

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

**DATE:** October 18, 2012

**TO:** Old Pasadena Parking Meter Zone Advisory Commission

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

**RE:** **Item VIII-B: Old Pasadena Parking Meter Fund  
FY2012 Preliminary Year End and  
FY2013 YTD Actuals through August 31, 2012**

**RECOMMENDATION:**  
Information only.

**BACKGROUND:**

Attached is the updated fund appropriations report for the Old Pasadena Parking Meter Fund 213 entitled, *FY 2013 Year to Date Actual Data through August 31, 2012*. The report includes FY 2012 Preliminary Year End and FY 2013 Revenue and Expenses through August 31, 2012 as well as a five-year outlook through FY 2018.

**FY2012 Preliminary Year End Report**

- Revenues: Based on preliminary year end data, revenues ended 3% below budget. This was mainly due to metered parking revenue coming in slightly below target. However, the budgeted expectation for miscellaneous revenues was overstated by an amount equivalent to 2% of the overall revenue budget. Miscellaneous revenue (which consists of filming and/or construction permits) came in at a higher level than in FY2011, but it did not reach the overstated budgeted amount.
- Expenses: Total operating expenses, including debt service payment and capital expenses ended 1% below budget. This was mainly due to lower expenses in most line items and improved cost efficiencies in meter repairs.
- Outlook: Currently, the fund is projected to end FY 2012 on track with \$487,797 available for appropriations.

**FY2013 YTD through August 31, 2012**

- Revenues: Thus far, we have only received two months of revenue data, which makes it difficult to predict how revenues will end in FY 2013. However, by comparison revenues for the months July and August 2012 (\$239,683) are lower than the months of


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of July and August 2011 (\$267,078). We suspect lower total revenue for this year is due to a lag in recording receipts for the month of August and anticipate that revenues will meet or exceed their targeted levels. Nevertheless, we will continue to closely monitor income throughout the year.

- Expenses: Overall, total operating expenditures for July and August are low, as not all expenses were processed for these months. However, expenditures will be higher due to the purchase of 25 Cale Multi-space Parking Meters in the amount of \$233,750 for the district. This additional expense causes the fund to be projected to end the year with a negative net income. This condition was not unexpected and was incorporated into the FY 2013 Budget for the fund.
- Outlook: There are only two months of revenue and expenses to analyze. We will be able to better forecast the ending fund balance during the 2<sup>nd</sup> quarter. Even with the additional expenditure for the meters the fund is projected to end the year with \$183,688 available for appropriations.


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

Prepared by:

  
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*FOR ANNE  
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Approved by:

  
Frederick C. Dock  
Director of Transportation

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 record of the City of Pasadena

| City of Pasadena<br>FY 2013 Old Pasadena Parking Meter Fund (213)<br>Five Year Projection - Revenue & Expenses |   | FY 2011<br>Actual | FY 2012<br>Adopted | FY 2012<br>Preliminary<br>Year End | FY 2013<br>Adopted | FY 2013<br>Actuals thru<br>8/31/12 | FY 2013<br>Estimated<br>Actuals | FY 2014<br>Proposed | FY 2015<br>Proposed | FY 2016<br>Proposed | FY 2017<br>Proposed | FY 2018<br>Proposed |
|--|---|-------------------|--------------------|------------------------------------|--------------------|------------------------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Cash Balance (1001)  |   | 740,862           | 759,482            | 759,482                            | 612,311            | 612,311                            | 612,311                         | 183,888             | 250,881             | 366,161             | 491,803             | 627,312             |
| Restricted Cash and Investments  |   | 16,205            | 11,259             | 11,259                             | 10,823             | 10,823                             | 10,823                          |                     |                     |                     |                     |                     |
| Current Assets (other than above accts.)   |   | (2,103)           | (112,428)          | (112,428)                          | (2,622)            | (2,622)                            | (2,622)                         |                     |                     |                     |                     |                     |
| Current Liabilities  |   | 0                 | 0                  | 0                                  | 0                  | 0                                  | 0                               |                     |                     |                     |                     |                     |
| Less: Restricted Cash and Investments  |   | (115,280)         | (145,280)          | (145,280)                          | (113,915)          | (113,915)                          | (113,915)                       |                     |                     |                     |                     |                     |
| Less: Designated for CIP   |   |                   |                    |                                    |                    |                                    |                                 |                     |                     |                     |                     |                     |
| Less: Other Fund Reserves  |   | (20,744)          | (20,004)           | (20,004)                           | (18,780)           | (18,780)                           | (18,780)                        |                     |                     |                     |                     |                     |
| Less: Accumulated Changes in Fair Value  |   | 618,940           | 493,029            | 493,029                            | 487,797            | 487,797                            | 487,797                         | 183,888             | 250,881             | 366,161             | 491,803             | 627,312             |
| Beginning Amount Available for Appropriations  |   | 1,302,804         | 1,420,000          | 1,397,470                          | 1,400,000          | 142,481                            | 1,363,056                       | 1,414,000           | 1,428,140           | 1,442,421           | 1,456,846           | 1,471,414           |
| Revenues   |   |                   |                    |                                    |                    |                                    |                                 |                     |                     |                     |                     |                     |
| 6963   | Metered Parking Old Pasadena                    | 153,473           | 107,000            | 107,628                            | 107,000            | 8,959                              | 107,000                         | 107,000             | 108,070             | 109,151             | 110,242             | 111,345             |
| 6926/63  | Investment Earnings                             | 3,128             | 11,000             | 8,679                              | 9,491              | 0                                  | 9,491                           | 9,491               | 11,000              | 11,000              | 11,000              | 11,000              |
| 6933   | Gain/Loss on Pooled Investment                  | (969)             | 0                  | (969)                              | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| 7023   | Miscellaneous Revenue                           | 7,388             | 40,000             | 10,484                             | 4,000              | 2,098                              | 21,228                          | 4,000               | 4,000               | 4,000               | 4,000               | 4,000               |
| 7078   | Proceeds of Capital Lease                       | 0                 | 0                  | 0                                  | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| 7966   | Merchant Bank Fees                              | 0                 | 0                  | 0                                  | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| Total Revenues   |   | 1,465,824         | 1,578,000          | 1,523,309                          | 1,520,491          | 153,528                            | 1,500,775                       | 1,534,491           | 1,551,270           | 1,566,572           | 1,582,088           | 1,597,759           |
| Personnel  |   | 138,998           | 129,719            | 128,716                            | 123,612            | 7,659                              | 112,477                         | 124,848             | 126,097             | 127,358             | 128,631             | 129,917             |
| Services & Supplies  |   | 10,880            | 7,273              | 6,050                              | 6,754              | 71                                 | 5,000                           | 6,754               | 6,754               | 6,754               | 6,754               | 6,754               |
| 8106   | Rent Expense                                    | 10,782            | 9,045              | 7,400                              | 13,620             | 667                                | 13,620                          | 13,692              | 14,170              | 14,454              | 14,743              | 15,038              |
| 8107   | Equipment Lease Payments                        | 33,959            | 29,500             | 28,462                             | 29,500             | 0                                  | 29,500                          | 0                   | 0                   | 0                   | 0                   | 0                   |
| 8109   | Parking Meter Repair & Maintenance              | 2,071             | 15,000             | 18,910                             | 15,000             | 0                                  | 15,000                          | 15,000              | 15,000              | 15,000              | 15,000              | 15,000              |
| 8109   | Parking Meter Replacement                       | 8,718             | 6,160              | 1,129                              | 6,160              | 0                                  | 6,160                           | 6,160               | 6,160               | 6,160               | 6,160               | 6,160               |
| 8114 Other Contract Services   |   | 15,459            | 23,900             | 12,464                             | 26,340             | 0                                  | 26,340                          | 26,340              | 26,340              | 26,340              | 26,340              | 26,340              |
|  | Misc. Contract Services                         | 0                 | 10,000             | 0                                  | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
|  | Tree Grate Maintenance                          | 425,796           | 425,796            | 425,796                            | 425,796            | 0                                  | 425,796                         | 425,796             | 425,796             | 425,796             | 425,796             | 425,796             |
| 8115   | Old Pasadena Management District                | 0                 | 0                  | 0                                  | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| 8149   | Consultant Services                             | 0                 | 0                  | 0                                  | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| 8149   | Fiscal Agent/Bank Fees & Charges                | 37,269            | 37,269             | 52,724                             | 37,296             | 5,524                              | 44,186                          | 37,669              | 38,046              | 38,046              | 38,046              | 38,046              |
| 8177 Program Expenditures  |   | 28,924            | 28,923             | 28,923                             | 29,923             | 0                                  | 29,923                          | 30,222              | 30,524              | 30,830              | 31,138              | 31,449              |
|  | St.Lights/Traffic PW                            | 355,425           | 325,425            | 325,425                            | 325,425            | 0                                  | 325,425                         | 328,679             | 331,966             | 335,286             | 338,639             | 342,025             |
|  | PD Footbeat Services                            | 8,582             | 8,581              | 8,581                              | 8,581              | 0                                  | 8,581                           | 0                   | 0                   | 0                   | 0                   | 0                   |
|  | City Abate/abts                                 | 61,022            | 72,086             | 72,083                             | 37,775             | 0                                  | 37,775                          | 38,153              | 38,534              | 38,920              | 39,309              | 39,702              |
|  | Apartment for Meter Collection services         | 961,619           | 988,958            | 988,947                            | 993,589            | 6,262                              | 958,735                         | 928,666             | 942,731             | 946,424             | 950,754             | 955,149             |
| Total Services and Supplies  |   | 1,104,831         | 1,149,430          | 1,139,551                          | 1,084,201          | 14,109                             | 1,078,212                       | 1,080,584           | 1,075,368           | 1,080,994           | 1,086,679           | 1,092,424           |
| Internal Service Charges   |   | 4,214             | 20,753             | 21,888                             | 7,000              | 188                                | 7,000                           | 7,070               | 7,141               | 7,212               | 7,284               | 7,357               |
| 8600   | Internal Services                               |                   |                    |                                    | 32,083             |                                    | 32,083                          | 32,404              | 32,404              | 32,404              | 32,404              | 32,404              |
| 8643   | CAP Allocation Expense (B)                      |                   |                    |                                    | 39,083             |                                    | 39,083                          |                     |                     |                     |                     |                     |
| Total Internal Services  |   |                   |                    |                                    | 39,083             |                                    | 39,083                          |                     |                     |                     |                     |                     |
| Total Operating Expenses   |   | 1,104,831         | 1,149,430          | 1,139,551                          | 1,084,201          | 14,109                             | 1,078,212                       | 1,080,584           | 1,075,368           | 1,080,994           | 1,086,679           | 1,092,424           |
| Other Expenses   |   |                   |                    |                                    | 233,750            |                                    | 233,750                         | 374,511             | 327,958             | 327,533             | 327,495             | 327,495             |
| 8505   | Equipment - Calm Meters (U)                     |                   |                    |                                    | 0                  |                                    | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| 8722   | Transfers to Debt Service Fund (ends 2019) (U)  | 415,022           | 415,189            | 415,189                            | 415,338            | 0                                  | 415,338                         | 374,511             | 327,958             | 327,533             | 327,495             | 327,495             |
| 8705   | Transfers Municipal Svcs - for Coin Collections | 11,064            | 0                  | 0                                  | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| Total Other Expenses   |   | 426,086           | 415,189            | 415,189                            | 849,088            | 0                                  | 649,088                         | 374,511             | 327,958             | 327,533             | 327,495             | 327,495             |
| Capital Improvement Projects   |   | 0                 | 0                  | 6,364                              | 0                  | 0                                  | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |
| 75814  | Old Pasadena Traffic Mitigation (U)             |                   |                    |                                    | 0                  |                                    | 0                               | 0                   | 0                   | 0                   | 0                   | 0                   |

| City of Pasadena                                      |                  |                  |                      |                  |                      |                   |                  |                  |                  |                  |                  |
|---|------------------|------------------|----------------------|------------------|----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| FY 2013 Old Pasadena Parking Meter Fund (213)         |                  |                  |                      |                  |                      |                   |                  |                  |                  |                  |                  |
| Five Year Projection - Revenue & Expenses             |                  |                  |                      |                  |                      |                   |                  |                  |                  |                  |                  |
|   | FY 2011          | FY 2012          | FY 2012              | FY 2013          | FY 2013              | FY 2013           | FY 2014          | FY 2015          | FY 2016          | FY 2017          | FY 2018          |
|   | Actual           | Adopted          | Preliminary Year End | Adopted          | Actuals thru 8/31/12 | Estimated Actuals | Proposed         | Proposed         | Proposed         | Proposed         | Proposed         |
| 75905   | 0                | 0                | 0                    | 0                | 0                    | 0                 | 0                | 0                | 0                | 0                | 0                |
| 75047   | 30,000           | 0                | 0                    | 45,500           | 0                    | 45,500            | 0                | 0                | 0                | 0                | 0                |
|   | 0                | 0                | 6,364                | 45,500           | 0                    | 45,500            | 0                | 0                | 0                | 0                | 0                |
|   | 30,000           | 0                | 6,364                | 45,500           | 0                    | 45,500            | 0                | 0                | 0                | 0                | 0                |
|   |                  |                  |                      |                  |                      |                   |                  |                  |                  |                  |                  |
| <b>Total Expenses</b>                                 | <b>1,560,918</b> | <b>1,564,619</b> | <b>1,561,105</b>     | <b>1,733,289</b> | <b>14,109</b>        | <b>1,804,884</b>  | <b>1,467,498</b> | <b>1,435,730</b> | <b>1,440,931</b> | <b>1,446,578</b> | <b>1,452,323</b> |
| <b>Net Income</b>                                     | <b>(95,094)</b>  | <b>(3,387)</b>   | <b>(3,780)</b>       | <b>(212,799)</b> | <b>139,419</b>       | <b>(304,109)</b>  | <b>66,993</b>    | <b>175,280</b>   | <b>125,641</b>   | <b>135,510</b>   | <b>125,436</b>   |
| <b>Non-Income Statement Budget Items/Adjustments:</b> |                  |                  |                      |                  |                      |                   |                  |                  |                  |                  |                  |
| Change in Restricted Cash with Fiscal Agent           |                  |                  |                      |                  |                      |                   |                  |                  |                  |                  |                  |
| Change in Designated for CIP Reserve                  | (30,000)         |                  | 31,365               |                  |                      |                   |                  |                  |                  |                  |                  |
| Change in Fair Value of Investments                   | -                |                  | 1,203                |                  |                      |                   |                  |                  |                  |                  |                  |
| Other Changes in Balance Sheet Accounts               |                  |                  | 32,568               |                  |                      |                   |                  |                  |                  |                  |                  |
| Total Adjustments                                     | (30,000)         |                  | 32,568               |                  |                      |                   |                  |                  |                  |                  |                  |
| <b>Ending Amount Available for Appropriation:</b>     | <b>523,846</b>   | <b>506,410</b>   | <b>487,797</b>       | <b>274,999</b>   |                      | <b>183,688</b>    | <b>250,681</b>   | <b>366,161</b>   | <b>491,803</b>   | <b>627,312</b>   | <b>772,748</b>   |

- (1) CIP # 75814 has been closed as part of the City's revamping of the CIP Program.
- (2) CIP # 75905 Old Pasadena Traffic Improvement 2011-2015 was opened to replace CIP# 75814. Funds from this project will be used for "Way Finding" work. In FY 13, \$25,500 will be unappropriated and applied to CIP # 75047.
- (3) CIP # 75047 Pedestrian Safety Enhancements at Signalized Intersections. In FY2013, the total appropriation is \$45,500 and will be used toward the local match the Highway Safety Grant this project received
- (4) As of FY 2008, 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.
- (5) Starting in FY2012, the bank merchant fees are allocated to account 8149 based on the last month's meter revenue.
- (6) Starting in FY2012, Account 8163 is no longer used. Per Finance, Account 8177 Program Expenditures will be utilized to track City Abatements. In FY2013 the fees for abatements were reduced as listed in the fund sheet
- (7) On September 10, 2012 the issuance of a Purchase Order to Cale America was approved by City Council. We reorganized and appropriated \$233,750 from the Old Pasadena Parking Meter Fund to account #8505-213-774310 for the purchase of 25 multi-space parking meters to be placed in the Old Pasadena Parking Meter District.