

**MORRISTOWN PARKING AUTHORITY
RESOLUTION NO. 70-2017
Resolution Adopting Annual Budget
of Current Expenses for the Parking
System for the Fiscal Year Ending
December 31, 2017**

Adopted: December 6, 2016

BE IT RESOLVED by the **PARKING AUTHORITY OF THE TOWN
OF MORRISTOWN**, and its members or commissioners as follows:

**(1) That the following Annual Budget of Current Expenses for the
Fiscal Year January 1, 2017 to December 31, 2017 is hereby adopted:**

A.	Salaries	
	1. Parking Authority Director	48,000
	Assistant Director	0
	2. Director of Operations	28,000
	3. Director of Facilities	28,000
	4. Parking Authority Full-Time Financial Bookkeepers/Receptionists	34,240
	5. Evening Facilities Supervisor / General Maintenance Personnel	81,600
	6. Enforcement, and Traffic Officers and Supervisor	56,000
	7. Administrative Secretary/Computer Operator	20,400
	8. Financial Analyst/Computer Technician and Receptionist	<u>21,040</u>
	Subtotal Item A.	317,280
B.	10 Pine Street Office Building	
	1. Legal Expenses	1,500
	2. Maintenance/Cleaning Services	7,500
	3. Administrative	1,000
	4. Utilities/Sewer/Electric	12,500
	5. Taxes	31,500
	6. Insurance (Property and Liability)	12,000
	7. Auditing Expenses	2,862
	8. Management Services	250
	9. Fixed Rent Payment to Landlord	110,000
	10. Monitoring (Security/Fire)	<u>1,000</u>
	Subtotal Item B.	180,112
C.	14 Maple Avenue Office Building	
	<u>Morristown Parking Authority Offices</u>	
	1. Legal Expenses	1,500
	2. Maintenance/Office Equipment Contracts/ Cleaning Services	5,000
	3. Administrative	7,500
	4. Electric	7,000
	5. Telephone/Communication Lines	40,325
	6. PILOT	6,000
	7. Service Contracts	2,500
	<u>Office Building Expenses</u>	
	8. Legal Expenses	4,000
	9. Maintenance/Cleaning Services	90,000
	10. Electric (Common Area)	49,000
	11. Water/Sewer	10,000
	12. Insurance (Property and Liability)	30,000
	13. Service Contracts (HVAC/Elevator/Green Elements)	20,000
	14. Management Services	250
	15. Auditing Expenses	2,862
	16. Monitoring (Security/Fire)	<u>6,500</u>
	Subtotal Item C.	282,437

D. Special Services		
1.	Bank Service Charge	10,000
2.	Legal Expenses	10,080
3.	Auditing Expenses	8,345
4.	Parking Consultant's Fees	4,800
5.	Advertising Expenses	4,000
6.	Professional Services Contingency	450
7.	Trustee Services	6,000
8.	Special Police (Class 1)/Security Company Services	90,000
9.	Management Consulting Services	<u>30,000</u>
	<i>Subtotal Item D.</i>	<i>163,675</i>
E. Maintenance Expenses & Parking Equipment Expenses		
1.	Credit Card Parking Meter Fees	80,000
2.	Curb Meter and Lot Maintenance	65,000
3.	Snow Removal Contingency	30,000
4.	Parking Lot Contingency	750
5.	Ticket Control and Supp. (Surface Lots)	12,000
6.	Telephone/Communication Lines (Surface Lots)	<u>12,000</u>
	<i>Subtotal Item E.</i>	<i>199,750</i>
F. Administrative Expenses		
1.	Administrative Expenses	22,000
2.	Parking Validation Program Tickets	<u>3,000</u>
	<i>Subtotal Item F.</i>	<i>25,000</i>
G. Electrical Utility Expenses		
1.	Lots 3R through 14N	<u>9,500</u>
	<i>Subtotal Item G.</i>	<i>9,500</i>
H. Taxes and Insurance Coverages		
1.	F.I.C.A. Contributions	32,000
2.	Insurance (Property and Liability)	54,000
3.	State Pension Plan (PERS) Employer Share	35,200
4.	Hospitalization/Temporary Disability Insurance	110,000
5.	Unemployment Compensation (SUI)	4,100
6.	MPA Dental Plan Contributions	2,240
7.	<i>MPA Sick-Time Compensation</i>	<u>15,000</u>
	<i>Subtotal Item H.</i>	<i>252,540</i>
I. Property Lease		
1.	Speedwell and Flagler - Lot 13M	<u>2,700</u>
	<i>Subtotal Item I.</i>	<i>2,700</i>
J. Cattano Ave (Mall) Expenses		
1.	Parking Authority Director Assistant Director	12,000 0
2.	Director of Operations	7,000
3.	Director of Facilities	7,000
4.	Parking Authority Financial Bookkeepers/Receptionists	8,560
5.	Evening Facilities Supervisor / General Maintenance Personnel	20,400
6.	Enforcement and Traffic Officers and Supervisor	14,000
7.	Administrative Secretary/Computer Operator	5,100
8.	Financial Analyst/Computer Technician and Receptionist	5,260
9.	Parking Attendants and Extra Help	500
10.	Legal Expenses	2,520

11. Auditing Expenses	2,086
12. Parking Consultant's Fees	1,200
13. Advertising Expenses	1,000
14. Professional Services Contingency	110
15. Lot Maintenance and Service Contracts	25,000
16. Snow Removal Contingency	6,000
17. Parking Lot Improvement Contingency	250
18. Telephone(s) Service	175
19. Administrative Expenses	3,500
20. Ticket Control Supplies and Equipment Service	8,000
21. Electrical Expenses	7,500
22. F.I.C.A. Contributions	8,000
23. Insurance (Property and Liability)	13,600
24. State Pension Plan (PERS) Employer Share	8,800
25. Hospitalization/Temporary Disability Insurance	35,000
26. Unemployment Compensation (SUI)	1,000
27. First Baptist Church Lease	10,000
28. MPA Dental Plan Contributions	560
29. Miscellaneous/Convention Workshop	<u>250</u>
Subtotal Item J.	214,371

K. Ann/Bank Garage (Lot 12L)

1. Parking Authority Director	22,500
Assistant Director	0
2. Director of Operations	13,125
3. Director of Facilities	13,125
4. Parking Authority Financial Bookkeepers/Receptionists	16,050
5. Evening Facilities Supervisor / General Maintenance Personnel	38,250
6. Enforcement and Traffic Officers	26,250
7. Administrative Secretary/Computer Operator	9,563
8. Financial Analyst/Computer Technician and Receptionist	9,863
9. Parking Attendants and Extra Help	87,000
10. Legal Expenses	4,725
11. Auditing Expenses	3,910
12. Parking Consultant's Fees	2,250
13. Advertising Expenses	1,875
14. Professional Services Contingency	210
15. Lot Maintenance and Service Contracts	35,000
16. Snow Removal Contingency	1,500
17. Parking Lot Improvement Contingency	250
18. Telephone Service	9,000
19. Administrative Expenses	4,000
20. Ticket Control Supplies and Equipment Service	22,000
21. Electrical Expenses	60,000
22. F.I.C.A. Contributions	15,000
23. Insurance (Property and Liability)	25,000
24. State Pension Plan (PERS) Employer Share	16,500
25. Hospitalization/Temporary Disability Insurance	55,000
26. Unemployment Compensation (SUI)	2,000
27. MPA Dental Plan Contributions	1,050
28. Police Officer Security	10,000
29. Miscellaneous/Convention Workshop	<u>250</u>
Subtotal Item K.	505,246

L. Dalton Parking Garage		
1.	Parking Authority Director	30,000
	Assistant Director	0
2.	Director of Operations	17,500
3.	Director of Facilities	17,500
4.	Parking Authority Financial Bookkeepers/Receptionists	21,400
5.	Evening Facilities Supervisor / General Maintenance Personnel	51,000
6.	Enforcement and Traffic Officers and Supervisor	35,000
7.	Administrative Secretary/Computer Operator	12,750
8.	Financial Analyst/Computer Technician and Receptionist	13,150
9.	Parking Attendants and Extra Help	87,000
10.	Legal Expenses	6,300
11.	Auditing Expenses	5,215
12.	Parking Consultant's Fees	3,000
13.	Advertising Expenses	2,500
14.	Professional Services Contingency	280
15.	Lot Maintenance and Service Contracts	40,000
16.	Snow Removal Contingency	6,500
17.	Parking Lot Improvement Contingency	250
18.	Telephone Service	5,000
19.	Administrative Expenses	5,000
20.	Ticket Control Supplies and Equipment Service	24,500
21.	Electrical Expenses	60,000
22.	F.I.C.A. Contributions	20,000
23.	Insurance Property and Liability	34,000
24.	State Pension Plan (PERS) Employer Share	22,000
25.	Hospitalization/Temporary Disability Insurance	75,000
26.	Unemployment Compensation (SUI)	2,600
27.	MPA Dental Plan Contributions	1,400
28.	Miscellaneous/Convention Workshop	250
	<i>Subtotal Item L.</i>	599,095

M. DeHart Street Garage		
1.	Parking Authority Director	33,000
	Assistant Director	0
2.	Director of Operations	19,250
3.	Director of Facilities	19,250
4.	Parking Authority Financial Bookkeepers/Receptionists	23,540
5.	Evening Facilities Supervisor / General Maintenance Personnel	56,100
6.	Enforcement and Traffic Officers and Supervisor	38,500
7.	Administrative Secretary/computer Operator	14,025
8.	Financial Analyst/Computer Technician and Receptionist	14,465
9.	Parking Attendants and Extra Help	110,000
10.	Legal Expenses	6,930
11.	Auditing Expenses	5,737
12.	Parking Consultant's Fees	3,300
13.	Advertising Expenses	3,000
14.	Professional Services Contingency	310
15.	Lot Maintenance and Service Contracts	40,000
16.	Snow Removal Contingency	15,000
17.	Parking Lot Improvement Contingency	250

18. Telephone Service/Monitoring	7,500
19. Administrative Expenses	6,000
20. Ticket Control Supplies and Equipment Service	40,000
21. Electrical Expenses	90,000
22. F.I.C.A. Contributions	22,000
23. Insurance (Property and Liability)	37,000
24. State Pension Plan (PERS) Employer Share	25,000
25. Hospitalization/Temporary Disability Insurance	65,000
26. Unemployment Compensation (SUI)	2,800
27. MPA Dental Plan Contributions	1,540
28. Police Officer Security	30,000
29. Miscellaneous/Convention Workshop	<u>250</u>
Subtotal Item M.	729,747

N. Vail Parking Facilities

1. Parking Authority Director	4,500
Assistant Director	0
2. Director of Operations	2,625
3. Director of Facilities	2,625
4. Parking Authority Financial Bookkeepers/Receptionists	3,210
5. Evening Facilities Supervisor / General Maintenance Personnel	7,650
6. Enforcement and Traffic Officers and Supervisor	5,250
7. Administrative Secretary/Computer Operator	1,912
8. Financial Analyst/computer Technician and Receptionist	1,972
9. Parking Attendants and Extra Help	11,000
10. Legal Expenses	945
11. Auditing Expenses	783
12. Parking Consultant's Fees	450
13. Advertising Expenses	625
14. Professional Services Contingency	50
15. Lot Maintenance and Service Contracts	15,000
16. Snow Removal Contingency	4,500
17. Parking Lot Improvement Contingency	250
18. Telephone Service	6,000
19. Administrative Expenses	3,000
20. Ticket Control Supplies and Equipment Service	5,000
21. Electrical Expenses	7,500
22. F.I.C.A. Contributions	3,000
23. Insurance (Property and Liability)	5,600
24. State Pension Plan (PERS) Employer Share	3,150
25. Hospitalization/Temporary Disability Insurance	15,000
26. Unemployment Compensation (SUI)	400
27. MPA Dental Plan Contributions	210
28. Miscellaneous/Convention Workshop	<u>250</u>
Subtotal Item N.	112,457

O. MISCELLANEOUS 31,090

Total 2017 Final Budget 3,625,000

(2) That this Resolution shall take effect immediately

I hereby certify that the foregoing is a true copy of a Resolution introduced and Adopted by the Parking Authority of the Town of Morristown at a meeting held on December 6, 2016.

JAMES GERVASIO, Secretary