

MEMORANDUM - CITY OF PASADENA
DEPARTMENT of TRANSPORTATION

DATE: July 18, 2013
TO: Old Pasadena Parking Meter Zone Advisory Commission
FROM: Frederick C. Dock, Director of Transportation
RE: **Item VI-A: Old Pasadena Parking Meter Fund**
FY2013 YTD Actual Data through May 31, 2013

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 May 31, 2013*. The report includes FY2013 revenue and expenses through May 31, 2013, as well as a five-year outlook through FY2018.

FY2013 YTD through May 31, 2013


- **Revenues:** Based on actual data through May 31, 2013, revenues are projected to end the year approximately 1% above budget. This slight increase is due to miscellaneous revenue which consists of meter and street usage fees collected for filming, special events, moving vehicle parking permits and construction vehicle parking permits.
- **Expenses:** Overall, all items have remained on track with the exception of the fiscal agent bank fees which have increased as a result of increased credit card usage. As previously stated, the purchase of 25 Cale multi-space parking meters will cause the fund to end the year with a negative net income however this condition was incorporated into the FY2013 Budget.
- **Outlook:** Revenues and expenses have managed to stay on track for most budget line items. Despite the additional expenditure for the meters; the fund is projected to end the year with \$204,488 available for appropriation.

Staff will be available to discuss the fund appropriations report 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 Old Pasadena Parking Meter Fund (213) Five Year Projection - Revenue & Expenses 774310		FY 2011	FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
		Actuals	Actuals	Revised	Actuals thru 5/31/13	Estimated Actuals	Adopted	Proposed	Proposed	Proposed	Proposed
Beginning Cash Balance (1001)		740,862	759,482	612,311		612,311					
Restricted Cash and Investments											
Current Assets (other than above accts.)		16,205	11,259	10,823		10,823					
Current Liabilities		(2,103)	(112,428)	(2,622)		(2,622)					
Less: Restricted Cash and Investments		0									
Less: Designated for CIP		(115,280)	(145,280)	(113,915)		(113,915)					
Less: Other Fund Reserves											
Less: Accumulated Change in Fair Value		(20,744)	(20,004)	(18,780)		(18,780)					
Beginning Amount Available for Appropriations		618,940	493,029	487,797		487,797	204,488	216,476	343,132	479,020	623,839
Revenues											
6963	Metered Parking Old Pasadena	1,302,804	1,397,470	1,400,000	1,283,844	1,400,557	1,420,000	1,434,200	1,448,542	1,463,027	1,477,658
6991	Parking Meter-Valet Charges	153,473	107,628	107,000	98,659	107,628	107,000	107,000	107,000	107,000	107,000
6926/33	Investment Earnings	3,128	8,679	9,491	7,660	8,356	6,150	6,150	6,150	6,150	6,150
6933	Gain/Loss on Pooled Investment	(969)	(956)	0	(526)	(574)	0	0	0	0	0
7023	Miscellaneous Revenue	7,388	10,484	4,000	23,093	25,192	15,000	15,000	15,000	15,000	15,000
7966	Merchant Bank Fees	0	0	0	0	0	0	0	0	0	0
Total Revenues		1,465,824	1,523,305	1,520,491	1,412,729	1,541,160	1,548,150	1,562,350	1,576,692	1,591,177	1,605,808
Personnel											
		1.50	1.50	1.38		1.38	1.38				
8005	Personnel	138,998	128,716	123,612	93,908	101,734	127,551	128,827	130,115	131,416	132,730
Services & Supplies											
8101	Materials and Supplies	10,880	6,050	6,754	3,175	3,464	6,441	6,441	6,441	6,441	6,441
8106	Rent Expense	10,782	7,400	13,620	14,016	14,116	9,109	9,291	9,477	9,667	9,860
8107	Equipment Lease Payments	33,959	29,462	29,500	29,462	29,462	29,462	0	0	0	0
8109	Parking Meter Repair & Maintenance	2,071	18,910	15,000	5,114	5,579	15,000	15,000	15,000	15,000	15,000
8109	Parking Meter Replacement	8,718	1,129	6,160	274	299	5,000	15,000	15,000	15,000	15,000
8109	CALE Meter Purchase ⁽¹⁾			233,750	200,927	233,750					
8114 Other Contract Services											
	Misc. Contract Services	15,459	12,464	26,340	10,651	11,619	26,340	26,340	26,340	26,340	26,340
	Tree Grate Maintenance	0	0	0	0	0	40,000	0	0	0	0
	Old Pasadena Management District	425,796	425,796	425,796	425,796	425,796	425,796	425,796	425,796	425,796	425,796
8115	Consultant Services	0	0	0	0	0	0	0	0	0	0
8149	Fiscal Agent/Bank Fees & Charges ⁽²⁾		52,724	37,296	65,245	71,176	42,093	42,514	42,514	42,514	42,514
8177 Program Expenditures											
	St Lights/Traff PW	28,924	28,923	29,923	27,335	29,820	28,924	29,213	29,505	29,800	30,098
	PD Footbeat Services	355,425	325,425	325,425	297,099	324,108	328,679	331,966	335,286	338,639	342,025
	City Abatements	8,582	8,581	0	0	0	0	0	0	0	0
	Abatement for Meter Collection services	61,022	72,083	37,775	35,012	38,195	37,775	38,153	38,534	38,920	39,309
Total Services and Supplies		961,619	988,947	1,187,339	1,114,107	1,187,385	994,619	939,714	943,893	948,116	952,383
Internal Service Charges											
8600	Internal Services	4,214	21,888	7,385	7,893	8,610	6,724	6,791	6,859	6,928	6,997
8643	CAP Allocation Expense ⁽³⁾			32,083	29,409	32,083	32,757	32,404	32,404	32,404	32,404
Total Internal Services		4,214	21,888	39,468	37,302	40,693	39,481	39,195	39,263	39,332	39,401
Total Operating Expenses		1,104,831	1,139,551	1,350,419	1,245,317	1,329,812	1,161,651	1,107,736	1,113,271	1,118,864	1,124,514

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 Old Pasadena Parking Meter Fund (213) 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
FY 13		Actuals	Actuals	Revised	Actuals thru 5/31/13	Estimated Actuals	Adopted	Proposed	Proposed	Proposed	Proposed
Other Expenses											
8722	Transfers To Debt Service Fund (ends 2019) ⁽⁴⁾	415,022	415,189	415,338	415,338	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
Total Other Expenses		426,086	415,189	415,338	415,338	415,338	374,511	327,958	327,533	327,495	327,495
Capital Improvement Projects											
75814	Old Pasadena Traffic Mitigation ⁽⁵⁾	0	6,364	0	3,771	3,771	0	0	0	0	0
75905	Old Pasadena Traffic Improv 2011-2015 ⁽⁶⁾	30,000	0	4,500	0	4,500	0	0	0	0	0
75047	Pedestrian Safety Enhancements at Sig ⁽⁷⁾	0	0	45,500	29,613	45,500	0	0	0	0	0
75050	Upgrade Traffic Signal Heads on One-Way Streets ⁽⁸⁾			10,000	6,569	10,000					
Total CIP Appropriations & Expenses		30,000	6,364	60,000	39,953	63,771	0	0	0	0	0
Total Expenses		1,560,918	1,561,105	1,825,758	1,700,608	1,808,922	1,536,162	1,435,694	1,440,804	1,446,359	1,452,009
Net Income		(95,094)	(37,800)	(305,267)	(287,879)	(267,762)	11,988	126,656	135,888	144,819	153,799
Non-Income Statement Budget Items/Adjustments:											
Change in Restricted Cash with Fiscal Agent											
Change in Designated for CIP Reserve											
		(30,000)	31,365			(15,547)					
Change in Fair Value of Investments											
		-	1,203			-					
Other Changes in Balance Sheet Accounts											
		-				-					
Total Adjustments		(30,000)	32,568			(15,547)					
Ending Amount Available for Appropriations		523,846	487,797	182,530	(287,879)	204,488	216,476	343,132	479,020	623,839	777,638

Notes

- (1) On September 10, 2012 the issuance of a Purchase Order to Cale America was approved by City Council. We recognized 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.
- (2) Account 8149 Fiscal Agent Bank Fees represents bank fees which are applied to credit card transactions. The increase of Credit card usage has increased and accordingly, so has this line item.
- (3) In FY2013, the CAP mechanism is utilized to allocate costs incurred in the General Fund and other funds that benefit from services provided by selected overhead departments and activities.
- (4) 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.
- (5) CIP # 75814 has been closed as part of the City's revamping of the CIP Program.
- (6) 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.
- (7) 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
- (8) CIP #75050 Upgrade Traffic Signal Heads on One-Way Streets provides for the upgrading of traffic signal heads at one-way street intersections in the City. Old Pasadena Parking Meter Fund has contributed \$10,000 for this project. In FY2013, traffic signal upgrades will be completed on Union and Green Streets from Arroyo Parkway to Pasadena Avenue and on Pasadena Avenue. As of May 31, 2013, \$6,569 has been spent. This project has contributions from other source funds.