

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

**DATE:** October 17, 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 Preliminary Year End Data and  
FY2014 Actuals through July 31, 2013**

**RECOMMENDATION:**

Information only.

**BACKGROUND:**

Attached is the updated fund appropriations report for the Old Pasadena Parking Meter Fund 213 entitled, *FY 2014 Year to Date Actual Data through July 31, 2013*. The report includes FY2013 preliminary year end revenue and expenses and FY2014 actuals through July 31, 2013, as well as a five-year outlook through FY2019.

**FY2013 Preliminary Year End**

- Revenues: Based on actual data through June 30, 2013, revenues ended the year approximately 1% above budget. This slight increase is due to miscellaneous revenue which is made up of meter and street usage fees collected for filming, special events, moving vehicle parking permits, and construction vehicle parking permits.
- Expenses: Overall, all items 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 caused 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 \$244,872 available for appropriation.

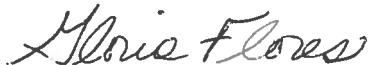
Item VI-A: Old Pasadena Parking Meter Fund  
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**FY2014 Actuals through July 31, 2013**

- Revenues: Based on actual data through July 31, 2013, revenues are projected to end 5% above budget however we only have one month of data. We will know more about this trend once we receive additional data.
- Expenses: Based on actual data through July 31, 2013, expenses are projected to end 2% below budget however we only have one month of data. We will know more about this trend once we receive additional data.
- Outlook: Based on actual data through July 31, 2013, we are expected to end the year with \$333,056 available for appropriations, however we only have one month of data. We will know more about this trend once we receive additional data.

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		FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
FY 14 Old Pasadena Parking Meter Fund (213)		Actuals	Revised	Preliminary End of Year	Adopted	Actuals thru 7/31/13	Estimated Actuals	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Five Year Projection - Revenue &amp; Expenses</b>													
<b>774310</b>													
Beginning Cash Balance (1001)		759,482	612,311	612,311	367,269		367,269						
Restricted Cash and Investments													
Current Assets (other than above accts.)		11,259	10,823	10,823	11,235		11,235						
Current Liabilities		(112,428)	(2,622)	(2,622)	(3,002)		(3,002)						
Less: Restricted Cash and Investments													
Less: Designated for CIP		(145,280)	(113,915)	(113,915)	(113,575)		(113,575)						
Less: Other Fund Reserves		(20,004)	(18,780)	(18,780)	(17,035)		(17,035)						
Less: Accumulated Change in Fair Value													
<b>Beginning Amount Available for Appropriations</b>		<b>493,029</b>	<b>487,797</b>	<b>487,797</b>	<b>244,872</b>		<b>244,872</b>		<b>333,056</b>	<b>459,714</b>	<b>595,603</b>	<b>740,423</b>	<b>894,222</b>
<b>Revenues</b>													
6963	Metered Parking Old Pasadena	1,397,470	1,400,000	1,389,366	1,420,000	125,627	1,507,524	1,434,200	1,448,542	1,463,027	1,477,658	1,492,434	
6991	Parking Meter-Valet Charges	107,628	107,000	107,628	107,000	8,969	107,628	107,000	107,000	107,000	107,000	107,000	
6926/93	Investment Earnings	8,679	9,491	8,004	6,150	0	0	6,150	6,150	6,150	6,150	6,150	
6933	Gain/Loss on Pooled Investment	(956)	0	(1,744)	0	0	0	0	0	0	0	0	
7023	Miscellaneous Revenue	10,484	4,000	23,591	15,000	857	10,304	15,000	15,000	15,000	15,000	15,000	
7966	Merchant Bank Fees	0	0	0	0	0	0	0	0	0	0	0	
<b>Total Revenues</b>		<b>1,523,305</b>	<b>1,520,491</b>	<b>1,526,845</b>	<b>1,548,150</b>	<b>135,453</b>	<b>1,625,456</b>	<b>1,562,350</b>	<b>1,576,692</b>	<b>1,591,177</b>	<b>1,605,808</b>	<b>1,620,584</b>	
<b>Personnel</b>		<b>1.50</b>	<b>1.38</b>	<b>1.38</b>	<b>1.38</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	
8005	Personnel	128,716	123,612	104,178	127,550	7,599	98,661	128,826	130,114	131,415	132,729	134,056	
<b>Services &amp; Supplies</b>													
8101	Materials and Supplies	6,050	6,754	3,315	6,441	0	6,441	6,441	6,441	6,441	6,441	6,441	
8106	Rent Expense	7,400	13,620	14,031	9,109	1,362	9,109	9,291	9,477	9,667	9,860	10,057	
8107	Equipment Lease Payments	29,462	29,500	29,462	29,462	0	29,462	0	0	0	0	0	
8109	Parking Meter Repair & Maintenance	18,910	15,000	6,861	15,000	0	15,000	15,000	15,000	15,000	15,000	15,000	
8109	Parking Meter Replacement	1,129	6,160	274	5,000	0	5,000	15,000	15,000	15,000	15,000	15,000	
8109	CALE Meter Purchase <sup>(1)</sup>	0	233,750	202,259	0	0	0	0	0	0	0	0	
<b>8114 Other Contract Services</b>													
	Misc. Contract Services	12,464	26,340	10,884	26,340	0	26,340	26,340	26,340	26,340	26,340	26,340	
	Tree Grate Maintenance	0	0	0	40,000	0	40,000	0	0	0	0	0	
	Old Pasadena Management District	425,796	425,796	425,796	425,796	136,250	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	0	
8149	Fiscal Agent/Bank Fees & Charges <sup>(2)</sup>	52,724	37,296	70,708	42,093	5,273	42,514	42,514	42,514	42,514	42,514	42,514	
8177	Program Expenditures												
	St Lights/Traffic PW	28,923	29,923	28,923	28,924	0	28,924	29,213	29,505	29,800	30,098	30,399	
	PD Footbeat Services	325,425	325,425	325,425	328,679	0	328,679	331,966	335,286	338,639	342,025	345,445	
	City Abatelements	8,581	0	0	0	0	0	0	0	0	0	0	
	Abatement for Meter Collection services	72,083	37,775	37,775	37,775	0	37,775	38,153	38,534	38,920	39,309	39,702	
<b>Total Services and Supplies</b>		<b>988,947</b>	<b>1,187,339</b>	<b>1,155,713</b>	<b>994,619</b>	<b>142,884</b>	<b>994,619</b>	<b>939,714</b>	<b>943,893</b>	<b>948,116</b>	<b>952,383</b>	<b>956,695</b>	
<b>Internal Service Charges</b>													
8600	Internal Services	21,888	7,385	8,702	6,724	236	6,724	6,724	6,859	6,928	6,997	7,067	
8643	CAP Allocation Expense <sup>(3)</sup>		32,083	32,083	32,757	2,730	32,757	32,404	32,404	32,404	32,404	32,404	
<b>Total Internal Services</b>		<b>21,888</b>	<b>39,468</b>	<b>40,785</b>	<b>39,481</b>	<b>2,966</b>	<b>39,481</b>	<b>39,195</b>	<b>39,263</b>	<b>39,332</b>	<b>39,401</b>	<b>39,471</b>	
<b>Total Operating Expenses</b>		<b>1,139,551</b>	<b>1,350,419</b>	<b>1,300,676</b>	<b>1,161,650</b>	<b>153,439</b>	<b>1,132,761</b>	<b>1,107,735</b>	<b>1,113,270</b>	<b>1,118,863</b>	<b>1,124,513</b>	<b>1,130,222</b>	

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																				
FY 14 Old Pasadena Parking Meter Fund (213)																				
Five Year Projection - Revenue & Expenses																				
Other Expenses																				
	FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019
	Actuals	Revised	Preliminary End of Year	Adopted	Actuals thru 7/31/13	Estimated Actuals	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
8722	Transfers To Debt Service Fund (ends 2019) <sup>(4)</sup>	415,189	415,338	374,511	0	374,511	327,958	327,533	327,495	327,495	327,495	327,495	327,495	327,495	327,495	327,495	327,495	327,495	327,495	327,610
8705	Transfers Municipal Svcs - for Coin Collections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Expenses</b>	<b>415,189</b>	<b>415,338</b>	<b>374,511</b>	<b>0</b>	<b>374,511</b>	<b>327,958</b>	<b>327,533</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,495</b>	<b>327,610</b>
<b>Capital Improvement Projects</b>																				
75814	Old Pasadena Traffic Mitigation <sup>(5)</sup>	6,364	0	3,771	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
75905	Old Pasadena Traffic Improv 2011-2015 <sup>(6)</sup>	0	4,500	16,353	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
75047	Pedestrian Safety Enhancements at Sig <sup>(7)</sup>	0	45,500	29,147	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
75050	Upgrade Traffic Signal Heads on One-Way Streets <sup>(8)</sup>	0	10,000	6,569	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total CIP Appropriations &amp; Expenses</b>	<b>6,364</b>	<b>60,000</b>	<b>55,840</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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenses</b>	<b>1,561,105</b>	<b>1,825,758</b>	<b>1,771,854</b>	<b>1,566,161</b>	<b>153,439</b>	<b>1,435,693</b>	<b>1,440,803</b>	<b>1,446,358</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,452,008</b>	<b>1,457,832</b>
	<b>Net Income</b>	<b>(37,800)</b>	<b>(305,267)</b>	<b>(245,009)</b>	<b>(18,011)</b>	<b>(17,986)</b>	<b>126,657</b>	<b>135,889</b>	<b>144,820</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>153,800</b>	<b>162,753</b>
<b>Non-income Statement Budget Items/Adjustments:</b>																				
	Change in Restricted Cash with Fiscal Agent																			
	Change in Designated for CIP Reserve	31,365		340																
	Change in Fair Value of Investments	1,203		1,745																
	Other Changes in Balance Sheet Accounts																			
	<b>Total Adjustments</b>	<b>32,568</b>		<b>2,085</b>																
	<b>Ending Amount Available for Appropriations</b>	<b>487,797</b>	<b>182,530</b>	<b>244,872</b>	<b>226,861</b>		<b>459,714</b>	<b>595,603</b>	<b>740,423</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>894,222</b>	<b>1,056,975</b>

**Notes**

- (1) 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.
- (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.
- (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 14, \$30,000 was appropriated to this project.
- (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 July 31, 2013, \$6,569 has been spent. This project has contributions from other source funds.