



AGENDA FOR THE LA MESA COMMUNITY PARKING COMMISSION

Tuesday, October 18, 2016

City Administration Building, City Council Chambers
8130 Allison Avenue, La Mesa

1. Call Meeting to Order at 5:30 p.m.
2. Roll Call
3. Approval of Minutes for June 21, 2016
4. Approval of Minutes for July 19, 2016
5. Written Communications
6. Public Comment (non-agenda items)
7. Informational Items
8. OLD BUSINESS
 - a. Selection of Chair and Vice-Chair
 - b. Downtown Parking Fund Available Fund Balance
9. NEW BUSINESS
 - a. Additional funding for Municipal Parking Lot Maintenance
10. Additions to the Next Agenda
11. Adjournment

Materials related to an item on this agenda submitted to the La Mesa Community Parking Commission after distribution of the agenda packet are available for public inspection in the Community Development Department located at La Mesa City Hall, 8130 Allison Avenue, La Mesa, California, during normal business hours.

The City of La Mesa encourages the participation of disabled individuals in the services, activities, and programs provided by the City. Individuals with disabilities, who require reasonable accommodation in order to participate in the Parking Commission meetings, should contact the City's Americans with Disabilities Act (ADA) Coordinator, Rida Freeman, Human Resources Manager, 48 hours prior to the meeting at 619-667-1175, fax 619-667-1163, or rfreeman@ci.la-mesa.ca.us.



MINUTES

LA MESA COMMUNITY PARKING COMMISSION

Tuesday, June 21, 2016

1. CALL TO ORDER

The meeting of the La Mesa Community Parking Commission was called to order by Commissioner Wieboldt at 5:33 p.m. in the City Council Chambers located at 8130 Allison Avenue, La Mesa, California, 91942.

2. ATTENDANCE

Members Attending: Commissioners Baron, Franklin, Hewitt, Wieboldt

Members Absent: None

Staff Attending: Chris Gonzales, Carol Dick

3. APPROVAL OF THE MINUTES OF MAY 17, 2016

Commissioner Baron made a motion to approve the minutes. Commissioner Hewitt seconded the motion. The motion carried, 3-0, with Commissioners Baron, Franklin and Hewitt voting in favor and none voting against. Commissioner Wieboldt abstained.

4. WRITTEN COMMUNICATIONS

None

5. PUBLIC COMMENT (NON-AGENDA ITEMS)

None

6. INFORMATIONAL ITEMS

Mr. Gonzales reported that staff is in the process of preparing a work plan and cost estimate for repair and maintenance of the four municipal parking lots, including some significant repair to the Allison Avenue lot. There is approximately \$23,000 budgeted for this purpose. He also reported that Council is considering changes to parameters for membership on a number of City Commissions, including the Parking Commission. The exact language of the related ordinance amendments has not yet been finalized and Council will need to adopt the ordinance amendments.

7. OLD BUSINESS

a. Prioritization of Goals and Objectives

This item was trailed for future consideration.

8. NEW BUSINESS

a. 2016-17 Mid-Biennium Budget Update

Mr. Gonzales presented an update on the Downtown Parking Fund following the Mid-Biennium Budget Update and discussed changes to revenues and expenses resulting from the budget update process. Commissioner Wieboldt expressed his view that there should be better interaction between the Commission and the Council on funding matters. Commissioner Franklin concurred and questioned the purpose of the Commission if the Council prefers to act unilaterally.

b. Parking Meter and Parking Permit Rate Review

Mr. Gonzales presented a report on the history of parking meter and parking permit rates. Commissioner Wieboldt made a motion to delay further consideration of parking rates until the Commission has five appointed members. Commissioner Baron seconded the motion. The motion carried, 4-0, with Commissioners Baron, Franklin Hewitt and Wieboldt voting in favor and none voting against.

9. ADDITIONS TO NEXT AGENDA

- Parking policy crediting projects that create on-street parking with meeting parking obligations.

10. ADJOURNMENT

The meeting was adjourned at 6:10 p.m. until July 19, 2016.



MINUTES

LA MESA COMMUNITY PARKING COMMISSION

Tuesday, July 19, 2016

1. CALL TO ORDER

The meeting of the La Mesa Community Parking Commission was called to order by Acting Chair, Mr. Gonzales at 5:40 p.m. in the City Council Chambers located at 8130 Allison Avenue, La Mesa, California, 91942.

2. ATTENDANCE

Members Attending: Commissioners McCune, Shea, Hewitt,

Members Absent: Franklin, Baron

Staff Attending: Carol Dick, Chris Gonzales

3. APPROVAL OF THE MINUTES OF JUNE 21, 2016

No action was taken because there was not a quorum of commissioners present who were present at the June 21, 2016 regular meeting. The matter was carried forward to the next regular meeting.

4. WRITTEN COMMUNICATIONS

None

5. PUBLIC COMMENT (NON-AGENDA ITEMS)

None

6. INFORMATIONAL ITEMS

Mr. Gonzales provided a brief update on plans to repair and maintain municipal parking lots.

7. OLD BUSINESS

a. May 2016 Annual Parking Study

Mr. Gonzales summarized the study methodology, recent events in the Downtown Village affecting parking utilization and trends in parking permit sales. The study concluded that there was ample parking supply to meet demand for parking permits and new development in the Downtown Village.

8. NEW BUSINESS

a. Consideration of a Policy Regarding Credit for Creation of Public Parking for Properties in the Downtown Commercial (CD) Zone

Mrs. Dick presented a memorandum describing a proposed policy that would apply to properties within the CD Zone with curb cuts that may wish to redevelop. The Commission's input was sought on a policy issue related to whether or not a property owner/developer who removes a curb cut that results in the creation of additional on-street, public parking should receive a credit toward meeting the on-site parking requirement equivalent to the number of public spaces created. Where applied, the new policy would result in creation of additional public parking, as well as creation of a better pedestrian environment.

Commissioner Shea made a motion to recommend to Council adoption of the policy to allow a credit for the creation of public parking. Commissioner Hewitt seconded the motion. The motion carried, 3-0, with commissioners Franklin, Hewitt and Shea voting in favor and none opposed.

9. ADDITIONS TO NEXT AGENDA

None

10. ADJOURNMENT

The meeting was adjourned at 6:21 p.m. until September 20, 2016.



REPORT to the LA MESA COMMUNITY PARKING COMMISSION

DATE: October 18, 2016
SUBJECT: Item 8.b. Downtown Parking Fund Available Balance
ISSUING DEPARTMENT: Community Development Department

SUMMARY:

Issues: Briefing on the available fund balance in the Downtown Parking Fund (DPF), Q4 of FY 2015-16.

BACKGROUND:

At the August 7, 2008 regular meeting of the La Mesa Community Parking Commission (Commission), the Commission requested that staff provide quarterly briefings on the available balance in the DPF. Staff is, therefore, providing this briefing on the fund balance for the 4th quarter of the 2015-16 Fiscal Year (FY), the most recent quarter for which data is available. The purpose of this briefing is to provide a snapshot of the balance in the DPF and an estimate of funds available, net of budgeted departmental expenses, encumbrances, Council approved allocations, and operating reserves, at the close of the most recent quarter of the fiscal year.

The Downtown Parking Fund (DPF) is a special revenue fund for the receipt of parking related revenues (i.e., revenue from parking meters, parking permits, and citations) and the funding of budgeted departmental expenses related to parking management and enforcement. In addition, the DPF may fund a range of projects, as determined appropriate by the City Council. The Commission is an advisory body to the Council and, as such, is not vested with discretionary spending authority for DPF funds.

DISCUSSION:

The DPF supports expenses for personnel, equipment, and services related to parking enforcement and parking management for two departments, the Police Department (PD) and the Community Development Department (CD), as well as for non-enforcement business support services provided by other City departments, as approved by City Council. At the close of Fiscal Year 2015-16, \$147,000 of Council approved fund transfers, including \$50,000 for Downtown streetscape maintenance, had been made; the Community Development and Police departments ended the fiscal year under budget by \$39,000; and there was a cash balance in the Downtown Parking Fund of \$235,000.

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The available fund balance at the end of the fiscal year was *negative \$1,000*, net of a one-year operating reserve, and encumbered funds. As remaining departmental budgets do not carry forward and all fund transfers were completed, these items are shown as zeros.

DPF Fund Balance (end 4th Qtr. FY 2015-16):	\$235,000
(Less) One-Year Departmental Operating Expenses:	(\$232,000)
(Less) Remaining Departmental Budgets:	(\$0)
(Less) Encumbered Funds:	(\$4,000)
(Less) Remaining Approved Transfers:	(\$0)
Available Fund Balance:	(\$1,000)

This negative result should not be interpreted as a literal depiction of the financial state of the DPF and should not be construed to mean parking operations are defunct. There was sufficient funding to meet all financial obligations of the parking operation through the end of the fiscal year. However, there was not sufficient funding to maintain a full one-year operating reserve, as desired by the Commission. The Commission had previously endorsed a policy statement encouraging the preservation of a healthy reserve in the DPF equivalent to at least two years of departmental operating expenses. In May 2014, the Commission voted to place a two-year moratorium on the reserve policy to free up additional funding for the Downtown Streetscape Improvement Project. It should be noted that the preservation of an operating reserve of any duration is a Commission policy objective and not a policy directive from the Council. The expenditure of any portion of the Downtown Parking Fund is subject to the discretion of the Council.

The revenue sources that contribute to the DPF fund balance include parking citations, parking permit fees, parking meter revenues and interest earned on the fund balance.

FY 2015-16, Q4 Downtown Parking Fund Revenue Sources (1)						
DPF Revenue Source	May. 2016		Jun. 2016		Jul. 2016	
	Amount	% Total	Amount	% Total	Amount	% Total
Parking Citations	\$3,791	13.6%	\$9,053	26.4%	\$9,462	24.0%
Parking Permits	\$4,728	17.0%	\$502	1.5%	\$8,722	22.1%
Parking Meters	\$18,605	66.8%	\$24,062	70.1%	\$20,496	52.0%
Interest Income	\$708	2.5%	\$708	2.1%	\$708	1.8%
Total	\$27,832	100.0%	\$34,325	100.0%	\$39,389	100.0%

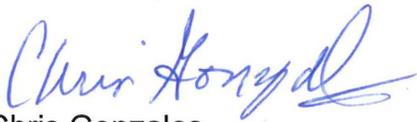
(1) Per City of La Mesa Finance Department.

During Q4, parking meters generated approximately 62% of total revenue, with parking citations and parking permits generating 20% and 14%, respectively. Interest income generated about 2%.

CONCLUSION:

The available fund balance in the DPF at the end of the 2015-16 fiscal year was *negative* \$1,000, net of Council approved transfers, encumbered funds, departmental budgets and operating reserves. Staff will continue to monitor the DPF available fund balance and report to the Commission periodically.

Submitted by:



Chris Gonzales
Community Development Program Coordinator



REPORT to the LA MESA COMMUNITY PARKING COMMISSION

DATE: October 18, 2016

SUBJECT: Item 9.a. Additional Funding for Municipal Parking Lot Maintenance

ISSUING DEPARTMENT: Community Development Department

SUMMARY:

Issues: Should the Commission recommend to City Council the allocation of an additional \$12,915 from the Downtown Parking Fund and the re-appropriation of \$7,380 in the Transportation Capital Improvement Program (CIP) Fund into the CIP for the purpose of municipal parking lot maintenance?

BACKGROUND:

The four (4) municipal parking lots located within the Parking District are scheduled to be maintained (re-sealed, re-striped) and repaired, if necessary, every four years. Parking lot maintenance and repair work was last undertaken in fall of 2010 and was scheduled to be repeated in 2014. However, the work was postponed to avoid exacerbating issues of parking availability and circulation related to the Downtown Streetscape Improvement Project, which began in the summer of 2014. It was subsequently postponed to allow the Village to return to normalcy following the completion of the streetscape project in late 2015 and then again to avoid conflicts with the resumption of the Car Show season and then Oktoberfest. Each of the four lots is in need of maintenance and the Allison Avenue Municipal Parking Lot is in need of both repair and maintenance.

DISCUSSION:

Staff requested a budget allocation of \$15,000 from the Downtown Parking Fund to fund the maintenance of the four municipal lots and this amount is included in the Fiscal Year 2016-17 CIP budget. The allocation was to be added to \$7,380 remaining in the CIP budget from the 2010 parking lot maintenance project, providing a total of \$22,380 to re-seal and re-stripe the four lots. Field inspection of the lots earlier this year revealed that approximately 12,000 square feet of the Allison Avenue Municipal Parking Lot will need to be repaired prior to re-sealing and re-striping.

The Public Works Department will perform the repair work on the Allison Lot and also remove and replace some damaged tree well rings, remove a number of in-ground steel

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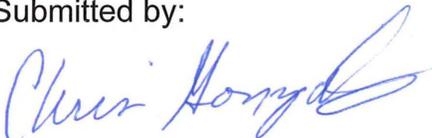
poles seated just under the lot's surface, and remove some potential trip hazards. The labor will be contributed by Public Works but the cost of equipment and materials will be paid from project funds.

The Public Works Department issued a Request for Quotes in July 2016 for maintenance (asphalt overlay, re-sealing, and re-striping) in the four municipal lots. The bid was awarded to ABC Construction Co. in the amount of \$23,895. The additional cost of the equipment and materials for the repair work that Public Works will undertake is estimated at \$11,400, for a total project cost of \$35,295. Unfortunately, costs related to the unforeseen repair necessary in the Allison Avenue lot create a funding shortfall of \$12,915. In order to secure sufficient funding to complete the repair and maintenance work in all four municipal parking lots the City Council must approve the allocation of additional funds and also re-appropriate funds in the Transportation CIP Fund (Fund 302) that were left over from the last parking lot repair/maintenance project in 2010 but not included as a CIP project in the current CIP Plan. At the end of the first quarter of the current fiscal year, the Downtown Parking Fund had a cash balance of approximately \$236,000.

CONCLUSION:

The La Mesa Community Parking Commission should consider recommending to City Council a) the allocation of \$12,915 from the Downtown Parking Fund to account 1310-6426, Maintenance of Buildings & Grounds; and, b) the re-appropriation of \$7,380 already in Fund 302, the Transportation CIP Fund, into the CIP Plan for the purpose of Municipal Parking Lot Maintenance.

Submitted by:



Chris Gonzales

Community Development Program Coordinator