

City of Hoboken CY 2017 Introduced Budget & Supplemental Materials

Department of Transportation &
Parking

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Department of Transportation & Parking

- Division of Parking Enforcement
- Transportation Planning
- Division of Parking, on street, off street garage management
- Division of Mobility
 - taxi licensing, HOP, car share, bicycle programs
- Division of Traffic & Signal
 - signals, signs, striping, fleet maintenance
- HPU Operations
 - customer service, accounting

Department of Transportation & Parking

Responsibilities

- Operates as a Parking Utility for the City to manage on-street and off-street parking
- Manages and implements complete streets projects to ensure safety for all modes of transportation
- Help to provide safety through enforcement of parking regulations
- Manages 7 off street parking locations & on street meters
- Issues permits for various street parking and closures
- Manages taxi licensing, HOP, car share & bicycle programs
- Responsible for maintenance of traffic signals, street striping & signage and operation of the City central fleet maintenance department

Department of Transportation & Parking,

Review of 2016 goals

Status

- Institute parking master plan's implementation of meters Progress Made
- Midtown Garage capital improvements Progress Made
- Elevators upgrades at garages B,D,G; on going paint and signage upgrading off street garages Progress Made
- Introduce Park Mobile app for meter parking Completed
- Advertise HOP route service Completed
- Improve return rate on 916 garden street garage through new hardware and pallets for additional capacity Progress Made
- Bid out merchant service credit card fees for more competitive rates. Completed
- Fill gaps in PEO enforcement hours during holidays & peak need times Completed
- Continue preparation for parking wayfinding rollout Progress Made
- Continued employee training to better serve residents Progress Made

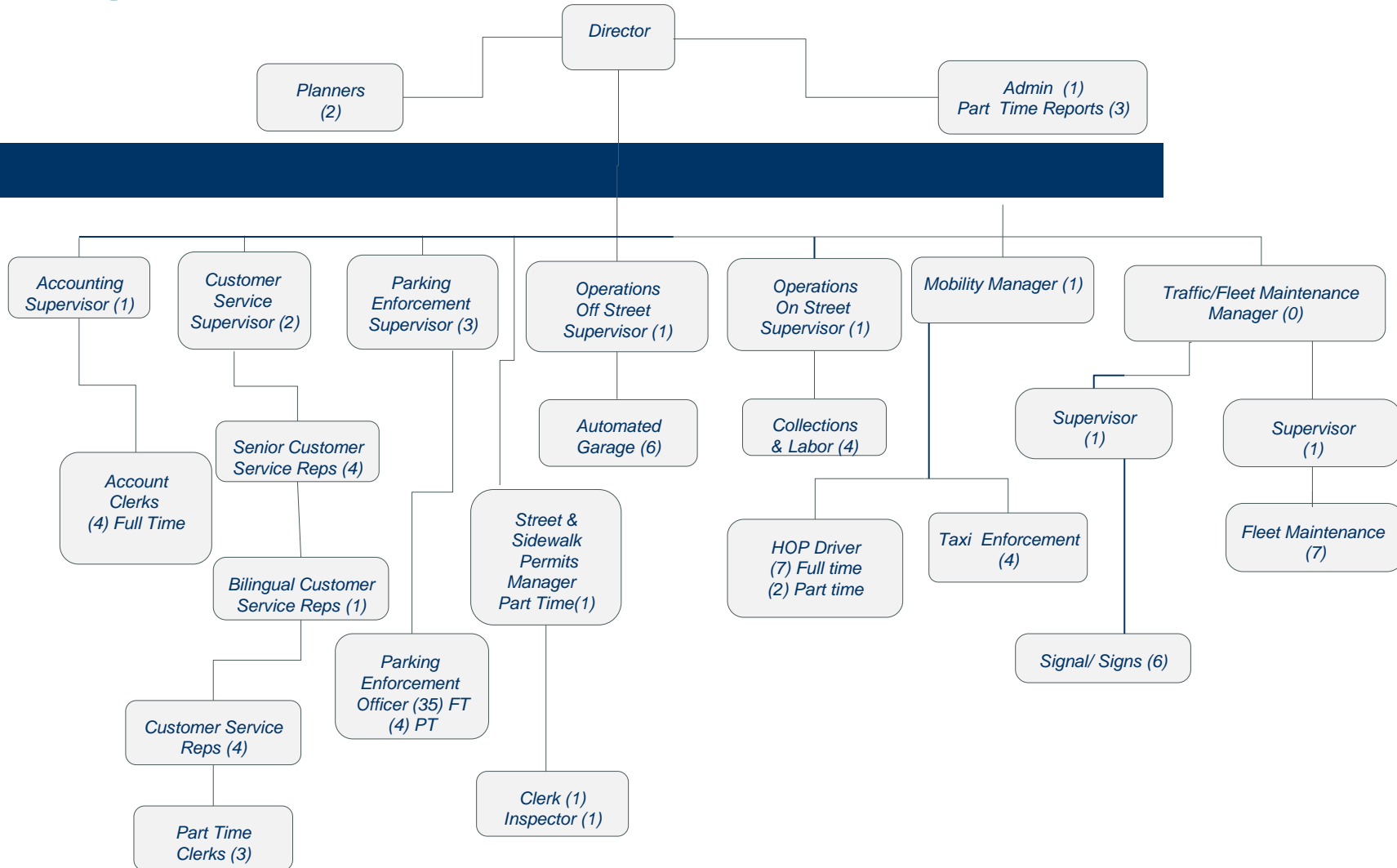
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2017 goals

- **Technology upgrades, more efficiency, implement best practices**

- Complete parking master plan for meter installation
- Plan and complete street projects to ensure safety for all modes of transportation
- Midtown garage capital improvements
- Garage safety program (signage, mirrors, cameras, etc.)
- Elevators replacement at garages B,D & G
- 916 garden street garage continued improvements through new hardware and pallets
- Managing daily debit program
- Upgrade data analytics of parking habits at B, D & G to ensure effective operations
- Continue installation of wayfinding signage (for parking and city attractions)
- Continue employee training to better serve residents
- Improve Gov-Online software with better efficiencies including more products

Organizational Chart



Department of Transportation & Parking

Review of staffing

- 2017 total employees budgeted 116 vs. current 109
- 2016 total employees budgeted 114 vs. average per pay period 111
- 2015 total employees budgeted 116 vs. average per pay period 106
- HPU continues to improve coverage for PEOs and the customer service window by hiring part timers and starting full timers in roles that cover weekends and nights as part of their employment.
- 3 full time customer service rep positions will be eliminated by attrition
- Currently 6 employees are out on disability and 1 out on workman's compensation
- 1 manager will assume the role for off street and on street manager, reducing one position
- Current open positions: 4 full time and 5 part time parking enforcement officers

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Budgeted revenue as presented in the introduced budget, Sheet 31

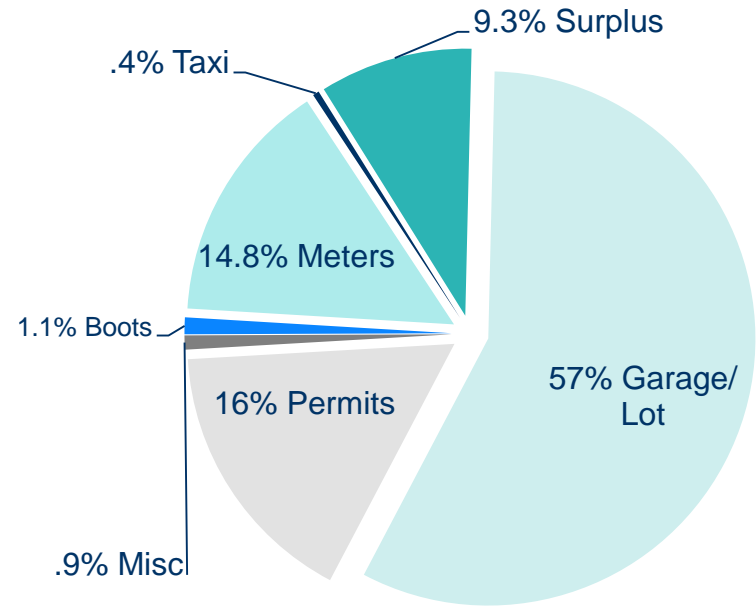
Revenue Category	2016 Budget	2016 Actual	2017 Budget	Change 17 Budget to 16 Actual
Surplus anticipated	1,625,000	1,625,000	1,625,000	-
Garage/ lot income	9,418,500	10,113,776	10,057,900	(55,876)
Permits	2,900,000	3,415,998	2,870,700	(545,298)
Coupons/daily debits *	352,800	-	-	-
Miscellaneous	116,100	225,119	149,800	(75,319)
Boot releases	124,000	178,200	178,000	(200)
Meter income	2,696,000	2,669,463	2,591,000	(78,463)
Rental lots 1 & 2 *	195,000	-	-	-
Taxi licenses	113,000	68,930	68,000	(930)
Total	\$17,540,400	\$18,296,486	\$17,540,400	\$(756,085)

- * Daily debits and rental lots are reported in garage lot income for 2016 actual and 2017 budget

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Budgeted revenue as presented in the introduced budget, sheet 31

	2017 Budget	2017 %
Budgeted Revenue		
Surplus anticipated	1,625,000	9.3%
Garage/ lot income	10,057,900	57.4%
Permits	2,870,700	16.4%
Miscellaneous	149,800	0.9%
Boot releases	178,000	1.1%
Meter income	2,591,000	14.8%
Taxi licenses	68,000	0.4%
Total	\$17,540,400	100%



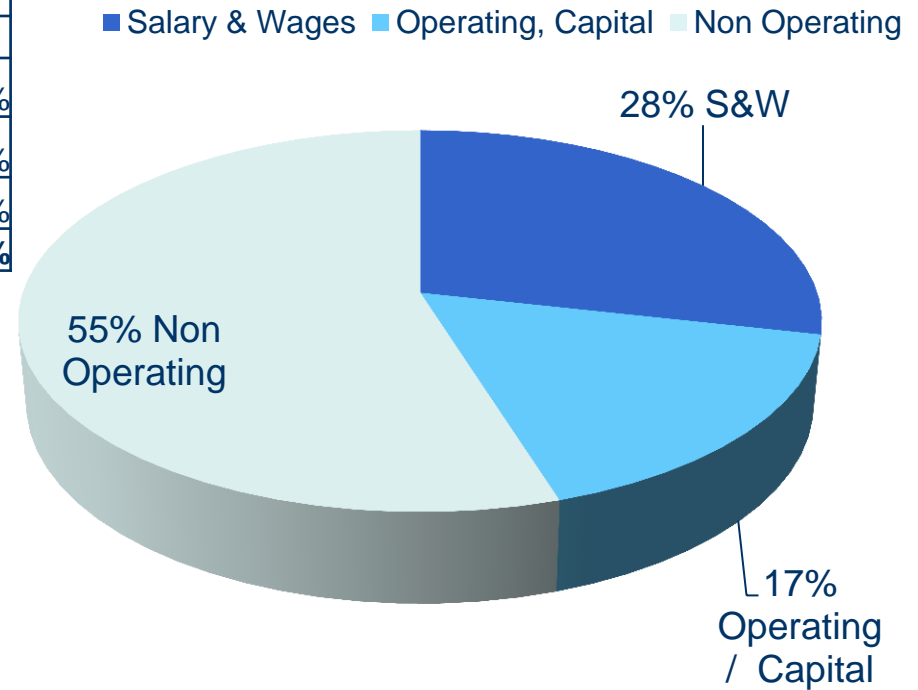
- Surplus Anticipated
- Garage/ Lot Income
- Permits
- Miscellaneous
- Boot Releases
- Meter Income
- Taxi Licenses

- Miscellaneous is HOP & towing
- Garages, meters and permitting make up 88% of the Utility revenues

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Budget expenditures presented as three reporting categories

	2017	2017
	Budget	%
Salary & Wages	4,993,831	28%
Operating, Capital	2,924,403	17%
Non Operating	9,622,166	55%
Total	\$17,540,400	100%

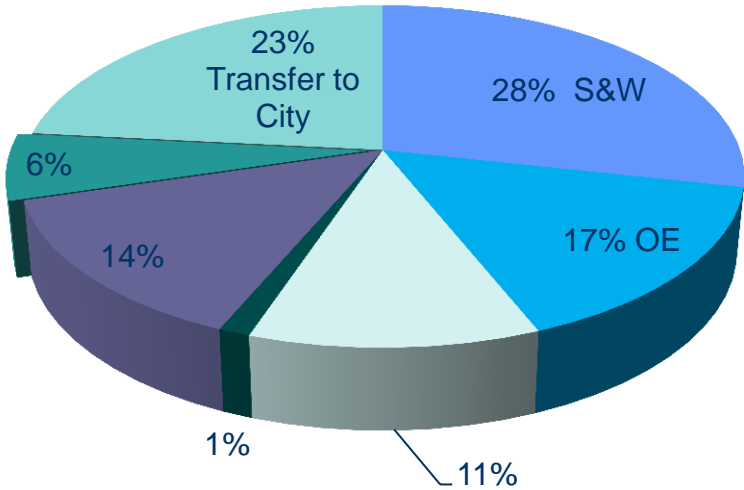


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Appropriations as presented in the introduced budget sheet 32 & 33

	2017 Budget	2017 %
Salary & wages	4,993,831	28%
Operating expenses	2,707,913	17%
Group health insurance	1,975,000	11%
Capital improvements	216,490	1%
Debt obligations & fees	2,447,166	14%
Statutory expenditures	1,100,000	6%
Transfer to City	4,100,000	23%
Total	\$17,540,400	100%

- Salary & wages
- Operating expenses
- Group health insurance
- Capital improvements
- Debt obligations & fees
- Statutory expenditures
- Transfer to City



Department of Transportation & Parking

Appropriations as presented in the Introduced Budget Sheet 32 & 33

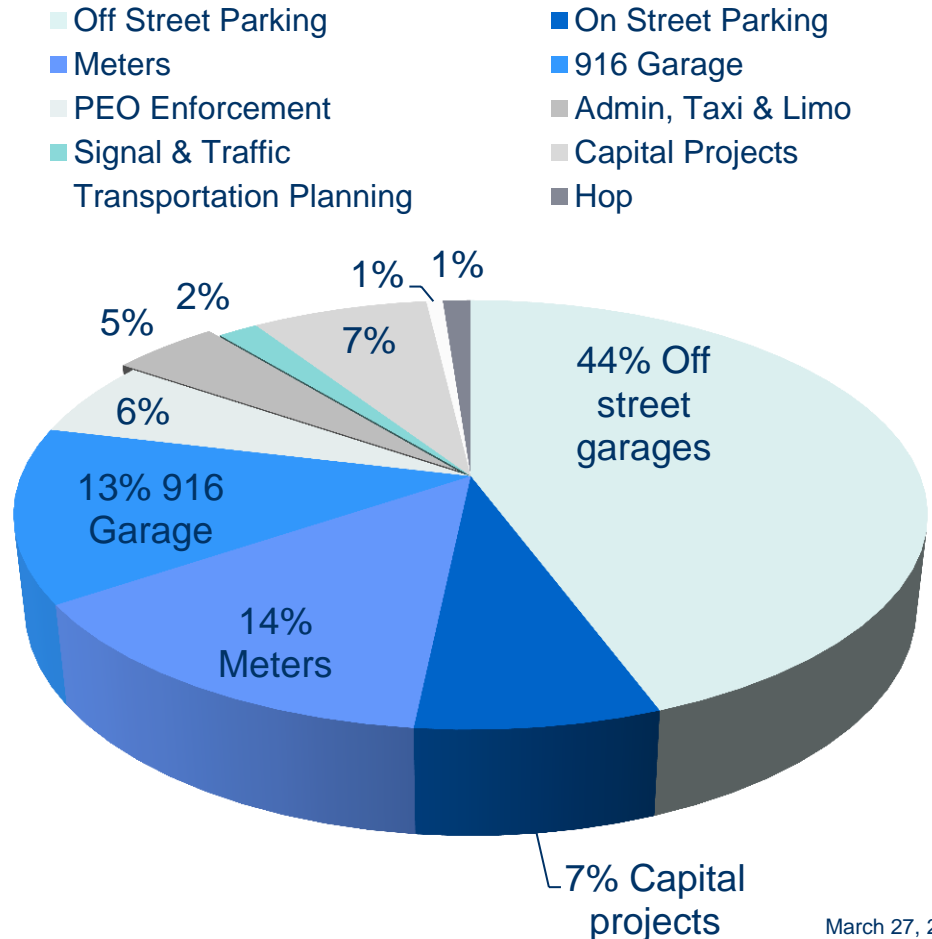
	2016	2016	2017	Change
	Budget	Actual	Budget	17 Budget to 16 Actual
Salary & wages	4,894,256	4,549,999	4,993,831	443,832
Operating expenses	2,995,144	2,753,037	2,707,913	(45,124)
Group health insurance	2,025,000	2,025,000	1,975,000	(50,000)
Capital improvements	250,000	250,000	216,490	(33,510)
Debt obligations & fees	2,201,000	2,201,000	2,447,166	246,166
Statutory expenditures	1,075,000	1,075,000	1,100,000	25,000
Transfer to City	4,100,000	4,100,000	4,100,000	-
Total	\$ 17,540,400	\$ 16,954,036	\$ 17,540,400	\$ 586,364

- In the proposed budget, non operational expenditures will rise by \$176K *
- Total growth of the HPU budget from 2012-2017 is 5% per year but flat between 2016 & 17
- Increase in debt obligation are for garage improvements, new meter installation and new land aquisition

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Other expenditures as presented in the introduced budget

	2017 Budget	2017 %
Off street garages	1,296,188	44%
On street parking	214,600	7%
Meters	406,900	14%
916 garage	385,000	13%
PEO enforcement	169,300	6%
Admin, taxi & limo	131,934	5%
Signal & traffic	49,491	2%
Capital projects	216,490	7%
Transportation planning	20,200	1%
HOP	34,300	1%
Total	\$2,924,403	100%



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Operating & capital expenditures in detail by line of business

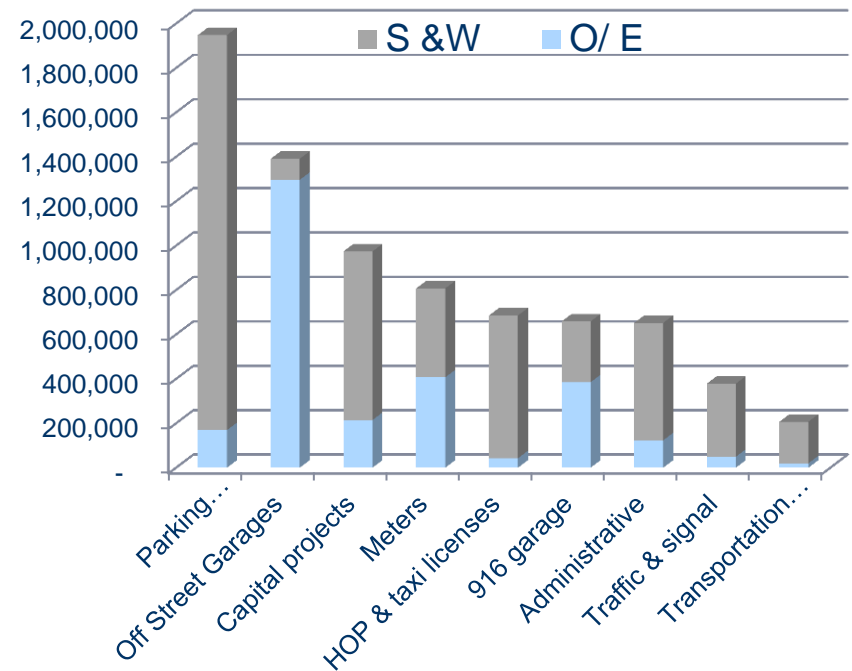
	2016	2017	2017	
	Actual	Budget	%	Change
Parking enforcement	122,064	169,300	5.8%	47,236
Off street garages	1,446,317	1,296,188	44.3%	(150,129)
On street (CSR window)	278,263	214,600	7.3%	(63,663)
Capital projects	250,000	216,490	7.4%	(33,510)
Meters	326,535	406,900	13.9%	80,365
HOP & taxi licenses	25,738	42,600	1.5%	16,862
916 garage	355,703	385,000	13.2%	29,297
Administrative	89,210	123,634	4.2%	34,424
Traffic & signal	50,728	49,491	1.7%	(1,237)
Transportation planners	58,478	20,200	0.7%	(38,278)
	\$ 3,003,037	\$ 2,924,403	100%	\$ (78,634)

- Explains how O/E is budgeted across the Lines of business

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Budget by line of business

Line of business	2017 Budget	
	S & W	O/ E
Parking enforcement	1,778,927	169,300
Off Street Garages	94,751	1,296,188
Capital projects	759,277	214,600
Meters	400,550	406,900
HOP & taxi licenses	642,750	42,600
916 garage	273,406	385,000
Administrative	528,453	123,634
Traffic & signal	328,946	49,491
Transportation planners	186,770	20,200
	\$4,993,831	\$2,707,913



Department of Transportation & Parking

Funding sources for asset purchases

<u>Project</u>	<u>Funding source</u> <u>operating capital</u>
Safety Program for Garages B, D, G, Midtown & 916 Garden Street (New signage, mirrors, lighting, cameras & traffic calming)	76,700
Midtown joint expansion & repair, fix road imbalance	54,990
Pedestrian Safety Improvements, On Street	22,800
Traffic studies: (Including 5th & Clinton stop sign)	15,000
New LPR vehicles	15,000
Bus safety camera, purchase completed in February	12,000
Solar panel project, 916 garage roof	10,000
MHB pallet repairs, more for 2017, 916 garage	10,000
Total	\$ 216,490

Department of Transportation & Parking

Major Transportation & Parking Capital Projects

<u>Project</u>	<u>Funding Source</u>
Northwest Parking garage land acquisition and buildout	HPU
Washington Street redesign	City
Southwest Traffic Circulation & Safety Improvements	City
Newark Corridor Safety Improvements	City