



**SOUTH LAKE PARKING PLACE COMMISSION
SPECIAL MEETING**

**DEPARTMENT OF TRANSPORTATION
221 E. Walnut St., Suite 210**

**Minutes of Special Meeting
April 22, 2021**

I. CALL TO ORDER

The meeting was called to order at 9:02am

II. ROLL CALL

Commissioners Present: James De Pietro, Tammy Silver and Darrell Done

Commissioners Absent: None

Staff Present: Jon Hamblen and Patrisia De La Torre

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

(Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Chair may limit this time if reasonable under the circumstances.)

IV. APPROVAL OF MINUTES

a. January 28, 2021 Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

V. NEW BUSINESS

a. 2020-2021 Commission and Committee Annual Reports

Commissioner De Pietro informed the Commission that the annual report should be presented at the May 27, 2021 meeting.

b. COVID-19 Impacts

FY21 Revenue is expected to be down \$10 million. Steps have been taken to reduce expenses. However, meter revenue is starting to trend upward.

VI. OLD BUSINESS**a. Property Tax Update**

No update due to the COVID-19 outbreak.

VII. INFORMATION ITEMS**a. Financials**

Based on actuals through March 31, 2021, FY 2021 revenues are estimated to end FY 2021 approximately 64% (\$319,000) below budget and 54% (\$205,000) less than FY 2020. In accordance with changes in restrictions to Safer at Home Orders, meter revenue shows a decrease in January and an increase in February and March as shown in the attached chart. Staff will continue to closely monitor revenue through June to end FY21. For forecasting purposes staff anticipates revenues will not return to pre-COVID levels in FY22. Based on recorded actuals through March 31, 2021, FY 2021 expenses are estimated to end FY 2021 approximately 18% (\$105,000) below budget. These savings are throughout expense line items; mainly due to credit card transaction fees, contract services which are based on operational needs, and property tax overpayment refund in the amount of \$17,965.62 for four parcels. Based on actuals to date, this fund is projected to end FY 2021 with a negative fund balance of -\$57,008 which includes the use of the \$180,000 set aside in reserves for Operations and Meter Replacement. If the fund balance becomes negative, other funding sources may be required to provide one-time support funding. The future of this fund is bleak in FY22 and FY23 as expenses, including property taxes, continue to increase and revenue continues to decrease due to the effects of COVID-19. A parking strategic plan will be completed this year that includes an analysis of options to address the structural deficit of this fund. Those options will be presented to the commission and City Council for consideration.

b. Meter Performance

Continues to make slight recovery.

c. Parking Enforcement

Currently steady while trying to avoid being overbearing.

FUND 232, SOUTH LAKE ON-STREET METERS**VIII. NEW BUSINESS****IX. OLD BUSINESS****X. INFORMATION ITEMS****a. Financials**

Based on actuals through March 31, 2021, FY 2021 revenues are estimated to end FY 2021 approximately 52% (\$147,000) below budget and 44% (\$105,000) less than FY 2020. Posted meter revenue has shown a gradual decrease in January, increase in February, and decrease in March as shown in the attached chart. After further analysis of the meter revenue, it was determined that parking

demand actually increased in March however the decrease in revenue shown is due to the timing in coin collection and posting of revenue for the smart meters. Staff will continue to closely monitor revenue through June to end FY21. For forecasting purposes staff anticipates revenues will not return to pre-COVID levels in FY22. Based on recorded actuals through March 31, 2021, FY 2021 expenses are estimated to end FY 2021 approximately 21% (\$45,000) below budget. These savings are throughout expense line items; mainly due to credit card transaction fees and contract services which are based on operational needs. This fund is estimated to end FY 2021 with a fund balance of \$723,062 which is made up of \$373,062 available for appropriations and \$350,000 set aside in reserves for Operations and Meter replacement. In FY 2022, this fund is programmed to appropriate \$577,500 to the Lake Avenue Gold Line Station Pedestrian Improvements project. Any additional expenses should be carefully considered.

b. Meter Performance

Continues to make slight recovery.

c. Parking Enforcement

Currently steady while trying to avoid being overbearing.

XI. COMMISSIONER COMMENTS

XII. CHAIR COMMENTS

XIII. OTHER REPORTS

XIV. ADJOURNMENT

Meeting adjourned at 9:52am.

The next meeting will be held on Thursday, May 27, 2021, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Patrisia De La Torre
Recording Secretary