



**SOUTH LAKE PARKING PLACE COMMISSION
SPECIAL MEETING**

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

**Minutes of Special Meeting
October 28, 2021**

I. CALL TO ORDER

The meeting was called to order at 9:04am

II. ROLL CALL

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

Commissioners Absent: None

Staff Present: Laura Rubio-Cornejo, Jon Hamblen, Alex Hernandez, Pam Thyret, Evan Johnson, Will Macdonald 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. May 27, 2021 Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

V. NEW BUSINESS

a. 2021-2022 Commission and Committee Annual Reports

Jon Hamblen presented the annual reports to the Commission. The Commission made minor updates and corrections.

b. COVID-19 Impacts

FY21 Revenue is expected to be down \$10 million for the Parking system City-wide. Steps have been taken to reduce expenses. However, meter revenue is starting to trend upward

c. Proposed Incremental Increase to Meter Rates

Jon Hamblen encouraged that this be postponed until the Strategic Plan recommendations are released. The Commission agreed that it would be prudent to wait.

d. Electronic Vehicle Charging Stations

Evan Johnson, City of Pasadena Water and Power, provided information about the new Arroyo Electric Vehicle Charging Depot and a proposed charging station at the Shopper's Lane Surface Lot.

e. Election of Officers for FY2021-2022

Chair Done was nominated Chair and Commissioner De Pietro was nominated Vice Chair. Motion passed unanimously.

f. Surface Lot Fund Update and Rate Recommendation

Jon Hamblen presented the Parking Garage and Surface Lot Fund Update and Rate Recommendation to the Commission.

VI. OLD BUSINESS

a. Property Tax Update

No update due to the COVID-19 outbreak.

VII. INFORMATION ITEMS

a. Financials

Based on actuals through September 30, 2021, meter revenues for the first quarter of FY 2022 is trending upward by 302% (\$35,400) compared to FY 2021. However, meter revenue for the first quarter still remains down -23% (-\$14,500) based on pre-COVID levels as shown in the attached chart. Overall revenue is trending 4% (-\$20,000) below budget mainly due to estimated monthly parking permits sales which have been declining since FY20. For forecasting purposes staff anticipates revenues will not return to pre-COVID levels in FY22. Based on actuals through September 30, 2021, meter revenues for the first quarter of FY 2022 is trending upward by 302% (\$35,400) compared to FY 2021. However, meter revenue for the first quarter still remains down -23% (-\$14,500) based on pre-COVID levels as shown in the attached chart. Overall revenue is trending 4% (-\$20,000) below budget mainly due to estimated monthly parking permits sales which have been declining since FY20. For forecasting purposes staff anticipates revenues will not return to pre-COVID levels in FY22. We continue to explore options for managing expenses to offset the negative fund balance. Based on actuals to date, this fund is projected to end FY 2022 with a negative fund balance of -\$160,199. Other funding sources may be required to provide one-time support funding. The future of this fund is bleak until revenue sources increase. A parking strategic plan has been completed 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 but still below pre-COVID levels.

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 September 30, 2021, meter revenue for the first quarter of FY 2022 is trending 86% (\$24,500) over FY 2021 meter revenue. However, meter revenue for the first quarter still remains -24% (-\$16,500) below pre-COVID levels as shown on the attached chart. Overall revenue is trending 14% (\$22,000) above budgeted revenue. For forecasting purposes staff anticipates revenues will not return to pre-COVID levels in FY22. Staff will continue to closely monitor revenue and update the fund sheet accordingly. We continue to explore options for managing expenses as revenues stabilize. Based on recorded actuals through September 30, 2021, Fiscal Agent fees (Credit Card Transaction fees) have increased due to an increase in meter transactions. We hope to offset the increase in Credit Card transaction fees with savings in other line items. Based on actual data through September 30, 2021, this fund is estimated to end FY 2022 with a fund balance of \$183,161 which is made up of \$58,161 available for appropriations and \$125,000 set aside in reserves for Operations and Meter replacement. In FY 2022, this fund appropriated \$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 11:00am.

The next meeting will be held on Thursday, November 18, 2021, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Patrisia De La Torre
Recording Secretary