

Fund:  
**PARKING SYSTEM OPERATIONS**

Department:  
**FINANCE**

Division:  
**PUBLIC PARKING SERVICES**

Division No.: **47100**

**MISSION:**

The mission of the Public Parking Services Division is to operate, service, and maintain the municipal parking lots and metered on-street parking areas.

**SERVICES:**

The Public Parking Services Division provides regulated on-street and off-street parking spaces for use by the general public. The Division enforces all municipal parking regulations as specified within the City of Carbondale municipal code. The Division issues parking violations, parking permits and provides an option for leased parking stalls within city lots.

**SIGNIFICANT GOALS AND OBJECTIVES:**

**GOAL:**

A. Increase parking division revenues

**Objective:**

1. Improve the collection rate of outstanding fine revenues

**Strategies:**

- a. Utilization of licensed software to aid in identification of outstanding ticket, plate, and ownership location
- b. Consistently implement internally developed collection and patrolling processes/notice issuance for outstanding fines
- c. Review alternative opportunities for collection of outstanding accounts receivable

**Objective:**

2. Increase number of requests for parking permits and lease agreements

**Strategies:**

- a. Publicize availability and prime location of City owned parking lots
- b. Consistent and constant enforcement of patrol

**Objective:**

3. Increase meter collection and violation revenues

**Strategies:**

- a. Continued utilization of a sealed security meter collection system
- b. Ensure patrolling of lots is often and consistent, yet efficient and sporadic

**Objective:**

4. Improve profitability/reduce expense as it relates to meters, meter functionality and repair

**Strategies:**

- a. Implement internally developed procedures for identifying mechanism maintenance obstacles and profitability
- b. Evaluate the technology, need and geographical profitability for alternative parking devices outside of meters

**GOAL:**

B. Recondition and modernize parking lots and metered street areas to be attractive and convenient to users and the general public:

**Objective:**

1. Improve the physical and technical condition of City operated parking lots and metered street areas

**Strategies:**

- a. Repair and/or resurface damaged parking lot surfaces
- b. Maintain and manage environmental wear and tear to ensure uninterrupted functionality
- c. Evaluate the installation/replacement of current meters with alternative devices

**PROGRAM HIGHLIGHTS:**

In FY 2014, the Public Parking Services Division operated and maintained 20 public parking lots within the City of Carbondale, including 16 lots located in the downtown business district. The lots contain over 1,185 parking spaces in addition to the 240 parking spaces that are located and maintained along city streets.

Sixteen of the City's municipal parking lots are located on property owned by the City of Carbondale while four of the parking lots are located on properties that are partially privately owned. The lots located on private property are operated through negotiated lease agreements with the property owners. Lease payments are based on revenues generated by each individual parking lot, as defined by the terms of the lease. Such lease payments are included within the annual budget.

FY 2014 provided to be a positive year in multiple aspects for the division. Newly hired and dedicated staff surpassed budgeted targets creating the ability to begin making headway on the division's operating deficit. The deficit reduction was further attributed to the redefined fee structure and rates approved in FY 2013.

In FY 2014, saw the deterioration of the division's transportation vehicle and with council approval the division was able to invest in the City of Carbondale's first Hybrid Vehicle. The Hybrid, a Ford C-Max, is expected to decrease fuel cost while creating efficiency in other avenues.

In FY 2014, the Parking Services Division used allocated funds for the resurfacing, structuring and beautification of six heavily trafficked parking lots. Included were lots frequented by many citizens patronizing prevalent businesses within the downtown Carbondale Community. It is the Parking Division's intent to continually evaluate the current condition of all lots and work towards repairing wear and tear; in addition to making them more attractive and user friendly to patrons and the general public.

Lastly, FY 2014 was the beginning of a partnership with Southern Illinois University providing alternative parking options for complications endured through SIU's expansion. The City began leasing its' South Washington Lot, also known as, Lot #3 to SIU. The Lease will provide beneficial parking avenues to both parties involved.

As it relates to FY 2015, the Parking Division intends to place emphasis on modern improvements while streamlining dated processes and means of collection enforcement.

More specifically, in FY 2014, the division identified alternative advancements for the means of purchasing, disbursing, and enforcement of permitting and fines located within highly trafficked and prevalent City lots. It is the division's intent in FY 2015 to initiate technological advancements within the "Amtrak" designated parking lots (Lot 12 & Lot 13). The launch will build upon an interactive 'smart' display, enabling citizens and patron's ability and flexibility in parking while utilizing the City of Carbondale Lots.

Further, in FY 2015, the Division will continually place effort on recouping any remaining operating deficits. Discussions have been held in which contractual efforts will be made with third parties pertaining to the collection of past due receivables. The collaboration will reduce additional labor limitations that the City has experienced in previous attempts.

Also in FY 2015, the Parking Divisions will continue to research any technological advances available and conformable as it relates to the current operating mechanisms. The Division will promote any available advancement that will aid in collection of additional fine revenue, along with conformity and ease for means of operations and ease of customer use.

**PERFORMANCE MEASUREMENTS:**

Performance Measurements	Division Goal/ Objective	Actual FY 2013	Authorized Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
Parking Citations Issued	A-3	7,482	9,500	13,500	14,000
Vehicles Impounded	A-1	167	150	215	250
Parking Permits Issued	A-2	472	400	500	500
Senior Citizen Parking Permits Issued	A-2	536	500	500	500
Number of Parking Lots Maintained	B-1	21	21	20	20

**NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:**

POSITION TITLE	ACTUAL FY 2013	AUTHORIZED BUDGET FY 2014	ESTIMATED ACTUAL FY 2014	BUDGET FY 2015	\$ AMOUNT BUDGET FY 2015
Parking Meter Attendant	0.77	1.00	1.03	1.00	\$30,840
<b>TOTAL</b>	0.77	1.00	1.03	1.00	\$30,840

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EXPENDITURE CLASSIFICATION	ACTUAL FY2013	AUTHORIZED	ESTIMATED	BUDGET FY2015
		BUDGET FY2014	ACTUAL FY2014	
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	27,201	31,132	31,373	30,840
102 Accrued Vacation Leave	(887)	0	0	0
103 Accrued Birthday Leave	0	0	0	0
110 Employee Overtime	287	0	0	0
130 Employee Health Ins. Benefits	4,662	6,678	9,916	9,990
131 Employee Retirement Benefits	5,038	6,603	6,581	6,648
140 Employee Work. Comp. Benefits	351	1,081	1,345	1,958
141 Employee Unemp. Comp. Benefits	0	0	0	0
<b>TOTAL PERSONAL SERVICES</b>	<b>36,652</b>	<b>45,494</b>	<b>49,215</b>	<b>49,436</b>
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
200 Professional & Consultant Fees	850	960	900	950
222 Communications-Postage	4,286	4,595	5,200	5,680
230 Utilities-Electric	8,840	8,352	8,160	8,460
250 Repairs & Maint.-Equip.	27,756	18,873	18,500	9,783
251 Repairs & Maint.-Bldg.&Struc.	1,000	650	650	0
252 Repairs & Maint.-Other Improv.	7,559	8,882	9,000	11,865
260 Rental Charges	7,938	9,250	8,700	9,000
270 Outside Printing Services	4,848	4,056	4,550	4,605
271 Other Outside Services	1,236	2,474	2,000	2,442
272 Office Supplies	623	384	380	834
273 Operating Supplies & Materials	2,106	2,330	2,200	1,945
275 Motor Fuels and Lubricants	1,646	2,376	2,350	1,980
281 Insurance and Bonds	1,376	895	895	1,939
282 Licenses and Taxes	0	105	0	0
299 Operating Equipment	1,963	3,452	3,000	0
<b>TOTAL DIR. OPER. CHRGS. &amp; SRVCS.</b>	<b>72,027</b>	<b>67,634</b>	<b>66,485</b>	<b>59,483</b>
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
310 Veh. & Equip.-Labor & Overhead	1,577	1,555	2,488	350
311 Vehicle & Equipment-Parts	1,233	2,000	2,000	500
316 Street Maintenance Services	32,479	37,881	26,695	38,014
332 Information Systems Services	15,767	14,438	15,675	15,390
335 Financial Management Services	30,048	27,162	27,162	27,576
361 Forestry Services	4,364	8,022	8,000	8,029
<b>TOTAL SRVCS. &amp; CHRGS. TRANS IN</b>	<b>85,468</b>	<b>91,058</b>	<b>82,020</b>	<b>89,859</b>

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EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2013	BUDGET	ACTUAL	BUDGET
		FY2014	FY2014	FY2015
<b>NON-OPERATING CHARGES</b>				
420     Uncollectible Accounts	49	100	50	100
TOTAL NON-OPERATING CHARGES	49	100	50	100
<b>CAPITAL OUTLAY</b>				
503     Machinery & Equipment	0	0	0	15,000
504     Licensed Vehicle	0	21,480	21,480	0
TOTAL CAPITAL OUTLAY	0	21,480	21,480	15,000
<b>CONTINGENCIES</b>				
801     Division Contingency	0	9,000	0	9,000
TOTAL CONTINGENCIES	0	9,000	0	9,000
<b>DEPRECIATION EXPENSE</b>				
890     Depreciation on Fixed Assets	67,642	95,682	67,642	67,642
TOTAL DEPRECIATION EXPENSE	67,642	95,682	67,642	67,642
<b>TOTAL EXPENDITURES</b>	<b>261,838</b>	<b>330,448</b>	<b>286,892</b>	<b>290,520</b>