

2025 Capital Budget Request Summary

Parking Division

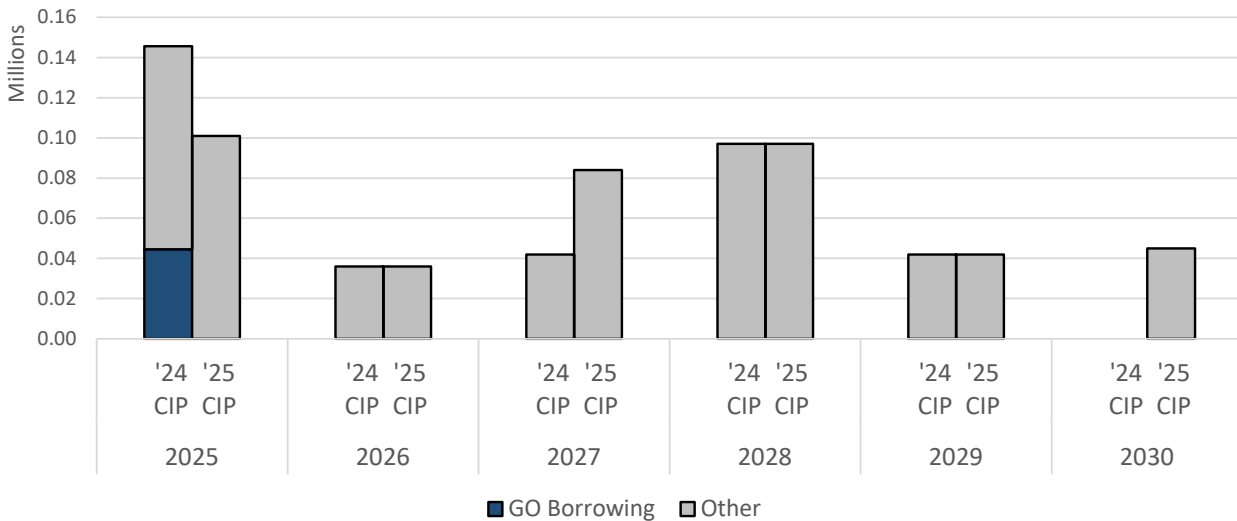
Request by Proposal

Project/Program Name	2025	2026	2027	2028	2029	2030
Vehicle Replacement	101,000	36,000	84,000	97,000	42,000	45,000
Total	101,000	36,000	84,000	97,000	42,000	45,000

Request by Funding Source - GO Borrowing vs. Other

Funding Type	2025	2026	2027	2028	2029	2030
GO Borrowing	-	-	-	-	-	-
Other	101,000	36,000	84,000	97,000	42,000	45,000
Total	101,000	36,000	84,000	97,000	42,000	45,000

Capital Improvement Plan
2024 Adopted vs. 2025 Request



Major Changes

PEO Technology Equipment

- \$44,600 in General Fund GO borrowing removed from the CIP as the project is complete and the funding is no longer needed.

Vehicle Replacement

- Program budget increased \$42,000 in reserves applied in 2027 to purchase a replacement vehicle not included in the 2024 CIP.



Parking Division

Stefanie Cox, Parking Division Manager

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TO: David Schmiedicke, Finance Director

FROM: Stefanie Cox, Parking Manager

DATE: April 18, 2024

SUBJECT: Parking Division Capital Budget Transmittal Memo

Equity Considerations in the Budget

The Parking Division aims to offer a system that provides access for all, rates and fees that are not overly burdensome to users, and parking options that support area businesses. While there are no new capital budget requests for 2025, the Division continues to focus on identifying ways to improve services to the community.

In 2024, the Division is undergoing a complete reorganization with the goal of reducing silos, improving efficiencies, creating clearly defined roles and responsibilities, and increasing opportunities for employee growth within the organization. Through this effort, we believe these changes will result in greater employee satisfaction (employee retention, improved communication, additional training, etc.) and help us identify areas of process improvement to better serve the public.

In addition, we are currently reviewing parking demand and needs for both on- and off-street parking citywide. This includes working closely with other city agencies to support multi-modal changes to our city streets. We realize parking is essential for encouraging visitors to explore Madison and supports local business growth.

Another critical project is the ongoing redevelopment of the State Street Lake Garage project, which will incorporate an inter-city bus terminal, student-focused housing, and additional public parking spaces in a high-density area.

In 2025, the Parking Division will focus on upgrading our garage parking access and revenue control system. The upgrade will include improved payment options using various platforms (cash, card, and mobile app), which will provide better accessibility to all users. In addition, we are continuing the lighting upgrade in our various facilities to provide sustainable lighting to improve safety and visibility, create a more welcoming environment for users, and reduce operating costs.

Summary of Changes from the 2024 Capital Improvement Plan

There are no significant changes in the Parking Division’s 2025 submittal from the 2024 Capital Improvement Plan. However, there is a request to increase the amount in 2027 to support the purchase of a replacement vehicle that wasn’t identified in last year’s budget. In addition, the amount added in 2030 is part of our 10-year vehicle replacement plan, which exceeds the allowed 5% increase. The removal of the funding for PEO Equipment will offset the cost of the additional items.

Prioritized List of Capital Requests

<u>Name and Ranking</u>	<u>Number</u>	<u>Criteria Used to Prioritize</u>
1 Vehicle Replacement	17600	This program funds the replacement of Parking Division vehicles. The goal is to replace vehicles on a ten-year cycle, realizing savings on maintenance, repairs, and fuel.

Enterprise Agencies Only

There are no new capital project proposals for 2025. We request that the 2025 capital funding for PEO Technology Equipment be removed from the list as this project has been completed, and no additional funding is necessary.

The Parking Division continues to identify ways to grow our reserve funds back towards pre-pandemic levels, ensure that annual revenues continue to cover operating costs, and plan for improvements. A complete analysis of the current parking fees and rates is underway. It will proceed into 2025 with the goal of developing an appropriate rate structure that encourages the use of all modes of transportation.

2025 Capital Improvement Plan

Program Budget Proposal

This form is intended for requests that do not change the 2024 Adopted CIP or make only budget neutral changes/reductions to the 2024 Adopted CIP.

Identifying Information

Agency	Parking Division	New or Existing Project	Existing
Proposal Name	Vehicle Replacement	Project Type	Program
Project Number	17600	2025 Project Number	15240

New or Updated Description

This program funds the replacement of Parking Division vehicles. The goal of this program is to replace vehicles on a ten-year cycle, realizing savings on maintenance, repairs, and fuel. Planned purchases in 2025 include the replacement of two vehicles.

Requested Budget by Funding Source

Funding Source	2025	2026	2027	2028	2029	2030
Reserves Applied	\$ 101,000	\$ 36,000	\$ 84,000	\$ 97,000	\$ 42,000	\$ 45,000
Total	\$ 101,000	\$ 36,000	\$ 84,000	\$ 97,000	\$ 42,000	\$ 45,000

Requested Budget by Expense Type

Expense Type	2025	2026	2027	2028	2029	2030
Machinery and Equipment	\$ 101,000	\$ 36,000	\$ 84,000	\$ 97,000	\$ 42,000	\$ 45,000
Total	\$ 101,000	\$ 36,000	\$ 84,000	\$ 97,000	\$ 42,000	\$ 45,000

Explain any changes from the 2024 CIP in the proposed funding for this project/program

There is a request to increase in 2027 for an additional vehicle replacement that wasn't planned in last year's budget. In addition, the amount added in 2030 is part of our 10-year replacement plan for vehicles which was not included in the 2024 request. The removal of the funding for PEO Equipment will offset the cost of the additional items.

Project Information

Agency: Parking Division

Project/Program: Vehicle Replacement

Information Technology Information

Are you planning any builds, facility moves, projects or programs that will have a technology component such as anything below?

No

- Electronic hardware that will be connected to a City device in any manner (e.g. wireless, bluetooth, cable, NFC)
- Software (either local or in the cloud)
- A new website or changes to an existing website
- Changes to existing software or processes, including upgrades or additional modules

Have you worked with your IT Project Portfolio Manager to discuss the project?

[If no, please reach out to your Project Portfolio Manager so that their business analysis can be included in the request.](#)

Do you believe any of the hardware or software to be considered surveillance technology?

No

[Surveillance technology is defined in MGO Sec. 23.63\(2\).](#)

If yes, please reach out to Sarah Edgerton prior to submitting your budget request.

Operating Costs

Over the next six years, will the project/program require any of the following:

Facilities/land maintenance?

No

Vehicle setup or maintenance costs?

Yes

External management or consulting contracts?

No

How many additional FTE positions are required for ongoing operations of this project/program?

Estimate the project/program annual operating costs

Description - please detail operating costs by major where available	Annual Costs

Other Information

The Government Accounting Standards Board (GASB) recently issued a statement (GASB 96) for subscription-based information technology arrangements (SBITAs). In order to comply with GASB financial reporting standards, we must be aware of any software subscriptions, including software as a service, that is included in your request.

Are you planning to purchase software or software licenses within the requested expenditures above?

No

Is this project/program required to meet the Percent for Arts ordinance?

No

[Percent for Art requirements detailed in MGO Section 4.30](#)