

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 8, 2022

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Jay Boodheshwar, Deputy Town Manager

Re: Modification of the Gainesville Residential Parking Permit Plan from a fiscal year to a calendar year
Ordinance No. 001-2022

Date: January 25, 2022

STAFF RECOMMENDATION

Staff recommends that the Town Council approve Ordinance No. 001-2022 changing the effective period for the Gainesville Residential Parking permits from a fiscal year (October through September) to a calendar year (January through December).

GENERAL INFORMATION

The Town has two residential parking plans, Gainesville and Arlington; the Gainesville plan permits effective from October 1st to September 30th each year while the Arlington permits run January 1st to December 31st. Changing the Gainesville plan to match the Arlington will provide the following benefits:

1. A January expiration date would be more convenient for seasonal residents since permits would not be expiring before they arrive in Town.
2. It is possible that more residents will be able to take advantage of the online permit renewal system by better aligning the renewal period with the season. Online login instructions are included in a mailed renewal notice to each person that has an active permit. Since receipt of this notice serves as the Town's proof that the person is still a resident at the property in question, those notices include an endorsement which prevents forwarding. Sending these notices in November instead of September should result in a higher likelihood of delivery.
3. Confusion regarding renewal periods for residents would be eliminated since all permits would be eligible for renewal at the same time.
4. Elimination of the September 30th expiration date would make staff time more available for processing the large volume of security alarm registrations which renew on October 1st. It would also remove the need to operate with 2 different permit stocks at the same time.

In addition to changing the expiration date, we propose that we extend the renewal period from one month to two. Extending the renewal period provides residents ample time and provides staff the ability to process the additional permit volume in a manageable manner.

The permits in question have recently been renewed/issued with an expiration date of October 31, 2022. Implementation will require renewal of the current permits in September 2022, with an effective period from October 1, 2022 through December 31, 2023, transitioning to the calendar year.

The proposed changes were reviewed and discussed by the Business and Administrative Committee on December 8, 2021, and was recommended for approval by Town Council.

FUNDING/FISCAL IMPACT

A change in expiration dates will affect the timing of revenue. Assuming a transition as spelled out above, FY2023 revenue can be expected to be reduced by approximately \$41,000 (based on FY2021). This figure is not the full \$62,000 of revenue for the Gainesville permits which have been issued but, only that portion which was purchased within September.

Attachment

cc: John C. Randolph, Town Attorney
Jane LeClainche, Director of Finance
Nicholas Cristo, Police Chief
Amy Wood, Assistant Director of Finance
Ben Alma, Code/Parking Enforcement Manager