

REPORT

To the Honorable Mayor and City Council
From the City Manager

June 1, 2009

SUBJECT

Parking Fund programs – Informational update

RECOMMENDATION

No action – information only at this time.

BACKGROUND

During the February 23 and March 9, 2009 Council Study Sessions for the Fiscal Year 2009-2010 budget, Council members requested additional information pertaining to how Parking Fund resources are budgeted and expended.

The Parking Fund pays for parking-related expenditures incurred by Finance, Police, Public Works Services (PWS), and Community Development Services (CDS). The recommended Parking Fund budget for FY 2009-2010 is \$2,049,658. Of this amount, 50% is budgeted for City employee costs, 42% for supplies and services (including contracted parking management), and 8% for internal services.

The total Parking Fund budget and expenditures are distributed across five programs. Amounts and percentages shown below reflect the recommended FY 2009-2010 budget:

- Revenue Services (Finance): \$68,763. 3% of Parking Fund budget.

Pays for the costs of collecting payments (currency and credit card transactions) from the parking meters, the cost to reconcile the credit card payments received by the digital meters, and all other financial and accounting activities undertaken in connection with the Parking Fund. This program also pays for miscellaneous supplies, such as the deposit bags used to send the money to the bank, deposit slips, and miscellaneous office supplies.

City employee costs: 0.50 Parking Meter Collector, 0.09 Senior Accountant, 0.04 Finance Director, and 0.02 Account Clerk II.

- Debt Service (Finance): \$42,250. 2% of Parking Fund budget.

Funds interest payments on the \$1.3 million loan made to the Parking Fund by the capital projects fund when the Marshall Street Garage was constructed in 1993.

- Administrative Support Services (Finance): \$2,055. <1% of Parking Fund budget.

Pays for the Parking Fund's share of the annual financial audit.

- **Police Patrol Services: \$690,373. 34% of Parking Fund budget.**
Provides for police personnel assigned to the downtown area, who are responsible for crime prevention, public safety, traffic control, parking enforcement, and the security of all users and users of the public right-of-way.

City employee costs: 3.00 Police Officers, 3,000 hours of protective services (part-time Parking Enforcement Officers), and 1,000 hours of Police Officer overtime.

- **Street System Maintenance (PWS): \$391,109. 19% of Parking Fund budget.** Pays for maintenance of the parking meters (digital and mechanical), ongoing supplies and services costs such as energy (lighting) for the parking facilities, parking meter supplies and materials, and contract services beyond the scope of services provided by the parking management company (Ampco).

City employee costs: 1.00 Public Works Maintenance Worker II, 0.50 Lead Public Works Maintenance Worker, 0.20 Public Works Supervisor, and 0.20 Public Works Superintendent.

- **Parking Facility Operations (CDS): \$855,108. 42% of Parking Fund budget.**

Pays for the operation and maintenance of the downtown parking facilities and equipment, including the parking lots and garages, and digital parking meters. This program includes expenditures for contracted parking management (Ampco) for the Jefferson Garage, Marshall Garage, and Middlefield Lot; digital meter (Digital Payment Technologies) operation, user fees, EMS (Enterprise Management System) fees, warranty, and supplies/repairs not covered by warranty; parking flyers and information including maps, brochures, meter labels, and signs; and other parking-related costs. Ampco expenditures include parking attendant payroll costs, signage, insurance, repairs and maintenance, supplies (e.g. parking entry tickets), cleaning and janitorial services, management and accounting fees, maintenance of the pay-on-foot stations, and other related costs. Ampco expenditures are projected to account for 55% of the Parking Facility Operations program in FY 2009-2010.

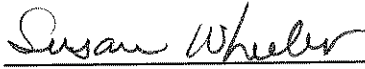
City employee costs: 0.30 Management Analyst II

ALTERNATIVES

N/A

FISCAL IMPACT

No fiscal impact will occur as a result of this report. The City Manager's recommended budget (due to Council in early June) will describe fiscal impacts in the context of the City's overall budget.



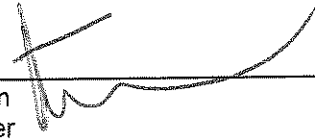
Susan Wheeler
Management Analyst II



Peter Vorametsanti, P.E., Acting Manager
Engineering and Construction



Chu Chang, P.E.
Community Development Services Director



Peter Ingram
City Manager

ATTACHMENTS

None

RELATED DOCUMENTS IN CITY CLERK'S OFFICE

None