CITY OF BLOOMINGTON

PARKING COMMISSION

City of Bloomington Parking Commission Meeting Packet

Tuesday, July 25, 2017

Packet Related Material

1. Meeting Agenda
2. Memo from Jim Blickensdorf
3. Introduction & Neighborhood Zone Financial Report sections
4. Comments from Mary Jo Shaughnessy
5. Comments from Faith Hawkins
6. Private Parking Memo from Planning and Transportation

Next Meeting: August 8th, 2017 Dulap Room #235 5:30 PM

CITY OF BLOOMINGTON

PARKING COMMISSION

MEETING AGENDA

July 25, 2017, 5:30 PM
Hooker Room #245, City Hall

I. Call to Order

II. Reports from Commissioners & City Officers

III. Public Comment

IV. Discussions of Topics Not the Subject of Resolutions

- A. First Draft of the Financial Report - Introduction (25 minutes)
- B. First Draft of the Financial Report - Neighborhood Zones (25 minutes)
- C. Private Parking Recommendation - BMC §15.36
- D. Meeting Dates

V. Resolutions for First Reading and Discussion - None

VI. Resolutions for Second Reading and Discussion – None

VII. Member Announcements

VIII. Adjournment

The August Work Session will focus on Garages & Lots.

Next Work Session: August 8, 2017, 5:30 PM, Dunlap Room #235

Next Meeting: August 22, 2017, 5:30 PM, Hooker Room #245

*Action Requested/Public comment prior to any vote, limited to five minutes per speaker.

Auxiliary aids for people with disabilities are available upon request with advance notice.
Please call **(812) 349-3429** or e-mail human.rights@bloomington.in.gov.

CITY OF BLOOMINGTON

PARKING COMMISSION

MEMO

From: Jim Blickensdorf, Chairperson, Parking Commission
To: Parking Commissions
Date: July 17, 2017
Re: **Agenda Items for the July Meeting**

IV.A & IV.B PKG 2017-07 Introduction to the Financial Report

We will be discussing any questions or comments on Chapter 2 and Chapter 5 of the draft Financial Report. Changes, deletions or requests for additional information can be submitted via email prior to the meeting or at the meeting. We will limit the time for discussion to 25 minutes per section, unless the majority of members present feel additional time should be allotted. The goal is to reach a consensus on the material to be included in the final report.

Final vote on Chapter 2 and 5 will take place at the August 22nd meeting.

IV. C. PKG 2017-07: Resident-Only Private Parking

This topic was vetted by the Traffic Commission in October of 2016 and they recommended eliminating the program. Changes to §15.36, deleting Resident-Only Parking, were introduced as Ordinance 17-24 and discussed at the Council's May 24th Committee of the Whole. The Do Pass Recommendation was 0-7-1.

On May 31, the Common Council had the second reading and discussion of the ordinance. Further discussion and final vote was postponed until August 9. Until then, Parking Commission has the opportunity to make a recommendation to Council.

Andrew Cibor from City planning provided the minutes from the Traffic Commission, a copy of the draft ordinance and staff recommendations. They were attached to the June packet. Scott Robinson of Planning and Transportation will attach staff's updated recommendations and seek a recommendation from the Commission which will be delivered to the Common Council prior to their August 9th meeting.

# # #

A Financial Report on the City's Parking System

City of Bloomington
Parking Commission

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Chapter 2. Introduction to the Financial Report

Background

The Commission was authorized by Ordinance 16-22 (see Appendix 3) to "[access] all data regarding the City's parking inventory, including usage, capital and operating costs, so long as the data is released in a manner consistent with exemptions from disclosure of public records set forth in Indiana Code § 5-14-3-4".

On March 28, the Parking Commission adopted Resolution 2017-02 which authorized and directed the Chair to obtain and report on specific information about parking from City departments.

The Chair submitted a written request for information to City Legal, a copy of Parking Commission Resolution PKG 2017-02 which authorized the request, and a public records access request form to City Legal. Assistant City Attorney Anahit Behjou provided Detail General Ledger Reports for funds related to collections, garages and lots, the Alternative Transportation Fund (which also holds funds from neighborhood zones), and the Parking Meter Fund. (The Chair's letter, Ms. Behjou's response, and supporting documents were included in the Commission's May 2017 meeting packet.) An excerpt from a typical Detail General Ledger Report is shown in Figure 1.

Detail General Ledger Report

G/L Date Range 01/01/16 - 04/30/17
Include Sub Ledger Detail
Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	**452-26-260000-43130 Hourly Parking**							Balance To Date:	$0.00
01/01/2016	2016-00000373	JE	RA	Revenue Collection Payment Post	Collections			123.75	(123.75)
Receipt Number	*Receipt Batch*	*Receipt Description*			*Received From*		*Payment Date*	*Amount*	*Distribution Amount*
2016-00002215	2016-01000153	Parking Garage CC 12/31 & 1/1			Parking Garage CC 12/31 & 1/1		01/01/2016	123.75	(123.75)
							Total	$123.75	($123.75)
01/04/2016	2016-00000626	JE	RA	Revenue Collection Payment Post	Collections			163.75	(287.50)
Receipt Number	*Receipt Batch*	*Receipt Description*			*Received From*		*Payment Date*	*Amount*	*Distribution Amount*
2016-00003998	2016-01000292	Parking Garage CC 1/4			Parking Garage CC 1/4		01/04/2016	565.75	(163.75)
							Total	$565.75	($163.75)
-								144.00	(431.50)

Figure 1. Example of data provided to the Commission

City Accounting Methods

Deputy Controller Jeff McMillian explained that the City separates revenues into account codes beginning with '4', and expenses with account codes beginning with '5'. The second number of each code refers to the City's budget categories, with '1' referring to personnel, '2' to supplies, '3' to other expenses, and '4' to capital expenditures.

After the annual budget has been adopted, a department has wide discretion to direct funds within a category. To move funds between categories, however, the department head is required to submit an appropriation ordinance to Common Council for approval.

At year's end, unspent funds continue to accumulate in the account to which budgeted funds were deposited. Additional appropriations from an account that are not the subject of an approved budget request must be introduced by the administration and then approved by the Common Council. By default, parking funds in City accounts are non-reverting, i.e., they stay in the specific account and do not automatically get transferred back to the City's General Fund.

Accrual and Cash Accounting Systems

The main difference between accrual and cash basis accounting lies in the timing of when revenue and expenses are recognized. The cash method accounts for revenue only when the money is received and for expenses only when the money is paid out. On the other hand, the accrual method accounts for revenue when it is earned and expenses goods and services when they are incurred. The revenue is recorded even if cash has not been received or if expenses have been incurred but no cash has been paid. Accrual accounting is the most common accounting method.

The Controller's Office records revenue and expenses using accrual accounting. For instance, the office may receive a bill for a service performed in November of one year but not actually pay the bill until January of the next year. The office records that expense as being incurred in November, but the Commission's report would not reference or include the charge until the next year's report. This treatment introduces elements of standard and random error into the Commission's report.

Fortunately, many of the routine expenses have comparable amounts month-to-month, minimizing the standard error. However, the random error is a harder factor to assess, particularly with larger and infrequent expenses occurring in the system and capital improvements to the system. For instance, if an HVAC unit needs to be replaced, that particular expense may not reoccur for another seven to ten years — until the unit fails. In this report, all of the revenue and expense items that were either collected or disbursed by the Controller from the

first to the last day of a particular month were considered and classified as revenue and expenses originating in that month.

To prepare the statements in this report, the Commission reviewed the detail general ledger reports provided by the Controller's Office. Revenue and expenses were sorted by month into summary spreadsheets, (These were included in the Commission's May 2017 meeting packet.) Because the Commission did not have access to the original invoices, the expense ledgers were treated as cash-basis reports.

Methodology

The City used separate accounts to manage funds for Garages and Lots, Metered Parking, and Neighborhood Zones. The master account code for each program is 452, 455, and 454, respectively. A detail of revenue and expenses was prepared for each program, along with an aggregate statement, and appear in Chapters 3, 4, and 5, respectively. The statements included a detail of revenues by source and expenses by City budget category.

Budget categories '2' and '3' were divided into operational and system-related expenses. Operational Expenses included items such as office supplies, electric and water/sewer bills, and other basic expenses. System-Related Expenses included those particular to the system which they support—for instance, in neighborhood zones, the cost of printing permits, or in the parking meter system, the cost of replacing meter batteries.

The Operational Cash Flow of each program was defined as program revenue minus program expenses. Program Expenses included personnel cost, operational expenses, system-related expenses, and general-fund overhead charges. The analysis of Operational Cash Flow found that the systems of Garages & Lots and Neighborhood Zones operated at shortfalls, while the Metered Parking system generated a surplus.

Enforcement of the rules in each system resulted commonly in the issuance of citations. Total revenues from citations vary widely from year to year. Revenues from neighborhood zone citations was deposited into City account 454, the Residential Neighborhood Zones Fund, also referred to as the Alternate Transportation Fund. Revenue from garage (but not lot) citations was deposited into account 452, the Parking Facilities Fund. Revenue from Metered Parking citations—including surface lot spaces as well as on-street spaces—was ***not*** deposited into account 455, the Parking Meter Fund, but instead into 101-02, the City's General Fund.

Other financial data that would complete the picture of the parking systems' performance must be found elsewhere in the City budget. It should be noted that, while the general ledger was very detailed concerning each account, not all of the expenses related to a particular project were categorized or listed in parking expense accounts. Often, a specific City priority is supported by staff and resources from a variety of City

departments. Other accounts in which parking-related expenses may be found were not examined during the preparation of this report.

The Tax Increment Financing (TIF) Fund preferentially allocates revenue to support the Garages and Lots system.[15] Capital expenditures from the Common Council's Sidewalk Fund were dispersed from the Neighborhood Zone / Alternate Transportation Fund. The stated purpose of enforcement is compliance, not generation of revenue. These three types of dollars — revenue from citations, TIF contributions, and capital expenditures — were treated as separate line items added back to Operational Cash Flow to determine the overall financial picture of each program, which in this report is termed the Program Balance.

Overall Financial Summary

Financial Performance FY2016: $1.66 Million in Net Revenue

Figure 2 shows overall performance of the parking system. In FY2016, the City's parking system Operational Cash Flow was more than $280,000. The Program Balance, which included revenue from citations and the TIF fund, was $1.56 million.

In support of the Council's Sidewalk Fund, the City transferred $500,000 from capital account 601 into the Neighborhood Zone account. The Council dispersed $400,500 in FY2016, leaving a remainder of $99,500 in the Neighborhood Zone account. Parking meter citation revenue totaling $383,000 was deposited in the City's General Fund, as previously noted. In FY2016, the parking system was a net beneficiary of the capital transfer by $117,000 and retained $99,500 of unspent funds allocated to the Council Sidewalk Committee.

The Program Balance after capital expenditures for FY2016 was $1.66 million (Figure 2). The Total Fund Balance at the end of FY2016 was $4.85 million.

[15] The Redevelopment Commission contributed $662,709.99 of TIF fund dollars to pay the 7th Street and Morton Street garages' lease payments in FY2016.

Figure 2: 2016 Financial Performance of the City of Bloomington's parking system.

Category	Amount
Revenue	
Neighborhood Zone– Permit Revenue	$ 131,860.38
Garages – Hourly Revenue	$ 150,040.28
Lots – Hourly Revenue	$ 74,847.01
Garages – Permit Revenue	$ 740,856.30
Garages – Lot Leases	$ 109,945.07
Garages – Other Revenue	$ 21,003.18
Parking Meter -- Permits	$ 25,555.10
Parking Meter – Hourly Revenue	$ 2,218,005.77
Parking Meter – Convenience Fee	$ 161,169.30
Private Parking	$ 542.00
Total Revenue	**$ 3,633,824.39**
Expense	
Staffing Expense	$ (1,160,976.56)
Operational Expenses	$ (317,132.01)
System-Related Expenses	$ (1,699,224.31)
General Fund Charges	$ (172,080.00)
Total Expense	**$ (3,349,412.88)**
Operational Cash Flow	**$ 284,411.51**
Other Revenue	
Neighborhood Citations	$ 224,712.10
Garage & Lots Citations	$ 1,572.00
Meter Citations	$ 383,108.11
TIF Revenue	$ 662,709.99
Miscellaneous Income	$ 933.85
Total Other Revenue	**$ 1,273,036.05**
Program Balance	**$ 1,557,447.56**
Capital Transfer to Neighborhood Zones	$ 500,000.00
Capital Expenditures	$ (400,496.25)
Program Balance after Capital Expenditures	**$ 1,656,951.31**
Total Fund Balance as of 12/31/16	**$ 4,847,015.30**

Financial Performance Since 2011

The Chair, in consultation with Deputy Controller Jeff McMillian, also obtained and reviewed detailed general ledger summaries for FY2011-2015.

Since 2011 there have been a number of changes to the City's chart of accounts used to categorize revenue and expenses. Revenues and expenses for the period were assigned to categories that closely approximated the City's 2016 chart of accounts. (The 2011-2015 reports were attached to the Commission's June 2017 meeting packet.)

Because the City's methods for recording revenue and expenses frequently changed before FY2016, it is important to note the following information when comparing historical financial data:

- From FY2011 until August 2013, garage spaces were metered at a rate of $0.25 per hour and on-street spaces were enforced as "2 Hours Free" per blockface from 5 a.m. until 5 p.m.
- In FY2013, the Controller's Office recorded revenue from the newly-installed on-street parking meters as hourly garage revenue.
- Beginning in FY2014, the Controller's Office created separate accounts to differentiate revenue and expenses for parking meters from garages and lots.[16]
- The difference between Llot lease revenue from FY2011 to FY2014 reflects the methods used to record permit parking revenue by the City Controller. The majority of 2014 revenue should be ascribed to permit revenue, not lease arrangements.
- The City did not record any charges to the General Fund in 2015; however, the amount recorded in 2014 most likely represents charges for 2014 and 2015.[17]
- Revenue from Metered Parking citations from August 2013 through 2015 is not included in Figure 3, *Summary Table of Parking System Financial Data, 2011-2016.*[18]
- Capital expenditures related primarily to the Common Council's Sidewalk Fund and included street repairs necessary for the installation of parking meters.

Financial performance data for the years 2011-2016 have been summarized in Figure 3.

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[16] In 2013, hourly revenue from garages, lots and parking meters were recorded in the same revenue account. Beginning in 2014, separate accounts for each system were used by the City Controller.

[17] The Commission has not been able to verify this assumption.

[18] Revenue from parking meter citations was deposited in the General Fund. For FY2011-2015, the Commission did not separate meter citation revenue from other citation revenue and other transactions in the General Fund account 101-02.

Figure 3. Summary Table of Parking System Financial Data, 2011-2016.

Revenue	2011	2012	2013	2014	2015	2016
Revenue						
Garages – Hourly Revenue	$ 36,813	$ 40,281	$ 829,968	$ 125,960	$ 127,221	$ 150,040
Lots – Hourly Revenue				$ 74,119	$ 120,475	$ 74,847
Garages – Permit Revenue	$ 416,196	$ 417,042	$ 435,986	$ 525,675	$ 722,522	$ 740,856
Garages – Lot Leases	$ 187,616	$ 184,694	$ 190,368	$ 365,003	$ 82,926	$ 109,945
Garages – Other Revenue				$ 14,990	$ 16,590	$ 21,003
Metered Parking – Permits				$ 19,948	$ 38,483	$ 25,555
Metered Pkg. – Hourly Revenue				$ 2,157,473	$ 2,170,726	$ 2,218,006
Metered Pkg. – Convenience Fee			$ 53,779	$ 153,081	$ 147,661	$ 161,169
Neighborhood Zone Permits	$ 114,869	$ 115,555	$ 122,075	$ 124,929	$ 125,438	$ 131,860
NZ Resident-Only Parking Permits				$ 167	$ 156	$ 542
Program Revenue	**$ 755,494**	**$ 757,572**	**$ 1,632,176**	**$ 3,561,344**	**$ 3,552,198**	**$ 3,633,824**
Expense						
Staffing Expense	$ (842,030)	$ (880,862)	$ (939,630)	$ (981,153)	$ (1,247,264)	$ (1,160,977)
Operational Expenses	$ (1,143,928)	$ (877,208)	$ (389,800)	$ (275,607)	$ (365,143)	$ (317,132)
System-Related Expenses	$ (1,160,411)	$ (1,441,268)	$ (1,220,793)	$ (1,505,189)	$ (1,672,529)	$ (1,699,224)
General Fund Charges	$ (109,192)	$ (215,835)	$ (225,000)	$ (372,568)		$ (172,080)
Program Expense	**$(3,255,561)**	**$(3,415,173)**	**$(2,775,223)**	**$(3,134,517)**	**$(3,284,937)**	**$(3,349,413)**
Operational Cash Flow	**$(2,500,067)**	**$(2,657,601)**	**$(1,143,047)**	**$ 426,827**	**$ 267,261**	**$ 284,412**
Neighborhood Citations	$ 362,380	$ 420,563	$ 452,892	$ 272,290	$ 234,540	$ 224,712
Garage & Lots Citations	$ 578,778	$ 581,137	$ 452,256	$ 2,810	$ 827	$ 1,572
Meter Citations	††	††	‡‡‡	‡‡‡	‡‡‡	$ 383,108
TIF Revenue	$ 748,734	$ 756,221	$ 704,362	$ 666,080	$ 670,678	$ 662,710
Other Revenue	$ 1,244	$ 7,284	$ 1,532	$ 562	$ 12,141	$ 934
Grants		$ (10,000)	$ (5,000)			
Program Balance	**$ (808,931)**	**$ (902,397)**	**$ 462,995**	**$ 1,368,569**	**$ 1,185,446**	**$ 1,557,448**
Capital Transfer to 454	$ 765,000	$ 765,000	$ 350,000	$ 200,000	$ 500,000	$ 500,000
Capital Expenditures	$ (238,312)	$ (722,615)	$ (229,627)	$ (737,351)	$ (251,708)	$ (400,496)
Program Balance after Capital Expenditures	**$ (282,243)**	**$ (860,012)**	**$ 583,368**	**$ 831,217**	**$ 1,433,738**	**$ 1,656,951**

‡‡On-street parking citations in 2011 and 2012 were reported as program revenue and deposited into Parking Facilities.

†††Beginning in August 2013, revenues from on-street citations were deposited into the general fund. Due to the overall number and co-mingling of transactions, citations data were calculated using records obtained from the Office of the City Clerk.

Year-to-Year Comparisons

In FY2015 and FY2016, the City recorded revenues and expenses in the parking system using the same methodology. During those years, Public Works, Planning & Transportation, and the Controller's Office managed parking in a manner consistent with each other. Consistency in the number and management of assets, accounting methods, and types of permitted uses make historical comparisons for the period from FY2015 to the present most meaningful.

Parking Meters Improved Performance

Challenges faced by the parking system before the installation of metered parking were well-documented by Walker Parking Consultants[19] and local media.[20] System-wide financial performance has rebounded from a $2.5 million dollar shortfall in FY2011 to a $1.66 million surplus for FY2016.

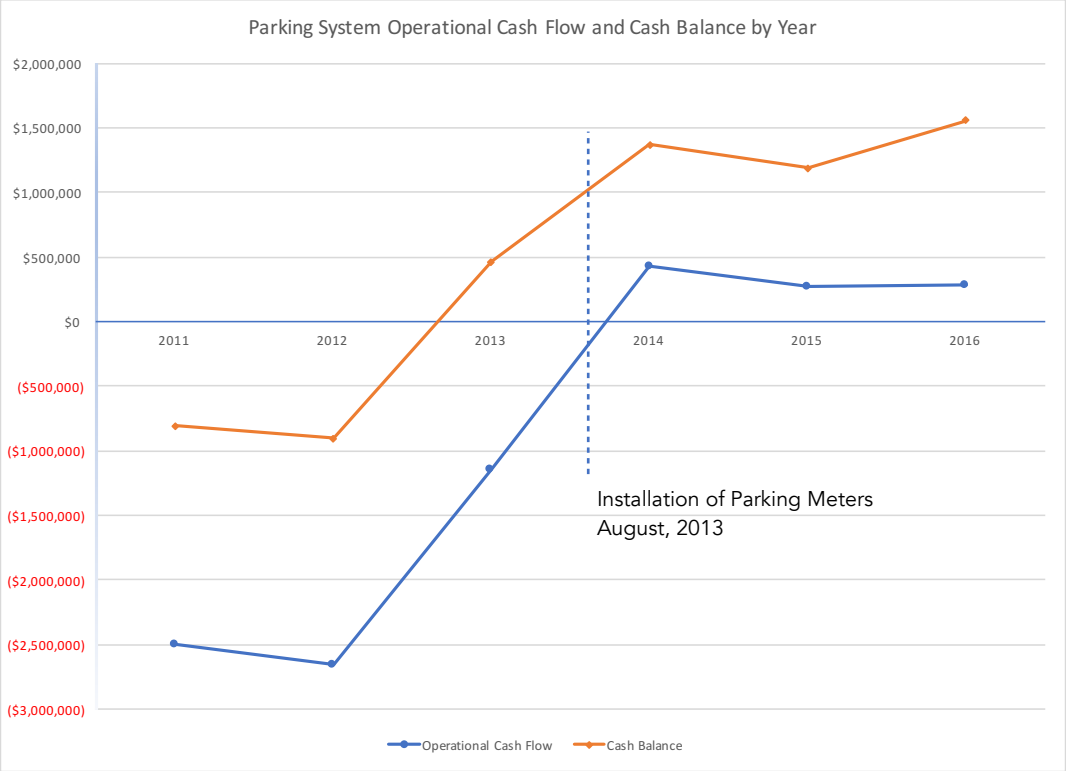

Figure 4: Graph of Parking System Operational Cash Flow and Cash Balance by Year.

[19] Walker Parking Consultants. City of Bloomington Parking Operations Plan. December 2012, p. 31-47.

[20] Blau, J. "Paid parking in Bloomington: An issue of dollars and sense." *The Herald Times*, 2013 January 2.

System Subsidized by TIF Fund and Citations Revenue

Gross TIF dollars devoted to parking have declined from $748,000 in FY2011 to $663,000 in FY2016, and represent 13.5% of the total revenue of the parking system. The Redevelopment Commission is obligated to preferentially allocate TIF money until the terms of the garage leases have been satisfied.[21,22] **Between FY2011 through 2017, the TIF will have contributed nearly $5 million to the parking system.** The literature suggests that continued use of TIF dollars creates a cross–subsidy from those without cars to those who have them[23] and represents an opportunity cost to the community.

Revenue from all citations totaled $609,000 in FY2016, representing 12.5% of system revenue. Citation revenue and TIF money make up 26% of the parking system's overall source of revenue.

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[21] Regester Parking Garage Operating Lease, 2003 December 11. Section 4.8.2-4.8.3.

[22] 7th and Walnut Garage Operating Lease. 2001 February. Section 4.2.

[23] R. Willson, *Parking Management for Smart Growth.* Washington: Island Press, 2015, p. 13.

Chapter 5. Neighborhood Zones

Overview

There were 11 Neighborhood Parking Zones around the city (Figure 26). Residents in those zones may receive parking permits that allow only vehicles with permits to park on the street between 8 a.m. and 5 p.m., Monday thru Friday. Permits expire August 15 of each year. This ordinance was meant to protect residents, bicyclists and pedestrians from excessive commuter traffic in the neighborhoods and competition for parking spaces.

BMC §15.37 summarized Neighborhood Zone regulations.

Authorizing Legislation
Ord. 92-06, 1992
Ord. 93-16, 1993
Ord. 95-08, 1995
Ord. 95-26, 1995
Ord. 98-52, 1998
Ord. 03-16, 2003
Ord. 04-14, 2004
Ord. 08-19, 2008
Ord. 10-15, 2010
Ord. 11-07, 2011
Ord. 11-03, 2011
Ord. 14-11, 2014

Figure 25. Neighborhood Zone authorizing legislation

Neighborhood Zone Areas
Zone 1: Elm Heights
Zone 2: East of Jordan
Zone 3: Green Acres
Zone 4, 5, 6, 7: Old Northeast and Downtown
Zone 8,9: North College
Zone 10: Near West Side
Zone 11: Wylie House

Figure 26. Neighborhood Zones., 2016

Authorizing Legislation

The Elm Heights Neighborhood Zone was established in 1992 by Ordinance 92-06. Since creating the first zone, the Common Council has created new zones and has amended the governing regulations (Figure 25). BMC §15.37 summarized the regulations that governed the Neighborhood Zone permit program. Subsection §15.37.160 designated the Alternative Transportation Fund,[65] and specified that all surplus revenue from permits and fines shall be used to "reduce the community's dependency on the automobile." In practice, this fund primarily became the source of the Common Council's Sidewalk Fund.

Subsections §15.37.170 though §15.37.240 created special conditions for the issuance of permits by the Board of Public Works and the Controller's Office. In some these cases, BMC Title 15 did not specify a cost for the permit. In others, the the permit's use was not in line with the 2002 GPP or the current draft of the City's Comprehensive Plan. Types of permits sold were not tracked contemporaneous with the sale.

2016 Rules for Issuance of Permits

Any person who maintained a residence within a Neighborhood Parking Zone was eligible to apply for one parking permit per vehicle. A current property tax statement or current utility bill served as proof of residency for homeowners. Renters were required to submit a current lease. A current vehicle registration was also necessary.

Permit cost for residents was $25. A visitor permit was an additional $25. Permits expired on August 15 of the year. Permits were required to be affixed to the vehicle in the lower left corner of the rear window and visible to the parking enforcement officer. Visitor permits were required to be hung from the rearview mirror. A resident living in the Neighborhood Zone was able to purchase a visitor permit for use only by a visitor while temporarily visiting that address. Only one visitor permit could be purchased per address. Businesses did not qualify for visitor permits. Permits were non-transferable.

A resident or visitor permit allowed the permit holder to park on-street anywhere in the zone for which the permit was issued, where there was not any other parking restriction, such as a no-parking zone or a yellow curb.

Residential Neighborhood Zones were enforced Monday thru Friday, 8 a.m. to 5 p.m. every day that City Hall was open. Neighborhood zone regulations were in effect throughout the year. Permit holders were required to

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[65] BMC §15.37.160: Disposition of Revenue. All funds derived from the issuance of permits and from fines shall be used to pay the costs of operating this program. Funds received in excess of the annual cost of operating the program shall go into an alternative transportation fund. The alternative transportation fund shall be for the purpose of reducing our community's dependence upon the automobile. Expenditures from the fund shall be approved by the council.

comply with emergency regulations and other existing parking ordinances or laws. Violation was subject to a citation of $20 that escalated to $40 if unpaid after two weeks.

Non-resident landlords, realtors and service agents were authorized to use a visitor permit from the resident while conducting service. Contractors were able to purchase a yearly permit for all eleven Neighborhood Zones for $55. Contractors were also purchase a one-day permit for all Neighborhood Zones for a $5.00 fee.[66]

Neighborhood Zone Financial Performance

Revenue Shortfall of $73,000; Citations and Capital Transfer Subsidize the Program

The Residential Neighborhood Zone parking system operated with an Operational Cash Flow shortage in FY2016. Program Expense was 156% of program revenue resulting in a revenue short-fall of $73,071 (Figure 26). Program Balance which included revenue from citations was $151,641. Program Balance after capital expenditures was $251,144.87. This number included $99,500 in funds unspent by the Council Sidewalk Committee.

The fund balance or cash-on-hand at the end of FY2016 was $996,864.56.

Neighborhood Zone Citation Rate is 170%

In FY2016, Parking Enforcement officers issued 10,419 citations in Neighborhood Zones—a citation rate of 170%.[67] According to the information provide by City Legal, the City issued 4007 resident and visitor permits and 702 all-zone service permits. The literature cites a unique vehicle citation rate of 5-7%.[68] Although we were unable to calculate or deduce the number of unique vehicles cited, the citation rate of 170% in FY2016 was ostensivly high.

Capital Expenditures - Council Sidewalk Fund Subsidizes Neighborhood Zones

City account 454 was known as both the Neighborhood Zone fund and the Alternate Transportation Fund. In FY2016, the City transferred $500,000 from capital account 601 into the Neighborhood Zone account. The Common Council's Sidewalk Committee designated and directed these funds to be used for capital

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[66] <https://bloomington.in.gov/documents/viewDocument.php?document_id=1801>

[67] Citation revenue divided by Program Revenue.

[68] R. Willson, *Parking Management for Smart Growth. (Island Press: Washington, 2015), p. 191-192.*

improvements to sidewalks and intersections. In FY2016, $400,496 of the $500,000 was spent on capital sidewalk and intersection improvements. The balance of $99,504 remained in the Neighborhood Zone account .

Figure 27: 2016 Financial Performance of Neighborhood Zones.

Item	Amount	Notes
Total Revenue	**$ 131,860.38**	
Expense		
Staffing	$ (118,959.97)	
Operation Expense	$ (19,097.70)	
System-Related Expense	$ (8,811.69)	
General Fund Charges	$ (58,062.00)	
Program Expense	$ (204,931.36)	
Total Expense	**$ (409,862.72)**	
Operational Cash Flow	**$ (73,070.98)**	Operational Shortfall
Other Income		
Citation Revenue	$ 224,712.10	170% of Revenue
Miscellaneous Income / Expense	$ 0.00	
Total Other Income	**$ 224,712.10**	
Program Balance	**$ 151,641.12**	
Capital Transfer (601 -> 454)	$ 500,000.00	$500M from 601
Capital Expenditures	$ (400,496.25)	
Program Balance after Capital Expenditures	**$ 251,144.87**	
Fund Balance as of 12/31/16	**$ 996,864.56**	

Staffing Expense

Personnel costs represented 85% of program revenue (Figure 27). Two of the City's most senior, full-time officers, were tasked with enforcement of Neighborhood Zones. As Figure 27 indicates, health insurance and PERF were substantial contributors to the costs of staffing neighborhood zones. Enforcement officers also received reimbursements for cellphone bills related to enforcement, uniforms and shoes.

Based on personnel costs and citation revenue, we calculate the following metrics:

- Total Program Cost per Enforcement Hour: $51.23[69]
- Staffing Enforcement Costs per Enforcement Hour: $29.74[70]
- Citation Revenue per Enforcement Hour: $56.18[71]
- Hourly Productivity: 189%[72]

Figure 28: 2016 Neighborhood Zone Staffing Costs

Staffing - Neighborhood Zones	Amount	Subtotal
454-02-020000-51110 Salaries and Wages - Regular	$ 74,719.31	
454-02-020000-51210 FICA	$ 5,381.30	
454-02-020000-51220 PERF	$ 10,610.16	
454-02-020000-51230 Health and Life Insurance	$ 26,546.00	
454-02-020000-53210 Telephone	$ 1,010.72	
454-02-020000-52430 Uniforms and Tools	$ 692.48	**$ 118,959.97**

Expenses

Bank Charges Equal 6.5% of Program Revenue

Operational expense represented 13.6% of program revenue. Bank charges, the costs of fuel, and the cost of fleet repair apportioned to this segment of the parking system were the three largest expenses for the Neighborhood Zone system (Figure 28).

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[69] Program expenses divided by 4,000 hours of enforcement.

[70] Staffing costs including benefits divided by 4,000 hours of enforcement.

[71] Total Citation Revenue divided by 4,000 hours of enforcement.

[72] Total Citation Revenue divided by Total Staffing Expense.

Fees for processing credit cards (the majority of costs), card-processing equipment rental charges, and bank courier fees accumulated to 6.5% of Neighborhood Zone program revenue. Since the City does not accept American Express and 1.4% – 2.3% is an industry standard interchange rate, there is a substantial opportunity to reduce this expense. This matter was beyond the purview of the Parking Commission and was referred to the City's Office of Innovation.

Figure 29: 2016 Neighborhood Zone Operational Expense.

Neighborhood Zone Operational Expenses	Amount	Subtotal
454-02-020000-52110 Office Supplies	$ 58.04	
454-02-020000-52240 Fuel and Oil	$ 2,666.82	
454-02-020000-52340 Other Repairs and Maintenance	$ 137.01	
454-02-020000-52420 Other Supplies	$ 365.50	
454-02-020000-53620 Motor Repairs	$ 6,902.00	
454-02-020000-53830 Bank Charges	$ 8,455.92	
454-02-020000-53830 Bank Charges	$ (6.49)	
454-02-020000-53990 Other Services and Charges	$ 518.90	**$ 19,097.70**

Detail of System-Related Expenses

Figure 30: 2016 Neighborhood Zone System-Related Expense.

System-Related Expenses	Amount	Subtotal
454-02-020000-53310 Printing	$ 8,534.19	
454-02-020000-53640 Hardware and Software Maintenance	$ 277.50	**$ 8,811.69**

All-Zone Commercial Permits Generate More Revenue than Any Single Zone

The major program expense as the design and printing of decals and hang-tags issued to residents and visitors. This expense totaled 6% of program revenue (Figure 29) In FY2016, resident permits and visitor permits were sold for $25, temporary permits were $5, and all-zone commercial permits were sold for $55. The City issued 4,007 resident, temporary, and visitor permits and 702 all-zone commercial permits. All-zone permits outpace the two largest residential zone areas–Zone-'1' and Zone '4'– by $7,500 and $19,500, respectively (Figure 30).

Revenue Discrepancy between Permits Reported Sold and Revenue Recorded

A discrepancy existed between the quantity of permits reported sold by Parking Services staff[73] and the revenue recorded by the City Controller[74]. Based on the number of permits reported sold, fees should have amounted to at least $139,500 in program revenue, however, only $131,860 was recorded by the Controller's Office. This difference could not be reconciled using reports provided by City Legal or the Office of the City Controller, but may be related to the methods used by the Parking Services staff to respond to the Commission's APRA request or to the special provisions of BMC §15.170-15.210 that, in some cases, do no specify a cost for the issuance of a permit.

Figure 31: Neighborhood Zone Permit Revenue by Permit Type.

Residential Zone Permit Type	Recorded Revenue	
Permits - Uncatategorized	$	210.00
Residential Neighborhood Permits Zone # 1	$	30,690.00
Residential Neighborhood Permits Zone # 2	$	8,569.38
Residential Neighborhood Permits Zone # 3	$	4,430.00
Residential Neighborhood Permits Zone # 4	$	18,655.00
Residential Neighborhood Permits Zone # 5	$	8,995.00
Residential Neighborhood Permits Zone # 6	$	3,000.00
Residential Neighborhood Permits Zone # 7	$	9,175.00
Residential Neighborhood Permits Zone # 8	$	675.00
Residential Neighborhood Permits Zone # 9	$	5,015.00
Residential Neighborhood Permits Zone #10	$	1,635.00
Residential Neighborhood Permits Zone #11	$	2,430.00
Residential Neighborhood Permits All Zones Sevice	$	38,225.00
Private Parking	$	156.00
Total Revenue	**$**	**131,860.38**

[73] Question '1' of the Commission's APRA request: Please provide a detail of revenue derived from the sale of neighborhood zone stickers, itemized by zone, by month for the calendar year 2016 and 2017-to-date. The complete request and response was attached to the Commission's May 2017 meeting packet.

[74] Detailed General Ledger Reports provided by Jeff McMillian, Deputy City Controller. Reports were included in the Commission's May 2017 meeting packet.

Subject: corrections
Date: Thursday, July 13, 2017 at 4:42:35 PM Eastern Daylight Time
From: Mary Shaughnessy
To: Jim Blickensdorf
Attachments: Introduction and Chap. 5.docx

Jim,
This is all I could find. I'm not super good at editing but will do my best.
Thanks Mary Jo

Introduction:

Page 11 of 58

This report, the first fulfillment of that mandate and is the result of many hours spent studying thousands of pages of city documents.

Comment [1]: Delete and

(Last sentence of this page)

Chapter 5

Page 54 of 58

(2nd paragraph last sentence)

Contractors were also purchase a one-day permit for all Neighborhood Zones for a $5.00 fee.

Comment [2]: Add - were also able to purchase a one-day permit

Subject: Comments on several sections
Date: Sunday, July 16, 2017 at 4:27:19 PM Eastern Daylight Time
From: Hawkins, Faith Kirkham
To: Jim Blickensdorf
Attachments: Financial Report Final Draft.fkh notes1.pdf

Jim,
I've attached an annotated version of the draft – though I've not gotten through all of it (I skipped chapters 3 and 4 for now), I wanted you to have what I have completed prior to Tuesday. It's a huge task you've done, and we all owe you a ton! Thank you for your hard work on this.

I have a couple of general comments, which we can discuss together with the commission next week.

- First, my general sense is that while this is a great baseline report – ie, we will never have to go into this level of detail again – it still may have more detail than we need or can reasonably expect anyone to read. I just think that the important stuff is at risk of getting lost in the length and detail here.
    - It might be worth some discussion about the goals of the report, and whether or not all of this detail is necessary to meet those goals.
    - If not, some of it can be either deleted or pushed to an appendix.
    - If so, I'd recommend we figure out how to pare the detail so that it doesn't overwhelm and confuse the casual reader who is far less familiar with all of this than we are.
- Second, I do think that the executive summary needs to be shortened. There are two reasons: a) it risks going into more detail than an executive summary should, and b) by doing so, it misses an opportunity to make important points that we want to highlight.
- Third, now that we've all read (hopefully) the full report, it might be good to discuss what we think are the most important points – both as a whole, and in each section. Put another way: if we were to list via bullet point the key "take-aways" – what would they be? This, I think, might be a great discussion for the commission as a whole.

See you next Tuesday –
Faith

****
Faith Kirkham Hawkins, Ph.D.
Associate Vice President
Research Development and Strategic Initiatives
Indiana University
812.856.3604
****

Chapter 2. Introduction to the Financial Report

Background

The Commission was authorized by Ordinance 16-22 (see Appendix 3) to "[access] all data regarding the City's parking inventory, including usage, capital and operating costs, so long as the data is released in a manner consistent with exemptions from disclosure of public records set forth in Indiana Code § 5-14-3-4".

On March 28, the Parking Commission adopted Resolution 2017-02 which authorized and directed the Chair to obtain and report on specific information about parking from City departments.

The Chair submitted a written request for information to City Legal, a copy of Parking Commission Resolution PKG 2017-02 which authorized the request, and a public records access request form to City Legal. Assistant City Attorney Anahit Behjou provided Detail General Ledger Reports for funds related to collections, garages and lots, the Alternative Transportation Fund (which also holds funds from neighborhood zones), and the Parking Meter Fund. (The Chair's letter, Ms. Behjou's response, and supporting documents were included in the Commission's May 2017 meeting packet.) An excerpt from a typical Detail General Ledger Report is shown in Figure 1.

Detail General Ledger Report

G/L Date Range 01/01/16 - 04/30/17
Include Sub Ledger Detail
Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	**452-26-260000-43130 Hourly Parking**							Balance To Date:	$0.00
01/01/2016	2016-00000373	JE	RA	Revenue Collection Payment Post	Collections			123.75	(123.75)
Receipt Number	*Receipt Batch*	*Receipt Description*			*Received From*		*Payment Date*	*Amount*	*Distribution Amount*
2016-00002215	2016-01000153	Parking Garage CC 12/31 & 1/1			Parking Garage CC 12/31 & 1/1		01/01/2016	123.75	(123.75)
							Total	$123.75	($123.75)
01/04/2016	2016-00000626	JE	RA	Revenue Collection Payment Post	Collections			163.75	(287.50)
Receipt Number	*Receipt Batch*	*Receipt Description*			*Received From*		*Payment Date*	*Amount*	*Distribution Amount*
2016-00003998	2016-01000292	Parking Garage CC 1/4			Parking Garage CC 1/4		01/04/2016	565.75	(163.75)
							Total	$565.75	($163.75)
-								144.00	(431.50)

Figure 1. Example of data provided to the Commission

Summary of Comments on Financial Report Final Draft.pages

This page contains no comments

City Accounting Methods

Deputy Controller Jeff McMillian explained that the City separates revenues into account codes beginning with '4', and expenses with account codes beginning with '5'. The second number of each code refers to the City's budget categories, with '1' referring to personnel, '2' to supplies, '3' to other expenses, and '4' to capital expenditures.

After the annual budget has been adopted, a department has wide discretion to direct funds within a category. To move funds between categories, however, the department head is required to submit an appropriation ordinance to Common Council for approval.

At year's end, unspent funds continue to accumulate in the account to which budgeted funds were deposited. Additional appropriations from an account that are not the subject of an approved budget request must be introduced by the administration and then approved by the Common Council. By default, parking funds in City accounts are non-reverting, i.e., they stay in the specific account and do not automatically get transferred back to the City's General Fund.

Accrual and Cash Accounting Systems

The main difference between accrual and cash basis accounting lies in the timing of when revenue and expenses are recognized. The cash method accounts for revenue only when the money is received and for expenses only when the money is paid out. On the other hand, the accrual method accounts for revenue when it is earned and expenses goods and services when they are incurred. The revenue is recorded even if cash has not been received or if expenses have been incurred but no cash has been paid. Accrual accounting is the most common accounting method.

The Controller's Office records revenue and expenses using accrual accounting. For instance, the office may receive a bill for a service performed in November of one year but not actually pay the bill until January of the next year. The office records that expense as being incurred in November, but the Commission's report would not reference or include the charge until the next year's report. This treatment introduces elements of standard and random error into the Commission's report.

Fortunately, many of the routine expenses have comparable amounts month-to-month, minimizing the standard error. However, the random error is a harder factor to assess, particularly with larger and infrequent expenses occurring in the system and capital improvements to the system. For instance, if an HVAC unit needs to be replaced, that particular expense may not reoccur for another seven to ten years — until the unit fails. In this report, all of the revenue and expense items that were either collected or disbursed by the Controller from the

Page: 2

Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 9:09:13 AM

This is all useful. But I wonder if this level of detail into accounting systems is the best use of a reader's attention span? Perhaps move this to an appendix or in-text box?

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 9:08:03 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 9:11:03 AM

This may be the most important item in this subheading

Number: 4 Author: fhawkins Subject: Highlight Date: 7/16/17, 9:10:46 AM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 2:45:45 PM

Helpful generally, but perhaps more detail than the report requires. What's the one-sentence takeaway that matters for us and the reader of this report? Something like, "Because the Controller's Office uses accrual accounting, revenue and expenses are recorded when incurred, whether or not monies change hands. As the Commission has chosen to focus on actual cash expenditures and income, there may be some variation between Controller's and Commission annual summaries." (Is this right?)

Number: 6 Author: fhawkins Subject: Highlight Date: 7/16/17, 9:11:54 AM

first to the last day of a particular month were considered and classified as revenue and expenses originating in that month.

To prepare the statements in this report, the Commission reviewed the detail general ledger reports provided by the Controller's Office. Revenue and expenses were sorted by month into summary spreadsheets, (These were included in the Commission's May 2017 meeting packet.) Because the Commission did not have access to the original invoices, the expense ledgers were treated as cash-basis reports.

Methodology

The City used separate accounts to manage funds for Garages and Lots, Metered Parking, and Neighborhood Zones. The master account code for each program is 452, 455, and 454, respectively. A detail of revenue and expenses was prepared for each program, along with an aggregate statement, and appear in Chapters 3, 4, and 5, respectively. The statements included a detail of revenues by source and expenses by City budget category.

Budget categories '2' and '3' were divided into operational and system-related expenses. Operational Expenses included items such as office supplies, electric and water/sewer bills, and other basic expenses. System-Related Expenses included those particular to the system which they support—for instance, in neighborhood zones, the cost of printing permits, or in the parking meter system, the cost of replacing meter batteries.

The Operational Cash Flow of each program was defined as program revenue minus program expenses. Program Expenses included personnel cost, operational expenses, system-related expenses, and general-fund overhead charges. The analysis of Operational Cash Flow found that the systems of Garages & Lots and Neighborhood Zones operated at shortfalls, while the Metered Parking system generated a surplus.

Enforcement of the rules in each system resulted commonly in the issuance of citations. Total revenues from citations vary widely from year to year. Revenues from neighborhood zone citations was deposited into City account 454, the Residential Neighborhood Zones Fund, also referred to as the Alternate Transportation Fund. Revenue from garage (but not lot) citations was deposited into account 452, the Parking Facilities Fund. Revenue from Metered Parking citations—including surface lot spaces as well as on-street spaces—was ***not*** deposited into account 455, the Parking Meter Fund, but instead into 101-02, the City's General Fund.

Other financial data that would complete the picture of the parking systems' performance must be found elsewhere in the City budget. It should be noted that, while the general ledger was very detailed concerning each account, not all of the expenses related to a particular project were categorized or listed in parking expense accounts. Often, a specific City priority is supported by staff and resources from a variety of City

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 2:50:55 PM

I had to go back to see what these categories are, which suggests that the reference is not helpful. Perhaps, "While city accounting practice maintains two major kinds of non-capital expenditures ("supplies" and "other expenses"), we reviewed and categorized all expenditures of both types as either "operational" or "system" expenditures."

It might also be good to explain why we did so? What's gained?

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 2:46:50 PM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 2:51:35 PM

What's program revenue? Does it include citations?

Number: 4 Author: fhawkins Subject: Highlight Date: 7/16/17, 2:51:14 PM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 2:52:36 PM

Is this as a result of city code? or just practice? I think the obvious question is "why?" so we should clarify that if we can.

Number: 6 Author: fhawkins Subject: Highlight Date: 7/16/17, 2:52:06 PM

Number: 7 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 2:53:44 PM

This all feels both true and a long-winded way of saying, "there may be other data that would be good to know about, but we don't know it all." I'm not sure we need this paragraph.

Number: 8 Author: fhawkins Subject: Highlight Date: 7/16/17, 2:52:57 PM

departments. Other accounts in which parking-related expenses may be found were not examined during the preparation of this report.

The Tax Increment Financing (TIF) Fund preferentially allocates revenue to support the Garages and Lots system.[15] Capital expenditures from the Common Council's Sidewalk Fund were dispersed from the Neighborhood Zone / Alternate Transportation Fund. The stated purpose of enforcement is compliance, not generation of revenue. These three types of dollars — revenue from citations, TIF contributions, and capital expenditures — were treated as separate line items added back to Operational Cash Flow to determine the overall financial picture of each program, which in this report is termed the Program Balance.

Overall Financial Summary

Financial Performance FY2016: $1.66 Million in Net Revenue

Figure 2 shows overall performance of the parking system. In FY2016, the City's parking system Operational Cash Flow was more than $280,000. The Program Balance, which included revenue from citations and the TIF fund, was $1.56 million.

In support of the Council's Sidewalk Fund, the City transferred $500,000 from capital account 601 into the Neighborhood Zone account. The Council dispersed $400,500 in FY2016, leaving a remainder of $99,500 in the Neighborhood Zone account. Parking meter citation revenue totaling $383,000 was deposited in the City's General Fund, as previously noted. In FY2016, the parking system was a net beneficiary of the capital transfer by $117,000 and retained $99,500 of unspent funds allocated to the Council Sidewalk Committee.

The Program Balance after capital expenditures for FY2016 was $1.66 million (Figure 2). The Total Fund Balance at the end of FY2016 was $4.85 million.

[15] The Redevelopment Commission contributed $662,709.99 of TIF fund dollars to pay the 7th Street and Morton Street garages' lease payments in FY2016.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:26:12 PM

Why is the specifics relegated to a Footnote?

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:25:45 PM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:23:49 PM

Perhaps I am just tired, but this is all rather confusing to me. Can we simplify? Such as:
Parking-related funds are budgeted in three distinct accounts: Garages and Lots (452), Metered Parking (455), and Neighborhood Zones (454). "Operational" income for each account includes income from user fees (permit and meter fees paid by parkers); additional income includes revenue allocated to support Garages and Lots from Tax Increment Financing (TIF) and citations. Program Expenditures can be characterized as "operational" (general expenses like office supplies, utilities, etc.); "system expenses" (costs specific to parking, such as printing permits or maintaining meters), and personnel costs (parking enforcement officers, administrative staff, etc.). Additional capital costs within the overall parking budget system are associated with the Common Council's Sidewalk Fund -- funds are transferred by the City into the Neighborhood Zone fund (Account 452) and disbursed to pay costs associated with new sidewalks and alternative transportation support (like bike racks).

I'm just trying to simplify...

Number: 4 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:05:24 PM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:25:13 PM

very confusing. Where did the extra $17,500 come from?

Number: 6 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:24:38 PM

Figure 2: 2016 Financial Performance of the City of Bloomington's parking system.

Category		Amount
Revenue		
Neighborhood Zone– Permit Revenue	$	131,860.38
Garages – Hourly Revenue	$	150,040.28
Lots – Hourly Revenue	$	74,847.01
Garages – Permit Revenue	$	740,856.30
Garages – Lot Leases	$	109,945.07
Garages – Other Revenue	$	21,003.18
Parking Meter -- Permits	$	25,555.10
Parking Meter – Hourly Revenue	$	2,218,005.77
Parking Meter – Convenience Fee	$	161,169.30
Private Parking	$	542.00
Total Revenue	**$**	**3,633,824.39**
Expense		
Staffing Expense	$	(1,160,976.56)
Operational Expenses	$	(317,132.01)
System-Related Expenses	$	(1,699,224.31)
General Fund Charges	$	(172,080.00)
Total Expense	**$**	**(3,349,412.88)**
Operational Cash Flow	**$**	**284,411.51**
Other Revenue		
Neighborhood Citations	$	224,712.10
Garage & Lots Citations	$	1,572.00
Meter Citations	$	383,108.11
TIF Revenue	$	662,709.99
Miscellaneous Income	$	933.85
Total Other Revenue	**$**	**1,273,036.05**
Program Balance	**$**	**1,557,447.56**
Capital Transfer to Neighborhood Zones	$	500,000.00
Capital Expenditures	$	(400,496.25)
Program Balance after Capital Expenditures	**$**	**1,656,951.31**
Total Fund Balance as of 12/31/16	**$**	**4,847,015.30**

Page: 5

Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:27:21 PM

what are these? I don't see reference to these in the explanatory section?

Number: 2 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:31:41 PM

Did we begin the year with a surplus? I'm just not seeing where we get the extra $3.19M

Number: 3 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:27:58 PM

Financial Performance Since 2011

The Chair, in consultation with Deputy Controller Jeff McMillian, also obtained and reviewed detailed general ledger summaries for FY2011-2015.

Since 2011 there have been a number of changes to the City's chart of accounts used to categorize revenue and expenses. Revenues and expenses for the period were assigned to categories that closely approximated the City's 2016 chart of accounts. (The 2011-2015 reports were attached to the Commission's June 2017 meeting packet.)

Because the City's methods for recording revenue and expenses frequently changed before FY2016, it is important to note the following information when comparing historical financial data:

- From FY2011 until August 2013, garage spaces were metered at a rate of $0.25 per hour and on-street spaces were enforced as "2 Hours Free" per blockface from 5 a.m. until 5 p.m.
- In FY2013, the Controller's Office recorded revenue from the newly-installed on-street parking meters as hourly garage revenue.
- Beginning in FY2014, the Controller's Office created separate accounts to differentiate revenue and expenses for parking meters from garages and lots.[16]
- The difference between Llot lease revenue from FY2011 to FY2014 reflects the methods used to record permit parking revenue by the City Controller. The majority of 2014 revenue should be ascribed to permit revenue, not lease arrangements.
- The City did not record any charges to the General Fund in 2015; however, the amount recorded in 2014 most likely represents charges for 2014 and 2015.[17]
- Revenue from Metered Parking citations from August 2013 through 2015 is not included in Figure 3, *Summary Table of Parking System Financial Data, 2011-2016.*[18]
- Capital expenditures related primarily to the Common Council's Sidewalk Fund and included street repairs necessary for the installation of parking meters.

Financial performance data for the years 2011-2016 have been summarized in Figure 3.

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[16] In 2013, hourly revenue from garages, lots and parking meters were recorded in the same revenue account. Beginning in 2014, separate accounts for each system were used by the City Controller.

[17] The Commission has not been able to verify this assumption.

[18] Revenue from parking meter citations was deposited in the General Fund. For FY2011-2015, the Commission did not separate meter citation revenue from other citation revenue and other transactions in the General Fund account 101-02.

Page: 6

Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:32:26 PM

This is more detail than I think we need. Can we summarize the most pertinent points and shift the rest to an historical appendix?

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:31:55 PM

Figure 3. Summary Table of Parking System Financial Data, 2011-2016.

Revenue	2011	2012	2013	2014	2015	2016
Revenue						
Garages – Hourly Revenue	$ 36,813	$ 40,281	$ 829,968	$ 125,960	$ 127,221	$ 150,040
Lots – Hourly Revenue				$ 74,119	$ 120,475	$ 74,847
Garages – Permit Revenue	$ 416,196	$ 417,042	$ 435,986	$ 525,675	$ 722,522	$ 740,856
Garages – Lot Leases	$ 187,616	$ 184,694	$ 190,368	$ 365,003	$ 82,926	$ 109,945
Garages – Other Revenue				$ 14,990	$ 16,590	$ 21,003
Metered Parking – Permits				$ 19,948	$ 38,483	$ 25,555
Metered Pkg. – Hourly Revenue				$ 2,157,473	$ 2,170,726	$ 2,218,006
Metered Pkg. – Convenience Fee			$ 53,779	$ 153,081	$ 147,661	$ 161,169
Neighborhood Zone Permits	$ 114,869	$ 115,555	$ 122,075	$ 124,929	$ 125,438	$ 131,860
NZ Resident-Only Parking Permits				$ 167	$ 156	$ 542
Program Revenue	**$ 755,494**	**$ 757,572**	**$ 1,632,176**	**$ 3,561,344**	**$ 3,552,198**	**$ 3,633,824**
Expense						
Staffing Expense	$ (842,030)	$ (880,862)	$ (939,630)	$ (981,153)	$ (1,247,264)	$ (1,160,977)
Operational Expenses	$ (1,143,928)	$ (877,208)	$ (389,800)	$ (275,607)	$ (365,143)	$ (317,132)
System-Related Expenses	$ (1,160,411)	$ (1,441,268)	$ (1,220,793)	$ (1,505,189)	$ (1,672,529)	$ (1,699,224)
General Fund Charges	$ (109,192)	$ (215,835)	$ (225,000)	$ (372,568)		$ (172,080)
Program Expense	**$(3,255,561)**	**$(3,415,173)**	**$(2,775,223)**	**$(3,134,517)**	**$(3,284,937)**	**$(3,349,413)**
Operational Cash Flow	**$(2,500,067)**	**$(2,657,601)**	**$(1,143,047)**	**$ 426,827**	**$ 267,261**	**$ 284,412**
Neighborhood Citations	$ 362,380	$ 420,563	$ 452,892	$ 272,290	$ 234,540	$ 224,712
Garage & Lots Citations	$ 578,778	$ 581,137	$ 452,256	$ 2,810	$ 827	$ 1,572
Meter Citations	††	††	‡‡‡	‡‡‡	‡‡‡	$ 383,108
TIF Revenue	$ 748,734	$ 756,221	$ 704,362	$ 666,080	$ 670,678	$ 662,710
Other Revenue	$ 1,244	$ 7,284	$ 1,532	$ 562	$ 12,141	$ 934
Grants		$ (10,000)	$ (5,000)			
Program Balance	**$ (808,931)**	**$ (902,397)**	**$ 462,995**	**$ 1,368,569**	**$ 1,185,446**	**$ 1,557,448**
Capital Transfer to 454	$ 765,000	$ 765,000	$ 350,000	$ 200,000	$ 500,000	$ 500,000
Capital Expenditures	$ (238,312)	$ (722,615)	$ (229,627)	$ (737,351)	$ (251,708)	$ (400,496)
Program Balance after Capital Expenditures	**$ (282,243)**	**$ (860,012)**	**$ 583,368**	**$ 831,217**	**$ 1,433,738**	**$ 1,656,951**

‡‡On-street parking citations in 2011 and 2012 were reported as program revenue and deposited into Parking Facilities.

†††Beginning in August 2013, revenues from on-street citations were deposited into the general fund. Due to the overall number and co-mingling of transactions, citations data were calculated using records obtained from the Office of the City Clerk.

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Year-to-Year Comparisons

In FY2015 and FY2016, the City recorded revenues and expenses in the parking system using the same methodology. During those years, Public Works, Planning & Transportation, and the Controller's Office managed parking in a manner consistent with each other. Consistency in the number and management of assets, accounting methods, and types of permitted uses make historical comparisons for the period from FY2015 to the present most meaningful.

Parking Meters Improved Performance

Challenges faced by the parking system before the installation of metered parking were well-documented by Walker Parking Consultants[19] and local media.[20] System-wide financial performance has rebounded from a $2.5 million dollar shortfall in FY2011 to a $1.66 million surplus for FY2016.

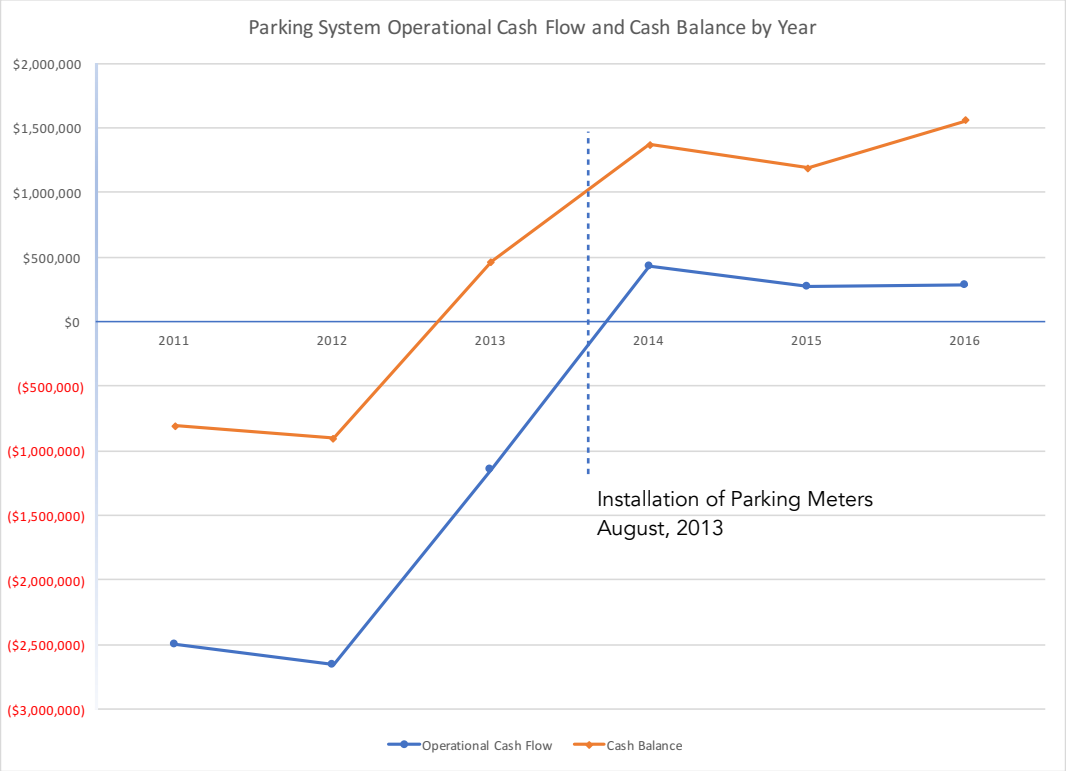

Figure 4: Graph of Parking System Operational Cash Flow and Cash Balance by Year.

[19] Walker Parking Consultants. City of Bloomington Parking Operations Plan. December 2012, p. 31-47.

[20] Blau, J. "Paid parking in Bloomington: An issue of dollars and sense." *The Herald Times*, 2013 January 2.

This page contains no comments

System Subsidized by TIF Fund and Citations Revenue

Gross TIF dollars devoted to parking have declined from $748,000 in FY2011 to $663,000 in FY2016, and represent 13.5% of the total revenue of the parking system. The Redevelopment Commission is obligated to preferentially allocate TIF money until the terms of the garage leases have been satisfied.[21,22] **Between FY2011 through 2017, the TIF will have contributed nearly $5 million to the parking system.** The literature suggests that continued use of TIF dollars creates a cross–subsidy from those without cars to those who have them[23] and represents an opportunity cost to the community.

Revenue from all citations totaled $609,000 in FY2016, representing 12.5% of system revenue. Citation revenue and TIF money make up 26% of the parking system's overall source of revenue.

[21] Regester Parking Garage Operating Lease, 2003 December 11. Section 4.8.2-4.8.3.

[22] 7th and Walnut Garage Operating Lease. 2001 February. Section 4.2.

[23] R. Willson, *Parking Management for Smart Growth.* Washington: Island Press, 2015, p. 13.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:35:56 PM

Why is it important to know this? I assume that this means that if TIF subsidies cease, and citations decline, we are at risk of operating at a deficit - and if that is a real risk, we might want to point it out.

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:34:26 PM

NH-OVERTIME PARKING	$ 1,580	79	2,245	21	2,345	1,126
NH-ALLEY	$ 60	3	184	4	191	74
NH-LOADING ZONE	$ 0	0	13	1	14	5
NH-OBSTRUCT TRAFFIC	$ 40	2	37	1	40	15
NH-NO PARKING ZONE	$ 360	18	684	9	711	266
NH-SIDEWALK PARKING	$ 80	4	564	5	573	218
NH-HANDICAPPED	$ 0	0	13	3	16	0
NH-FIRE LANE	$ 500	10	120	0	130	0
NH-HERE TO CORNER	$ 0	0	96	0	96	53
NH-PRIVATE PARKING ONLY	$ 0	0	8	0	8	3
NH-OVERSIZE VEHICLE	$ 0	0	6	0	6	2
NH-TOO FAR FROM CURB	$ 80	4	170	1	175	72
NH-TOO CLOSE TO INTERSECTION	$ 0	0	34	0	34	6
NH-ANGELED PARKING	$ 0	0	0	1	1	1
NH-UNAPPROVED SURFACE	$ 450	9	291	15	315	0
BPD/White Lot	$ 40	2	8	9	19	6
UNAPPROVED SURFACE PARKING	$ 400	8	70	2	80	0
Total	**$ 48,570**	**2,325**	**146,441**	**4,076**	**152,842**	**68,066**

This page contains no comments

Chapter 5. Neighborhood Zones

Overview

There were 11 Neighborhood Parking Zones around the city (Figure 26). Residents in those zones may receive parking permits that allow only vehicles with permits to park on the street between 8 a.m. and 5 p.m., Monday thru Friday. Permits expire August 15 of each year. This ordinance was meant to protect residents, bicyclists and pedestrians from excessive commuter traffic in the neighborhoods and competition for parking spaces.

BMC §15.37 summarized Neighborhood Zone regulations.

Authorizing Legislation
Ord. 92-06, 1992
Ord. 93-16, 1993
Ord. 95-08, 1995
Ord. 95-26, 1995
Ord. 98-52, 1998
Ord. 03-16, 2003
Ord. 04-14, 2004
Ord. 08-19, 2008
Ord. 10-15, 2010
Ord. 11-07, 2011
Ord. 11-03, 2011
Ord. 14-11, 2014

Figure 25. Neighborhood Zone authorizing legislation

Neighborhood Zone Areas
Zone 1: Elm Heights
Zone 2: East of Jordan
Zone 3: Green Acres
Zone 4, 5, 6, 7: Old Northeast and Downtown
Zone 8,9: North College
Zone 10: Near West Side
Zone 11: Wylie House

Figure 26. Neighborhood Zones., 2016

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:45:08 PM

In general I think that this section could be tightened. There's a lot of redudancy and more detail than we need to include in the body of the report.

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:44:37 PM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:40:22 PM

awkward. How about,
"On-street parking in these zones is limited to permit holders Monday through Friday between 8am and 5pm. Neighborhood residents are eligible to purchase permits, while others (service providers such as contractors, for instance) are able to purchase city-wide permits.

Number: 4 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:37:23 PM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:41:00 PM

I'm not sure this adds much of value. Perhaps a footnote or appendix?

Number: 6 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:40:38 PM

Authorizing Legislation

The Elm Heights Neighborhood Zone was established in 1992 by Ordinance 92-06. Since creating the first zone, the Common Council has created new zones and has amended the governing regulations (Figure 25). BMC §15.37 summarized the regulations that governed the Neighborhood Zone permit program. Subsection §15.37.160 designated the Alternative Transportation Fund,[65] and specified that all surplus revenue from permits and fines shall be used to "reduce the community's dependency on the automobile." In practice, this fund primarily became the source of the Common Council's Sidewalk Fund.

Subsections §15.37.170 though §15.37.240 created special conditions for the issuance of permits by the Board of Public Works and the Controller's Office. In some these cases, BMC Title 15 did not specify a cost for the permit. In others, the the permit's use was not in line with the 2002 GPP or the current draft of the City's Comprehensive Plan. Types of permits sold were not tracked contemporaneous with the sale.

2016 Rules for Issuance of Permits

Any person who maintained a residence within a Neighborhood Parking Zone was eligible to apply for one parking permit per vehicle. A current property tax statement or current utility bill served as proof of residency for homeowners. Renters were required to submit a current lease. A current vehicle registration was also necessary.

Permit cost for residents was $25. A visitor permit was an additional $25. Permits expired on August 15 of the year. Permits were required to be affixed to the vehicle in the lower left corner of the rear window and visible to the parking enforcement officer. Visitor permits were required to be hung from the rearview mirror. A resident living in the Neighborhood Zone was able to purchase a visitor permit for use only by a visitor while temporarily visiting that address. Only one visitor permit could be purchased per address. Businesses did not qualify for visitor permits. Permits were non-transferable.

A resident or visitor permit allowed the permit holder to park on-street anywhere in the zone for which the permit was issued, where there was not any other parking restriction, such as a no-parking zone or a yellow curb.

Residential Neighborhood Zones were enforced Monday thru Friday, 8 a.m. to 5 p.m. every day that City Hall was open. Neighborhood zone regulations were in effect throughout the year. Permit holders were required to

[65] BMC §15.37.160: Disposition of Revenue. All funds derived from the issuance of permits and from fines shall be used to pay the costs of operating this program. Funds received in excess of the annual cost of operating the program shall go into an alternative transportation fund. The alternative transportation fund shall be for the purpose of reducing our community's dependence upon the automobile. Expenditures from the fund shall be approved by the council.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:42:45 PM

I know from our discussions what kinds of concerns this paragraph is pointing to, but without the context of those discussions, this paragraph wouldn't be very clear or helpful.

Number: 2 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:42:11 PM

Number: 3 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:43:51 PM

Number: 4 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:43:44 PM

More detail than we need to include in the body of the report.

Number: 5 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:45:39 PM

More detail than we need in the body of the report.

comply with emergency regulations and other existing parking ordinances or laws. Violation was subject to a citation of $20 that escalated to $40 if unpaid after two weeks.

Non-resident landlords, realtors and service agents were authorized to use a visitor permit from the resident while conducting service. Contractors were able to purchase a yearly permit for all eleven Neighborhood Zones for $55. Contractors were also purchase a one-day permit for all Neighborhood Zones for a $5.00 fee.[66]

Neighborhood Zone Financial Performance

Revenue Shortfall of $73,000; Citations and Capital Transfer Subsidize the Program

The Residential Neighborhood Zone parking system operated with an Operational Cash Flow shortage in FY2016. Program Expense was 156% of program revenue resulting in a revenue short-fall of $73,071 (Figure 26). Program Balance which included revenue from citations was $151,641. Program Balance after capital expenditures was $251,144.87. This number included $99,500 in funds unspent by the Council Sidewalk Committee.

The fund balance or cash-on-hand at the end of FY2016 was $996,864.56.

Neighborhood Zone Citation Rate is 170%

In FY2016, Parking Enforcement officers issued 10,419 citations in Neighborhood Zones—a citation rate of 170%.[67] According to the information provide by City Legal, the City issued 4007 resident and visitor permits and 702 all-zone service permits. The literature cites a unique vehicle citation rate of 5-7%.[68] Although we were unable to calculate or deduce the number of unique vehicles cited, the citation rate of 170% in FY2016 was ostensivly high.

Capital Expenditures - Council Sidewalk Fund Subsidizes Neighborhood Zones

City account 454 was known as both the Neighborhood Zone fund and the Alternate Transportation Fund. In FY2016, the City transferred $500,000 from capital account 601 into the Neighborhood Zone account. The Common Council's Sidewalk Committee designated and directed these funds to be used for capital

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[66] <https://bloomington.in.gov/documents/viewDocument.php?document_id=1801>

[67] Citation revenue divided by Program Revenue.

[68] R. Willson, *Parking Management for Smart Growth. (Island Press: Washington, 2015), p. 191-192.*

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:46:03 PM

This whole paragraph can be omitted or moved to an appendix.

Number: 2 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:47:48 PM

I'm still not clear why citations are not considered revenue. The headline here does not match the final statements (program balance is in the black, and fund balance is almost $1M).

Number: 3 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:46:47 PM

Number: 4 Author: fhawkins Subject: Highlight Date: 7/16/17, 3:48:17 PM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 3:54:05 PM

To make the point more clearly, I might state it in words: "Citations for unpermitted parking in neighborhood zones generated $224,712 in FY2016; permit sales generated $131,861. While most strategies for efficient parking management suggest a reasonable citation rate of 5-7%, in Bloomington's neighborhood zones the citation rate (income from citations divided by income from permits) is 170%.

Number: 6 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 4:10:46 PM

I'm not sure we can reasonably compare overall citations with unique vehicle citation rate - we're definitely comparing apples to oranges, and possibly apples to aardvarks. Is there anything in the literature that says something like "citation revenue should generally be no more than X% of permit or meter revenue" ?

Number: 7 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 4:12:07 PM

I'm not sure it "subsidizes" neighborhood zones, which are not operating at a deficit once citation revenue is considered (as it should be).

Number: 8 Author: fhawkins Subject: Highlight Date: 7/16/17, 4:11:25 PM

improvements to sidewalks and intersections. In FY2016, $400,496 of the $500,000 was spent on capital sidewalk and intersection improvements. The balance of $99,504 remained in the Neighborhood Zone account .

Figure 27: 2016 Financial Performance of Neighborhood Zones.

Item	Amount	Notes
Total Revenue	**$ 131,860.38**	
Expense		
Staffing	$ (118,959.97)	
Operation Expense	$ (19,097.70)	
System-Related Expense	$ (8,811.69)	
General Fund Charges	$ (58,062.00)	
Program Expense	$ (204,931.36)	
Total Expense	**$ (409,862.72)**	
Operational Cash Flow	**$ (73,070.98)**	Operational Shortfall
Other Income		
Citation Revenue	$ 224,712.10	170% of Revenue
Miscellaneous Income / Expense	$ 0.00	
Total Other Income	**$ 224,712.10**	
Program Balance	**$ 151,641.12**	
Capital Transfer (601 -> 454)	$ 500,000.00	$500M from 601
Capital Expenditures	$ (400,496.25)	
Program Balance after Capital Expenditures	**$ 251,144.87**	
Fund Balance as of 12/31/16	**$ 996,864.56**	

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 7/16/17, 4:13:18 PM

It seems the fund started the year with roughly $650K? That should be made clear.

Staffing Expense

Personnel costs represented 85% of program revenue (Figure 27). Two of the City's most senior, full-time officers were tasked with enforcement of Neighborhood Zones. As Figure 27 indicates, health insurance and PERF were substantial contributors to the costs of staffing neighborhood zones. Enforcement officers also received reimbursements for cellphone bills related to enforcement, uniforms and shoes.

Based on personnel costs and citation revenue, we calculate the following metrics:

- Total Program Cost per Enforcement Hour: $51.23[69]
- Staffing Enforcement Costs per Enforcement Hour: $29.74[70]
- Citation Revenue per Enforcement Hour: $56.18[71]
- Hourly Productivity: 189%[72]

Figure 28: 2016 Neighborhood Zone Staffing Costs

Staffing - Neighborhood Zones	Amount	Subtotal
454-02-020000-51110 Salaries and Wages - Regular	$ 74,719.31	
454-02-020000-51210 FICA	$ 5,381.30	
454-02-020000-51220 PERF	$ 10,610.16	
454-02-020000-51230 Health and Life Insurance	$ 26,546.00	
454-02-020000-53210 Telephone	$ 1,010.72	
454-02-020000-52430 Uniforms and Tools	$ 692.48	**$ 118,959.97**

Expenses

Bank Charges Equal 6.5% of Program Revenue

Operational expense represented 13.6% of program revenue. Bank charges, the costs of fuel, and the cost of fleet repair apportioned to this segment of the parking system were the three largest expenses for the Neighborhood Zone system (Figure 28).

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[69] Program expenses divided by 4,000 hours of enforcement.

[70] Staffing costs including benefits divided by 4,000 hours of enforcement.

[71] Total Citation Revenue divided by 4,000 hours of enforcement.

[72] Total Citation Revenue divided by Total Staffing Expense.

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Number: 1 Author: fhawkins Subject: Highlight Date: 7/16/17, 4:14:01 PM

Fees for processing credit cards (the majority of costs), card-processing equipment rental charges, and bank courier fees accumulated to 6.5% of Neighborhood Zone program revenue. Since the City does not accept American Express and 1.4% – 2.3% is an industry standard interchange rate, there is a substantial opportunity to reduce this expense. This matter was beyond the purview of the Parking Commission and was referred to the City's Office of Innovation.

Figure 29: 2016 Neighborhood Zone Operational Expense.

Neighborhood Zone Operational Expenses	Amount	Subtotal
454-02-020000-52110 Office Supplies	$ 58.04	
454-02-020000-52240 Fuel and Oil	$ 2,666.82	
454-02-020000-52340 Other Repairs and Maintenance	$ 137.01	
454-02-020000-52420 Other Supplies	$ 365.50	
454-02-020000-53620 Motor Repairs	$ 6,902.00	
454-02-020000-53830 Bank Charges	$ 8,455.92	
454-02-020000-53830 Bank Charges	$ (6.49)	
454-02-020000-53990 Other Services and Charges	$ 518.90	**$ 19,097.70**

Detail of System-Related Expenses

Figure 30: 2016 Neighborhood Zone System-Related Expense.

System-Related Expenses	Amount	Subtotal
454-02-020000-53310 Printing	$ 8,534.19	
454-02-020000-53640 Hardware and Software Maintenance	$ 277.50	**$ 8,811.69**

All-Zone Commercial Permits Generate More Revenue than Any Single Zone

The major program expense as the design and printing of decals and hang-tags issued to residents and visitors. This expense totaled 6% of program revenue (Figure 29) In FY2016, resident permits and visitor permits were sold for $25, temporary permits were $5, and all-zone commercial permits were sold for $55. The City issued 4,007 resident, temporary, and visitor permits and 702 all-zone commercial permits. All-zone permits outpace the two largest residential zone areas–Zone-'1' and Zone '4'– by $7,500 and $19,500, respectively (Figure 30).

This page contains no comments

Revenue Discrepancy between Permits Reported Sold and Revenue Recorded

A discrepancy existed between the quantity of permits reported sold by Parking Services staff[73] and the revenue recorded by the City Controller[74]. Based on the number of permits reported sold, fees should have amounted to at least $139,500 in program revenue, however, only $131,860 was recorded by the Controller's Office. This difference could not be reconciled using reports provided by City Legal or the Office of the City Controller, but may be related to the methods used by the Parking Services staff to respond to the Commission's APRA request or to the special provisions of BMC §15.170-15.210 that, in some cases, do no specify a cost for the issuance of a permit.

Figure 31: Neighborhood Zone Permit Revenue by Permit Type.

Residential Zone Permit Type	Recorded Revenue	
Permits - Uncatategorized	$	210.00
Residential Neighborhood Permits Zone # 1	$	30,690.00
Residential Neighborhood Permits Zone # 2	$	8,569.38
Residential Neighborhood Permits Zone # 3	$	4,430.00
Residential Neighborhood Permits Zone # 4	$	18,655.00
Residential Neighborhood Permits Zone # 5	$	8,995.00
Residential Neighborhood Permits Zone # 6	$	3,000.00
Residential Neighborhood Permits Zone # 7	$	9,175.00
Residential Neighborhood Permits Zone # 8	$	675.00
Residential Neighborhood Permits Zone # 9	$	5,015.00
Residential Neighborhood Permits Zone #10	$	1,635.00
Residential Neighborhood Permits Zone #11	$	2,430.00
Residential Neighborhood Permits All Zones Sevice	$	38,225.00
Private Parking	$	156.00
Total Revenue	**$**	**131,860.38**

[73] Question '1' of the Commission's APRA request: Please provide a detail of revenue derived from the sale of neighborhood zone stickers, itemized by zone, by month for the calendar year 2016 and 2017-to-date. The complete request and response was attached to the Commission's May 2017 meeting packet.

[74] Detailed General Ledger Reports provided by Jeff McMillian, Deputy City Controller. Reports were included in the Commission's May 2017 meeting packet.

This page contains no comments

MEMORANDUM

To: Parking Commission

From: Scott Robinson, Planning Services Manager

Date: July 19, 2017

Re: Resident-Only Parking Permits – Title 15.36

Background

The Traffic Commission supported deleting the Resident-Only Parking Permit program currently codified within Title 15, Chapter 36 of the Bloomington Municipal Code. This decision was based on accessibility and other concerns detailed in staff's report seeking a recommendation from the Traffic Commission. This information was previously included in the Parking Commission's June meeting packet. The City Council recently heard Ordinance 17-24 to delete this section of code. There were concerns and limited support by Council members to pass this proposal. The City Council postponed a vote on Ordinance 17-24 to allow time for potential amendments to the Ordinance to be drafted for consideration. Ordinance 17-24 is scheduled to be heard at the August 9th City Council meeting. Staff is in the process of preparing a potential amendment to Ordinance 17-24. These changes include the following:

- Eligibility – in addition to vehicle ownership also include a requirement for valid handicapped parking permit or identify a vehicle to assist in a disabled person's transport;
- Eligibility – permitted only if no off street parking is available and wasn't available when occupant 1st occupied the residence and clarify if no feasible off street accommodations can be provided by applicant;
- Permit – require a permit must be applied for annually;
- Standard – require the on-street parking space meet minimum ADA parking requirements; and
- Fees – increase the fees to better cover some of the associated costs to administer the program.

Recommendations

Staff is seeking guidance from the Parking Commission on the changes to 15.36 listed above as well as other items to consider so staff can prepare for a possible amendment to Ordinance 17-24.