the Fiscal Year. If it is not needed, it is not spent. Reducing this item would mean no possibility of transfer at the end of the fiscal year.

Parking Admin – Software Annual Maintenance: This would include Smarking (Parking Data Aggregator), KRONOS (Payroll), Voltrek (EV Station Software), ESRI (GIS Solutions), Keynet GPS, and Data Transfer Solutions (See/Click/Fix, etc.). Software costs generally increase annually, the three-year average here is higher than the request because several Parking Softwares were pulled from this line item and placed in their appropriate budget units (e.g. Enforcement Software is now under Enforcement budget unit). This was done for the sake of transparency to better identify.

Parking Admin – Professional Services: State of Maine, DMV, NH Criminal Record, Clear Choice MD, Occupational Health Services. Activities involved with hiring new staff, includes drug testing and background checks.

Parking Admin – Protective Clothing: Pays for uniforms, winter coats, gloves, safety vests. This request was reduced from \$2000 to \$500 based on experience. \$330 has been spent on this line item in FY20 through 6.16.20.

Parking Admin – Travel & Conferences: It is professionally expedient to attend various conferences, trade shows, etc. in order to stay abreast of current industry trends and technologies. These are funds that are not spent if they are not needed. \$893.17 has been spent to as of 6.16.20 due to COVID-19 cancellations.

Parking Admin – Office Supplies: The Parking Division uses supplies from the DPW pool of supplies as part of the group of offices at 680 Peverly Hill Road. Cutting this line item does not mean supplies will not be needed in the normal course of business.

Parking Admin – Repairs Vehicle: Covers repairs and maintenance for P1 (2007 Chevy); P69 (2014 Ford); P139 (2019 Ford). Three-year average shows actual costs. Each vehicle is one year older, making it more susceptible to breakdown. Additionally, parts and materials costs increase annually.

Parking Admin – Cell Phones: Covers cell phones for the entire division: Parking Management, Parking Foremen, Parking Enforcement Officers and Parking Enforcement Tablets. Each year, replacement phones and tablets are more expensive, leading to the minor increase in this request.

Parking Admin – Gas: Covers vehicles used during the normal course of business, including but not limited to street sweepers, garbage trucks, sidewalk tractors, plow and utility trucks, loaders. \$12,469 has been spent as of 6.16.20 for FY20. Gasoline and diesel fuel is funded within the Public Works, Police, Fire and School Departments for a total proposed appropriation of \$300,700. As you know, the cost of this commodity is dictated by the industry, can fluctuate both up or down at any given time and is very difficult to predict. The City bids out this commodity to receive the best price possible to keep the cost down. A reduction in this line is not recommended. If the City Council wants to reduce this line item, the reduction should be across the board among all departments.

Parking Admin – Occupational Health: Pavia Associates, Clear Choice MD. Represents the cost share of occupational health physician Dr. Snow, who handles all workers compensation claims for the City.

Parking Admin- Postage: Parcel Room, Mail Finance Inc., Neofunds by Neopost, petty cash DPW. Represents the 25% cost share of the Department's Postage, includes postage meter rental and special returns at outside facilities.

Transportation Engineering – Regular Salaries: Because each of the costs related to Transportation Engineering were previously lumped in with various line items in Admin, it was difficult to understand the true cost of this important work. To provide for greater transparency, this salary, and the related costs below were all pulled from their previous line items (reducing those by these amounts). None of the expenses under this Business Unit represent 'new' expenses; this Business Unit was created solely for transparency during the budgeting process.

Transportation Engineering – P/T Salaries: This line item is for an intern in an engineering or planning curriculum to assist the Traffic Engineer with traffic volume and parking data collection, data compilation, data analysis, sight line measurements, and traffic calming measures, and database updating and maintenance, as well as assisting on presentations for public meetings.

Transportation Engineering – Books & Periodicals: This item is for professional publications, which are updated on a regular basis, and consist of roadway and intersection capacity analysis manuals, national land development standards manuals for vehicle trip and parking generation, multimodal transportation design manuals, among others. This also funds the purchase of current research publications that address aspects of transportation such as distracted driving, shared microtransit, and new and evolving technologies in fields such as traffic signal equipment and operations.

Transportation Engineering – Dues Professional Organizations: This covers the annual cost of dues in the Institute of Transportation Engineers, which provides access to the latest developments, news and training in the industry.

Transportation Engineering – Equipment: This line item covers flashing crosswalk signals, traffic cameras and various other equipment needed to perform Transportation Engineering duties. This represents postings previously booked in Admin, moved to this Business Unit for transparency and ease of future budgeting. This is an ongoing actual expense line item and does not represent a new FY21 request. This also covers traffic signal upgrades such as pedestrian buttons and signal heads.

Transportation Engineering – Materials Capital Outlay: This represents postings previously booked in Admin, moved to this Business Unit for transparency and ease of future budgeting. This includes equipment necessary to install traffic calming devices such as signs, flex posts, temporary curbing and paint. This is an ongoing actual expense line item and does not represent a new FY21 request.

Transportation Engineering – Outside IT Support: This line item attempts to account for unforeseen software changes and regular updates to traffic engineering software that require additional fees. This is an example of unspent budgeted monies being moved into the Parking Fund at the close of the Fiscal Year. If it is not needed, it is not spent. Reducing it means we don't have the means to adjust to changes. This represents postings previously booked in Admin, moved to this Business Unit for transparency and ease of future budgeting. This is an ongoing actual expense line item and does not represent a new FY21 request.

Transportation Engineering – Professional Services: Primarily pays for maintenance, updating and running new scenarios in the downtown traffic model provided by RSG. This also covers the costs of

processing of video traffic counts when needed to obtain turning movement volumes at intersections and the cost for any independent traffic engineering studies by consultants. This represents postings previously booked in Admin, moved to this Business Unit for transparency and ease of future budgeting. This is an ongoing actual expense line item and does not represent a new FY21 request.

Transportation Engineering – Protective Clothing: High visibility winter coat, gloves and safety vests. This represents postings previously booked in Admin, moved to this Business Unit for transparency and ease of future budgeting. This is an ongoing actual expense line item and does not represent a new FY21 request.

Transportation Engineering – Traffic Signal Ops: This is for ongoing connection fees and software subscription costs necessary to maintain remote access to several signals in the city, including the new interconnected system on Woodbury Avenue. This enables us to remotely monitor and adjust the traffic signal operations to ensure maximum efficiency in the system and safety in the field.

Transportation Engineering – Travel & Conferences: It is professionally expedient to attend various conferences, trade shows, etc. in order to stay abreast of current industry trends and technologies. These are funds that are not spent if they are not needed. \$893.17 has been spent as of 6.16.20 due to COVID-19 cancellations. This item also covers costs of webinars that provide necessary training for professional development, to meet professional engineering registration requirements.

Foundry Garage – Regular Salaries: The FY19 figure is only representative of eight months of activity, as the facility opened on 10.31.18. Additionally, much of the FT staff used at Foundry was borrowed from the Hanover labor pool due to low activity at Foundry early on. Going forward, we must budget for a full fiscal year. Finally, the current FY21 request is likely to increase due to the fact that staff will be required to be added to clean and maintain the facility for the proposed Pop-Up Rooftop program.

Foundry Garage – P/T Salaries: The FY19 figure is only representative of eight months of activity, as the facility opened on 10.31.18. Additionally, much of the FT staff used at Foundry was borrowed from the Hanover labor pool due to low activity at Foundry early on. Going forward, we must budget for a full fiscal year. Finally, the current FY21 request is likely to increase due to the fact that staff will be required to be added to clean and maintain the facility for the proposed Pop-Up Rooftop program.

Foundry Garage – Electricity: The FY21 request was reduced vs. FY20 based on experience. The FY20 figure projected is \$37,500. It is good business practice to assume utility cost increases.

Foundry Garage – Janitorial Supplies: The FY19 figure is only representative of eight months of activity. Additionally in FY19, much of the janitorial supplies were pulled from the Hanover supplies, artificially deflating the true cost in that year. Finally, COVID-19 supplies are inflating all janitorial line items throughout the Division; current spent to date as of 6.16.20 = \$2,644.11.

Foundry Garage – Materials: The FY19 figure is only representative of eight months of activity. Additionally in FY19, many Materials costs were pulled from the Hanover, artificially deflating the true cost in that year. Current spent to date as of 6.16.20 = \$1,209.93. It is important to note that since the opening of the Foundry, we have been using paper materials supplied by the equipment installer. This request is increased in FY21 in anticipation of having to make purchases to re-stock supplies as they run out.

Foundry Garage – Office Supplies: Covers forms for various programs (monthly parking applications, employee parking program, validations, receipts, schedules, staples, ink, toner, etc.). These are real costs that would otherwise hit Admin. Posting them here aids with transparency in budgeting.

Foundry Garage – Professional Services/Cleaning: This reduction was already proposed in the revised FY21 budget provided by the Division.

Foundry Garage – Professional Services/Security: Police Detail. This reduction was already proposed in the revised FY21 budget provided by the Division. However, with the increased traffic expected for the proposed Pop Up Rooftop, this line item should remain.

Foundry Garage – Repairs Electrical: As the Facility is no longer under warranty, we can anticipate regular ongoing repairs and maintenance on all systems going forward. If not required, this money is not spent.

Foundry Garage – Repairs Elevator: Annual inspection, monthly inspection, repairs.

Foundry Garage – Repairs Equip: As the Facility is no longer under warranty, we can anticipate regular ongoing repairs and maintenance on all systems going forward. If not required, this money is not spent.

Foundry Garage – Repairs Parking Control: As the Facility is no longer under warranty, we can anticipate regular ongoing repairs and maintenance on all systems going forward. If not required, this money is not spent.

Foundry Garage – Repairs Structural: As the Facility is no longer under warranty, we can anticipate regular ongoing repairs and maintenance on all systems going forward. If not required, this money is not spent.

Foundry Garage – Repairs Vehicle: Truck #131 operates out of Foundry. Placing repair costs for this vehicle at Foundry aids in transparency in budgeting.

Foundry Garage – Telephone: The facility is equipped with 10 blue emergency phones, 2 elevator emergency phones, and 1 office phone.

Foundry Garage – Water/Sewer Fees: This formula is an average FY18, FY19 and FY20; however, actuals for FY18 (\$0) when the garage was not yet open, FY19 (eight months of operation) and FY20 Budget. The FY21 request may increase in anticipation of proposed Pop Up Rooftop restroom usage.

Hanover Garage – P/T Salaries: Parking Division has already recommended reductions of \$10,347.

Hanover Garage – OT: Real costs anticipated for holidays, vacation and sick coverage, snow plowing, events.

Hanover Garage – Equipment: The Division does much of its minor repair work in-house. This includes tools needed for concrete repair projects, repairing railings, painting walls, graffiti removal. Deleting this line item hampers the Division's ability to provide upkeep on this aging facility.

Hanover Garage – Protective Clothing: Uniforms, Gloves, Winter Coats per Union contracts.

Hanover Garage – Generator Maintenance: Each year the generator is one year older and requires regular service and inspection to keep it up to code.

Hanover Garage – Janitorial Supplies: Using FY19 as a baseline does not take into account annual cost increases for all supplies and materials. Additionally, COVID-19 supplies are inflating all janitorial line items throughout the Division; current spent to date as of 6.16.20 = \$3,061.60.

Hanover Garage – Materials: Tickets, receipt paper, de-icing chemicals; the Division already recommended a \$5,000 reduction to this line item in the revised FY21 budget.

Hanover Garage – Office Supplies: Covers forms for validations, receipts, schedules, staples, ink, toner, etc. These are real costs that would otherwise hit Admin. Posting them here aids with transparency in budgeting.

Hanover Garage – Professional Services/Cleaning: This line item was intended to rent sweep/scrubbing equipment for a one-time cleaning for each garage.

Hanover Garage – Professional Services/Security: Weekend police detail at Hanover prevents escalation, helps clear loitering, and prevents drunk driving.

Hanover Garage – Repairs Electrical: Each year the facility ages, it is prudent to anticipate increased repairs and maintenance costs to all systems.

Hanover Garage – Repairs Equipment: Each year the facility ages, it is prudent to anticipate increased repairs and maintenance costs to all systems.

Hanover Garage – Repairs Parking Control: Each year the facility ages, it is prudent to anticipate increased repairs and maintenance costs to all systems. FY20 YTD as of 6.16.20 = \$9,952.35 with one invoice pending.

Hanover Garage – Repairs Structural: Materials and supplies for safety and concrete repairs. Discontinuing repairs would lead to building failure and issues with Primex insurance.

Hanover Garage – Repairs Vehicle: Multiple vehicles operate out of Hanover. Placing repair costs for these vehicles at Hanover aids in transparency in budgeting.

Hanover Garage – Water/Sewer Fees: FY21 ask reduced vs FY20 based on experience. It is good business practice to assume utility cost increases.

Capital Projects – Plan Studies: Need for the Hanover garage renovations; if we fail to renovate Hanover, the building will eventually fail.

Debt Service – Financing Fees on Debt: This represents the principal bond payment for the Foundry Parking Facility, a legal obligation and cannot be reduced. This is a finance fee that cannot be changed.

Parking Collection – Regular Salaries: Satellite office employee.

Parking Collection – Office Supplies: Covers forms for various programs (monthly parking applications, employee parking program, validations, receipts, schedules, staples, ink, toner, etc.). These are real costs that would otherwise hit Admin. Posting them here aids with transparency in budgeting.

Parking Collection – Telephone: Each employee has a desk line. This allows for more than one customer to be serviced at one time. Additionally, lines must be set up for credit card transactions.

Parking Collection – Copier Lease: This is a set contract agreement.

Parking Collection – Postage: Most postage was moved from the Clerk's office to the Enforcement Budget Unit, as the Enforcement Software vendor now does our escalation mailings, and it aids transparency to see each Budget Unit budgeted for the expenses it can be expected to incur. The Clerks offices still have nominal amounts needed to mail various notices, public outreach, etc. Current YTD: \$1,446.

Parking Collection – Copying Supplies: Toner, paper, etc.

Parking Collection – Printing Lease Maintenance: This is a set contract agreement.

Parking Enforcement – P/T Salaries: Parking Division has already proposed a cut of \$23,141. Further cuts will result in overtime to cover open shifts, call offs, etc.

Parking Enforcement – OT: Snow ban ticket and tow: the Enforcement team stays to help the PPD clear the roads of parked cars during plowing.

Parking Enforcement – Equipment: This money is used to purchase replacement devices (zebra printers, tablets, etc.) used in conjunction with the Enforcement program. Electronic equipment, particularly as it ages and takes daily abuse in the elements, has a relatively short life span and must be replaced frequently.

Parking Enforcement – Protective Clothing: Gloves, safety vests/coats, uniforms (Enforcement and Crossing Guards).

Parking Enforcement – Repairs Equipment: Repairing tablet screens and printers when possible (as opposed to replacement).

Parking Enforcement – Repairs Vehicle: P3 and P145 vehicles operate out of Enforcement. Each year, vehicles age and require maintenance and repair. Each year, costs of materials and supplies increase. Placing repair costs for these vehicles in the Enforcement Budget Unit aids in transparency in budgeting.

Parking Enforcement – Telephone: Enforcement Supervisor Cell.

Parking Enforcement – Miscellaneous Supplies: Hangtags (City Council, ISSC Winter Program, Water Street), stickers, various validations.

Parking Enforcement – Postage: Complus Notices for unpaid tickets; we are bound by contract to pay postage for our enforcement mailings. By having the vendor mail our enforcement letters, we pay only postage. We no longer must pay for labor to process letters, paper, envelopes or toner, only postage.

Parking Enforcement – Materials Maintenance: Batteries; chargers; power strips; zebra printer heads.

Parking Enforcement – Printing Supplies: Parking citation envelopes and ticket rolls; costs can be expected to increase annually, particularly as we issue a greater number of tickets annually.

Parking Meter Operation – OT: snow plowing, plowing sidewalks, weekend trash removal.

Parking Meter Operation – Equipment: Tools to perform on-site repairs; calling in the vendor for onsite repairs is extremely costly and time-consuming, performing smaller repairs locally is far more effective, and requires tools and equipment.

Parking Meter Operation – Protective Clothing: Gloves, safety vests/coats, uniforms.

Parking Meter Operation – Repairs Equipment: Sweeper brooms, loader tires, snow blower repairs. Each year, aging equipment sees a greater need for repairs and maintenance. Removing this line item would mean a broken snow blower would be out of service for the season rather than repaired in hours.

Parking Meter Operation – Repairs Vehicle: P131 and P132 vehicles operate out of Meter Ops. Each year, vehicles age and require maintenance and repair. Each year, costs of materials and supplies for doing so increase as well. Placing repair costs for these vehicles in the Meter Ops Budget Unit aids in transparency in budgeting.

Parking Meter Operation – Meter Supplies: This is required to ensure the machines have receipt paper and replacement batteries. All meter devices run on battery power, and are replenished by solar panels.

Parking Meter Operation – Meter Transaction Fee: These funds represent meter transaction fees for the IPS, Cale and ParkMobile systems. If we discontinue payment, the vendors will discontinue the use of their payment platforms.

Parking Meter Operation – Repairs Parking Meters: As the meters age, they become more needy and costly to repair. Most meter parts that require attention (printer heads, coin drops, touch screens, modems, mother boards) run \$500- \$1,500 each.

Public Transportation – Coast Dues: Obligation to COAST bus.

Public Transportation – Senior Transport: Obligation to COAST bus.

Public Transportation – Trolley Match: Obligation to COAST bus.