



VILLAGE OF
PORT CHESTER

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Christopher J. Russo
Village Manager

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MEMORANDUM

To: Mayor and Board of Trustees
From: Christopher J. Russo, Village Manager
Date: September 24, 2010
Re: Parking Meter Collection

The following is an update on the Village's Parking Meter Collection and the steps taken to ensure that an auditable collection process for meters and pay stations are in place.

1. **Establishment of Meter Collection Room in Village Hall** – the room is secured and cameras are being installed. The revenue is being counted by Central Parking Systems under the supervision of the Finance Department. In accordance with the Village's Vehicle and Traffic Law, Chapter 319-40 Collection and Disbursement of Fees, the counting of the meter money is now being done in the presence of an employee of the Finance Department. This has not been the case for many years but has now been re-established.
2. **Purchase and installation of all necessary parts broken or missing for single space meters and collection carts** – We have ordered and received many of the parts necessary to maintain the current single space meters including coin canisters, mechanisms, plastic domes, funnels for duplex meters, and coin cradles for single meters. In addition, about half of the meters received new batteries. Central Parking is also repairing a number of meter heads that were found in the DPW meter room so they can now be used as well. We are continuing to repair and maintain the same number of single space meters.
3. **Installation of remaining 24 pay stations** – The need to maintain the single space meters due to the police investigation is coming to a close. We will be moving forward with the installation of the pay stations on Westchester Avenue. Based on the results of negotiations with Westchester County regarding the CDBG Main Street project for new trees and tree pits we will need to determine the placement of the pay stations in that area.
4. **Purchase and use of currency counting equipment** – Central Parking has provided the Village with a coin counter for our use, which is used under the supervision of the Treasurer's Office. An auditing device has been ordered and is expected to be delivered on Monday and the software will be installed by the vendor that day. This device will provide the Village with the ability to retrieve revenue estimates from each single head meter without opening the meter head. The software that comes with the device will allow the

Village to create a spreadsheet with a location of each meter. This software will also allow us to keep track of repairs that are made and maintenance that is performed on each meter.

5. **Personnel assigned to the collection process will only have the necessary keys to collect from secured canisters** – employees from Central Parking have access to the meters only, not the coin canisters or the collection cart. All keys are now secured in the Finance Department. The same applies to the multi-space pay stations.
6. **All receipts generated from the multi-space parking pay stations will be secured by collection personnel and all monies turned over to finance each day** – Receipts generated from the multi-space meters are presented when the collection is brought to the Finance Department. The revenue reports are also available on the web for the Finance Department to retrieve. The pay stations signal the web based system for every transaction.
7. **Revenue Collection** – Attached is a Five Year Revenue History Report from the Village Treasurer. Included is our monthly collection thru August, and the month of September thru September 24th.
8. **Long-term approach (contractual v. in-house)** – Once all of the meters are secured, we will no longer need police supervision during the collection process and may not need an outside company to do the collection. I have ongoing meetings and discussions with both the Police and Department of Public Works about the possibility of hiring one part-time employee and utilize the assistance of one of our full-time DPW staff to handle this function. At this point we believe this function can be taken in-house by the end of October, and therefore give us the ability to terminate the outside contract closer to the three month mark, than the maximum of four months.
9. **Chamber of Commerce request to delay the rate increase.** As you know, I met with the President of the Port Chester Chamber of Commerce to discuss the Chamber's request to delay the implementation of the rate increase. Since we have been seeing an increase in revenue in the past few months and expect it to stay this way, I recommend delaying the rate increase until January 15, 2011. We estimate being within \$20,000 of our projected budget amount if we delay the rate increase. They would very much like the implementation to be delayed until after the Holidays.

Village of Port Chester
 Parking Revenue
 Five Year History

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	Variance	% Incr/Dcr
June	\$ 48,189.42	\$ 47,859.54	\$ 47,381.18	\$ 50,399.61	\$ 44,174.28	\$ 59,251.34	\$ 15,077.06	34.13%
July	\$ 38,385.77	\$ 35,216.80	\$ 40,552.70	\$ 33,413.48	\$ 54,177.22	\$ 64,636.69	\$ 10,459.47	19.31%
August	\$ 47,427.97	\$ 40,232.06	\$ 54,978.58	\$ 48,876.40	\$ 43,177.00	\$ 57,673.30	\$ 14,496.30	33.57%
September	\$ 36,711.89	\$ 36,612.66	\$ 39,475.44	\$ 38,649.15	\$ 51,294.39	\$ 56,372.90	\$ 5,078.51	9.90%
October	\$ 34,815.28	\$ 37,286.45	\$ 48,737.93	\$ 50,454.98	\$ 41,995.01			
November	\$ 39,060.79	\$ 45,271.48	\$ 38,295.34	\$ 20,203.60	\$ 53,527.84			
December	\$ 44,681.48	\$ 37,646.17	\$ 34,380.87	\$ 57,259.13	\$ 30,039.72			
January	\$ 37,765.75	\$ 34,180.62	\$ 47,694.47	\$ 28,441.39	\$ 40,889.31			
February	\$ 36,686.70	\$ 39,500.13	\$ 34,991.47	\$ 42,053.87	\$ 10,490.75			
March	\$ 47,635.67	\$ 47,832.12	\$ 37,502.78	\$ 41,653.77	\$ 75,884.12			
April	\$ 39,765.26	\$ 37,533.82	\$ 39,550.14	\$ 52,130.57	\$ 48,894.39			
May	\$ 39,878.23	\$ 37,619.02	\$ 36,510.83	\$ 40,909.55	\$ 38,506.29			
Total	\$ 491,004.21	\$ 476,790.87	\$ 500,051.73	\$ 504,445.50	\$ 533,050.32	\$ 237,934.23	\$ 45,111.34	

% Increase(Decrease)

-2.89%

4.88%

0.88%

5.67%