

# **CITY CLERK/PARKING ADMINISTRATION**

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Parking Administration is a revenue producing department made up of the following employees: one Supervisor, one Assistant Supervisor for the VES Program, one Installation and Repair person, one Assistant Installation and Repair person, four Parking Control Enforcement Officers.

Working under the control of the City Clerk this department generates revenue for the city through enforcement of applicable laws and city policies relating to vehicles parking in violation of city statutes, and city policies relating to residential parking and abandoned vehicle code infractions.

## **Goals and Objectives:**

Upon recommendation of City Fleet Manager, we will continue to replace vehicles on our "Vehicle Cycle Program" with hybrid vehicles to save in fuel costs; continue to educate the public regarding disabled parking through the VES (Volunteer Enforcement Specialist); continue to work with downtown patrons in regards to parking problems, act as ambassadors in assisting the general public, and at the same time, maintain efficiency and professionalism in carrying out our works and responsibilities pertaining to our job.

## **Services Provided**

- Install, maintain & collect revenue from parking meters
- Enforce and issue citations to vehicles parked in violation of city statutes;
- Enforce city policies relating to residential parking and abandoned vehicle code infractions;
- Respond to citizen complaints concerning abandoned vehicles and issue ticket(s) and /or warnings when necessary;
- Report illegal vehicles and other illegal activities to appropriate department;
- Post "No Parking" signs and bag meters for merchants in downtown area when needed;
- Post "No Parking" signs for construction on streets in city and maintain the "No Parking" on these streets by either ticketing or towing of vehicles when milling or repaving.

Updated 6/25/09

PARKING ADMINISTRATION  
 Dept # 0132 - PARK  
 2010 BUDGET COMPARISON

	2008 ACTUAL	2009 ACTUAL THRU 30-Jun-2009	2009 REVISED BUDGET	2010 SUBMITTED	\$ INCREASE (DECREASE) FROM 2009 APPR	% CHANGE FROM 2009 APPR TO 2010
5111 TOTAL WAGES	333,886		349,762	318,564	(31,198)	- 8.92%
5131 PERF - EMPLOYERS SHARE	22,981		25,358	24,689	(669)	
5132 FICA	24,346		26,757	24,370	(2,387)	
5134 LIFE MEDICAL & HEALTH INSURAN	81,000		81,000	79,200	(1,800)	
5136 UNEMPLOYMENT COMPENSATION	355		350	319	(31)	
5137 WORKERS COMP INSURANCE	3,245		3,590	4,468	878	
5138 CLOTHING ALLOWANCE	4,662		4,500	4,500	-	
513A PERF - EMPLOYEES/PD BY CITY	9,848		10,493	9,557	(936)	
513R RETIREES HEALTH INSURANCE	9,000		9,000	9,900	900	
<b>Total 5100</b>	<b>\$489,323</b>	<b>\$240,411</b>	<b>\$510,810</b>	<b>\$475,567</b>	<b>(\$35,243)</b>	<b>- 6.90%</b>
5219 OTHER OFFICE SUPPLIES	1,196		1,000	1,000	-	
5231 GASOLINE	13,247		20,892	12,653	(8,239)	
5299 OTHER MATERIALS & SUPPLIES	985		2,500	2,500	-	
<b>Total 5200</b>	<b>\$15,428</b>	<b>\$4,859</b>	<b>\$24,392</b>	<b>\$16,153</b>	<b>(\$8,239)</b>	<b>- 33.78%</b>
532C CELL PHONE	332		-	384	384	
5331 PRINTING OTHER THAN OFFC SUPPL	177		1,000	1,000	-	
5342 LIABILITY INSURANCE	1,390		5,657	3,933	(1,724)	
5369 CONTRACTED SERVICE	4,668		5,100	5,100	-	
536N GARAGE CONTRACT - NONTARGET	3,190		4,524	2,554	(1,970)	
536T GARAGE CONTRACT - TARGET	10,040		11,513	9,499	(2,014)	
5399 OTHER SERVICES AND CHARGES	268		2,000	2,000	-	
539B MASTER LEASE	48,294		50,653	42,226	(8,427)	
<b>Total 5300</b>	<b>\$68,359</b>	<b>\$33,773</b>	<b>\$80,447</b>	<b>\$66,696</b>	<b>(\$13,751)</b>	<b>- 17.09%</b>
<b>Total 5400</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total</b>	<b>\$573,110</b>	<b>\$279,043</b>	<b>\$615,649</b>	<b>\$558,416</b>	<b>(\$57,233)</b>	<b>- 9.30%</b>

## Parking Administration 2010-2014 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2010	2011	2012	2013	2014
1	<u>Vehicle Replacement</u> 2006 GMC GMC - Vehicle #26012	LE	-	-	29,000	-	-
<b>TOTAL</b>			-	-	<b>29,000</b>	-	-