

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

**DATE:** March 17, 2011  
**TO:** Old Pasadena Parking Meter Zone Advisory Commission  
**FROM:** Frederick C. Dock, Director of Transportation  
**RE:** **Item VIII-A: Old Pasadena Parking Meter Fund  
FY 2011 Actual Data through January 31, 2011**

**RECOMMENDATION:**  
Information only.

**BACKGROUND:**

Attached is the updated fund appropriations report for the Old Pasadena Parking Meter Fund 213 entitled, *FY 2011 Year to date Actual Data through January 31, 2011*. The report includes FY2010 year end actuals and FY2011 adopted budget and total revenue and expenses through January 31, 2011 and a five-year outlook through FY2016.

**FY 2011, Actual Data through January 31, 2011**


- Revenues: Based on actual data through January 31, 2011, the total revenues are currently 3% below adopted budget. This is mainly due to metered parking revenues (Acct. 6963) which are 5% below target.
- Expenses: The total operating expenses through January 31, 2011 are 13% below the adopted budget.

The city cost abatement fees (Acct. 8163) are currently 12% above target. The Finance Department is working on a glitch in their system and has informed us they will stop charging against this account once we reach the annual budgeted amount.

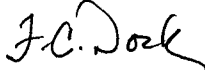
- Outlook: For now, the outlook for FY 2011 is encouraging and the fund is projected to end the year with \$313,990 available for appropriations.

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

Prepared by:

  
for Anne Vilagut  
Management Analyst

Approved by:

  
Frederick C. Dock  
Director of Transportation

City of Pasadena  
Fund Appropriation Report  
FY 2011 YTD Actual Through January 31, 2011.  
Five Year Projection - Revenue & Expenses

Fund 213 Old Pasadena Parking Meter Fund		FY 2009	FY 2010	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
774310		Actual	Revised	Actuals thru 6/30/10	Actuals	Adopted	Actuals thru 1/31/11	Estimated Actuals	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Cash Balance (1001)</b>		303,253	749,959		749,959	739,481		739,481					
Restricted Cash and Investments													
Current Assets (other than above accs.)		30,008	41,244		41,244	15,498		15,498					
Current Liabilities		(9,196)	8,799		8,799	(2,103)		(2,103)					
Less: Restricted Cash and Investments													
Less: Designated for CIP		(111,028)	96,411		96,411	(115,522)		(115,522)					
Less: Other Fund Reserves													
Less: Accumulated Change in Fair Value		(12,346)	(17,337)		(17,337)	(17,337)		(17,337)					
<b>Beginning Amount Available for Appropriations</b>		48,594	511,874		511,874	495,812		495,812	313,990	240,258	175,041	159,387	199,099
<b>Revenues</b>													
6963	Metered Parking Old Pasadena (1)	1,499,975	1,402,000	1,365,127	1,365,127	1,370,000	731,571	1,254,122	1,383,700	1,397,537	1,411,512	1,425,627	1,454,140
6991	Parking Meter-Valet Charges	118,469	103,000	74,537	74,537	80,000	87,035	149,203	107,000	108,070	109,151	110,242	111,345
6926/33	Investment Earnings	19,723	10,000	12,127	12,127	10,000	6,737	11,549	10,000	10,000	10,000	10,000	10,000
6933	Gain/Loss on Pooled Investment	4,992	0	2,914	2,914	0	(2,775)	(4,757)	0	0	0	0	0
7023	Miscellaneous Revenue (2)	58,869	10,000	44,271	44,271	10,000	5,902	10,118	10,100	10,201	10,303	10,406	10,510
7966	Merchant Bank Fees (1)			(37,269)	(37,269)	0	(18,727)	(32,103)	(37,269)	(37,269)	(37,269)	(37,269)	(37,269)
<b>Total Revenues</b>		1,702,028	1,525,000	1,461,707	1,461,707	1,470,000	809,743	1,388,131	1,473,531	1,488,539	1,503,697	1,519,007	1,548,726
<b>Expenses</b>													
Personnel		90,107	123,740	99,023	99,023	125,718	78,027	135,5247	125,718	126,975	129,245	129,527	130,823
<b>Services and Supplies</b>													
8101	Materials and Supplies	6,782	9,160	9,770	9,770	9,160	1,745	2,991	9,160	9,160	9,160	9,160	9,160
8106	Rent Expense	8,788	9,140	9,140	9,140	9,506	9,140	9,506	9,886	10,282	10,693	11,121	11,566
8107	Equipment Lease Payments (6)	29,461	29,462	29,462	29,462	29,462	17,355	29,462	29,462	29,462	29,462	29,462	29,462
8109	Parking Meter Repair & Maintenance	16,731	15,000	4,184	4,184	15,000	2,051	15,000	15,000	15,000	15,000	15,000	15,000
8109	Parking Meter Replacement	0	15,000	1,729	1,729	15,000	4,083	15,000	15,000	15,000	15,000	15,000	15,000
<b>Other Contract Services</b>													
8114	Misc. Contract Services (3)	11,996	22,750	18,433	18,433	22,750	7,478	12,820	22,750	22,750	22,750	22,750	22,750
	Tree Grate Maintenance	0	10,000	0	0	10,000	0	10,000	10,000	10,000	10,000	10,000	10,000
	Old Pasadena Management District	425,796	425,796	425,796	425,796	425,796	215,871	425,796	425,796	425,796	425,796	425,796	425,796
8118	Temp Litigation	162	0	501	501	0	0	0	0	0	0	0	0
8163	City Cost Abatement												
	Lighting Services	26,580	28,359	28,359	28,359	28,923	28,923	28,923	28,923	29,212	29,504	29,799	30,097
	Security in Old Pasadena	334,768	355,425	355,425	355,425	355,425	240,577	355,425	355,425	358,979	362,569	366,195	369,857
	City Abateements	9,610	8,409	8,409	8,409	8,581	8,581	8,581	8,581	8,667	8,753	8,841	8,929
	Finance Cash Handling	64,088	59,826	59,826	59,826	61,022	40,950	61,022	61,022	61,632	62,249	62,871	63,500
<b>Services and Supplies</b>		934,562	988,327	951,034	951,034	990,625	576,575	974,525	991,005	998,940	1,000,936	1,005,995	1,011,117

City of Pasadena  
Fund Appropriation Report  
FY 2011 YTD Actual Through January 31, 2011  
Five Year Projection - Revenue & Expenses

Fund 213 Old Pasadena Parking Meter Fund												
	FY 2009	FY 2010	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Revised	Actuals thru 6/30/10	Actuals	Adopted	Actuals thru 1/31/11	Estimated Actuals	Proposed	Proposed	Proposed	Proposed	Proposed
774310												
Internal Service Charges	2,713	4,135	1,804	1,804	4,134	2,290	3,925	4,175	4,217	4,259	4,302	4,345
Internal Services												
<b>Total Operating Expenses</b>	<b>1,027,833</b>	<b>1,116,202</b>	<b>1,051,861</b>	<b>1,051,861</b>	<b>1,120,477</b>	<b>657,072</b>	<b>1,113,698</b>	<b>1,120,899</b>	<b>1,127,132</b>	<b>1,133,441</b>	<b>1,159,824</b>	<b>1,146,284</b>
Other Expenses												
8722 Transfers To Debt Service Fund (ends 2019) (4) (9)	166,747	415,017	415,017	415,017	415,022	50,392	415,190	415,190	415,338	374,511	327,958	327,958
8705 Transfers To General Fund for Arts funding (5)	0	0	0	0	0	0	0	0	0	0	0	0
8705 Transfers Municipal Svs - for Coin Collections (10)	0	0	0	0	11,064	6,454	11,064	11,175	11,286	11,399	11,513	11,628
<b>Debt Service Total</b>	<b>166,747</b>	<b>415,017</b>	<b>415,017</b>	<b>415,017</b>	<b>426,086</b>	<b>\$6,846</b>	<b>426,254</b>	<b>426,365</b>	<b>426,624</b>	<b>385,910</b>	<b>339,471</b>	<b>339,585</b>
<b>Capital Improvement Projects</b>												
Old Pasadena Traffic Mitigation - 75814 (7)	44,585	30,000	10,890	10,890	30,000	0	30,000	0	0	0	0	0
Tree Grate Improvements in Old Pasadena -73851 (8)	32	10,000	0	0	0	0	0	0	0	0	0	0
<b>Total CIP Appropriations &amp; Expenses</b>	<b>44,617</b>	<b>40,000</b>	<b>10,890</b>	<b>10,890</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>1,238,748</b>	<b>1,571,219</b>	<b>1,477,768</b>	<b>1,477,769</b>	<b>1,576,563</b>	<b>713,918</b>	<b>1,569,953</b>	<b>1,547,263</b>	<b>1,553,756</b>	<b>1,519,350</b>	<b>1,479,295</b>	<b>1,485,871</b>
<b>Net Income</b>	<b>463,280</b>	<b>(46,219)</b>	<b>(16,061)</b>	<b>(16,062)</b>	<b>(106,563)</b>	<b>95,825</b>	<b>(181,822)</b>	<b>(73,732)</b>	<b>(65,217)</b>	<b>(15,633)</b>	<b>39,712</b>	<b>62,855</b>
<b>Ending Amount Available for Appropriation</b>	<b>511,874</b>	<b>465,655</b>	<b>495,812</b>	<b>389,219</b>	<b>313,990</b>	<b>240,258</b>	<b>175,041</b>	<b>159,387</b>	<b>199,099</b>	<b>261,954</b>		

- Notes
- In FY2007, effective 7/1/06 meter rates are \$1.25/hr in the core area and \$.75/hr in the outlying areas.
  - Miscellaneous revenues include lost meter revenues from Filming and/or Construction permits.
  - This line item includes other miscellaneous contract expenses for the year.
  - The debt service was refunded in April 2004 to a variable rate mode resulting in lower estimated annual payments. Actual payments may vary, and the maturity date has been extended from 2016 to 2019. The final payment on the 1996 COP (Multi-Purpose Projects) in the amount of \$206,203.44 (principal and interest) was paid in full in FY2006. The interest on 2004 Series A & B Variable COP's is variable and is paid/calculated weekly.
  - Transfer to General Fund for Arts Funding starting with mid year FY2006 and for the next two years per Council's action approved on 7/22/02. \$11,000 in FY2006; \$12,000 in FY 2007 and FY 2008 for a total of \$35,000 from Old Pasadena Parking Meter Fund.
  - 2006 Equipment Lease Financing- An amount of \$228,000 to be used in the purchase of 32 multi-space meters. Lease payments include Principal and Interest began in Oct-07. Payment for FY2011 is \$29,462 under account 8107 "Equipment Lease Payments."
  - In FY 2011, \$30,000 was appropriated to CIP #75814 Old Pasadena Traffic Mitigation. As of 6/30/10, the remaining balance for CIP # 75814 is \$115,522. In FY2011, \$30,000 was appropriated for this project.
  - CIP#73851 Tree Grate Improvements in Old Pasadena; the tree grates throughout the District will be replaced. \$50,000 was appropriated in FY 2009. As of 6/30/10, the remaining balance for this project is \$50,000.
  - As of FY 2009, Fund 213 has two debt payments: 1) 1993 Certificate of Participation (Unrefunded Portion) and 2) 2008B Certificate of Participation Refunding 2004A and 2004 B. 2008B Refunding COP's - refunded 2004 A & B on May, 2008.
  - In FY 2010, Per agenda Report, Payment from Transportation to Finance, Municipal Services, for Coin collections in the amount of \$10,847 to be shared by the Meter Funds. This expense is reported in acct 8163-Abatements. In FY 2011, payment for Coin Collections will be \$11,064 and will be recorded as a transfer to Municipal Services shown in acct 8705.
  - Starting in March 2010, the bank merchant fees are allocated to the individual parking meters based on meters' prior month revenues. This fee is recorded in account 7966 Bank Merchant Fees.