

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

DATE: July 25, 2013

TO: South Lake Avenue Parking Place Commission

FROM: Frederick C. Dock, Director of Transportation

RE: Item VI-A: South Lake Avenue Parking Place Commission, Fund 217
and South Lake Parking Meter Ops, Fund 232
FY 2013 YTD through May 31, 2013

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 FY2013 actual revenue and expenses through May 31, 2013 and a five-year outlook through FY2018.

**FY2013 YTD Analysis through May 31, 2013
South Lake Parking Fund (217) – Shopper's Lane**

- Revenues: Based on preliminary year to date data, revenues are expected to exceed the budget by 23% mainly due to an increase in the sale of monthly parking permits and an upturn in South Lake Transient Parking in the District.
- Expenses: Expenses are projected to end the year 12% lower than budget. This is due to lower personnel costs and contract services.
- Outlook: Revenues have increased and expenses have managed to stay below budget on most line items and the fund appears to be on course to exceed budget projections. The close out of the CIPs and their combined balances of \$308,475, which were previously reserved, have been returned to fund balance and made it whole. The fund is projected to end the year with available monies for appropriations.

South Lake Parking Meter Ops Fund (232) – On Street Meters

- Revenues: Based on preliminary data, revenues are projected to end approximately 5% above budget, due mainly to increase in metered parking in the South Lake District.
- Expenses: As part of the Amendments to the Fiscal Year 2013 Operating Budget, at the Finance Committee meeting on June 10, 2013, \$24,507 was appropriated from the unreserved South Lake Parking Meter Operations fund balance to the following accounts:
 - \$7,000 to account 8149-232-774313 for higher than anticipated parking meter customer credit usage fees.
 - \$11,679 to account 8505-232-774313 for the payment for the Mobile License Plate Reading System.
 - \$5,828 to account 8631-232-774313 for internal service charges related to DoIT program management basic services which were inadvertently excluded from the FY2103 budget.

With these additional increases to the budget, expenditures have remained on track on most line items and the fund is projected to end the year 5% below budget.

- Outlook: Overall, with the increase in revenue and expenditures on track, the fund is projected to end the year on target with an ending amount available for appropriations of \$320,046.

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

Prepared by:



Gloria Flores
Management Analyst

Approved by:



Frederick C. Dock
Director of Transportation

City of Pasadena - SHOPPER'S LANE FY 2013 South Lake Parking Meter Fund (217) Five Year Projection - Revenue & Expenses	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2013 Actuals Thru 5/31/13	FY 2013 Estimated Actuals	FY 2014 Proposed	FY 2015 Proposed	FY 2016 Proposed	FY 2017 Proposed	FY 2018 Proposed
Beginning Cash Balance (1001)	751,099	375,041	172,322		172,322					
Restricted Cash and Investments										
Current Assets (other than above accts.)	3,317	20,970	8,743		8,743					
Current Liabilities	(1,556)	(6,743)	(11,900)		(11,900)					
Less: Restricted Cash and Investments										
Less: Designated for CIP	(208,475)	(258,475)	(308,475)		(308,475)					
Less: Other Fund Reserves										
Less: Accumulated Change in Fair Value	(18,692)	(18,692)	(18,158)		(18,158)					
Beginning Amount Available for Appropriations	525,694	111,994	(157,468)		(157,468)	136,196	176,580	217,655	259,671	302,650

Revenues											
6031	So Lk Parkn & Business Impr Tx ⁽¹⁾	13,459	10,927	15,000	9,881	10,779	15,000	15,000	15,000	15,000	15,000
6926	Investment Earnings	4,512	2,341	5,937	1,971	2,150	1,770	1,770	1,770	1,770	1,770
6933	Gain/Loss on Pooled Investment	107	(641)	0	(275)	(300)	0	0	0	0	0
6956	So Lk Monthly Parking Permits ⁽²⁾	222,449	195,022	140,000	195,011	212,739	187,000	188,870	190,759	192,666	192,666
6978	SLP - Space Rental ⁽³⁾	63,840	63,840	84,600	58,520	63,840	84,600	85,446	85,446	85,446	85,446
7023	Miscellaneous Revenue	0	723	0	242	264	0	0	0	0	0
7506	South Lake Transient Parking	0	43,357	42,000	60,006	65,461	55,000	55,000	56,100	57,222	57,222
7966	Bank Merchant Fees	(5,478)	0	0	0	0	0	0	0	0	0
Total Revenues		298,889	315,569	287,537	325,356	354,934	343,370	346,086	349,075	352,104	352,104

Direct Services											
Personnel	FTE	1.30	1.30	1.88	1.88	1.88	1.15	1.15	1.15	1.15	1.15
8005	Personnel	128,432	108,307	172,165	141,990	156,772	102,998	104,028	105,068	106,119	107,180
8101/8107	Materials and Supplies	10,798	13,134	4,066	778	849	4,275	4,318	4,361	4,405	4,449
8109	Equipment Purchase (Meter Parts)	0	6,944	15,900	7,879	8,596	15,900	16,059	16,220	16,382	16,546
8114	Other Contract Services										
	Landscape Maintenance	17,600	15,520	17,626	16,200	17,673	17,600	17,600	17,600	17,600	17,600
	Duncan (Autotrax Meter Software)	13,761	11,010	20,000	13,618	14,856	20,000	20,000	20,000	20,000	20,000
	Contract Services (Contingency)	9,174	6,140	12,800	438	478	14,794	14,794	14,794	14,794	14,794
	Parking Space Rental (Wahoo's)	1,620	1,620	2,200	0	0	0	0	0	0	0
8114	Additional Funding for SLBA ⁽⁴⁾	0	50,000	0	0	0	0	0	0	0	0
8139/42	Water & Electric	10,440	13,525	13,900	19,075	20,809	13,900	14,039	14,179	14,321	14,464
8145	Taxes, Payroll and Other (Property Taxes and PBID)	86,455	61,424	48,000	63,932	63,932	48,000	48,000	48,000	48,000	48,000
8145	Additional Payment for Property Taxes ⁽⁵⁾	0	151,193	0	0	0	0	0	0	0	0
8149	Fiscal Agent Fees ⁽⁶⁾	0	7,655	8,000	18,292	19,955	10,000	10,100	10,201	10,303	10,406
8177	Program Expenditures (Coin Collection)	31,352	40,359	710	651	710	710	717	724	732	732
Total Direct Services		309,631	486,831	315,367	282,853	304,629	248,177	249,655	251,147	252,655	254,170

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 - SHOPPER'S LANE FY 2013 South Lake Parking Meter Fund (217) Five Year Projection - Revenue & Expenses		FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2013 Actuals Thru 5/31/13	FY 2013 Estimated Actuals	FY 2014 Proposed	FY 2015 Proposed	FY 2016 Proposed	FY 2017 Proposed	FY 2018 Proposed
Indirect Costs											
DOT Allocation											
8105	Lease Payments (Copier)	1,170	916	958	1,089	1,188	859	868	876	885	894
8106	Rent Expense (Office Space)	14,421	8,760	14,078	14,647	15,979	12,409	12,533	12,658	12,785	12,913
8600	Other Internal Services	5,933	20,283	4,556	5,686	6,203	5,783	5,841	5,899	5,958	6,018
8605	Janitorial Maintenance (NBM)	20,265	18,880	19,555	23,721	25,878	19,555	19,751	19,948	20,148	20,349
8643	CAP Allocation Expense (Citywide Overhead) ⁽⁷⁾	0	0	15,870	14,547	15,869	16,203	16,365	16,529	16,694	16,861
Total Indirect Costs		41,789	48,839	55,017	59,689	65,115	54,809	55,357	55,911	56,470	57,034
Total Direct & Indirect Service Expense		351,419	535,672	370,384	342,542	369,745	302,986	305,012	307,058	309,125	311,205
Non-Operating Expenses											
8703	Transfer to CIP Streets & Streets Phase I ⁽⁸⁾	300,000	0	0	0	0	0	0	0	0	0
8705	Transfers to GF for Coin Collections	11,064	0	0	0	0	0	0	0	0	0
Subtotal		311,064	0	0	0	0	0	0	0	0	0
Capital Improvement Projects ⁽⁹⁾											
	South Lake Parking Dist Improv. - 75017	0	0	15,000	0	0	0	0	0	0	0
	Preventive Lot Maintenance - 75014	0	0	35,000	0	0	0	0	0	0	0
Total CIP Expenses		0	0	50,000	0	0	0	0	0	0	0
Total Expenses		662,483	535,672	420,384	342,542	369,745	302,986	305,012	307,058	309,125	311,205
Net Income		(363,594)	(220,103)	(132,847)	(17,186)	(14,812)	40,384	41,074	42,017	42,980	40,900
Non-Income Statement Budget Items/Adjustments:											
	Change in Restricted Cash with Fiscal Agent										
	Change in Designated for CIP Reserve ⁽⁹⁾	(50,000)	(50,000)			308,475					
	Change in Fair Value of Investments	(107)	641								
	Other Changes in Balance Sheet Accounts		0								
Total Adjustments		(50,107)	(49,359)			308,475					
Ending Amount Available for Appropriations		111,992	(157,469)	(290,315)	(17,186)	136,196	176,580	217,655	259,671	302,650	343,550

Notes : FY 2011 - FY2013

- (1) Revenue Account 6031 "South Lake Parking & Business Improvement Tax" Collected annually for the Business Improvement Tax. Invoices sent to the business owners. These funds are utilized for South Lake parking lot maintenance. The rate is \$20.50 per parking space based on the number of parking spaces needed to meet the Zoning code at the time the business went into operation. The rate is static.
- (2) Revenue Account 6956 "South Lake Monthly Parking Permits" Represents the current monthly permit parking rate. The current rate is \$75.
- (3) 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.
- (4) In FY 2012, \$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.
- (5) In FY2012, \$151,193 was used 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.
- (6) Starting in FY2012 the bank merchant fees are allocated to account 8149 Fiscal Agent/Bank Fees
- (7) In FY 2013, CAP Allocation expense is captured in Account 8643 based on the Fee study for provided City Services
- (8) In FY2011, 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.
- (9) In FY 2013, CIP# 75014 Preventive Lot Maintenance and CIP# 75017 South Lake Parking Dist Improvement were closed. In March, 2013 the unspent balance of both CIPs \$308,475 was returned to the Unreserved South Lake Fund Balance.

City of Pasadena - ON STREET METERS										
FY 2013 South Lake Parking Meter Ops (232)										
Five Year Projection - Revenue & Expenses										
	FY 2011	FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Revised	Actuals thru	Estimated	Recommended	Proposed	Proposed	Proposed	Proposed
				05/31/13	Actuals					
774313										
Beginning Cash Balance (1001)	112,381	222,612	310,411		310,411					
Restricted Cash and Investments										
Current Assets (other than above accts.)	214	455	973		973					
Current Liabilities	(12,584)	(19)	(600)		(600)					
Less Restricted Cash Invest										
Less: Designated for CIP		(76,561)	(76,561)		(76,561)					
Less: Other Fund Reserves										
Less: Accumulated Change in Fair Value		99	586		586					
Beginning Amount Available for Appropriations⁽¹⁾	112,811	146,587	234,810		234,809	320,046	370,430	421,384	472,849	524,829

Revenues										
6926/6933	Investment Earnings/Gain/Loss on Pooled Invest	2,770	3,118	3,782	3,163	3,451	3,105	3,105	3,105	3,105
6991	Parking Meter Valet Charges	1,152	1,152	1,000	1,056	1,152	1,000	1,000	1,000	1,000
7023	Miscellaneous Revenue			0	59	64	0	0	0	0
7502	Metered Parking South Lake	186,560	156,584	165,000	159,119	173,584	150,000	151,500	153,015	154,545
7966	Bank Merchant Fees	(13,238)	0	0	0	0	0	0	0	0
	Total Revenues	177,244	160,854	169,782	163,397	178,251	154,105	155,605	157,120	158,650

Direct Services

Personnel										
	FTE	0.00	0.00	0.20	0.20	0.20	0.45	0.45	0.45	0.45
8005	Personnel	0	0	15,764	16,024	14,410	45,760	46,218	46,680	47,147
8101	Materials and Supplies	7,160	9,540	4,200	533	581	4,265	4,200	4,200	4,200
8109	Equipment Purchased (Meter Parts)	0	5,523	7,400	5,894	6,430	7,400	7,474	7,549	7,624
8114	Duncan (Autotrax Meter Software)	2,004	12,779	14,000	13,700	14,945	14,000	14,140	14,281	14,424
8114	Contract Services (Contingency)	0	0	5,234	0	0	7,324	7,397	7,471	7,546
8149	Fiscal Agent/Bank Fees & Charges ⁽¹⁾	0	11,640	21,000	20,053	21,877	14,000	14,140	14,281	14,424
8177	Abatements to Finance (Coin Collection)	32,488	32,916	3,474	3,184	3,473	3,474	3,509	3,544	3,579
	Total Direct Services	41,651	72,398	71,072	59,389	61,716	96,223	97,078	98,006	98,944

Indirect Costs

DOT Allocation										
8105	Lease Payments (Copier)	0	0	227	264	288	91	92	93	94
8106	Rent Expense (Office Space)	0	0	3,274	3,425	3,736	1,320	1,333	1,347	1,360
8107	Equipment Lease Payments	1,700	0	0	0	0	0	0	0	0

City of Pasadena - ON STREET METERS FY 2013 South Lake Parking Meter Ops (232) Five Year Projection - Revenue & Expenses		FY 2011 Actual	FY 2012 Actual	FY 2013 Revised	FY 2013 Actuals thru 05/31/13	FY 2013 Estimated Actuals	FY 2014 Recommended	FY 2015 Proposed	FY 2016 Proposed	FY 2017 Proposed	FY 2018 Proposed
774313											
8600	Internal Services Charge ⁽²⁾	0	720	4,171	9,708	10,591	981	991	1,001	1,011	1,021
8643	CAP Allocation (Citywide Overhead)	0	0	5,001	4,584	5,001	5,106	5,157	5,209	5,261	5,313
Total Indirect Costs		1,700	720	12,673	17,981	19,618	7,498	7,573	7,649	7,725	7,802

Other Charges											
8505	License Plate Recognition ⁽³⁾	0	0	11,680	0	11,680	0	0	0	0	0
8705	Transfer to GF for Coin Collections	0	0	0	0	0	0	0	0	0	0
8703	Transfer to CIP Project for Streetscapes ⁽⁴⁾	23,439	0	76,561	76,561	76,561	0	0	0	0	0
Total Other Charges		23,439	0	88,241	76,561	88,241	0	0	0	0	0

Total Expenses		66,790	73,118	171,987	153,931	169,575	103,721	104,651	105,655	106,670	107,694
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Net Income		110,454	87,737	(2,205)	9,463	8,676	50,384	50,954	51,465	51,981	52,501
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Non-Income Statement Budget Items/ Adjustments:											
	Use of Restricted Cash with Fiscal Agent										
	Use of CIP Reserve										
	Change in Designated for CIP	(76,561)				76,561					
	Change in Fair Value of Investments	(117)	487								
	Other Changes in Balance Sheet Accounts										
	Adjustment for repayment to Plaza Las Fuentes ⁽¹⁾										
Total Adjustments		(76,678)	487			76,561					

Ending Amount Available for Appropriations		146,587	234,810	232,605	9,466	320,046	370,430	421,384	472,849	524,829	577,330
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Notes:

- (1) As part of Amendments to Fiscal Year 2013 Operating Budget an additional appropriation of \$7,000 was needed to support higher than anticipated Parking Meter Customer Credit usage fees in Account 8149. Bank Merchant fees are reflected as an expense and charged against account 8149.
- (2) As part of Amendments to Fiscal Year 2013 Operating Budget an additional appropriation of \$5828 was needed to support internal service charges related to DoIT program management basic services which was inadvertently excluded from FY2013 Budget by DoIT.
- (3) As part of Amendments to Fiscal Year 2013 Operating Budget an additional appropriation of \$11,680 was added to account 8505 Automotive Equipment for payment for the Mobile License Plate Reading System.
- (4) At the February 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 FY2011 and was completed in FY2013.