

2025 TOWN ADMINISTRATOR PROPOSED

Town of Durham

gjablonski
ReportBudgetSF

	1	2	3	4	5	6	7	8	9	
	2021	2022	2023	2024	2024	2025	2025	2024 vs 2025	2024 vs 2025	
	ACTUAL	ACTUAL	ACTUAL	COUNCIL	RECEIVED	DEPT HEAD	ADMINISTRATOR	\$ DIFFERENCE	% DIFFERENCE	
				ESTIMATED	AS OF SEPT 30th	ESTIMATED	ESTIMATED			
	As of December	As of December	As of December	As of December	As of September					
Parking Special Revenue Fund										
1 05-3705-000-55-000	Permits - Parking	29,097.00	37,135.80	37,075.00	40,000.00	37,185.00	38,000.00	38,000.00	-2,000.00	-5%
2 05-3705-000-56-000	Meters - Parking	210,235.40	276,558.73	288,379.03	290,000.00	203,699.07	280,000.00	280,000.00	-10,000.00	-4%
3 05-3705-000-57-000	Fines - Parking	134,020.00	126,213.00	129,970.50	118,000.00	99,186.06	130,000.00	130,000.00	12,000.00	9%
4 05-3705-000-80-000	Misc Revenue - Parking	25.00	0.00	0.00	0.00	5,671.56	0.00		0.00	
Parking Special Revenue Fund Total		373,377.40	439,907.53	455,424.53	448,000.00	345,741.69	448,000.00	448,000.00	0.00	0%
Grand Total:		373,377.40	439,907.53	455,424.53	448,000.00	345,741.69	448,000.00	448,000.00	0.00	0%

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		1 2021 ACTUAL As of December	2 2022 ACTUAL As of December	3 2023 ACTUAL As of December	4 2024 APPROVED BUDGET As of December	5 2024 EXPENDED AS OF SEPT 30th As of September	6 2025 DEPT HEAD PROPOSED	7 2025 ADMINISTRATOR PROPOSED	8 2024 vs 2025 \$ Difference	9 2024 vs 2025 % Difference	
Parking Special Revenue Fund											
Parking Fund											
1	05-4000-566-01-010	F-T Wages - Parking	39,141.98	43,451.97	48,738.12	51,300.00	39,210.88	54,600.00	54,600.00	3,300.00	6%
	<i>Narrative for Column # 6</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.										
2	05-4000-566-01-020	P-T Wages - Parking	22,013.66	19,521.50	19,565.90	33,000.00	15,190.50	43,800.00	43,800.00	10,800.00	33%
	<i>Narrative for Column # 6</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 have hired individuals to work part time hours during the 37 weeks of the UNH academic year.										
	\$11,840 1 person working 20 hours a week @\$16.00/hr										
	\$13,321 1 person doing 20 hours per week @ 18.00/hr										
	\$18,648 1 person doing 24 hours per week @ 21.00/hr										
3	05-4000-566-01-030	O-T Wages - Parking	6,427.14	6,983.46	13,650.04	12,000.00	11,481.71	16,300.00	16,300.00	4,300.00	36%
	<i>Narrative for Column # 6</i>										
	Although overtime for the Parking Enforcement Officer is unusual, last year due to expanded enforcement hours, there was a surge in covering these hours which requires compensation at time and one-half.										
	Hours are added for the Police Administrative Assistants to perform parking duties in place of hiring a part-time clerk.										
4	05-4000-566-01-090	Ins Buy-out - Parking	7,541.17	8,301.15	9,005.23	9,600.00	7,481.26	10,400.00	10,400.00	800.00	8%
5	05-4000-566-01-099	Wage Contingency - Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	05-4000-566-01-910	Wage Accrual - Parking	-448.21	25.24	1,047.51	0.00	-3,357.46	0.00	0.00	0.00	
7	05-4000-566-02-310	Soc Sec - Parking	4,630.04	4,862.89	5,704.47	6,600.00	4,340.51	7,800.00	7,800.00	1,200.00	18%
8	05-4000-566-02-320	Medicare - Parking	1,082.92	1,137.27	1,334.27	1,500.00	1,015.21	1,800.00	1,800.00	300.00	20%
9	05-4000-566-02-330	Retirement - Parking	5,899.80	7,110.46	8,741.44	8,600.00	6,484.19	9,300.00	9,300.00	700.00	8%
10	05-4000-566-03-610	Health & Dental - Parking	11,265.48	11,621.88	12,106.68	13,400.00	10,664.84	14,400.00	14,400.00	1,000.00	7%
11	05-4000-566-03-630	Life - Parking	114.00	114.00	114.00	100.00	91.00	100.00	100.00	0.00	
12	05-4000-566-03-640	STD - Parking	271.50	304.14	321.48	300.00	269.64	300.00	300.00	0.00	
13	05-4000-566-04-010	S.U.T.A. - Parking	40.00	40.00	61.00	100.00	25.00	100.00	100.00	0.00	
14	05-4000-566-04-020	Workers Comp - Parking	112.00	1,000.00	1,216.00	1,700.00	1,700.00	2,200.00	2,200.00	500.00	29%
15	05-4000-566-06-000	Uniforms & Cleaning - Parking	2,487.68	1,630.56	2,331.04	3,000.00	1,908.72	3,000.00	3,000.00	0.00	
	<i>Narrative for Column # 6</i>										
	This account pays for uniforms and dry cleaning for Parking Enforcement Officers. Uniform replacement items (\$1,500) and Cleary Cleaners (\$2,309).										
16	05-4000-566-15-000	Electricity - Parking	0.00	152.97	202.69	200.00	132.80	0.00	0.00	-200.00	-100%
17	05-4000-566-17-000	Telephone / Fax - Parking	1,483.38	1,479.72	1,478.40	1,500.00	863.97	1,500.00	1,500.00	0.00	
	<i>Narrative for Column # 6</i>										
	Monthly data fees for service through Verizon. Each of the handhelds from Cardinal TickeTrak require Verizon service.										
	3 handheld computers @ \$123.45/month.										
18	05-4000-566-26-000	Postage - Parking	1,778.16	1,943.22	1,813.24	2,000.00	1,283.12	2,000.00	2,000.00	0.00	
	<i>Narrative for Column # 6</i>										

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	ACTUAL	ACTUAL	ACTUAL	APPROVED	EXPENDED	DEPT HEAD	ADMINISTRATOR	\$ Difference	% Difference
				BUDGET	AS OF SEPT 30th	PROPOSED	PROPOSED		
	As of December	As of December	As of December	As of December	As of September				
<p>This account pays for the postage associated with the mailing of notices to violators who have failed to pay their parking fines. Due to wear and tear of some of the parking kiosks, we have found ourselves returning parts to our vendors for repair/replacement. Although the parts are under warranty, the cost of shipping those parts is not.</p>									
19 05-4000-566-27-000	Printing - Parking	5,903.23	8,308.03	4,280.56	9,000.00	5,038.68	9,000.00	9,000.00	0.00
<p><i>Narrative for Column # 6</i></p> <p>This account pays for the predesigned tickets associated with Cardinal TickeTrek as well as the envelopes that will be provided on the windshield of each violators car. \$1,500 Envelopes for windshield of car \$ 500 Envelopes for deliquent tickets \$7,000 Ventek/Flowbird receipt paper</p>									
20 05-4000-566-35-000	Work study (non payroll wages) - Parking	0.00	70.38	92.01	3,000.00	0.00	3,000.00	3,000.00	0.00
<p><i>Narrative for Column # 6</i></p> <p>Each academic year we attempt to hire a number of 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.</p> <p>Currently we have 1 workstudy student.</p>									
21 05-4000-566-36-000	Contracted Services - Parking	115,561.11	126,479.83	121,290.30	166,000.00	59,302.63	154,000.00	154,000.00	-12,000.00 -7%
<p><i>Narrative for Column # 6</i></p> <p>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. In the fall of 2023 we introduced pay by plate kiosks. This will increase the use of credit cards. We also have to pay a transaction fee each time the kiosk is used.</p> <p>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. Last year costs doubled as the use of the machines via credit cards soared. It can only be estimated that with the hours of operations, the support costs will rise yet further. \$110,000 Credit Card Fees \$ 14,535 Ventek wireless charges \$ 12,000 Cardinal annual license \$ 4,000 Course reimbursement \$ 4,500 Transaction fees (use of machine) \$ 8,736 Flowbird \$ 200 Dues for Parking Council</p>									
22 05-4000-566-52-000	Equip Maint (Other Than Office) - Parking	31,873.93	20,664.21	19,282.92	23,700.00	10,216.20	21,700.00	21,700.00	-2,000.00 -8%
<p><i>Narrative for Column # 6</i></p> <p>Durham has completely embraced the pay and display system which accepts credit and debit cards, bills 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 of each machine has expired resulting in the needs for extended warranties.</p> <p>\$10,290 Ventek Warranty on 14 machines \$ 5,000 Flowbird Warranty on 13 machines \$ 550 Non-warranty items \$ 435 2 batteries - Flowbird \$ 100 Flowbird - charger</p>									
23 05-4000-566-54-000	Vehicle Maint - Parking	5,892.81	2,555.56	5,534.95	2,500.00	2,653.94	2,500.00	2,500.00	0.00
<p><i>Narrative for Column # 6</i></p> <p>This account funds all repairs to the parking enforcement vehicles including routine maintenance such as oil and lubrication charges. Tires and other wearable items are purchased from this account.</p>									
24 05-4000-566-56-000	Fuel / oil for vehicles - Parking	1,438.01	1,974.26	1,813.81	2,000.00	1,585.88	2,300.00	2,300.00	300.00 15%
<p><i>Narrative for Column # 6</i></p> <p>There are currently two vehicles assigned for parking enforcement.</p>									
25 05-4000-566-89-000	Miscellaneous - Parking	1,057.55	409.09	1,829.86	1,500.00	1,888.69	1,500.00	1,500.00	0.00
<p><i>Narrative for Column # 6</i></p> <p>This account pays for all ancillary items purchased for the parking enforcement efforts including signs, paper and pens. This line allows for those unanticipated situations to be addressed.</p>									
26 05-4000-566-90-050	Parking Space Lease - Parking Fund	5,315.63	5,980.08	5,980.08	6,000.00	5,980.08	6,000.00	6,000.00	0.00

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				BUDGET	AS OF SEPT 30th	PROPOSED	PROPOSED			
	As of December	As of December	As of December	As of December	As of September					
<i>Narrative for Column # 6</i>										
Leasing of six parking spaces for the Durham Parks and Recreation Department at 2 Dover Road.										
27 05-4000-566-92-260	Princ - 2023 General Obligation Bond	0.00	0.00	0.00	9,300.00	9,220.00	9,220.00	-80.00	-1%	
28 05-4000-566-92-270	Princ - 2024 General Obligation Bond	0.00	0.00	0.00	0.00	0.00	21,500.00	21,500.00	100%	
29 05-4000-566-93-260	Int- 2023 General Obligation Bond	0.00	0.00	1,182.08	2,200.00	2,115.99	1,650.00	-550.00	-25%	
30 05-4000-566-93-270	Int - 2024 General Obligation Bond	0.00	0.00	0.00	2,800.00	2,703.27	4,850.00	2,050.00	73%	
31 05-4000-566-96-000	Capital - Parking	1,222.93	0.00	3,169.18	0.00	0.00	3,130.00	3,130.00	100%	
<i>Narrative for Column # 6</i>										
New handheld for parking officers										
32 05-4000-566-98-001	Transfers to General Fund - Parking	91,271.50	153,785.66	153,538.91	65,100.00	0.00	30,050.00	30,050.00	-54%	
33 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	0.00		
Parking Fund Total		373,377.40	439,907.53	455,426.17	448,000.00	209,491.25	448,000.00	448,000.00	0.00	0%