

**MORRISTOWN PARKING AUTHORITY  
RESOLUTION NO. 86-2017  
Resolution Adopting Annual Budget  
of Current Expenses for the Parking  
System for the Fiscal Year Ending  
December 31, 2018**

Adopted: December 5, 2017

**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, 2018 is hereby adopted:

<b>A. Salaries</b>		
1.	Parking Authority Director	49,920
2.	Director of Operations	28,840
3.	Director of Facilities	28,840
4.	Parking Authority Full-Time Financial Bookkeepers/Receptionists	43,200
5.	Evening Facilities Supervisor / General Maintenance Personnel	83,200
6.	Enforcement, and Traffic Officers and Supervisor	76,800
7.	Administrative Secretary/Computer Operator	21,040
8.	Financial Analyst/Computer Technician and Receptionist	<u>21,680</u>
	<i>Subtotal Item A.</i>	353,520
<b>B. 10 Pine Street Office Building</b>		
1.	Legal Expenses	1,500
2.	Maintenance/Cleaning Services	7,500
3.	Administrative	1,000
4.	Utilities/Sewer/Electric	12,500
5.	Taxes	34,000
6.	Insurance (Property and Liability)	13,000
7.	Auditing Expenses	2,986
8.	Management Services	250
9.	Fixed Rent Payment to Landlord	115,000
10.	Monitoring (Security/Fire)	<u>1,000</u>
	<i>Subtotal Item B.</i>	188,736
<b>C. 14 Maple Avenue Office Building</b>		
	<u>Morristown Parking Authority Offices</u>	
1.	Legal Expenses	1,500
2.	Maintenance/Office Equipment Contracts/ Cleaning Services	5,000
3.	Administrative	9,000
4.	Electric	7,000
5.	Telephone/Communication Lines	40,000
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)	33,000
13.	Service Contracts (HVAC/Elevator/Green Elements)	20,000
14.	Management Services	250

15. Auditing Expenses	2,986
16. Monitoring (Security/Fire)	<u>6,500</u>
<i>Subtotal Item C.</i>	286,736

**D. Special Services**

1. Bank Service Charge	7,500
2. Legal Expenses	10,560
3. Auditing Expenses	8,650
4. Parking Consultant's Fees	4,800
5. Advertising Expenses	5,000
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>	162,960

**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)	14,000
6. Telephone/Communication Lines (Surface Lots)	<u>12,000</u>
<i>Subtotal Item E.</i>	201,750

**F. Administrative Expenses**

1. Administrative Expenses	25,000
2. Parking Validation Program Tickets	<u>3,000</u>
<i>Subtotal Item F.</i>	28,000

**G. Electrical Utility Expenses**

1. Lots 3R through 14N	<u>9,500</u>
<i>Subtotal Item G.</i>	9,500

**H. Taxes and Insurance Coverages**

1. F.I.C.A. Contributions	40,000
2. Insurance (Property and Liability)	57,500
3. State Pension Plan (PERS) Employer Share	44,800
4. Hospitalization/Temporary Disability Insurance	123,200
5. Unemployment Compensation (SUI)	5,000
6. MPA Dental Plan Contributions	2,240
7. <i>MPA Sick-Time Compensation</i>	<u>15,000</u>
<i>Subtotal Item H.</i>	287,740

**I. Property Lease**

1. Speedwell and Flagler - Lot 13M	<u>2,700</u>
<i>Subtotal Item I.</i>	2,700

**J. Cattano Ave (Mall) Expenses**

1. Parking Authority Director	12,480
2. Director of Operations	7,210
3. Director of Facilities	7,210
4. Parking Authority Financial Bookkeepers/Receptionists	10,800
5. Evening Facilities Supervisor / General Maintenance Personnel	20,800
6. Enforcement and Traffic Officers and Supervisor	19,200

7.	Administrative Secretary/Computer Operator	5,260
8.	Financial Analyst/Computer Technician and Receptionist	5,420
9.	Parking Attendants and Extra Help	500
10.	Legal Expenses	2,640
11.	Auditing Expenses	2,162
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	10,000
23.	Insurance (Property and Liability)	14,500
24.	State Pension Plan (PERS) Employer Share	11,200
25.	Hospitalization/Temporary Disability Insurance	30,800
26.	Unemployment Compensation (SUI)	1,500
27.	First Baptist Church Lease	10,000
28.	MPA Dental Plan Contributions	560
29.	Miscellaneous/Convention Workshop	<u>250</u>
	<i>Subtotal Item J.</i>	225,227

**K. Ann/Bank Garage (Lot 12L)**

1.	Parking Authority Director	23,400
2.	Director of Operations	13,519
3.	Director of Facilities	13,519
4.	Parking Authority Financial Bookkeepers/Receptionists	20,250
5.	Evening Facilities Supervisor / General Maintenance Personnel	39,000
6.	Enforcement and Traffic Officers	36,000
7.	Administrative Secretary/Computer Operator	9,863
8.	Financial Analyst/Computer Technician and Receptionist	10,163
9.	Parking Attendants and Extra Help	90,000
10.	Legal Expenses	4,950
11.	Auditing Expenses	4,054
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	8,000
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	20,000
23.	Insurance (Property and Liability)	27,000

24.	State Pension Plan (PERS) Employer Share	21,000
25.	Hospitalization/Temporary Disability Insurance	57,750
26.	Unemployment Compensation (SUI)	2,500
27.	MPA Dental Plan Contributions	1,050
28.	Police Officer Security	10,000
29.	Miscellaneous/Convention Workshop	<u>250</u>
	<i>Subtotal Item K.</i>	539,353

**L. Dalton Parking Garage**

1.	Parking Authority Director	31,200
2.	Director of Operations	18,025
3.	Director of Facilities	18,025
4.	Parking Authority Financial Bookkeepers/Receptionists	27,000
5.	Evening Facilities Supervisor / General Maintenance Personnel	52,000
6.	Enforcement and Traffic Officers and Supervisor	48,000
7.	Administrative Secretary/Computer Operator	13,150
8.	Financial Analyst/Computer Technician and Receptionist	13,550
9.	Parking Attendants and Extra Help	92,000
10.	Legal Expenses	6,600
11.	Auditing Expenses	5,406
12.	Parking Consultant's Fees	3,000
13.	Advertising Expenses	2,500
14.	Professional Services Contingency	280
15.	Lot Maintenance and Service Contracts	38,000
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	25,000
23.	Insurance Property and Liability	36,000
24.	State Pension Plan (PERS) Employer Share	28,000
25.	Hospitalization/Temporary Disability Insurance	77,000
26.	Unemployment Compensation (SUI)	3,000
27.	MPA Dental Plan Contributions	1,400
28.	Miscellaneous/Convention Workshop	<u>250</u>
	<i>Subtotal Item L.</i>	640,636

**M. DeHart Street Garage**

1.	Parking Authority Director	34,320
2.	Director of Operations	19,827
3.	Director of Facilities	19,827
4.	Parking Authority Financial Bookkeepers/Receptionists	29,700
5.	Evening Facilities Supervisor / General Maintenance Personnel	57,200
6.	Enforcement and Traffic Officers and Supervisor	52,800
7.	Administrative Secretary/computer Operator	14,465

8.	Financial Analyst/Computer Technician and Receptionist	14,905
9.	Parking Attendants and Extra Help	115,000
10.	Legal Expenses	7,260
11.	Auditing Expenses	5,945
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	5,000
20.	Ticket Control Supplies and Equipment Service	40,000
21.	Electrical Expenses	90,000
22.	F.I.C.A. Contributions	25,000
23.	Insurance (Property and Liability)	39,500
24.	State Pension Plan (PERS) Employer Share	30,800
25.	Hospitalization/Temporary Disability Insurance	84,700
26.	Unemployment Compensation (SUI)	3,500
27.	MPA Dental Plan Contributions	1,540
28.	Police Officer Security	30,000
29.	Miscellaneous/Convention Workshop	<u>250</u>
	<i>Subtotal Item M.</i>	<i>790,899</i>

**N. Vail Parking Facilities**

1.	Parking Authority Director	4,680
2.	Director of Operations	2,704
3.	Director of Facilities	2,704
4.	Parking Authority Financial Bookkeepers/Receptionists	4,050
5.	Evening Facilities Supervisor / General Maintenance Personnel	7,800
6.	Enforcement and Traffic Officers and Supervisor	7,200
7.	Administrative Secretary/Computer Operator	1,972
8.	Financial Analyst/computer Technician and Receptionist	2,032
9.	Parking Attendants and Extra Help	13,000
10.	Legal Expenses	990
11.	Auditing Expenses	811
12.	Parking Consultant's Fees	450
13.	Advertising Expenses	625
14.	Professional Services Contingency	50
15.	Lot Maintenance and Service Contracts	13,000
16.	Snow Removal Contingency	4,500
17.	Parking Lot Improvement Contingency	250
18.	Telephone Service	5,000
19.	Administrative Expenses	3,000
20.	Ticket Control Supplies and Equipment Service	4,000
21.	Electrical Expenses	6,500
22.	F.I.C.A. Contributions	4,000
23.	Insurance (Property and Liability)	5,500

24. State Pension Plan (PERS) Employer Share	4,200
25. Hospitalization/Temporary Disability Insurance	11,550
26. Unemployment Compensation (SUI)	700
27. MPA Dental Plan Contributions	210
28. Miscellaneous/Convention Workshop	<u>250</u>
<i>Subtotal Item N.</i>	<i>111,728</i>

**O. MISCELLANEOUS** 35,515

Total 2018 Final Budget 3,865,000

**(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 5, 2017.**

  
**MARGRET BRADY, Secretary**