



**SOUTH LAKE PARKING PLACE COMMISSION  
REGULAR MEETING**

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

**Minutes of Regular Meeting  
January 28, 2021**

**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

**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. November 19, 2020 Meeting – *approved*

**FUND 217, SHOPPER'S LANE SURFACE LOTS**

**V. NEW BUSINESS**

**a. 2020-2021 Commission and Committee Annual Reports**

Item moved to next 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.

**c. Potential Changes to Rates and 90 Minutes Free**

Changes (such as a potential validation program) are being considered in an effort to help businesses in Shopper's Lane bring in more customers and to increase revenue once COVID-19 has subsided. The City is interested in feedback from businesses and hopes to have outreach completed by Fall 2021. Commissioners Done and Silver suggested keeping 60 minutes free (at least initially) if it is determined that the free parking needs to change.

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

No update due to the COVID-19 outbreak.

**b. EV Parking and Charging Stations**

No update as financial impact of COVID-19 has delayed work.

**VII. INFORMATION ITEMS****a. Financials**

Based on actuals through December 31, 2020, FY21 revenues are estimated to end FY21 approximately 66% (\$328,000) below budget and 56% (\$215,000) less than FY20. In accordance with changes in Safer at Home Order restrictions, meter revenue has shown a gradual decrease from October through December. For forecasting purposes, staff assumes revenues will not return to pre-COVID levels in FY22. Based on recorded actuals through December 31, 2020, FY21 expenses are estimated to end FY21 approximately 16% (\$91,000) below budget. These savings are due to anticipated savings in credit card transaction fees and lower than budgeted contract services which are based on operational needs. Based on actuals to date, this fund is projected to end FY21 with a negative fund balance of -\$79,834 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. We are hopeful that with the distribution of the COVID-19 vaccine, the spread of COVID will be contained, resulting in the lifting of restrictions and gradually increasing revenue. However, 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**

Currently steady while trying to avoid being overbearing.

**FUND 232, SOUTH LAKE ON-STREET METERS****VIII. NEW BUSINESS****a. Potential Changes to Meter Rates**

Changes are being considered in an effort to help businesses in Shopper's Lane bring in more customers and to increase revenue once COVID-19 has subsided.

**IX. OLD BUSINESS****X. INFORMATION ITEMS****a. Financials**

Based on actuals through December 31, 2020, FY21 revenues are estimated to end FY21 approximately 49% (\$138,000) below budget and 40% (\$96,000) less than FY20. In accordance with changes in Safer at Home Order restrictions, meter revenue has shown a gradual decrease from October through December. For forecasting purposes staff assumes revenues will not return to pre-COVID levels in FY22. Based on recorded actuals through December 31, 2020, FY21 expenses are estimated to end FY21 approximately 22% (\$47,000) below budget. These savings are due to anticipated savings in credit card transaction fees and expenses in contract services which are based on operational needs. This fund is estimated to end FY21 with a fund balance of \$733,835 which is made up of \$383,835 available for appropriations and \$350,000 set aside in reserves for Operations and Meter replacement. In FY22, this fund is programmed to appropriate \$577,000 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**

Currently steady while trying to avoid being overbearing.

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

Meeting adjourned at 10:01am.

The next meeting will be held on Thursday, March 25, 2021, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

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*Duke Beacham*  
*Recording Secretary*