



**SOUTH LAKE PARKING PLACE COMMISSION
REGULAR MEETING**

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

**Minutes of Regular Meeting
November 19, 2020**

I. CALL TO ORDER

The meeting was called to order at 9:01am

II. ROLL CALL

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

Commissioners Absent: None

Staff Present: Jon Hamblen, Duke Beacham, Patrisia de la Torre, Gloria Flores, Pam Thyret (left at 9:29am)

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. July 23, 2020 Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

V. NEW BUSINESS

a. Welcome New Commissioner

James De Pietro was welcomed to the group. He gave a brief bio and talked about his previous work as a commissioner on the Transportation Advisory Commission.

b. Election of New Chair

Appointment needed as Jennifer Higginbotham vacated this position. Commissioner De Pietro nominated Commissioner Done, and Commissioner Silver seconded. This appointment left the Vice Chair position vacant. Chair

Done nominated Commissioner Silver as the new Vice Chair, and Commissioner De Pietro seconded. Both motions passed.

c. 2020-2021 Commission and Committee Annual Reports

Jon Hamblen will send the report to Vice Chair Silver and Commissioner De Pietro for input.

d. COVID-19 Impacts

The City continues to experience significant financial impact. The outlook is uncertain as another tightening of restrictions appears inevitable.

VI. OLD BUSINESS

a. Property Tax Update

No update. Chris Matarese stated that the Assessor's Office does not currently have a hearing date.

b. Redesign Logistics

On hold during COVID-19 outbreak. The decision was made to remove this item from the agenda until there is recovery from COVID-19 impacts.

c. EV Parking and Charging Stations

No update as COVID-19 has delayed work.

VII. INFORMATION ITEMS

a. Financials

Based on actuals through October 31, 2020, FY 2021 revenues are estimated to end FY 2021 approximately 57% (\$283,500) below budget and 44% (\$170,000) less than FY 2020. Monthly permit sales are trending 68% (\$126,500) below budget most likely due to temporary business closures and employees working from home as a result of COVID-19. Transient revenue is also low and trending at only 38% of budgeted revenue. FY 2021 expenses are estimated to end FY 2021 approximately 16% (\$93,700) below budget. These savings are mainly due to anticipated saving in credit card transaction fees and lower than budgeted contract services which are based on operational needs. If revenues continue the existing trend and we are unable to further reduce expenses, this fund is projected to end FY 2021 with a negative fund balance of -\$32,432 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 remains bleak as expenses, including property taxes, continue to increase and revenue continues to decrease due to the effects of COVID-19.

b. Meter Performance

Continues to make slight recovery.

c. Parking Enforcement

Provided by City staff with some assistance by contract workers.

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

Based on actuals through October 31, 2020, FY 2021 revenues are estimated to end FY 2021 approximately 41% (\$115,500) below budget and 31% (\$73,500) less than FY 2020. FY 2021 expenses are estimated to end FY 2021 approximately 22% (\$47,000) below budget. These savings are mainly due to anticipated saving in credit card transaction fees and expenses in contract services which are based on operational needs. This fund is estimated to end FY 2021 with a fund balance of \$756,910 which is made up of \$406,910 available for appropriations and \$350,000 set aside in reserves for Operations and Meter replacement. In FY 2022, this fund is programmed to appropriate \$691,000 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

Provided by City staff with some assistance by contract workers.

XI. COMMISSIONER COMMENTS**XII. CHAIR COMMENTS****XIII. OTHER REPORTS**

Commission will discuss potential changes to meter rates and free parking in garages at next meeting.

XIV. ADJOURNMENT

Meeting adjourned at 10:10am.

The next meeting will be held on Thursday, January 28, 2021, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Duke Beacham
Recording Secretary