

PARKING FUND

| | 2014 Actual | 2015 Actual | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Budgeted | 2020 Approved |
|------------------------------------------|-------------|-------------|-------------|-------------|-------------|------------------|------------------|
| Revenues | \$ 256,998 | \$ 425,969 | \$ 379,960 | \$ 391,999 | \$ 458,882 | \$ 473,100 | \$ 485,100 |
| | | | | | | | |
| Expenditures | \$ 165,728 | \$ 201,412 | \$ 225,354 | \$ 260,065 | \$ 281,668 | \$ 304,650 | \$ 303,800 |
| 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 | \$ 81,270 | \$ 214,557 | \$ 146,706 | \$ 121,934 | \$ 167,214 | \$ 158,450 | \$ 171,300 |
| | \$ 256,998 | \$ 425,969 | \$ 382,060 | \$ 391,999 | \$ 458,882 | \$ 473,100 | \$ 485,100 |

2020 Town Council Estimated Revenues

Town of Durham

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | 2017 | 2018 | 2019 | 2019 | 2020 | 2020 | 2020 |
| | | Expended | Expended | Approved | Spent to Date | Department | Town Admin | TC |
| | | As of Year End | As of Year End | T.C. | 09/30/19 | Proposed | Proposed | Approved |
| | | | | | As of September | | | |
| Parking Special Revenue Fund | | | | | | | | |
| 05-3705-000-55-000 | Permits - Parking | 29,985.00 | 32,369.00 | 45,000.00 | 31,699.00 | 35,000.00 | 35,000.00 | 35,000.00 |
| 05-3705-000-56-000 | Meters - Parking | 253,433.26 | 307,958.24 | 310,000.00 | 228,570.55 | 325,000.00 | 350,000.00 | 350,000.00 |
| 05-3705-000-57-000 | Fines - Parking | 108,305.50 | 118,430.00 | 118,000.00 | 54,490.62 | 100,000.00 | 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 | 0.00 |
| 05-3705-000-80-000 | Misc Revenue - Parking | 275.00 | 125.00 | 100.00 | 75.00 | 100.00 | 100.00 | 100.00 |
| Grand Total: | | 391,998.76 | 458,882.24 | 473,100.00 | 314,835.17 | 460,100.00 | 485,100.00 | 485,100.00 |

2020 Town Council Approved Budget

Town of Durham

| | | 1 2017 Expended As of Year End | 2 2018 Expended As of Year End | 3 2019 Approved T.C. | 4 2019 Spent to Date 09/30/19 As of September | 5 2020 Department Proposed | 6 2020 Town Admin Proposed | 7 2020 TC Approved |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------|-----------------------------------------|-------------------------------|-----------------------------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| Parking Special Revenue Fund | | | | | | | | |
| Parking Fund | | | | | | | | |
| 05-4000-566-01-010 | F-T Wages - Parking | 32,076.52 | 36,409.00 | 37,800.00 | 27,482.98 | 38,600.00 | 38,600.00 | 38,600.00 |
| <i>Narrative for Column # 5</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 | 31,697.04 | 32,494.77 | 41,000.00 | 25,375.46 | 41,400.00 | 41,400.00 | 41,400.00 |
| <i>Narrative for Column # 5</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 | 56.82 | 2,549.74 | 200.00 | 177.08 | 200.00 | 200.00 | 200.00 |
| <i>Narrative for Column # 5</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 | 7,623.20 | 7,934.16 | 8,500.00 | 5,828.19 | 8,700.00 | 8,700.00 | 8,700.00 |
| 05-4000-566-01-099 | Wage Contingency - Parking | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 05-4000-566-01-910 | Wage Accrual - Parking | 11.00 | 381.30 | 0.00 | -1,426.30 | 0.00 | 0.00 | 0.00 |
| 05-4000-566-02-310 | Soc Sec - Parking | 4,421.91 | 4,988.38 | 5,400.00 | 3,561.08 | 5,500.00 | 5,500.00 | 5,500.00 |
| 05-4000-566-02-320 | Medicare - Parking | 1,036.17 | 1,156.66 | 1,300.00 | 832.83 | 1,300.00 | 1,300.00 | 1,300.00 |
| 05-4000-566-02-330 | Retirement - Parking | 3,424.77 | 4,543.12 | 4,400.00 | 3,023.95 | 4,300.00 | 4,300.00 | 4,300.00 |
| 05-4000-566-03-610 | Health & Dental - Parking | 10,039.92 | 10,625.58 | 13,500.00 | 8,170.56 | 13,700.00 | 13,700.00 | 13,700.00 |
| 05-4000-566-03-630 | Life - Parking | 150.00 | 141.00 | 150.00 | 99.00 | 150.00 | 150.00 | 150.00 |
| 05-4000-566-03-640 | STD - Parking | 299.46 | 287.28 | 300.00 | 194.09 | 300.00 | 300.00 | 300.00 |
| 05-4000-566-04-010 | S.U.T.A. - Parking | 128.00 | 103.00 | 150.00 | 66.00 | 100.00 | 100.00 | 100.00 |
| 05-4000-566-04-020 | Workers Comp - Parking | 1,356.00 | 1,300.00 | 1,300.00 | 1,195.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 05-4000-566-06-000 | Uniforms & Cleaning - Parking | 434.34 | 3,776.46 | 1,000.00 | 1,293.73 | 2,700.00 | 2,700.00 | 2,700.00 |
| <i>Narrative for Column # 5</i> | | | | | | | | |

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Town of Durham

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|--|-----------------------------------------|-----------------------------------------|-------------------------------|-----------------------------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
|--|-----------------------------------------|-----------------------------------------|-------------------------------|-----------------------------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|

This account pays for the uniforms for approximately 8 enforcement officers (PEO) which includes work-study students from UNH.

Two part-time employees will be hired who are not work study which may impact this line as they may need to purchase new uniforms.

| | | | | | | | | |
|---------------------------|---------------------------|--------|--------|--------|--------|----------|----------|----------|
| 05-4000-566-17-000 | Telephone / Fax - Parking | 480.12 | 480.12 | 500.00 | 546.70 | 2,000.00 | 2,000.00 | 2,000.00 |
|---------------------------|---------------------------|--------|--------|--------|--------|----------|----------|----------|

Narrative for Column # 5

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.

With the addition of Cardinal TickeTrac, each of the three handheld ticket computers will require Verizon service.

\$1,500 3 handheld computers
\$ 500 1 iPad

| | | | | | | | | |
|---------------------------|-------------------|----------|----------|----------|----------|----------|----------|----------|
| 05-4000-566-26-000 | Postage - Parking | 1,633.03 | 1,824.36 | 1,500.00 | 1,187.01 | 1,500.00 | 1,500.00 | 1,500.00 |
|---------------------------|-------------------|----------|----------|----------|----------|----------|----------|----------|

Narrative for Column # 5

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 sent to recover fines. The line is increased due to the fact that many more letters are being sent to those in arrear.

| | | | | | | | | |
|---------------------------|--------------------|----------|----------|----------|----------|----------|----------|----------|
| 05-4000-566-27-000 | Printing - Parking | 2,622.40 | 1,996.98 | 3,800.00 | 3,189.75 | 3,400.00 | 3,400.00 | 3,400.00 |
|---------------------------|--------------------|----------|----------|----------|----------|----------|----------|----------|

Narrative for Column # 5

This account pays for the predesigned tickets associated with the new Cardinal TickeTrac as well as the envelopes that will be provided on the windshield of each violators car.

| | | | | | | | | |
|---------------------------|-----------------------------------------|------|----------|----------|----------|----------|----------|----------|
| 05-4000-566-35-000 | Work study (non payroll wages) - Parkii | 0.00 | 3,988.23 | 7,500.00 | 2,033.89 | 7,500.00 | 7,500.00 | 7,500.00 |
|---------------------------|-----------------------------------------|------|----------|----------|----------|----------|----------|----------|

Narrative for Column # 5

This is a new initiative to hire a number of work-study students to augment parking enforcement personnel throughout the year. 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 | 129,340.14 | 130,784.24 | 140,000.00 | 104,086.62 | 130,100.00 | 130,100.00 | 130,100.00 |
|---------------------------|-------------------------------|------------|------------|------------|------------|------------|------------|------------|

Narrative for Column # 5

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 (.05 cents for each ticket) 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. Last year costs doubled as the use of the machines via credit cards soared. It can only be estimated that with the new hours of operation that the supporting costs will rise yet further.

With the newly implemented Ticket system through Cardinal Ticketrak, the fees for Cardinal hosting the server as well as the annual maintenance fees are added expenses.

\$69,500 Credit card fees
\$52,500 Ventek wireless fee
\$ 3,000 Cardinal Server Hosting Fees
\$ 5,100 Cardinal annual license

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| 05-4000-566-41-000 | Auditing - Parking | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 05-4000-566-52-000 | Equip Maint (Other Than Office) - Parki | 3,515.31 | 26,815.06 | 24,000.00 | 21,441.53 | 25,800.00 | 25,800.00 | 25,800.00 |
| <p><i>Narrative for Column # 5</i></p> <p>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.</p> <p>\$20,500 Ventek warranties on all 27 machines</p> <p>In addition, modems on the kiosks require updating in 2016 and the pay and display modules require 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 occassional solar panel component changing.</p> | | | | | | | | |
| 05-4000-566-54-000 | Vehicle Maint - Parking | 7,904.18 | 929.83 | 1,500.00 | 5,900.71 | 1,500.00 | 1,500.00 | 1,500.00 |
| <p><i>Narrative for Column # 5</i></p> <p>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. This year we are funding this account to transition to Dover for all our mechanical needs and then evaluate the services for continuation.</p> | | | | | | | | |
| 05-4000-566-56-000 | Fuel / oil for vehicles - Parking | 1,786.28 | 2,430.86 | 2,100.00 | 1,563.26 | 2,400.00 | 2,400.00 | 2,400.00 |
| <p><i>Narrative for Column # 5</i></p> <p>With a desire to attribute costs to their property catageory, this is the first year where gasoline for Parking has not come under a police department budget. The requested fund are reflective of the usage of two (2) parking vehicles and the expanded hours of parking enforcement from last years budget.</p> | | | | | | | | |
| 05-4000-566-89-000 | Miscellaneous - Parking | 90.74 | 398.35 | 900.00 | 390.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| <p><i>Narrative for Column # 5</i></p> <p>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.</p> | | | | | | | | |
| 05-4000-566-90-050 | Parking Space Lease - Parking Fund | 5,330.00 | 5,330.00 | 5,350.00 | 5,350.00 | 5,350.00 | 5,350.00 | 5,350.00 |
| <p><i>Narrative for Column # 5</i></p> <p>Leasing of six parking spaces for the Durham Parks & Recreation Department at 2 Dover Road.</p> | | | | | | | | |
| 05-4000-566-96-000 | Capital - Parking | 7,802.13 | 0.00 | 2,500.00 | 0.00 | 4,900.00 | 4,900.00 | 4,900.00 |
| <p><i>Narrative for Column # 5</i></p> | | | | | | | | |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|-----------------------------------------|-------------------------------|-----------------------------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| <p>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.</p> <p>\$ 800 iPad Replacement \$ 450 Printer for Kiosk \$ 20 Gasket Kit \$3,600 Ticket Rolls</p> | | | | | | | | |
| 05-4000-566-98-001 | Transfers to General Fund - Parking | 121,934.28 | 167,213.76 | 158,450.00 | 0.00 | 146,300.00 | 171,300.00 | 171,300.00 |
| 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 |
| Parking Fund Total | | 385,193.76 | 458,882.24 | 473,100.00 | 231,563.12 | 460,100.00 | 485,100.00 | 485,100.00 |