



**SOUTH LAKE PARKING PLACE COMMISSION
REGULAR MEETING**

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

**Minutes of Regular Meeting
May 27, 2021**

I. CALL TO ORDER

The meeting was called to order at 9:06am

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. April 22, 2021 Special Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

V. NEW BUSINESS

a. 2020-2021 Commission and Committee Annual Reports

2020-2021 Commission and Committee Annual Reports were approved unanimously by the Commission with minor changes.

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.

c. Parking Strategic Plan

Julie Dixon and Kelie Dugdale from Dixon Resources Unlimited presented The Citywide Parking Strategic Plan and answered questions from the Commissioners.

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

No update due to the COVID-19 outbreak.

VII. INFORMATION ITEMS**a. Financials**

Based on actuals through April 30, 2021, FY 2021 revenues are estimated to end FY 2021 approximately 63% (\$314,000) below budget and 52% (\$200,000) 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 thru April 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 April 30, 2021, FY 2021 expenses are estimated to end FY 2021 approximately 17% (\$96,000) 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 -\$60,562 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 lingering effects of COVID-19 such as higher than usual tenant vacancies near Shopper's Lane. 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 April 30, 2021, FY 2021 revenues are estimated to end FY 2021 approximately 53% (\$148,000) below budget and 44% (\$106,000) less than FY 2020. Posted meter revenue has shown a gradual decrease in January, increase in February, decrease in March (due to the timing in coin collection and posting of revenue for the smart meters), and an increase in April. 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 April, 2021, FY 2021 expenses are estimated to end FY 2021 approximately 23% (\$48,000) 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 \$725,609 which is made up of \$375,609 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 10:46am.

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