



# CITY OF CHARLESTON West Virginia



Council Member – 12<sup>th</sup> WARD

Joseph Jenkins  
839 Gordon Drive  
Charleston, West Virginia 25303  
304-575-9202  
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair  
Parking Committee, Chair  
Public Safety Committee

**AGENDA**  
**PARKING FACILITIES COMMITTEE MEETING**  
**Monday, May 20, 2019**  
**6:10 PM**

**I. RESOLUTIONS:**

- a. Resolution No. 194-19 – Authorizing approval of the FY 2019-2020 Parking System Budget.

**II. DISCUSSION:**

**\*Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

Resolution No. 194-19

Introduced in Council

Passed by Council

May 20, 2018

---

Introduced by  
Joseph Jenkins

---

Referred from  
Parking Committee  
Finance Committee

---

- 1 Resolution No. 194-19: Authorizing approval of the FY 2019-2020 Parking System
- 2 Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That the FY 2019-2020 Parking System Budget as indicated on the attached list of
- 7 accounts is hereby approved.

# **CITY OF CHARLESTON**

**Municipal Budget**  
**Fiscal Year Ending June 30, 2020**

## **Section 9**

### **Parking System Budget**

**CITY OF CHARLESTON**

**Parking System Budget**

**Fiscal Year Ending June 30, 2020**

**Schedule of Revenues**

Revenue Category		2017-18 Actual Collected	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Collections (thru Mar.)	2019-20 Admin Proposed
<b>Parking Building Revenues</b>							
<b>Bldg. No. 1 - McFarland</b>							
343-01-0801	Daily	5,477	-	-	-	1,911	-
343-01-0809	Meter - SMART - Credit Card	-	-	-	-	-	800
343-01-0810	Meter - SMART - Park Mobile	-	-	-	-	-	400
343-01-0811	Meter - SMART - Coin	-	-	-	-	1,612	750
343-01-0812	Meter - Mechanical - Park Mobile	-	-	-	-	-	400
343-01-0813	Meter - Mechanical- Coin	-	5,000	-	5,000	1,037	1,000
343-01-0802	Monthly	336,743	314,000	-	314,000	233,234	310,000
343-01-0805	Commercial	147,530	150,000	-	150,000	109,982	145,000
343-01-0808	Special Rates	4,784	7,500	-	7,500	1,604	2,500
	<b>Total Building No. 1</b>	<b>494,534</b>	<b>476,500</b>	<b>-</b>	<b>476,500</b>	<b>349,379</b>	<b>460,850</b>
<b>Bldg. No. 2 - Washington</b>							
343-02-0801	Daily	50,610	-	-	-	12,830	20,000
343-02-0813	Meter - Mechanical- Coin	-	50,000	-	50,000	-	-
343-02-0802	Monthly	189,148	183,000	-	183,000	98,040	130,000
343-02-0803	Theatre Parking	15,000	-	-	-	8,750	12,000
343-02-0805	Commercial	75,989	76,000	-	76,000	57,011	75,000
343-02-0807	Theatre Override	32,324	65,000	-	65,000	48,672	65,000
343-02-0808	Special Rates	278	1,000	-	1,000	12	500
	<b>Total Building No. 2</b>	<b>363,348</b>	<b>375,000</b>	<b>-</b>	<b>375,000</b>	<b>225,314</b>	<b>302,500</b>
<b>Bldg. No. 5 - Shanklin</b>							
343-05-0801	Daily	45,819	-	-	-	5,511	-
343-05-0809	Meter - SMART - Credit Card	-	-	-	-	-	7,500
343-05-0810	Meter - SMART - Park Mobile	-	-	-	-	-	2,500
343-05-0811	Meter - SMART - Coin	-	-	-	-	27,793	13,000
343-05-0812	Meter - Mechanical - Park Mobile	-	-	-	-	-	4,000
343-05-0813	Meter - Mechanical- Coin	-	45,000	-	45,000	12,031	8,000
343-05-0802	Monthly	153,520	155,000	-	155,000	129,933	175,000
343-05-0808	Special Rates	100,356	100,000	-	100,000	66,029	90,000
	<b>Total Building No. 5</b>	<b>299,695</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>241,296</b>	<b>300,000</b>
<b>Bldg. No. 6 - Summers</b>							
343-06-0801	Daily	121,730	-	-	-	3,045	-
343-06-0809	Meter - SMART - Credit Card	-	-	-	-	-	14,000
343-06-0810	Meter - SMART - Park Mobile	-	-	-	-	-	10,000
343-06-0811	Meter - SMART - Coin	-	-	-	-	33,547	9,000
343-06-0812	Meter - Mechanical - Park Mobile	-	-	-	-	-	7,000
343-09-0813	Meter - Mechanical- Coin	-	140,000	-	140,000	21,940	15,000
343-06-0802	Monthly	489,196	540,000	-	540,000	397,408	530,000
343-06-0808	Special Rates	3,773	4,500	-	4,500	280	500
	<b>Total Building No. 6</b>	<b>614,699</b>	<b>684,500</b>	<b>-</b>	<b>684,500</b>	<b>456,220</b>	<b>585,500</b>
	<b>Total Building Revenues</b>	<b>1,772,276</b>	<b>1,836,000</b>	<b>-</b>	<b>1,836,000</b>	<b>1,272,209</b>	<b>1,648,850</b>

**CITY OF CHARLESTON**

**Parking System Budget**

**Fiscal Year Ending June 30, 2020**

**Schedule of Revenues**

Revenue Category		2017-18 Actual Collected	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Collections (thru Mar.)	2019-20 Admin Proposed
<b>Other Parking Revenue</b>							
327-01-0000	Residential Permit Parking	5,175	5,500	-	5,500	5,220	5,000
342-00-0000	Meter - SMART - Credit Card	-	-	-	-	109,807	100,000
342-01-0000	Meter - SMART - Park Mobile	-	-	-	-	-	35,000
342-02-0000	Meter - SMART - Coin	-	-	-	-	228,855	200,000
342-03-0000	Meter - Mechanical - Park Mobile	-	-	-	-	-	50,000
342-04-0000	Meter - Mechanical- Coin	483,502	438,000	-	438,000	146,088	150,000
343-03-0805	Rent - Commercial	(1,000)	-	-	-	-	-
343-11-0000	Auditorium Lot (Spec. Ev.)	6,574	4,800	-	4,800	2,310	4,000
345-00-0002	Auditorium Lot (Monthly)	6,420	6,500	-	6,500	5,500	7,000
343-15-0000	Morris Square/Morris Street	36,210	40,000	-	40,000	24,571	35,000
343-14-0000	Smith Street Lot	25	-	-	-	5,000	-
343-20-0000	Union Building Parking Lot	29,840	33,000	-	33,000	21,620	30,000
345-00-0000	Rents/Concessions/Leases	79,640	80,000	-	80,000	59,010	80,000
320-00-0000	Police Fines/Court Costs	10,440	12,000	-	12,000	4,680	10,000
320-03-0000	Boot Fees	2,250	3,000	-	3,000	1,500	2,000
321-21-0000	Overtime Meter Violations	124,915	200,000	-	200,000	318,050	180,000
321-22-0000	All Other Parking Violations	213,579	203,000	-	203,000	(32,305)	200,000
321-24-0000	Bagged Meter Fees	-	-	-	-	-	-
381-00-0000	Reimbursements	-	-	-	-	-	-
381-11-0000	Energy Rebates	6,242	-	-	-	-	-
386-00-0000	Insurance Claims	-	-	-	-	-	-
391-00-0000	Recycling Revenue	-	-	-	-	-	-
399-00-0000	Miscellaneous Revenue	1,580	2,000	-	2,000	13,520	2,000
	<b>Total Other Revenues</b>	<b>1,005,392</b>	<b>1,027,800</b>	<b>-</b>	<b>1,027,800</b>	<b>913,427</b>	<b>1,090,000</b>
	<b>Total Operating Revenue</b>	<b>2,777,668</b>	<b>2,863,800</b>	<b>-</b>	<b>2,863,800</b>	<b>2,185,636</b>	<b>2,738,850</b>
<b>Non-Operating Revenue</b>							
322-00-0085	Transfers from Other Funds	20,150	-	-	-	-	-
365-00-0000	Federal Grants	-	-	-	-	-	-
380-00-0000	Interest on Investments	33,937	35,000	-	35,000	67,600	90,000
380-00-0001	Interest on MBC deposits	11,354	10,000	-	10,000	15,211	20,000
399-05-0000	Cash Over/Short	60	-	-	-	-	-
379-00-0000	Gain/(Loss) Sale of Assets	-	-	-	-	20	-
	<b>Total Non-Operating Revenue</b>	<b>65,501</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>82,830</b>	<b>110,000</b>
	<b>Total System Revenue</b>	<b>2,843,169</b>	<b>2,908,800</b>	<b>-</b>	<b>2,908,800</b>	<b>2,268,466</b>	<b>2,848,850</b>

**CITY OF CHARLESTON**

**Parking System Budget  
Fiscal Year Ending June 30, 2020**

**Schedule of Expenses**

<b>406</b>	<b>Parking System</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>571</b>	<b>Administrative</b>	<b>Actual</b>	<b>Council</b>	<b>Revisions</b>	<b>Revised</b>	<b>Actual</b>	<b>Admin</b>
<b>00</b>		<b>Expended</b>	<b>Approved</b>	<b>(thru Mar)</b>	<b>Budget</b>	<b>(thru Mar)</b>	<b>Proposed</b>
	<b>Personal Services</b>						
000-1-103	Salaries & Wages	672,849	653,833	-	653,833	453,786	661,563
000-1-104	FICA	47,189	50,018	-	50,018	32,385	50,610
000-1-105	Medical & Life Insurance	135,050	171,196	-	171,196	147,720	243,710
000-1-106	Retirement	66,662	60,283	-	60,283	42,052	61,056
000-1-111	Dental/Optical Insurance	12,690	9,046	-	9,046	14,628	8,390
000-1-112	Insurance - Payroll Deduction	(45,320)	(38,371)	-	(38,371)	(25,120)	(36,223)
000-1-113	OPEB-Current	40,000	40,000	-	40,000	-	40,000
	<b>Total Personal Services</b>	<b>929,120</b>	<b>946,005</b>	<b>-</b>	<b>946,005</b>	<b>665,450</b>	<b>1,029,105</b>
	<b>Contractual Services</b>						
000-2-211	Telephone	12,177	20,000	-	20,000	9,011	15,000
000-2-213	Utilities	191,871	200,000	-	200,000	115,590	200,000
000-2-214	Travel	-	7,500	-	7,500	1,681	1,000
000-2-215	Maint. & Repair - Bldg/Ground	78,599	100,000	-	100,000	59,482	46,000
000-2-216	Maint. & Repair - Equipment	22,818	25,000	-	25,000	7,948	25,000
000-2-217	Maint. & Repair - Auto/Truck	9,171	9,700	-	9,700	2,259	9,700
000-2-218	Postage	4,373	5,000	-	5,000	2,541	5,000
000-2-219	Bldg. & Equipment Rents	28,598	33,000	-	33,000	26,302	33,000
000-2-220	Advertising/Legal Publications	287	-	-	-	-	-
000-2-221	Training	-	5,000	-	5,000	564	1,000
000-2-222	Dues & Subscriptions	480	750	-	750	60	750
000-2-223	Professional Services	676	-	-	-	245	-
000-2-226	Insurance - WC and UC	14,371	18,845	-	18,845	12,473	17,495
000-2-227	Insurance	86,713	92,000	-	92,000	58,562	92,000
000-2-230	Contracted Services	195,164	180,000	-	180,000	123,812	275,799
000-2-232	Bank Fees - Lockbox	1,930	2,500	-	2,500	1,345	2,500
001-2-232	Electronic Meter Fees	-	55,000	-	55,000	27,365	55,000
	<b>Total Contractual Services</b>	<b>647,226</b>	<b>754,295</b>	<b>-</b>	<b>754,295</b>	<b>449,239</b>	<b>779,244</b>
	<b>Commodities</b>						
000-3-341	Material & Supplies	56,866	50,000	-	50,000	45,763	50,000
000-3-343	Gas, Oil and Tires	8,432	8,000	-	8,000	4,037	8,000
000-3-345	Uniforms	6,404	7,500	-	7,500	1,944	7,500
	<b>Total Commodities</b>	<b>71,701</b>	<b>65,500</b>	<b>-</b>	<b>65,500</b>	<b>51,744</b>	<b>65,500</b>
	<b>Other</b>						
000-5-566	Transfers to Other Funds	808,845	713,000	-	713,000	-	900,000
	<b>Total Operating Expenses</b>	<b>2,456,892</b>	<b>2,478,800</b>	<b>-</b>	<b>2,478,800</b>	<b>1,166,434</b>	<b>2,773,850</b>
000-6-670	Other Interest	-	-	-	-	-	-
000-6-672	Amorization of Bond Disount	-	-	-	-	-	-
000-6-672	Interest on Bonds	-	-	-	-	-	-
000-6-674	Bond Service Charge	-	-	-	-	-	-
000-6-676	Bad Debts	-	-	-	-	-	-
	<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenses</b>	<b>2,456,892</b>	<b>2,478,800</b>	<b>-</b>	<b>2,478,800</b>	<b>1,166,434</b>	<b>2,773,850</b>

**CITY OF CHARLESTON**  
**Parking System Budget**  
**Fiscal Year Ending June 30, 2020**

**Other Expenditures**

<b>406</b>	<b>Parking System</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>571</b>	<b>Administrative</b>	<b>Actual</b>	<b>Council</b>	<b>Revisions</b>	<b>Revised</b>	<b>Actual</b>	<b>Admin</b>
<b>00</b>		<b>Expended</b>	<b>Approved</b>		<b>Budget</b>	<b>(thru Mar)</b>	<b>Proposed</b>
000-4-456	C/O - Land	-	-	-	-	-	-
000-4-458	C/O - Major Improvements	12,399	-	-	-	518,654	-
000-4-459	C/O - Equipment	288,443	55,000	-	55,000	88,786	75,000
000-4-461	C/O - Lease Purchase	-	-	-	-	-	-
	<b>Total Capital Outlays</b>	<b>300,842</b>	<b>55,000</b>	<b>-</b>	<b>55,000</b>	<b>607,440</b>	<b>75,000</b>
	<b>Total All Expenses &amp; Capital Outl:</b>	<b>2,757,734</b>	<b>2,533,800</b>	<b>-</b>	<b>2,533,800</b>	<b>1,773,874</b>	<b>2,848,850</b>

**CITY OF CHARLESTON**  
**Parking System Budget**  
**Fiscal Year Ending June 30, 2020**

**Schedule of Cash**

	<b>Cash Basis</b>
Total Operating Revenues	2,738,850
Total Non-Operating Revenues	<u>110,000</u>
<b>Total System Revenues</b>	<b>2,848,850</b>
Total Operating Expenses	2,773,850
Total Non-Operating Expenses	<u>-</u>
<b>Total System Cash Expenses</b>	<b>2,773,850</b>
<b>Excess Revenues over Cash Expenses</b>	<b>75,000</b>
<b>Other Cash Outflows:</b>	
Capital Outlay Expenditures	75,000
Principal on Debt Service	<u>-</u>
<b>Total Other Outflows</b>	<b>75,000</b>
<b>Total Cash Outflows</b>	<b>2,848,850</b>
<b>Net Cash Flow</b>	<b>0</b>

**Schedule of Non-Cash Expenses**

	<b>2019-20</b> <b>Estimate</b>
Depreciation	837,644
OPEB Long Term	<u>375,000</u>
<b>Total Non-Cash Expenses</b>	<b>1,212,644</b>

**CITY OF CHARLESTON**  
**Parking System Budget**  
**Fiscal Year Ending June 30, 2020**

**Schedule of Capital Outlay Expenditures**

<b>Equipment</b>	
Parking Garage Sweeper	75,000
<b>Total Equipment</b>	<u>75,000</u>
<b>Total Capital Outlay</b>	75,000

-

**CITY OF CHARLESTON  
Parking System Budget**

**Parking System Schedule of Authorized Positions**

**Fiscal Year Ending June 30, 2020**

<b>CURRENT</b>			<b>PROPOSED</b>		
<b>Position</b>	<b>Grade/ Class</b>	<b>FY 19 # Emp</b>	<b>Position</b>	<b>Pay Grade</b>	<b>FY 20 # Emp</b>
Deputy Director Parking Operations	119	1	Director Parking Operations	119	1
Lead Parking Technician	107	1	Lead Parking Technician	107	1
Lead Maintenance Worker	107	1	Lead Maintenance Worker	107	1
Lead Parking Enforcement Specialist	107	1	Lead Parking Enforcement Specialist	107	1
Parking Technician	105	9	Parking Technician	105	9
Meter Maintenance	105	1	Meter Maintenance	105	1
Parking Collection & Support Tech.	105	4	Parking Collection & Support Tech.	105	4
		<u><u>18</u></u>			<u><u>18</u></u>

**CITY OF CHARLESTON**  
**Municipal Budget**  
**Fiscal Year Ending June 30, 2020**

**Parking System Schedule of Wages & Salaries**

**CURRENT**

**PROPOSED**

<b>Department/Wage Type</b>	<b>Amount</b>	<b>Department/Wage Type</b>	<b>Amount</b>
<b><u>Parking System (406)</u></b>		<b><u>Parking System (406)</u></b>	
Elected Wages & Salaries	-	Elected Wages & Salaries	-
Regular Wages & Salaries	586,833	Regular Wages & Salaries	594,563
Irregular Part Time (IPT)	51,000	Irregular Part Time (IPT)	51,000
Overtime	16,000	Overtime	16,000
Pro-Pay	-	Pro-Pay	-
Tool Allowance	-	Tool Allowance	-
	<u><u>653,833</u></u>		<u><u>661,563</u></u>