

**MEMORANDUM - CITY OF PASADENA  
DEPARTMENT OF TRANSPORTATION**

**DATE:** September 27, 2012

**TO:** South Lake Avenue Parking Place Commission

**FROM:** Frederick C. Dock, Director of Transportation

**RE:** **Item VIII-A: South Lake Avenue Parking Place Commission, Fund 217  
and South Lake Parking Meter Ops, Fund 232  
FY 2012 Preliminary End of Year**

**RECOMMENDATION:**  
Information only.

**BACKGROUND:**

Attached are the updated fund appropriations reports for South Lake Parking Fund (217) and South Lake Parking Meter Ops Fund (232). The reports include FY2012 actual revenue and expenses through June 30, 2012 and a five-year outlook through FY2017.

**FY2012 Preliminary End of Year**

**South Lake Parking Fund (217)**

- Revenues: Preliminary end of year data indicates that revenues will end 15% below budgeted expectation. The shortfall is due to these three areas: monthly permits, transient revenue and the space rental by District properties for required parking.
- Expenses: Due to sluggish revenues and additional expenditures such as the property tax payment the fund is projected to end with a negative net income of (\$212,571).
- Outlook: As a result of expenditures being much higher than revenues, the fund is expected to end the year with a deficit of (100,577).

**South Lake Parking Meter Ops Fund (232)**

- Revenues: Based on preliminary end of year data, revenues are projected to end 15% below budget. This is mainly due to a decrease in metered parking as the Shoppers Lanes are being utilized more.
- Expenses: Total operating expenses ended 11% below budget. Expenditures have remained on track on most line items and currently, the fund has a net income of \$87,093.


- Outlook: Expenses have managed to stay at, or below budget on most line items thus, offsetting some of the shortfall in revenue. Currently, the fund is projected to end the year with \$233,797 available for appropriations.

Staff will be available to discuss the fund appropriation reports and answer any questions the Commission may have.

Prepared by:

  
Anne Vilagut  
Management Analyst

Approved by:

  
Frederick C. Dock  
Director of Transportation

City of Pasadena

Fund Appropriations Report  
FY2012 Preliminary End of Year

Five Year Projection - Revenue & Expenses

Fund 217 South Lake Parking Fund 774212	FY 2010		FY 2011		FY 2012		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
	Actual		Actual		Revised	Preliminary End of Year	Adopted	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Beginning Cash Balance (1001)</b>	934,049		751,099		375,041	375,041												
Restricted Cash and Investments	-		3,317		20,970	20,970												
Current Assets (other than above accs.)	(18,236)		(1,556)		(6,743)	(6,743)												
Current Liabilities	-		-		-	-												
Less: Restricted Cash and Investments	-		-		-	-												
Less: Designated for CIP	(351,124)		(208,475)		(258,475)	(258,475)												
Less: Other Fund Reserves	(14,319)		(18,692)		(18,799)	(18,692)												
Less: Accumulated Change in Fair Value	-		-		-	-												
<b>Beginning Amount Available for Appropriations</b>	<b>555,948</b>		<b>525,694</b>		<b>111,994</b>	<b>111,994</b>	<b>(100,577)</b>	<b>(253,633)</b>	<b>(301,512)</b>	<b>(370,123)</b>	<b>(439,264)</b>							
6956 So Lk Monthly Parking Permits (1)	218,896		222,449		195,000	189,250	140,000	141,400	142,814	144,242	145,685							
6978 SLP - Space Rental (2)	60,960		63,840		84,600	63,840	84,600	84,600	84,600	84,600	84,600							
6031 So Lk Parkn & Business Impr Tx (3)	15,641		13,459		15,000	10,927	15,000	15,000	15,000	15,000	15,000							
6926 Investment Earnings	15,951		4,512		11,250	3,806	5,937	5,937	5,937	5,937	5,937							
6933 Gain/Loss on Pooled Investment	3,346		107		0	(98)	0	0	0	0	0							
7023 Miscellaneous Revenue	0		0		0	723	0	0	0	0	0							
7506 South Lake Transient Parking	0		0		65,000	43,357	42,000	42,840	43,697	44,571	45,462							
7966 Bank Merchant Fees	(7,773)		(5,478)		0	0	0	0	0	0	0							
<b>Total Revenues</b>	<b>307,020</b>		<b>298,891</b>		<b>370,850</b>	<b>311,805</b>	<b>287,537</b>	<b>289,777</b>	<b>292,048</b>	<b>294,350</b>	<b>296,684</b>							
<b>Expenses</b>																		
<b>Personnel</b>	117,392		128,432		124,485	108,306	172,165	173,887	175,626	177,382	179,156							
<b>Services and Supplies</b>																		
8101 Materials and Supplies	3,345		11,968		5,564	13,056	5,233	5,233	5,233	5,233	5,233							
8106 Rent Expense	10,876		14,421		10,762	8,757	14,078	14,360	14,647	14,940	15,238							
8109 Equipment Purchase					15,900	7,950	15,900											
8114 Other Contract Services																		
Landscape Maintenance	16,480		17,600		15,000	15,520	15,000	15,000	15,000	15,000	15,000							
Miscellaneous	32,533		22,935		38,411	17,150	35,426	35,426	35,426	35,426	35,426							
Parking Space Rental (Walhoo's)	2,340		1,620		2,200	1,620	2,200	2,200	2,200	2,200	2,200							
8114 Additional Funding for SLBA (10)					50,000	50,000	0	0	0	0	0							
8139/42 Water & Electric	13,688		10,440		13,900	13,522	13,900	14,178	14,462	14,751	14,751							
8149 Fiscal Agent Fees (9)					8,000	7,654	8,000	8,080	8,161	8,242	8,325							
8145 Taxes, Payroll and Other (5)	10,757		86,455		48,000	50,127	48,000	48,000	48,000	48,000	48,000							
8145 Additional Payment for Property Taxes (11)					151,193	151,193	710	717	724	724	724							
8177 Program Expenditures	42,199		31,352		40,359	40,359	710	717	724	724	724							
<b>Services And Supplies</b>	132,218		196,791		399,289	376,908	158,447	143,194	143,852	144,516	144,897							

City of Pasadena

Fund Appropriations Report

FY2012 Preliminary End of Year

Five Year Projection - Revenue & Expenses

Fund 217 South Lake Parking Fund		774212															
Other Expenses	FY 2010	FY 2011		FY 2012		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		Actual	Actual	Revised	Preliminary End of Year	Adopted	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
8643 CAP Allocation Expense (13)	0	0	0	0	0	15,870	16,029	16,189	16,351	16,514	16,675	16,837	16,999	17,161	17,323	17,485	17,647
8605 Janitorial Maintenance (NBM)	20,265	20,265	19,555	18,879	19,555	19,946	20,345	20,734	21,123	21,512	21,901	22,290	22,679	23,068	23,457	23,846	24,235
8600 Other Internal Services	2,944	6,532	18,569	20,283	4,556	4,601	4,647	4,693	4,740	4,787	4,834	4,881	4,928	4,975	5,022	5,069	5,116
<b>Total Internal Services</b>	<b>23,209</b>	<b>26,797</b>	<b>38,124</b>	<b>39,163</b>	<b>39,981</b>	<b>40,576</b>	<b>41,181</b>	<b>41,786</b>	<b>42,391</b>	<b>42,996</b>	<b>43,601</b>	<b>44,206</b>	<b>44,811</b>	<b>45,416</b>	<b>46,021</b>	<b>46,626</b>	<b>47,231</b>
8703 Transfer to CIP Streets & Streetscapes Phase I (8)	202,649	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8705 Transfers to GF for Coin Collections	0	11,064	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Non-Operating Expenses</b>	<b>228,802</b>	<b>344,393</b>	<b>38,124</b>	<b>39,163</b>	<b>39,981</b>	<b>40,576</b>	<b>41,181</b>	<b>41,786</b>	<b>42,391</b>	<b>42,996</b>	<b>43,601</b>	<b>44,206</b>	<b>44,811</b>	<b>45,416</b>	<b>46,021</b>	<b>46,626</b>	<b>47,231</b>
<b>Total Operating Expenses</b>	<b>475,551</b>	<b>669,615</b>	<b>561,898</b>	<b>524,376</b>	<b>370,593</b>	<b>357,656</b>	<b>360,659</b>	<b>363,491</b>	<b>366,061</b>	<b>368,631</b>	<b>371,201</b>	<b>373,771</b>	<b>376,341</b>	<b>378,911</b>	<b>381,481</b>	<b>384,051</b>	<b>386,621</b>
<b>Other Charges</b>																	
<b>Capital Improvement Projects</b> (9) (7)																	
South Lake Parking Dist Improv. - 75017	0	15,000	15,000	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Preventive Lot Maintenance - 75014	8,525	35,000	35,000	0	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
<b>Total CIP Expenses</b>	<b>8,525</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Expenses</b>	<b>475,551</b>	<b>669,615</b>	<b>611,898</b>	<b>524,376</b>	<b>420,593</b>	<b>357,656</b>	<b>360,659</b>	<b>363,491</b>	<b>366,061</b>	<b>368,631</b>	<b>371,201</b>	<b>373,771</b>	<b>376,341</b>	<b>378,911</b>	<b>381,481</b>	<b>384,051</b>	<b>386,621</b>
<b>Net Income</b>																	
<b>Non-Income Statement Budget Items/Adjustments:</b>																	
Total Adjustments	138,277	(370,724)	(241,048)	(212,571)	(133,056)	(67,879)	(68,611)	(69,141)	(69,671)	(70,201)	(70,731)	(71,261)	(71,791)	(72,321)	(72,851)	(73,381)	(73,911)
<b>Ending Amount Available for Appropriations</b>	<b>525,695</b>	<b>154,970</b>	<b>(129,054)</b>	<b>(100,577)</b>	<b>(233,633)</b>	<b>(301,512)</b>	<b>(370,123)</b>	<b>(439,264)</b>	<b>(508,641)</b>	<b>(578,018)</b>	<b>(647,395)</b>	<b>(716,772)</b>	<b>(786,149)</b>	<b>(855,526)</b>	<b>(924,903)</b>	<b>(994,280)</b>	<b>(1,063,657)</b>

(1) Revenue Account 6956 "South Lake Monthly Parking Permits" Represents the current monthly permit parking rate. The current rate is \$75.

(2) Revenue Account 6978 "South Lake Parking Space Rental" Represents the fees per parking space to be collected due to a deficit number of parking spaces needed to meet the Zoning Code requirements at the time the 1977 South Lake Avenue Parking Place District inventory was completed. The \$40 per parking space rate is static.

(3) Revenue Account 6031 "South Lake Parking & Business Improvement Tax" Collected annually for the number of parking spaces needed to meet the Zoning code at the time the business went into operation. The rate is static.

(4) In FY 2009, a transfer of \$400,000 was approved by the Commission for Phase I of CIP Project for Streetscapes on South Lake Avenue. Transfer to Capital Project is shown in account 8703 in FY 2009. In FY 2009, as part of the easements forming the Shoppers Lane Parking Lots, the City is obligated to pay for any and all taxes on the property, which include assessments to property taxes. The Publicly-owned property is assessed at \$10,285 while the remaining \$26,445 is on the privately owned parcels controlled by the City through the easements, hence the total assessment of \$36,731. A payment of \$36,731 was for FY 2008 property taxes for South Lake Business Improvement District and \$36,731 for FY 2009.

(5) In FY 2012, \$35,000 was appropriated to CIP 75014 Preventive Lot Maintenance.

(6) In FY 2012, \$15,000 was appropriated to CIP 75017 South Lake Parking Dist Improvement.

(7) In FY2010, at the Feb 23, 2010 regular meeting, the SLPPC approved a transfer of \$300,000 to CIP #73706 "South Lake Streetscapes Improvements." An additional \$100,000 will be transferred from Fund 232 South Lake Parking Meter Ops. In FY 2010, the total transfer to CIP# 73706 is \$400,000.

(8) Starting in FY2012 the bank merchant fees are allocated to account 8149 Fiscal Agent/Bank Fees

(9) \$50,000 Request for appropriation for South Lake Avenue Business Improvement District for streetscape maintenance. The additional amount was added to the FY2012 Budget through a Clean Up report.

(10) In FY2012, \$151,193 was requested from the unreserved South Lake Avenue Business Improvement District to Account 8145-217-774212 for a payment of the property tax for a parcel located at 175 S. Lake Avenue, Suite 200. This payment covers the period of July 1, 2011 to June 30, 2012; and delinquent property taxes in the amount of \$128,482.

(11) In FY 2013, CAP Allocation expense is captured in Account 8643 based on the Fee study for provided City Services

**City of Pasadena**  
**Fund Appropriation Report**  
**FY2012 Preliminary End of Year**

Fund 232 South Lake Parking Meter Ops		Five Year Projection - Revenue & Expenses																				
		FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2012 Preliminary End of Year	FY 2013 Adopted	FY 2014 Proposed	FY 2015 Proposed	FY 2016 Proposed	FY 2017 Proposed												
Report:	774313																					
Beginning Cash Balance (1001)		17,316	112,381	222,612	222,612	222,612	222,612	165,000	168,300	171,666	175,099	178,601										
Restricted Cash and Investments		114	214	455	455	455	455	600	600	600	600	600										
Current Assets (other than above accs.)		(12,584)	(12,584)	(76,561)	(76,561)	(76,561)	(76,561)	1,000	1,000	1,000	1,000	1,000										
Current Liabilities																						
Less Designated for CIP																						
Less: Accumulated Change in Fair Value		326		99	99	99	99	0	0	0	0	0										
<b>Beginning Amount Available for Appropriations (1)</b>		<b>5,171</b>	<b>112,811</b>	<b>146,704</b>	<b>146,704</b>	<b>233,797</b>	<b>318,004</b>	<b>404,417</b>	<b>493,087</b>	<b>584,476</b>												
<b>Revenues</b>																						
7502 Metered Parking South Lake		192,448	186,560	186,000	156,584	165,000	168,300	171,666	175,099	178,601												
6926/6933 Investment Earnings/Gain/Loss on Pooled Investment		969	2,770	1,600	2,470	600	600	600	600	600												
6991 Parking Meter Valet Charges		1,248	1,152	1,000	1,152	1,000	1,000	1,000	1,000	1,000												
7966 Bank Merchant Fees (5)		(12,388)	(13,238)	0	0	0	0	0	0	0												
<b>Total Revenues</b>		<b>182,277</b>	<b>177,244</b>	<b>188,600</b>	<b>160,206</b>	<b>166,600</b>	<b>169,900</b>	<b>173,266</b>	<b>176,699</b>	<b>180,201</b>												
<b>Expenses</b>																						
8101 Services and Supplies		7,221	7,160	5,000	9,540	5,100	5,202	5,306	5,001	5,001												
8107 Materials and Supplies		0	1,700	0	0	0	0	0	0	0												
8109 Equipment Purchased (Meter Parts)			2,004	7,400	5,523	7,548	7,699	7,853	8,010	8,170												
8114 Misc. Contract Services		7,556	2,004	22,000	12,776	22,220	22,442	22,667	22,893	23,122												
8149 Fiscal Agent/Bank Fees & Charges (3)		0	0	14,000	11,640	14,280	14,566	14,857	15,154	15,457												
8177 Abatements to Finance (5)		32,270	32,488	32,916	32,916	33,245	33,578	33,913	34,253	34,595												
<b>Total Services and Supplies</b>		<b>47,027</b>	<b>43,351</b>	<b>81,316</b>	<b>72,595</b>	<b>82,593</b>	<b>83,486</b>	<b>84,596</b>	<b>85,311</b>	<b>86,346</b>												
8718 Other Charges		0	0	0	0	0	0	0	0	0												
Transfer to Plaza Las Fuentes (1)		0	0	0	0	0	0	0	0	0												
8703 Transfer to CIP Project for Streetscapes (2)		0	100,000	0	0	0	0	0	0	0												
<b>Total Other Charges</b>		<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>												
<b>Internal Services</b>																						
8600 Internal Services Charge		0	0	0	718	0	0	0	0	0												
<b>Total Internal Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>718</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>												
<b>Total Expenses</b>		<b>47,027</b>	<b>143,351</b>	<b>81,316</b>	<b>73,113</b>	<b>82,593</b>	<b>83,486</b>	<b>84,596</b>	<b>85,311</b>	<b>86,346</b>												
<b>Net Income</b>		<b>135,250</b>	<b>33,893</b>	<b>107,284</b>	<b>87,093</b>	<b>84,207</b>	<b>86,414</b>	<b>88,670</b>	<b>91,388</b>	<b>93,856</b>												

Fund Appropriation Reports are working documents of DOT used to identify trends in revenues and expenditures for funds administered by DOT. Information presented on these worksheets is not an official financial record of the City of Pasadena.

City of Pasadena  
Fund Appropriation Report  
FY2012 Preliminary End of Year

Five Year Projection - Revenue & Expenses

Fund 232 South Lake Parking Meter Ops		FY 2010	FY 2011	FY 2012	FY 2012	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Report:	774313	Actual	Actual	Adopted	Preliminary End of Year	Adopted	Proposed	Proposed	Proposed	Proposed	Proposed
Non-Income Statement Budget Items/ Adjustments:											
Total Adjustments		(27,610)									
<b>Ending Amount Available for Appropriations</b>		112,811	146,704	253,988	233,797	318,004	404,417	493,087	584,476	678,332	

**Notes:**

- (1) Loan repayment to Plaza Las Fuentes. In FY 2010 the fund will begin payments to Plaza Las Fuentes in the amount of \$27,500 for a period of 2 years.
- (2) At the Feb 23, 2010 regular meeting, the SLPPC approved a transfer of \$100,000 from Fund 232 (South Lake Parking Meter Ops) to CIP# 73706 "South Lake Streetscapes Improvements." The transfer is shown in account 8703 in FY 2011.
- (3) Beginning FY12 - Bank Merchant fees will be reflected as an expense and charged against account 8149