

2023 Town Administrator Proposal

Town of Durham

		1 2019	2 2020	3 2021	4 2022	5 2022	6 2023	7 2023	8 \$ CHANGE	9 % CHANGE
		RECEIVED	RECEIVED	RECEIVED	ESTIMATED	RECEIVED	DEPT HEAD ESTIMATED	TOWN ADMIN ESTIMATED	2022 VS 2023	2022 VS 2023
		As of Year End	As of Year End	As of Year End	As of December	AS OF 9/30/2022 As of September				
Parking Special Revenue Fund										
05-3705-000-55-000	Permits - Parking	33,674.00	36,395.00	29,097.00	32,000.00	36,385.80	40,000.00	40,000.00	8,000.00	20%
05-3705-000-56-000	Meters - Parking	321,902.95	134,140.28	210,235.40	250,000.00	198,077.53	250,000.00	250,000.00	0.00	
05-3705-000-57-000	Fines - Parking	84,294.77	68,193.00	134,020.00	80,000.00	92,440.00	110,000.00	110,000.00	30,000.00	27%
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	
05-3705-000-80-000	Misc Revenue - Parking	100.00	75.00	25.00	0.00	0.00	0.00	0.00	0.00	
Parking Special Revenue Fund Total		439,971.72	238,803.28	373,377.40	362,000.00	326,903.33	400,000.00	400,000.00	38,000.00	-10%
Grand Total:		439,971.72	238,803.28	373,377.40	362,000.00	326,903.33	400,000.00	400,000.00	38,000.00	-10%

2023 Department Head Proposal

Town of Durham

		1	2	3	4	5	6	7	8	9
		2018	2019	2020	2021	2022	2022	2023	\$ CHANGE	% CHANGE
		EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROPRIATION	EXPENDED	DEPT HEAD	2022 VS 2023	2022 VS 2023
							AS OF 9/30/2022	PROPOSED		
		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										
05-4000-566-01-010	F-T Wages - Parking	36,409.00	37,754.76	38,729.68	39,141.98	40,100.00	33,191.08	44,000.00	3,900.00	10%
<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	32,494.77	37,601.46	39,746.80	22,013.66	26,600.00	13,128.00	23,700.00	-2,900.00	-11%
<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.								
05-4000-566-01-030	O-T Wages - Parking	2,549.74	295.14	0.00	6,427.14	13,000.00	4,160.69	13,000.00	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.								
		Hours are added for the Police Administrative Assistants to perform parking duties in place of hiring a part time parking clerk.								
05-4000-566-01-090	Ins Buy-out - Parking	7,934.16	7,922.59	7,386.60	7,541.17	8,700.00	6,336.39	9,100.00	400.00	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	
05-4000-566-01-910	Wage Accrual - Parking	381.30	175.46	1,131.16	-448.21	0.00	-2,284.71	0.00	0.00	
05-4000-566-02-310	Soc Sec - Parking	4,988.38	5,192.44	5,393.70	4,630.04	5,500.00	3,390.28	5,600.00	100.00	2%
05-4000-566-02-320	Medicare - Parking	1,156.66	1,214.35	1,261.61	1,082.92	1,300.00	792.88	1,300.00	0.00	
05-4000-566-02-330	Retirement - Parking	4,543.12	4,304.44	4,290.33	5,899.80	7,500.00	4,992.15	7,900.00	400.00	5%
05-4000-566-03-610	Health & Dental - Parking	10,625.58	10,909.74	11,028.60	11,265.48	12,200.00	9,653.00	12,600.00	400.00	3%
05-4000-566-03-630	Life - Parking	141.00	132.00	123.00	114.00	100.00	95.00	100.00	0.00	
05-4000-566-03-640	STD - Parking	287.28	266.60	276.06	271.50	200.00	255.32	200.00	0.00	
05-4000-566-04-010	S.U.T.A. - Parking	103.00	66.00	50.00	40.00	200.00	40.00	200.00	0.00	
05-4000-566-04-020	Workers Comp - Parking	1,300.00	1,195.00	1,200.00	112.00	1,200.00	1,000.00	1,300.00	100.00	8%
05-4000-566-06-000	Uniforms & Cleaning - Parking	3,776.46	2,216.39	1,523.29	2,487.68	3,800.00	1,158.84	3,800.00	0.00	
<i>Narrative for Column # 7</i>		This account pays for uniforms and dry cleaning for Parking Enforcement Officers.								
05-4000-566-15-000	Electricity - Parking	0.00	0.00	0.00	0.00	0.00	87.68	6,000.00	6,000.00	100%
<i>Narrative for Column # 7</i>		Electric costs for street lights located in metered parking lots are now allocated to this line.								
05-4000-566-17-000	Telephone / Fax - Parking	480.12	1,198.87	1,722.34	1,483.38	2,100.00	986.97	2,100.00	0.00	
<i>Narrative for Column # 7</i>		With the addition of Cardinal TickeTrak, each of the three handheld ticket computers require Verizon service.								
05-4000-566-26-000	Postage - Parking	1,824.36	1,692.34	1,293.95	1,778.16	1,500.00	1,342.56	2,300.00	800.00	53%
<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.								
		Due to wear and tear of some of the parking kiosks, we have found ourselves returning parts to our vendor for repair/replacement. Although the parts are under warranty, the cost of shipping those parts is not. In 2022 we averaged \$66.00 per month in shipping costs.								

2023 Department Head Proposal

Town of Durham

		1 2018 EXPENDED As of Year End	2 2019 EXPENDED As of Year End	3 2020 EXPENDED As of Year End	4 2021 EXPENDED As of Year End	5 2022 APPROPRIATION As of December	6 2022 EXPENDED AS OF 9/30/2022 As of September	7 2023 DEPT HEAD PROPOSED	8 \$ CHANGE 2022 VS 2023	9 % CHANGE 2022 VS 2023
05-4000-566-27-000	Printing - Parking	1,996.98	3,819.72	2,910.17	5,903.23	9,500.00	3,526.83	9,500.00	0.00	
<i>Narrative for Column # 7</i>										
This account pays for the pre-designed tickets associated with Cardinal TickeTrak as well as the envelopes that will be provided on the windshield of each violators car.										
Also taken from this line is the receipt paper in each of the 26 parking kiosks.										
05-4000-566-35-000	Work study (non payroll wages) - Parking	3,988.23	3,970.93	1,113.77	0.00	7,500.00	0.00	7,500.00	0.00	
<i>Narrative for Column # 7</i>										
Each academic year we attempt 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 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	130,784.24	132,389.17	83,617.33	115,561.11	150,000.00	101,808.44	139,700.00	-10,300.00	-7%
<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 (.5 cents for each use) 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.										
Credit Card Fees (\$95,000.00)										
Ventek wireless fee charges (\$29,700.00)										
Course Reimbursement (Sandra) (1,500.00)										
Transaction Fees at each Kiosk (\$4,500.00)										
05-4000-566-52-000	Equip Maint (Other Than Office) - Parking	26,815.06	24,283.51	20,701.08	31,873.93	21,300.00	20,171.33	21,700.00	400.00	2%
<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 needs for extended warranty. Ventek warranties on all 26 machines total \$19,185.										
Battery replacement and non-warranty items: \$2,500.										
05-4000-566-54-000	Vehicle Maint - Parking	929.83	7,607.89	1,940.25	5,892.81	2,500.00	2,555.56	2,500.00	0.00	
<i>Narrative for Column # 7</i>										
This account funds all repairs to the parking enforcement vehicles including routine maintenance such as oil and lubrication changes. Tires and other wearable items are purchased from this account.										
05-4000-566-56-000	Fuel / oil for vehicles - Parking	2,430.86	2,364.94	1,815.59	1,438.01	2,000.00	1,161.26	2,800.00	800.00	40%
<i>Narrative for Column # 7</i>										
There are currently two (2) vehicles assigned for parking enforcement.										
05-4000-566-89-000	Miscellaneous - Parking	398.35	1,072.41	1,902.32	1,057.55	1,200.00	5.40	1,200.00	0.00	
<i>Narrative for Column # 7</i>										
This account pays for all ancillary items purchased for the parking enforcement efforts. This line allows for those unanticipated situations to be addressed.										
05-4000-566-90-050	Parking Space Lease - Parking Fund	5,330.00	5,350.00	5,315.63	5,315.63	6,000.00	5,980.08	6,000.00	0.00	
<i>Narrative for Column # 7</i>										
Leasing of six parking spaces for the Durham Parks & Recreation Department at 2 Dover Road.										
05-4000-566-92-260	Princ - 2023 General Obligation Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05-4000-566-93-260	Int- 2023 General Obligation Bond	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00	100%
05-4000-566-96-000	Capital - Parking	0.00	0.00	1,022.62	1,222.93	3,000.00	0.00	3,500.00	500.00	17%
<i>Narrative for Column # 7</i>										

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	EXPENDED	EXPENDED	EXPENDED	EXPENDED	APPROPRIATION	EXPENDED	DEPT HEAD		
						AS OF 9/30/2022	PROPOSED		
	As of Year End	As of Year End	As of Year End	As of Year End	As of December	As of September			

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:

- Bill Acceptor (\$2,500)
- Back-up modem (\$525)
- Hand held batteries (\$414.00)

05-4000-566-98-001	Transfers to General Fund - Parking	167,213.76	136,975.57	112.40	91,271.50	25,000.00	0.00	61,100.00	36,100.00	144%
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	0.00	
Parking Special Revenue Fund Total		458,882.24	439,971.72	245,608.28	373,377.40	362,000.00	223,535.03	400,000.00	38,000.00	10%
Grand Total:		458,882.24	439,971.72	245,608.28	373,377.40	362,000.00	223,535.03	400,000.00	38,000.00	10%