

PARKING FUND							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Approved	2018 Proposal #2
Revenues	\$ 167,145	\$ 188,179	\$ 256,998	\$ 425,969	\$ 379,960	\$ 320,150	\$ 390,150
Expenditures	\$ 66,299	\$ 78,557	\$ 158,773	\$ 201,412	\$ 225,354	\$ 195,250	\$ 237,150
Transfer to Parking Fund Capital Reserve	\$ 10,000	\$ 10,000	\$ 16,955	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfer to General Fund Revenues	\$ 90,846	\$ 99,622	\$ 81,270	\$ 214,557	\$ 146,706	\$ 114,900	\$ 143,000
	\$ 167,145	\$ 188,179	\$ 256,998	\$ 425,969	\$ 382,060	\$ 320,150	\$ 390,150
Capital Reserve Fund Balance	\$ 709	\$ 10,710	\$ 27,679	\$ 37,679	\$ 47,679	\$ 38,231	\$ 48,231

2018 Town Administrator's Estimated Revenues

Town of Durham

	1	2	3	4	5	6	7
	Received	Received	Estimated	Received	Estimated	Estimated #1	Estimated #2
	2015	2016	2017	2017	Dept Head	Town Admin	Town Admin
	As of Year End	As of Year End	As of January	Thru Sept. 30th	2018	2018	2018
				As of September			
Parking Special Revenue Fund							
05-3705-000-55-000	Permits - Parking	42,087.50	30,222.50	35,000.00	29,420.00	35,000.00	35,000.00
05-3705-000-56-000	Meters - Parking	273,907.15	248,014.42	210,000.00	185,818.56	235,000.00	255,000.00
05-3705-000-57-000	Fines - Parking	109,849.00	101,398.00	75,000.00	72,581.50	100,000.00	100,000.00
05-3705-000-70-000	Interest on investments - Parking	0.00	0.00	0.00	0.00	0.00	0.00
05-3705-000-80-000	Misc Revenue - Parking	125.00	325.00	150.00	200.00	150.00	150.00
Grand Total:		425,968.65	379,959.92	320,150.00	288,020.06	370,150.00	390,150.00

2018 Town Administrator's Proposed Budget

Town of Durham

		1	2	3	4	5	6	7
		Expended 2015	Expended 2016	Budgeted 2017	Expended 2017 Thru Sept. 30th As of September	Proposed Dept Head 2018	Proposal #1 Town Admin 2018	Proposal #2 Town Admin 2018
		As of Year End	As of Year End	As of January				
Parking Special Revenue Fund								
05-4000-566-01-010	F-T Wages - Parking	32,694.86	28,278.52	29,200.00	22,444.52	37,100.00	37,100.00	37,100.00
<i>Narrative for Column # 5</i>								
Accounts for 80% of a full-time individual to perform parking enforcement within the Town of Durham (remaining 20% is budgeted under Police for evidence work). Parking has evolved dramatically over the past several years with the addition of 26 "pay and display" kiosks that accept every method of payment to include coin, paper currency, debit and credit cards. Each machine has a Wi-Fi connection to banks where the Town is credited with the funds. These are highly technical machines that require a year-round approach to maintenance, monitoring and ensuring that they are functioning properly. Such seemingly simple tasks such as replacing the paper in each machine so that the customer has a receipt to place on their vehicle dashboard requires constant attention by a trained person. Additionally we have instituted a year-round parking strategy for Depot Road, even during the summer months.								
05-4000-566-01-020	P-T Wages - Parking	36,260.46	30,268.00	38,400.00	22,176.76	38,700.00	38,700.00	38,700.00
<i>Narrative for Column # 5</i>								
We have experienced difficulty obtaining a single person for this task, so we have hired two persons, each working 20 hours a week. They are retained to work the 37 weeks of the UNH academic year to assist in parking enforcement.								
The strategy of retaining a part-time clerk has ensured that there is significant focus placed on the ticket data input, billing, collection and statistical analysis of all parking funds. This position provides 25 hours per week to focus on administrative tasks associated with parking.								
05-4000-566-01-030	O-T Wages - Parking	202.05	62.37	0.00	56.82	200.00	200.00	200.00
05-4000-566-01-090	Ins Buy-out - Parking	7,009.72	7,354.75	6,400.00	5,522.57	8,400.00	8,400.00	8,400.00
05-4000-566-01-910	Wage Accrual - Parking	-3,553.58	254.48	0.00	-1,034.00	0.00	0.00	0.00
05-4000-566-01-920	P-T Wages - Parking - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-4000-566-02-310	Soc Sec - Parking	4,501.99	4,071.87	4,600.00	3,082.08	5,200.00	5,200.00	5,200.00
05-4000-566-02-320	Medicare - Parking	1,052.91	960.16	1,100.00	712.88	1,200.00	1,200.00	1,200.00
05-4000-566-02-330	Retirement - Parking	3,604.63	3,300.70	3,300.00	2,328.64	4,200.00	4,200.00	4,200.00
05-4000-566-03-610	Health & Dental - Parking	9,384.36	9,626.06	8,000.00	8,308.52	10,800.00	10,800.00	10,800.00
05-4000-566-03-630	Life - Parking	137.50	150.00	150.00	112.50	200.00	200.00	200.00
05-4000-566-03-640	STD - Parking	211.62	242.17	240.00	218.97	300.00	300.00	300.00
05-4000-566-04-010	S.U.T.A. - Parking	235.20	133.00	100.00	128.00	200.00	200.00	200.00
05-4000-566-04-020	Workers Comp - Parking	1,184.00	1,200.00	750.00	1,356.00	1,100.00	1,100.00	1,100.00
05-4000-566-06-000	Uniforms & Cleaning - Parking	698.24	2,856.44	700.00	434.34	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 5</i>								
This account pays for the uniforms that the three (3) their duties. With one full-time and two part-time employees as normal staffing, the uniform account should be stable. However, last year there was an unexpected resignation that resulted in the hiring and outfitting of two part-time personnel.								

2018 Town Administrator's Proposed Budget

Town of Durham

	1	2	3	4	5	6	7
	Expended	Expended	Budgeted	Expended	Proposed	Proposal #1	Proposal #2
	2015	2016	2017	2017	Dept Head	Town Admin	Town Admin
	As of Year End	As of Year End	As of January	Thru Sept. 30th As of September	2018	2018	2018
05-4000-566-17-000 Telephone / Fax - Parking	480.12	480.12	1,000.00	320.08	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 5</i>							
The department uses an iPad to monitor the machines via the internet while on patrol. This allows parking personnel to immediately respond to a failed machine and take appropriate action to get the kiosk back on-line. Monthly data fees for service are through Verizon.							
05-4000-566-26-000 Postage - Parking	1,690.88	1,827.28	1,200.00	1,092.79	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 5</i>							
This account pays for the postage associated with the mailing of notices to violators who have failed to pay their parking fines. Last year this account over-expended due to a significant number of tickets not being paid and notices being sent to recover fines. The line is being increased due to that possibility of occurring in 2018.							
05-4000-566-27-000 Printing - Parking	3,827.80	4,038.00	3,000.00	2,630.40	4,200.00	4,200.00	4,200.00
<i>Narrative for Column # 5</i>							
This account pays for the printing of multi-faceted tickets that include self-addressed envelopes that hopefully encourage violators to quickly pay their fines. In addition, the large volume of envelopes and letterhead used to alert non-payment of violations is supported by this account.							
With three (3) PEO's on duty, more violations are being noted and tickets issued causing an increase in this account.							
05-4000-566-35-000 Work study (non payroll wages) - Parkii	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
<i>Narrative for Column # 5</i>							
This is a new initiative to hire several work-study students to augment parking enforcement personnel throughout the year. This mutually beneficial program will allow for a more robust presence in the downtown area during peak-hours.							
05-4000-566-36-000 Contracted Services - Parking	70,141.04	87,809.18	60,800.00	103,426.75	69,100.00	69,100.00	69,100.00
<i>Narrative for Column # 5</i>							
The new kiosk meter system employs wireless technology so that credit and debit cards may be utilized. This capability requires access and support from various vendors. The account manages the payment for wireless services as well as credit card support via various banking establishments.							
As an example, during June of 2016 the 26 kiosks brought in \$19,000 but the cost for use of credit cards to the vendor and banks was \$5,400. The higher the usage, the higher the fees.							
Due to the volume of parking, monthly charges to the Town were approximately \$4,700 per month with charges to Ventek approximately \$400 per month.							
05-4000-566-52-000 Equip Maint (Other Than Office) - Parki	21,823.33	35,768.02	18,000.00	0.00	29,000.00	29,000.00	29,000.00
<i>Narrative for Column # 5</i>							
The Town has completely reverted to a pay and display system by installing kiosks that credit, debit cards, paper and coins for payment. The new machines are technologically sophisticated to accept all of these payment methods and have Wi-Fi capability, money counters and other nuances that require routine maintenance. The warranty on each machine has expired resulting in extended warranties on each machine at almost \$1,000 per machine. While significant, some of the more sophisticated items on the machine would vastly cost more.							
In addition, modems on the kiosks required updating in 2016 and the pay and display modules requires significant number of paper rolls so that the receipt can be displayed on the vehicle dashboard demonstrating payment. Additionally, other items include batteries, unique cleaning material and an occasional solar panel component changing.							

2018 Town Administrator's Proposed Budget

Town of Durham

	1	2	3	4	5	6	7
	Expended	Expended	Budgeted	Expended	Proposed	Proposal #1	Proposal #2
	2015	2016	2017	2017	Dept Head	Town Admin	Town Admin
	As of Year End	As of Year End	As of January	Thru Sept. 30th	2018	2018	2018
				As of September			
05-4000-566-54-000 Vehicle Maint - Parking	0.00	0.00	1,000.00	7,836.20	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 5</i>							
This account funds all repairs to the parking enforcement vehicle including routine maintenance such as oil and lubrication changes. Tires and other wearable items are purchased from this account. In the past, this account supported the expenses of Durham Public Works for providing mechanical services to the department. However, searching for opportunities to be more cost efficient and to lessen the workload on an often overwhelmed DPW mechanic who has large equipment to maintain and repair, resulted in the exploration of sending vehicles to Dover. The City of Dover has a large vehicle maintenance facility with the capacity to work on four vehicles simultaneously. Their expense ratio is similar to DPW and they have the capacity to perform the work much quicker.							
05-4000-566-56-000 Fuel / oil for vehicles - Parking	0.00	0.00	1,680.00	1,007.45	1,920.00	1,920.00	1,920.00
<i>Narrative for Column # 5</i>							
The requested funds are reflective of the usage of two (2) parking vehicles.							
05-4000-566-89-000 Miscellaneous - Parking	2,626.50	1,143.76	200.00	160.45	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 5</i>							
This account pays for all ancillary items purchased for the parking enforcement efforts including chalk, signs, paper and pens. On occasion an error of parking may occur and funds to reimburse for towing may be required. This line allows for those unanticipated situations to be addressed.							
05-4000-566-90-050 Parking Space Lease - Parking Fund	4,725.00	4,725.00	5,330.00	5,330.00	5,330.00	5,330.00	5,330.00
<i>Narrative for Column # 5</i>							
This account pays for a number of leased parking spaces at the Durham Parks & Recreation facility that is located on Irving Oil Corporations property. Annually, the fees are negotiated.							
05-4000-566-90-096 Parking Lot Maintenance - Parking	0.00	0.00	500.00	0.00	500.00	500.00	500.00
<i>Narrative for Column # 5</i>							
Funds have been added for striping spaces that are located at the old Town Hall site which the Town will be using for parking.							
05-4000-566-96-000 Capital - Parking	372.99	803.78	9,600.00	3,911.23	2,800.00	2,800.00	2,800.00
<i>Narrative for Column # 5</i>							
With 26 computerized kiosks throughout the community, there is a need to have an inventory of equipment in stock that will keep the existing machines running. Working closely with VenTek, the following items have been determined as critical and their purchase will provide ready and quick fixes to our existing machines.							
\$ 200 Key Pad							
\$ 80 LCD lens							
\$ 20 Gasket kit							
\$1,200 Ticket Rolls							
\$1,300 Printer unit							
05-4000-566-98-001 Transfers to General Fund - Parking	214,557.03	146,706.26	114,900.00	0.00	123,000.00	143,000.00	143,000.00
05-4000-566-98-081 Transfers to Cap Reserve (Trust) Fund:	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Grand Total:	423,868.65	382,059.92	320,150.00	201,563.95	370,150.00	390,150.00	390,150.00