

PARKING FUND

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Approved	2021 Proposed
Revenues	\$ 425,969	\$ 379,960	\$ 391,999	\$ 458,882	\$ 439,972	\$ 485,100	\$ 381,350
Expenditures	\$ 201,412	\$ 225,354	\$ 260,065	\$ 281,668	\$ 292,996	\$ 303,800	\$ 331,350
Transfer to Parking Fund Capital Reserve	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfer to General Fund Revenues	\$ 214,557	\$ 146,706	\$ 121,934	\$ 167,214	\$ 136,976	\$ 171,300	\$ 40,000
	\$ 425,969	\$ 382,060	\$ 391,999	\$ 458,882	\$ 439,972	\$ 485,100	\$ 381,350

2021 Town Administrator Proposed Budget

Town of Durham

		1 2016	2 2017	3 2018	4 2019	5 2020	6 2020	7 2021	8 2021	9	10
		RECEIVED	RECEIVED	RECEIVED	RECEIVED	ESTIMATED	RECEIVED 09/30/2020	BUSINESS OFFICE ADMINISTRATOR ESTIMATED	ADMINISTRATOR ESTIMATED	\$ DIFFERENCE 2020 vx TA 2021	% DIFFERENCE 2020 vs TA 2021
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	As of September				
Parking Special Revenue Fund											
05-3705-000-55-000	Permits - Parking	30,222.50	29,985.00	32,369.00	33,674.00	35,000.00	35,645.00	25,000.00	25,000.00	-10,000.00	29%
05-3705-000-56-000	Meters - Parking	248,014.42	253,433.26	307,958.24	321,902.95	350,000.00	106,713.20	286,000.00	286,000.00	-64,000.00	18%
05-3705-000-57-000	Fines - Parking	101,398.00	108,305.50	118,430.00	84,294.77	100,000.00	42,963.00	70,000.00	70,000.00	-30,000.00	30%
05-3705-000-70-000	Interest on investments - Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-3705-000-80-000	Misc Revenue - Parking	325.00	275.00	125.00	100.00	100.00	75.00	350.00	350.00	250.00	-250%
Grand Total:		379,959.92	391,998.76	458,882.24	439,971.72	485,100.00	185,396.20	381,350.00	381,350.00	-103,750.00	-21%

2021 Town Administrator Proposed Budget

Town of Durham

		1	2	3	4	5	6	7	8	9	10
		2016	2017	2018	2019	2020	2020	2021	2021	\$ DIFFERENCE	% DIFFERENCE
		EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	EXPENDED	DEPARTMENT	ADMINISTRATOR	2020 vx TA 2021	2020 vs TA 2021
		As of Year End	As of Year End	As of Year End	As of Year End	As of December	09/30/2020	PROPOSED	PROPOSED		
Parking Special Revenue Fund											
05-4000-566-01-010	F-T Wages - Parking	28,278.52	32,076.52	36,409.00	37,754.76	38,600.00	27,925.43	39,400.00	39,400.00	800.00	2%
<i>Narrative for Column # 7</i>		90% of a full-time position to oversee all facets of kiosk maintenance and parking functions. The remaining 10% is allocated in the Police operating budget for evidence management.									
05-4000-566-01-020	P-T Wages - Parking	30,268.00	31,697.04	32,494.77	37,601.46	41,400.00	27,072.19	46,500.00	46,500.00	5,100.00	12%
<i>Narrative for Column # 7</i>		The full-time position overseeing all facets of Kiosk maintenance requires assistance during the UNH academic year in monitoring compliance at the various locations throughout the community. We have experienced difficulty obtaining a single person for this task so we are projecting the hiring of two (2) persons, each working 20 hours a week 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	62.37	56.82	2,549.74	295.14	200.00	0.00	200.00	200.00	0.00	
<i>Narrative for Column # 7</i>		Although overtime for the Parking Enforcement Officer is unusual, last year due to the expanded enforcement hours, there was a surge in covering these hours which required compensation at time and one-half. This account creates the mechanism to compensate staff if needed.									
05-4000-566-01-090	Ins Buy-out - Parking	7,354.75	7,623.20	7,934.16	7,922.59	8,700.00	5,503.60	8,500.00	8,500.00	-200.00	-2%
05-4000-566-01-099	Wage Contingency - Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05-4000-566-01-910	Wage Accrual - Parking	254.48	11.00	381.30	175.46	0.00	-1,601.76	0.00	0.00	0.00	
05-4000-566-02-310	Soc Sec - Parking	4,071.87	4,421.91	4,988.38	5,192.44	5,500.00	3,651.79	5,900.00	5,900.00	400.00	7%
05-4000-566-02-320	Medicare - Parking	960.16	1,036.17	1,156.66	1,214.35	1,300.00	854.17	1,400.00	1,400.00	100.00	8%
05-4000-566-02-330	Retirement - Parking	3,300.70	3,424.77	4,543.12	4,304.44	4,300.00	2,977.68	5,000.00	5,000.00	700.00	16%
05-4000-566-03-610	Health & Dental - Parking	9,626.06	10,039.92	10,625.58	10,909.74	13,700.00	9,178.52	11,900.00	11,900.00	-1,800.00	-13%
05-4000-566-03-630	Life - Parking	150.00	150.00	141.00	132.00	150.00	104.00	100.00	100.00	-50.00	-33%
05-4000-566-03-640	STD - Parking	242.17	299.46	287.28	266.60	300.00	233.34	200.00	200.00	-100.00	-33%
05-4000-566-04-010	S.U.T.A. - Parking	133.00	128.00	103.00	66.00	100.00	50.00	200.00	200.00	100.00	100%
05-4000-566-04-020	Workers Comp - Parking	1,200.00	1,356.00	1,300.00	1,195.00	1,200.00	1,200.00	900.00	900.00	-300.00	-25%
05-4000-566-06-000	Uniforms & Cleaning - Parking	2,856.44	434.34	3,776.46	2,216.39	2,700.00	1,052.42	2,700.00	2,700.00	0.00	
<i>Narrative for Column # 7</i>		This account pays for the uniforms for all Parking Enforcement Officers, to include work-study students. Dry cleaning of uniforms is also included in this line.									
05-4000-566-17-000	Telephone / Fax - Parking	480.12	480.12	480.12	1,198.87	2,000.00	1,228.21	2,100.00	2,100.00	100.00	5%
<i>Narrative for Column # 7</i>		With the addition of the Ticketrak software and the use of handheld ticket computers, there are monthly data fees. The monthly data fees are provided through Verizon.									
05-4000-566-26-000	Postage - Parking	1,827.28	1,633.03	1,824.36	1,692.34	1,500.00	854.26	1,500.00	1,500.00	0.00	
<i>Narrative for Column # 7</i>		This account pays for the postage associated with the mailing of notices to violators who have failed to pay their parking fines.									
05-4000-566-27-000	Printing - Parking	4,038.00	2,622.40	1,996.98	3,819.72	3,400.00	2,255.00	10,505.00	10,505.00	7,105.00	209%
<i>Narrative for Column # 7</i>											

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	EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROVED	EXPENDED	DEPARTMENT PROPOSED	ADMINISTRATOR PROPOSED	\$ DIFFERENCE 2020 vx TA 2021	% DIFFERENCE 2020 vs TA 2021
	As of Year End	As of Year End	As of Year End	As of Year End	As of December	09/30/2020 As of September				

This account pays for the pre-designed tickets associated with the Cardinal TickeTrak program, as well as the envelopes that will be provided on the windshield of each violators car.

We also need to provide paper for the receipts printed at each of the Ventek parking kiosks in the downtown area.

We estimate the need to order approximately 167 rolls at a cost of: \$4,005 (Cardinal)

Envelopes for Delinquent parking tickets: \$500

Ventek Receipt Paper for the parking kiosks: \$6,000

05-4000-566-35-000	Work study (non payroll wages) - Parking	0.00	0.00	3,988.23	3,970.93	7,500.00	1,113.77	7,500.00	7,500.00	0.00	
<i>Narrative for Column # 7</i>											

There may be as many as seven (7) due to the fact that each one can only earn \$2,500.00 over the academic 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	87,809.18	129,340.14	130,784.24	132,389.17	130,100.00	73,478.72	140,000.00	140,000.00	9,900.00	8%
<i>Narrative for Column # 7</i>											

The kiosk meter system employs wireless technology enabling the use of credit and debit cards. While designed to be user friendly to those parking, Durham must pay Ventek for the use of the kiosk (.10 cents for each receipt issued) and 2%-4% of the cost of the credit card transaction.

The cost of the wireless is included through the credit card system but the expense has been significant as the vast majority of users are extracting banking fees absorbed by this line. Costs doubled as the use of the machines via credit cards soared.

With the newly implemented Ticketrak, the fees for Cardinal hosting the server as well as the annual maintenance fees are added expenses. We also added the ability for violators to pay their fines online, increasing the credit card fees.

- \$75,000 Credit card fees
- \$52,500 Ventek wireless fees
- \$ 3,000 Cardinal server hosting fees
- \$ 8,100 Cardinal annual license
- \$ 1,400 2 Classes for Sandra Hebert

05-4000-566-41-000	Auditing - Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05-4000-566-52-000	Equip Maint (Other Than Office) - Parking	35,768.02	3,515.31	26,815.06	24,283.51	25,800.00	20,677.38	35,000.00	35,000.00	9,200.00	36%
<i>Narrative for Column # 7</i>											

Durham has completely embraced the pay and display system which accepts credit, debit cards, paper, as well as 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 the need for extended warranty.

\$20,500 Ventek warranties on all 27 machines

In addition, modems on the kiosks require updating in 2021 at a cost of: \$13,500

Additionally other items include batteries and non-warranty items.

05-4000-566-54-000	Vehicle Maint - Parking	0.00	7,904.18	929.83	7,607.89	1,500.00	322.21	1,500.00	1,500.00	0.00	
<i>Narrative for Column # 7</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. The City of Dover has a large vehicle maintenance facility with the capacity to work on four vehicles simultaneously and have the capacity to perform the work much quicker.

05-4000-566-56-000	Fuel / oil for vehicles - Parking	0.00	1,786.28	2,430.86	2,364.94	2,400.00	1,223.03	2,400.00	2,400.00	0.00	
<i>Narrative for Column # 7</i>											

The requested funds are reflective of the usage of two (2) parking vehicles and the expanded hours of parking enforcement.

05-4000-566-89-000	Miscellaneous - Parking	1,143.76	90.74	398.35	1,072.41	1,200.00	33.69	1,200.00	1,200.00	0.00	
<i>Narrative for Column # 7</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.

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		As of Year End	As of Year End	As of Year End	As of Year End	As of December	As of September	PROPOSED	PROPOSED	2020 vx TA 2021	2020 vs TA 2021
							09/30/2020				
05-4000-566-90-050	Parking Space Lease - Parking Fund	4,725.00	5,330.00	5,330.00	5,350.00	5,350.00	5,315.63	5,350.00	5,350.00	0.00	
	<i>Narrative for Column # 7</i>										
	Leasing of six parking spaces for the Durham Parks & Recreation Department at 2 Dover Road.										
05-4000-566-96-000	Capital - Parking	803.78	7,802.13	0.00	0.00	4,900.00	0.00	1,395.00	1,395.00	-3,505.00	-72%
	<i>Narrative for Column # 7</i>										
	With 27 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.										
	Two (2) replacement printers for Kiosks: \$1,395										
05-4000-566-98-001	Transfers to General Fund - Parking	146,706.26	121,934.28	167,213.76	136,975.57	171,300.00	0.00	40,000.00	40,000.00	-131,300.00	-77%
05-4000-566-98-081	Transfers to Cap Reserve (Trust) Funds - Par	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	
Grand Total:		382,059.92	385,193.76	458,882.24	439,971.72	485,100.00	194,703.28	381,350.00	381,350.00	-103,750.00	-21%