

Mr. Robert Herron, City Manager

RE: City of Wheeling Parking Department Budget 2021-22

January 28, 2021

Since the City of Wheeling has taken control of the management and daily operations of the city's 14 municipal parking lots and 3 parking garages on October 1, 2019 the following improvements and objectives have been achieved: 3 Full time Staff made up of 1 Supervisor, 1 Garage manager, 1 Maintenance Worker have been hired and 6 Part-time staff to work in garages and special events. The COVID 19 Pandemic has greatly impacted and contributed to decreased parking revenues for the City of Wheeling with more downtown businesses requiring their employees remote working from home.

Intermodal Parking Garage

- Lighting Issues such as bulbs have been replaced converting old light fixtures from high pressure bulbs with ballasts to direct wire LED fixtures to improve lighting and energy efficiency. With a Goal to continue this process throughout the facility.
- Regular monthly elevator inspections for customer safety and convenience.
- Regular daily cleaning of restroom facilities and sanitizing of stairwell and points of contact.
- The installation of 2 new hand dryers in the public restrooms to reduce the possible spread of Covid-19 for employee and customer safety.
- Corrected maintenance issues throughout the building; Exit lighting signs, installed new stairwell lighting in both stair towers. Relite the light poles on the top floor of the Intermodal garage.
- Restriped handicap and parking line spaces.
- Removed all trash and unusable materials left behind throughout the building by the former management company.
- Implemented record keeping for Best Management Practices purchased laptops for all 3 parking garages.
- Improved employee safety and morale.
- Restored and Improved customer relations and customer service for the parking experience.
- Continue to work to protect and educate employees during the COVID 19 Pandemic.
- Implemented the ability for customers to pay for parking with a credit card.

Items needed and objectives for 2021-22

- Continue to convert old lighting fixtures and restriping the lines throughout the garage.
- To invest in a camera security system throughout the stair towers and high pedestrian traffic areas for safety and security of employees and parking customers.
- Look into a new energy efficient heating and cooling system for the concourse area that contains the visitors center and market.
- Update existing parking equipment with new automated parking pay stations.

Tenth Street Parking Garage

- Lighting Issues such as bulbs have been replaced, electrical issues have been routinely worked on by operations.
- Regular monthly elevator inspections for customer safety and convenience.
- The installation of 2 new hand dryers have been installed in the public restrooms for employee and customer safety during the COVID 19 Pandemic.
- Improved and Rebuilt Customer and Employee relations and parking experience.
- Worked on restriping and signage throughout the garage.
- Implemented the ability for customers to pay for parking with a credit card.
- Removed all trash and unusable materials left behind in the storage room at the garage.
- Continue to work on correcting maintenance issues.
- Continue daily cleaning of restrooms facilities and sanitizing of stairwell and points of contact.

Items needed and objectives for 2021-22

- Permanent Shoring Project for the First Level of the parking structure. \$90,000.00 estimate.
- Continue to work on updating and the replacement of lighting throughout the facility and other electrical issues in the Electrical System Condition Assessment that was prepared by McKinley Architecture and Engineering.
- Repair Recommendations for the Tenth Street parking garage as prepared by the Desman Design Management.
- To invest in a camera security system throughout the stairwells and high pedestrian traffic areas for safety and security of employees and parking customers.
- Update existing parking equipment with new automated parking pay stations.

Centre Market Parking Garage

- Renovations estimated at possibly \$4.5 Million under consideration and currently in progress for consideration to be under construction and completed through 2021-2022.

Parking Lots 1, 2, 3, 4, 6, 7, 9, 10,11,12,13,14,16,17

- All Lot's general maintenance items include the following items, lighting, painting and line striping, pothole patching, signage and parking stops blocks.
- Lot 4 is under consideration for future development project-Paving or Gravel?
- Lot 6 is a test lot for the Park Mobile App System and Consideration for New Automated Parking Development
- Lot 7 is under consideration for future development project in 2021.
- Lot 9 is being redesigned for Nailer's Way Street Project.
- Lot 10 is located beside the A/E Building on the OVMC Campus off Chapline Street.

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021 – 22

DEPARTMENT/DIVISION: PARKING		DEPARTMENT/DIVISION HEAD: BILL LANHAM				
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
Lease Revenue	\$ 337,400.00			\$ 337,400.00		
Transient Revenue	\$ 67,100.00			\$ 67,100.00		
Misc. Revenue	\$ 5,300.00			\$ 5,300.00		
Special Events Revenue	\$ 66,800.00			\$ 66,800.00		
Interest income	\$ 3,300.00			\$ 3,300.00		
Wages	\$ 113,000.00			\$ 113,000.00		
Payroll Taxes	\$ 10,600.00			\$ 10,600.00		
Insurance	\$ 42,400.00			\$ 42,400.00		
Electric	\$ 34,800.00			\$ 34,800.00		
Water	\$ 4,200.00			\$ 4,200.00		
Telephone	\$ 3,700.00			\$ 3,700.00		
General Maint	\$ 50,300.00			\$ 50,300.00		
Elevator Maint	\$ 17,600.00			\$ 17,600.00		
Painting	\$ 14,800.00			\$ 14,800.00		
Sealing	\$ 66,600.00			\$ 66,600.00		
Snow Removal	\$ 8,000.00			\$ 8,000.00		

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LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
Janitorial Service & Supplies	\$ 5,400.00			\$ 5,400.00		
Tickets	\$ 5,700.00			\$ 5,700.00		
Prof. Svc.	\$ 5,000.00			\$ 5,000.00		
Office Supplies	\$ 1,000.00			\$ 1,000.00		
R&R	\$ 68,000.00			\$ 68,000.00		
Benefits	\$ 28,800.00			\$ 28,800.00		