

**FISCAL YEAR 2013 BUDGET**

**Fund Summary**

**Fund Name** : Parking Management  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus. Area No.** : 8700 / 6500

	<u>FY2012 Current Budget</u>	<u>FY2012 Estimate</u>	<u>FY2013 Budget</u>
Beginning Fund Balance	1,633,838	1,633,838	1,105,507
Current Revenues	<u>19,941,194</u>	<u>16,803,784</u>	<u>17,693,232</u>
Total Available Resources	<u>21,575,032</u>	<u>18,437,622</u>	<u>18,798,739</u>
Maintenance and Operations	7,701,722	7,701,722	9,042,847
Debt Service	1,513,022	1,513,022	1,513,022
Other Interfund Transfers	8,117,371	8,117,371	7,994,222
Total Expenditures	<u>17,332,115</u>	<u>17,332,115</u>	<u>18,550,091</u>
Planned Ending Fund Balance	<u>4,242,917</u>	<u>1,105,507</u>	<u>248,648</u>
Total Budget	<u>21,575,032</u>	<u>18,437,622</u>	<u>18,798,739</u>
<b>Fund Balance Distribution:</b>			
Non-Spendable	0	0	0
Restricted	4,242,917	1,105,507	248,648
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Parking Management Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Parking Management Operating Fund was reclassified as a Special Revenue Fund in FY2011. This fund supports the activities of the Parking Management Division. This division is also responsible for the enforcement of ordinances that govern vehicles parked in the public right-of-way and the management and distribution of a variety of permits.

The Parking Management Division is dedicated to enhancing the quality of life for residents and visitors of the City of Houston by encouraging the efficient movement of people and goods throughout the City. Parking Management is also responsible for all downtown employee parking and transit administration.

Parking Management is responsible for managing and providing on-street parking alternatives to the citizens in the greater Houston area. It is the division's goal to provide safe and sufficient parking to residents, businesses and guests.

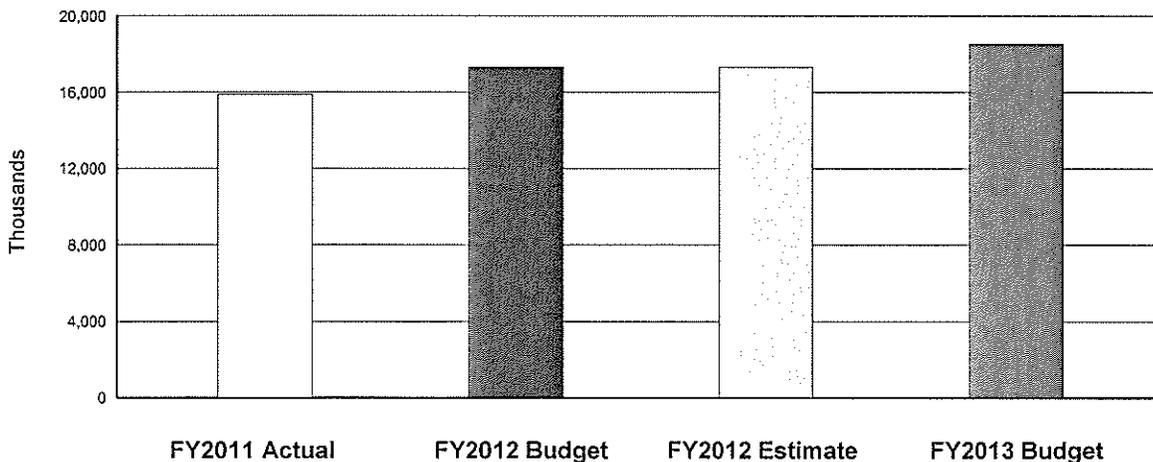
**FISCAL YEAR 2013 BUDGET**

**Business Area Budget Summary**

Fund Name : Parking Management  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus. Area No. : 8700 / 6500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	3,144,276	3,649,425	3,782,475	4,426,034
	Supplies	536,738	504,457	344,960	883,575
	Other Services and Charges	2,615,579	3,431,515	3,457,308	3,695,038
	Equipment	0	85,100	85,100	25,000
	Non-Capital Equipment	47,127	31,225	31,879	13,200
	Total M & O Expenditures	<u>6,343,720</u>	<u>7,701,722</u>	<u>7,701,722</u>	<u>9,042,847</u>
	Debt Service & Other Uses	9,537,477	9,630,393	9,630,393	9,507,244
	Total Expenditures	<u>15,881,197</u>	<u>17,332,115</u>	<u>17,332,115</u>	<u>18,550,091</u>
Revenues		15,859,203	19,941,194	16,803,784	17,693,232
Staffing	Full-Time Equivalents - Civilian	58.0	67.0	67.0	72.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>58.0</u>	<u>67.0</u>	<u>67.0</u>	<u>72.0</u>
	Full-Time Equivalents - Overtime	0.4	0.3	0.3	0.5
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o Continue commitment to transfer funding to support the General Fund. Proposed transfer at \$8.0M.</li> <li>o Propose to purchase 100 additional state of the art meter pay stations that is funded by the issuance of Commercial Paper that will allow the division to increase contribution to the General Fund.</li> <li>o Include \$300,000 for completion of the parking master plan which began in FY2010.</li> <li>o Include \$149,000 to construct additional accessible parking spaces for Americans with Disabilities.</li> <li>o Include funds to transition pay station modems from WiFi network to Sprint Communication network.</li> <li>o Debt service payment of \$1.5M related to the 2006 Commercial Paper borrowed for 1,000 parking meters.</li> <li>o Improvements to the three University of Houston-Downtown surface lots to be funded by the issuance of Commercial Paper that will allow the division to increase contribution to the General Fund.</li> <li>o FY2013 Budget includes funding for expenditure increases in health benefits (\$141,500) and pension contribution (\$148,135).</li> </ul>				

**Parking Management  
 Administration and Regulatory Affairs  
 Expenditure Summary**



**FISCAL YEAR 2013 BUDGET**

<b>Division Mission and Performance Measures</b>			
<b>Fund Name :</b> Parking Management <b>Business Area Name :</b> Administration and Regulatory Affairs <b>Fund No./Bus Area No. :</b> 8700 / 6500			
<b>Name: Administration &amp; Customer Service -- 650091</b>			
<b>Mission:</b> To promote parking industry's best practices and to promote the parking experience for its diverse customer base.			
<b>Goal:</b> To effectively handle customer's inquiries and needs in a timely manner as it pertains to processing parking permits and collecting parking fees, and increase the City's potential revenue stream through the addition of new programs and benefits.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Process permit application and payments for residential parking	3,311	3,250	3,300
Valet parking	129	125	125
Commercial vehicles zoned	736	700	792
<b>Name: Meter Enforcement -- 650092</b>			
<b>Mission:</b> The Meter Enforcement staff serve as ambassadors to the public and as a city resource to promote the safe flow of traffic by enforcing the compliance to the City of Houston ordinances relative to on-street parking.			
<b>Goal:</b> To improve the quality of life for motorists and residents by enforcing parking ordinances throughout neighborhoods and the City's business community.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Citations issued for violations of on-street parking ordinances	208,970	200,000	220,000
Detect and boot eligible vehicles for non-payments	1,659	1,700	2,035
<b>Name: Meter Operation -- 650093</b>			
<b>Mission:</b> To effectively manage the City's right of way and curb space, help promote the economic development of adjacent venues, and maintain the City's infrastructure and equipment which provides and supports an efficient operation of metered parking.			
<b>Goal:</b> To assure that parking meter equipment is in proper working condition for the acceptance of parking payments, and to safeguard the revenues collected from parking meters.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Luke meters installed	750	250	100
Meter spaces in service	6,979	7,300	8,050
Meter payment percentages cash (bills & coins)	63.3%	65%	62%
Credit card payments	36.7%	35%	38%

**FISCAL YEAR 2013 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Parking Management</b> <b>Business Area Name : Administration and Regulatory Affairs</b> <b>Fund No./Bus Area No. : 8700 / 6500</b>						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>Administration &amp; Customer Service 650091</b> Responsible for managing and monitoring the City of Houston's parking programs. Duties include management of citation database and sale of permits: commercial vehicle loading/unloading zones, valet parking operators, meter bagging and news racks and bank deposits of all meter and permit payments received.	15.0	12,908,179	19.0	12,972,727	20.0	13,794,265
<b>Meter Enforcement 650092</b> Meter Enforcement is staffed with employees responsible for monitoring citizens compliance with the City of Houston's on-street parking ordinances. Search for and boot vehicles for failure to issue payment of applicable fees associated with on-street parking violations.	30.0	1,584,727	33.0	1,834,735	35.0	2,105,465
<b>Meter Operation 650093</b> Meter Operations is responsible for the collection of coins and bills inserted into the on-street meters and deliver the collections to the division's business office. It provides regular maintenance of infrastructure equipment associated with on-street metered parking spaces.	13.0	1,388,291	15.0	2,524,653	17.0	2,650,361
<b>Total</b>	<b>58.0</b>	<b>15,881,197</b>	<b>67.0</b>	<b>17,332,115</b>	<b>72.0</b>	<b>18,550,091</b>

**Business Area Roster Summary**

**Fund Name** : Parking Management  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus Area No.** : 8700 / 6500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	3.0	3.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	0.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	0.0	(1.0)
COLLECTIONS SUPERVISOR	18	0.0	1.0	1.0
CUSTOMER SERVICE REP. I	13	3.0	5.0	2.0
CUSTOMER SERVICE REP. II	15	1.0	1.0	
CUSTOMER SERVICE SUPERVISOR	18	2.0	2.0	
DATA CONTROL CLERK	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	4.0	4.0	
EQUIPMENT WORKER	13	0.0	1.0	1.0
FINANCIAL ANALYST III	21	1.0	1.0	
MAINTENANCE MECHANIC II	12	5.0	5.0	
MAINTENANCE MECHANIC III	14	1.0	1.0	
MAINTENANCE SUPERVISOR	16	0.0	1.0	1.0
OFFICE SUPERVISOR	17	3.0	3.0	
PARKING ENFORCEMENT LEADER	14	3.0	3.0	
PARKING ENFORCEMENT OFFICER	10	26.0	27.0	1.0
PARKING METER COLLECTOR	10	6.0	5.0	(1.0)
PROJECT MANAGER	24	0.0	1.0	1.0
SECURITY OFFICER	8	1.0	0.0	(1.0)
SEMI-SKILLED LABORER	6	0.0	1.0	1.0
SENIOR DATA CONTROL CLERK	12	1.0	0.0	(1.0)
SENIOR DISPATCHER	12	1.0	1.0	
SIGN PROCESSOR	9	1.0	0.0	(1.0)
STAFF ANALYST	26	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	0.0	1.0	1.0
<b>Total FTEs</b>		<b>67.0</b>	<b>72.0</b>	<b>5.0</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Full-Time Equivalents</b>		<b>67.0</b>	<b>72.0</b>	<b>5.0</b>

FISCAL YEAR 2013 BUDGET

**Business Area Revenue Summary**

Fund Name : Parking Management  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus Area No. : 8700 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
<b>6500090001</b>	<b>ARA - Parking Customer Services</b>			
421250	Valet Parking Operator Permits	35,610	45,000	45,034
421280	Other Licenses & Permits	246,750	246,750	254,106
427020	Parking Violations	10,222,000	8,681,943	9,097,943
427090	Residential Parking Permit	54,000	66,064	66,064
427230	Boot Fees	216,750	260,125	509,282
427240	Administrative Boot Fees	216,750	249,157	0
428080	Returned Check Charges	2,000	2,000	2,000
432010	Interest on Pooled Investments	50,000	50,000	50,000
434215	Sale of Non-Capital Rolling Stock	0	8,902	0
434505	Prior Year Expenditure Recovery	0	156,213	0
447010	Metered Parking Revenue	7,276,000	5,479,501	6,100,186
447030	Surface Parking Revenue	1,056,000	961,632	1,152,932
447031	Commerce Surface Lot Revenue	19,800	25,000	25,000
447033	Commerce Street Annex Surfact Lot Revenue	0	22,680	22,680
447040	Contract Parking Revenue	545,034	545,034	367,800
452030	Miscellaneous Revenue	0	3,583	0
456256	NewSrack Permit and Decal Fees	500	200	205
<b>Total</b>	<b>ARA - Parking Customer Services</b>	<b>19,941,194</b>	<b>16,803,784</b>	<b>17,693,232</b>
<b>Total</b>	<b>Administration and Regulatory Affairs</b>	<b>19,941,194</b>	<b>16,803,784</b>	<b>17,693,232</b>

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

Fund Name : Parking Management  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus. Area No. : 8700 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,108,768	2,522,286	2,479,310	2,871,084
500060	Overtime - Civilian	24,685	17,000	30,200	26,574
500090	Premium Pay - Civilian	7,448	8,050	6,749	8,320
500110	Bilingual Pay - Civilian	10,219	9,040	11,593	11,748
501050	Employee Awards	0	1,000	1,000	1,000
501070	Pension - Civilian	332,386	420,041	446,276	614,411
501120	Termination Pay - Civilian	2,229	0	63,708	0
501160	Vehicle Allowance - Civilian	4,216	4,216	0	0
502010	FICA - Civilian	154,381	194,121	189,667	221,028
503010	Health Ins-Act Civilian	396,386	409,350	464,618	606,118
503015	Basic Life Insurance - Active Civilian	1,243	1,493	1,371	1,719
503050	Health/Life Insurance - Retiree Civilian	4,711	5,135	3,219	3,219
503060	Long Term Disability-Civilian	0	5,695	5,427	6,120
503090	Workers Compensation-Civilian-Admin	10,907	13,400	13,410	17,208
503100	Workers Compensation-Civilian-Claim	75,843	30,618	60,927	35,000
504030	Unemployment Claims - Administration	10,854	7,980	5,000	2,485
<b>Total</b>	<b>Personnel Services</b>	<b>3,144,276</b>	<b>3,649,425</b>	<b>3,782,475</b>	<b>4,426,034</b>
511010	Chemical Gases & Special Fluids	1,928	3,585	1,883	3,585
511015	Cleaning & Sanitary Supplies	14,067	15,080	3,532	36,855
511020	Construction Materials	78,589	54,870	13,787	54,870
511025	Electrical Hardware & Parts	193,920	109,253	127,549	469,387
511030	Mechanical Hardware & Parts	21,314	41,500	16,500	25,000
511035	Meters Hydrants & Plumbing Supplies	19,472	4,200	0	10,200
511045	Computer Supplies	4,246	4,000	6,746	8,950
511050	Paper & Printing Supplies	77,918	123,830	37,000	123,830
511055	Publications & Printed Materials	470	1,000	1,000	1,000
511060	Postage	4,958	7,996	7,996	8,155
511070	Miscellaneous Office Supplies	14,332	13,975	17,185	19,000
511090	Medical & Surgical Supplies	0	300	300	300
511110	Fuel	25,647	55,775	55,775	60,000
511115	Vehicle Repair & Maintenance Supplies	3,860	5,000	2,114	2,000
511120	Clothing	36,068	41,150	41,150	48,000
511125	Food Supplies	1,767	1,000	4,500	4,500
511145	Small Tools & Minor Equipment	9,894	6,500	3,500	3,500
511150	Miscellaneous Parts & Supplies	28,288	15,443	4,443	4,443
<b>Total</b>	<b>Supplies</b>	<b>536,738</b>	<b>504,457</b>	<b>344,960</b>	<b>883,575</b>
520100	Temporary Personnel Services	0	0	5,200	10,000
520102	Security Services	13,520	53,820	53,820	53,820
520108	Information Resource Services	53,836	55,880	55,880	65,090
520109	Medical Dental & Laboratory Services	659	0	1,500	1,500
520110	Management Consulting Services	36,272	139,000	141,238	300,000
520112	Banking Services	51,869	100,000	100,000	100,000
520114	Miscellaneous Support Services	39,702	534,041	534,041	495,000
520115	Real Estate Lease/Office Rental	68,466	248,520	231,376	248,520
520118	Refuse Disposal	460	700	700	700
520119	Computer Equipment/Software Maintenance	139,449	160,000	160,000	159,998
520120	Communications Equipment Services	621	130,100	118,939	129,700
520121	IT Application Svcs	28,737	13,368	33,993	55,513
520123	Vehicle & Motor Equipment Services	29,626	62,250	43,750	62,700
520124	Other Equipment Services	11,505	5,000	500	2,500
520125	Demolition Services	2,468	0	0	0
520126	Construction Site Work Services	605,299	147,366	161,031	13,396
520128	Other Construction Work Services	121,763	359,180	361,744	249,000
520141	Engineering Services	0	45,220	59,960	0
520143	Credit/Bank Card Services	207,460	192,400	192,400	204,400
520157	Computer Software Maintenance Services	0	9,000	5,460	0

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

Fund Name : Parking Management  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus. Area No. : 8700 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520510	Mail/Delivery Services	61,063	113,200	113,200	138,120
520515	Print Shop Services	6,842	10,000	10,000	10,000
520520	Printing & Reproduction Services	77,183	64,395	66,775	67,475
520605	Advertising Services	700	4,000	1,600	3,000
520705	Insurance Fees	0	1,451	1,451	1,669
520725	Assessments - Other Governments	(156)	0	0	0
520755	Contingency	0	7,258	5,274	0
520765	Membership & Professional Fees	4,335	1,545	4,719	3,989
520805	Education & Training	2,534	2,700	9,382	9,500
520905	Travel - Training Related	9,261	8,600	9,126	12,000
521305	Indirect Cost Recovery Payment	181,124	349,755	349,755	403,634
521405	Building Maintenance Services	5,280	0	10,668	25,000
521410	Sewer Services	453	1,116	2,000	2,000
521415	Land and Grounds Maintenance	4,005	5,000	5,000	20,000
521505	Electricity	6,315	25,020	25,000	31,020
521510	Natural Gas	0	3,600	3,600	3,600
521605	Data Services	13,275	61,921	13,007	6,463
521610	Voice Services	99,480	50,000	103,612	279,772
521620	Voice Equipment	19,359	0	0	0
521625	Voice Labor	8,336	0	248	182
521630	GIS Revolving Fund Services	1,920	2,318	2,318	2,657
521705	Vehicle/Equipment Rental/Lease	6,548	2,700	9,750	6,510
521715	Office Equipment Rental	12,549	22,100	12,059	12,059
521725	Other Rental	1,824	1,988	1,467	5,564
521730	Parking Space Rental	600	0	0	0
522205	Metro Commuter Passes	2,468	5,000	5,000	5,000
522305	Freight Charges	700	8,250	8,291	8,250
522430	Miscellaneous Other Services & Charges	13,492	15,160	13,660	12,750
522721	Interfund HR Client Services	0	33,501	33,501	48,178
522722	KRONOS Service Chargeback	0	2,166	2,166	2,434
522730	Interfund Engineering Services	6,433	0	0	0
522795	Other Interfund Services	657,944	366,826	366,826	416,275
522820	Interfund EB Cape Training	0	6,100	6,321	6,100
<b>Total</b>	<b>Other Services and Charges</b>	<b>2,615,579</b>	<b>3,431,515</b>	<b>3,457,308</b>	<b>3,695,038</b>
560220	Vehicles	0	85,100	85,100	25,000
<b>Total</b>	<b>Equipment</b>	<b>0</b>	<b>85,100</b>	<b>85,100</b>	<b>25,000</b>
551010	Non-Capital Office Furniture & Equipment	22,248	950	0	0
551015	Non-Capital Computer Equipment	24,879	18,275	12,756	4,200
551020	Non-Capital Communication Equipment	0	12,000	13,456	0
551025	Non-Capital Scientific/Medical Equipment	0	0	1,913	0
551030	Non-Capital Machinery & Equipment	0	0	3,754	0
551040	Non-Capital Other	0	0	0	9,000
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>47,127</b>	<b>31,225</b>	<b>31,879</b>	<b>13,200</b>
531145	Transfers for Interest	1,278,348	1,513,022	1,513,022	1,513,022
532005	Transfers to General Fund	8,165,529	8,117,371	8,117,371	7,994,222
532025	Transfers to Special Revenues	93,600	0	0	0
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>9,537,477</b>	<b>9,630,393</b>	<b>9,630,393</b>	<b>9,507,244</b>
<b>Grand Total Expenditures</b>		<b>15,881,197</b>	<b>17,332,115</b>	<b>17,332,115</b>	<b>18,550,091</b>