



City of Santa Barbara
Downtown Parking Committee

Memorandum

DATE: February 13, 2020

TO: Downtown Parking Committee

FROM: Robert J. Dayton, Transportation Planning and Parking Manager
Victor Garza, Downtown Plaza and Parking Manager

SUBJECT: DOWNTOWN PARKING FY 2020 – FY 2021 MID-CYCLE BUDGET REVIEW

RECOMMENDATION:

That the Committee receive a report on the FY 2020 mid-year budget projections and FY 2021 mid-cycle budget revisions.

DISCUSSION:

The City of Santa Barbara prepares budgets in two-year cycles. At the midpoint of the two-year cycle, City departments conduct a “mid-cycle” review, in which they use actual revenues and expenditures from the first half of Year 1 to project the remainder of the year and revise the Year 2 budget to reflect any program changes or adjustments. At the conclusion of FY 2019, City Council adopted a two-year budget for FY 2020 (the current fiscal year) and FY 2021 (next fiscal year). Downtown Parking (DTP) staff is currently conducting the mid-cycle review and preparing budget projections and revisions to submit to the Finance Department and, ultimately, City Council.

Staff used parking revenue, transaction, and expenditure data for the first half of FY 2020 (July-December, 2019), along with historical trends and anticipated program changes to project actual FY 2020 revenues and expenditures and recommend revisions to the adopted FY 2021 budget. Staff also reviewed our Fee Resolution and proposed changes as needed.

The Downtown Parking (DTP) program budget continues to face challenges, including rising staffing costs, flat-to-declining revenues, and the addition of program activities such as the contract with the Metropolitan Transit District to fund the Downtown Shuttle. DTP is working to identify strategies to stabilize costs and increase revenues, per our Five Year Strategic Plan.

By completing the staffing re-organization, holding permanent positions open, reducing expenditures on supplies and services, limiting capital expenditures, and reducing kiosk staffing, DTP was able to add \$404,496 to reserves at the end of FY 2019.

For FY 2020, Downtown Parking expects to receive a total of \$9,519,058 in revenues – on target to match our revised budget, and spend a total of \$9,235,381 on operating expenses, which represents a 4% savings. After funding approximately \$1M in capital projects, Downtown Parking will have used \$720,923 in reserves for FY 2020. Through the first half of FY 2020, hourly revenues are roughly on target, while monthly permit sales have been stronger than expected, making up for sluggish commuter permit sales and delays in executing the lease for the REA Building. We continue to close secondary kiosks when possible to limit expenditures on hourly staffing, and vacancies in permanent positions resulted in additional savings.

For FY 2021, DTP expects operating expenditures to exceed revenues by approximately \$182,640, and \$507,500 is budgeted for capital projects. Approximately \$690,140 of reserves will be used to fund operating and capital expenses for FY 2021. Increases in minimum wage continue to push hourly staffing costs upward, and options to further reduce staffing are limited without considerable investment in new revenue control technology. Permanent staffing costs also continue to rise due to cost-of-living adjustments.

DTP has identified opportunities to mitigate rising costs and flat revenues, per our Five Year Strategic Plan. For FY 2020, we:

- Completed the staffing re-organization to support our operations and programmatic responsibilities.
- Stabilized hourly staffing costs and offset the increase in minimum wage by finding additional opportunities to close or consolidate secondary kiosks and create self-service lanes.
- Expect to complete retrofitting lots with LED lighting, creating a 5% savings in utility costs.
- Increased Residential Permit and Monthly Permit fees.

For FY 2021, we expect to:

- Upgrade revenue control technology in the Library Garage to reduce staffing needs, provide additional payment options, eliminate vehicle cycling, and expand our hours of operation.
- Explore leasing options for the bicycle parking facilities.
- Begin collecting hourly revenue in the Helena Lot.
- Explore updates to the PBIA assessment methodology and new revenue models.
- Introduce 24/7 parking permits in lots with excess capacity.

The following changes to the Fee Resolution for FY 2021 are proposed:

- Increase the refuse enclosure cleaning fee from \$100 to \$200 to cover the costs (including administration) of contracting out cleaning services for refuse enclosures that have been left in an unsanitary condition by the occupants.
- Eliminate the \$50 deposit for multi-day debris bin use or construction staging.
- Eliminate the 11:00 AM – 6:00 PM holiday schedule on Martin Luther King Day to better accommodate Film Festival traffic.
- Add a \$250/month fee for “24/7” parking permits that will accommodate residential and similar uses in lots with excess capacity.
- Enable DTP to collect hourly parking fees 24 hours a day, 365 days per year.

ATTACHMENTS

Revised FY 2021 Fee Resolution

Downtown Parking FY 2020 – FY 2021 Mid-Cycle Budget Summary

DOWNTOWN PARKING FEES

For all Downtown lots and streets except as noted:

| | | |
|-----|---|---|
| 1. | First 75-minutes: | <u>Complimentary Free</u> |
| 2. | After first 75 minutes, for each following hour or any part thereof: | \$1.50 |
| 3. | Failure to surrender entrance ticket upon exiting: | \$20/Occurrence plus applicable service charge and applicable hourly parking fees |
| 4. | Service charge - Request for late payment of parking fees made at lot exit: | \$5 per request |
| 5. | Failure to pay fees will result in the billing of a flat fee of \$20 plus service charge. | \$20.00 plus service charge |
| 6. | Monthly Parking in City Downtown Parking Lots Nos. 3, 4, 5, and 8: | \$160/month |
| 7. | Monthly Parking in City Downtown Parking Garage Number 2, Granada Garage (Lot 6), Library Garage (Lot 7) and Lobero Garage (Lot 9): | \$160/month |
| 8. | Monthly Parking in Lobero Garage (City Downtown Parking Lot 9) Private Basement Level: | \$175/month |
| 9. | Monthly Parking in City Downtown Parking Lot No. 10: | \$140/month |
| 10. | Monthly Parking in City Downtown Parking Lot Nos. 11 and 12: | \$150/month |
| 11. | Restricted Monthly Parking in City Downtown Parking Lot No. 10: | \$85/month |
| 12. | Restricted Monthly Parking in City Downtown Parking Lot No. 2: | \$95/month |
| 13. | Persons with Disabilities who display Disabled Parking Placard: | Free/First 2.5 hrs. \$7/max per day |
| 14. | Collection Surcharge for all charges unpaid after the second billing and upon assignment to a collection agency: | 45% of charge |
| 15. | Refuse enclosure rental: | \$40/month |
| 16. | Refuse enclosure cleaning fee: | \$100 \$200/incident |
| 17. | Multi-day debris bin use and/or construction staging, per space occupied or reserved 24/7 (deposit applied towards charges): | \$50-deposit \$30/day/space |
| 18. | Returned check charge: See Delinquent Check Payment Fee under Finance Administrative Fees. | |
| 19. | Permit Replacement fee: | \$20 per occurrence |
| 20. | Permit proximity card initiation fee | \$15 |
| 21. | Pre-paid card initiation fee | \$15 |
| 22. | Parking in City Carrillo Commuter Parking Lot: | \$40/month |

| | | |
|-----|--|---|
| 23. | Monthly Parking in City Cota Commuter Parking Lot: | \$70/month |
| 24. | Annual Residential and Visitor Parking Permit Fee | \$35.00 |
| 25. | Resident Temporary Guest Pass | \$5 per vehicle per day |
| 26. | Annual Hotel Guest Permit Fee: | \$100 per set |
| 27. | Monthly Parking in City Depot Parking Lot: | \$150/month |
| 28. | Special Amtrak/Greyhound Passenger rate in City Depot Lot: | \$5/24 hours |
| 29. | Flat rate Special Event entrance fee* | Minimum \$3.00 / Maximum \$5.00 flat rate per event |
| 30. | Valet parking event fee | \$100/event |
| 31. | Persons with Disabilities who display Disabled Parking Placard – Flat Rate Special Event Entrance Fee* | Minimum \$1.50 / Maximum \$3.00 flat rate per event |
| 32. | 30-day limit for Depot Lot long term parking – vehicles subject to towing | |
| 33. | Holiday Schedule of 11:00 a.m. – 6:00 p.m. for Martin Luther King Day , Presidents Day, Memorial Day, 4 th of July, Labor Day | |
| 34. | Monthly Parking in City parking lot located at 217 Helena Street: | \$110/Month |
| 35. | Electric Vehicle Charging Station Fee | Up to \$5/Hour |
| 36. | Parking in City Helena Lot | \$2.00/Hour \$12.00 maximum per day \$22.00 Collection-Violation Fee |
| 37. | Bike Parking Facility Use Fee | Up to \$120/Year |
| 38. | Curb Painting Fee | \$250 |
| 39. | Bicycle Parking Fob Replacement Fee | \$5.00/each |
| 40. | Temporary Oversized Vehicle Resident or Visitor Parking Permit Fee | \$5.00 per day per vehicle |
| 41. | Contractors Oversized Vehicle Parking Permit Fee – First vehicle associated with a business license | \$100 per calendar year (July 1-June 30) Prorated quarterly when purchased July 1 – September 30 \$100 October 1 – December 31 \$75 January 1 – March 31 \$50 April 1 – June 30 \$25 |
| 42. | Contractors Oversized Vehicle Parking Permit Fee – Additional vehicles associated with a business license | \$50 per calendar year (July 1–June 30) Prorated quarterly when purchased July 1 – September 30 \$50 October 1 – December 31 \$37.50 January 1 – March 31 \$25 April 1 – June 30 \$12.50 |
| 43. | Facility Use Fee | \$100/Day |
| 44. | 24/7 Parking Permit | \$250/month |

Downtown Parking Lot charges are effective 24 hours a day. ~~Charges between the hours of: 7:30 a.m. and 11:00 p.m., Sunday through Thursday
Friday: 7:30 a.m. to 2:00 a.m. Saturday morning
Saturday: 7:30 a.m. to 2:00 a.m. Sunday morning
And Thursday of Fiesta 7:30 a.m. to 2:00 a.m. Friday morning~~

~~Downtown Parking Lot charges are suspended on January 1st, Easter Sunday, the fourth Thursday in November (Thanksgiving) and December 25th (Christmas). In addition, charges are suspended after 6:30 PM on the day of the Annual Downtown Christmas Parade.~~

* Special Event as determined by the Public Works Director or designee.

SHARED MOBILITY SERVICES FEES

Municipal Code Chapter 10.53 establishes regulations and impound fees for operators of shared mobility service programs.

| <u>Municipal Code</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------|--------------------|---------------|
| 10.53.040 | Impound Fee | \$200 |

Downtown Parking FY 2020 - FY 2021 Mid-Cycle Budget

| | FY 19 Actual | FY20 Revised | FY20 Projected | FY20 Variance | FY21 Adopted | FY21 Revised | FY21 Variance | FY20-21 Variance |
|--|------------------------|------------------------|------------------------|---------------|------------------------|------------------------|---------------|------------------|
| REVENUES | | | | | | | | |
| PBIA | -\$1,031,032.31 | -\$1,000,000.00 | -\$1,000,000.00 | 0.0% | -\$1,000,000.00 | -\$1,000,000.00 | 0.0% | 0.0% |
| Hourly Revenue | -\$5,232,886.00 | -\$5,196,728.00 | -\$5,193,913.92 | -0.1% | -\$5,249,492.00 | -\$5,141,975.00 | -2.0% | -1.0% |
| Billed Revenue | -\$14,083.41 | -\$13,000.00 | -\$12,592.80 | -3.1% | -\$13,000.00 | -\$12,500.00 | -3.8% | -0.7% |
| Monthly Parking | -\$1,278,746.00 | -\$1,258,270.00 | -\$1,362,368.00 | 8.3% | -\$1,258,270.00 | -\$1,300,000.00 | 3.3% | -4.6% |
| Commuter Parking | -\$369,710.00 | -\$380,000.00 | -\$369,180.00 | -2.8% | -\$402,800.00 | -\$373,200.00 | -7.3% | 1.1% |
| Residential Permits | -\$97,470.00 | -\$112,040.00 | -\$109,425.00 | -2.3% | -\$116,000.00 | -\$115,406.67 | -0.5% | 5.5% |
| Special Parking | -\$13,004.11 | -\$12,700.00 | -\$9,434.40 | -25.7% | -\$14,700.00 | -\$10,000.00 | -32.0% | 6.0% |
| Permit Replacements | -\$1,645.00 | -\$1,800.00 | -\$1,560.00 | -13.3% | -\$1,800.00 | -\$1,600.00 | -11.1% | 2.6% |
| EV Charging Fees | -\$12,708.07 | -\$18,000.00 | -\$13,866.36 | -23.0% | -\$18,000.00 | -\$16,000.00 | -11.1% | 15.4% |
| Bicycle Parking | -\$6,555.00 | -\$4,200.00 | -\$6,644.00 | 58.2% | -\$4,200.00 | -\$4,200.00 | 0.0% | -36.8% |
| Rents | -\$409,407.99 | -\$493,747.00 | -\$476,247.00 | -3.5% | -\$503,365.00 | -\$503,365.00 | 0.0% | 5.7% |
| Car Share | -\$7,040.00 | -\$7,680.00 | \$3,040.00 | -139.6% | -\$7,680.00 | \$0.00 | -100.0% | -100.0% |
| Project Planner | -\$83,053.75 | -\$91,180.00 | -\$40,256.25 | -55.8% | -\$93,004.00 | -\$93,004.00 | 0.0% | 131.0% |
| Oversized Vehicle Program | -\$5,890.20 | \$0.00 | \$0.00 | n/a | \$0.00 | \$0.00 | n/a | n/a |
| Internal Charges | \$0.00 | \$0.00 | \$0.00 | n/a | \$0.00 | \$0.00 | n/a | n/a |
| Grants & Rebates | \$0.00 | -\$60,000.00 | -\$60,000.00 | 0.0% | \$0.00 | \$0.00 | n/a | -100.0% |
| Misc & Insurance Reimbursements | -\$63,586.85 | \$1,500.00 | -\$10,989.28 | -832.6% | \$1,500.00 | \$1,500.00 | 0.0% | -113.6% |
| Interest Income | -\$325,890.62 | -\$217,700.00 | -\$216,046.32 | -0.8% | -\$200,500.00 | -\$200,500.00 | 0.0% | -7.2% |
| Transfer to Fund Balance | -\$232,420.49 | \$0.00 | \$0.00 | n/a | \$0.00 | \$0.00 | n/a | n/a |
| Pass-Through | -\$521,451.00 | -\$639,575.00 | -\$639,575.00 | 0.0% | -\$521,451.00 | -\$639,575.00 | 22.7% | 0.0% |
| TOTAL | -\$9,706,580.80 | -\$9,505,120.00 | -\$9,519,058.33 | 0.1% | -\$9,402,762.00 | -\$9,409,825.67 | 0.1% | -1.1% |
| EXPENDITURES | | | | | | | | |
| Permanent Salaries & Benefits | \$2,800,757.54 | \$2,772,803.00 | \$2,633,413.14 | -5.0% | \$2,861,355.00 | \$2,894,365.00 | 1.2% | 9.9% |
| Hourly Salaries & Benefits | \$1,736,791.77 | \$1,758,398.00 | \$1,754,077.07 | -0.2% | \$1,783,685.00 | \$1,792,966.68 | 0.5% | 2.2% |
| Allocated Costs | \$1,569,146.16 | \$1,515,525.18 | \$1,515,525.18 | 0.0% | \$1,547,025.00 | \$1,594,288.00 | 3.1% | 5.2% |
| Supplies & Services | \$650,101.51 | \$868,027.31 | \$778,388.33 | -10.3% | \$857,562.00 | \$858,562.00 | 0.1% | 10.3% |
| Utilities | \$227,716.10 | \$180,000.00 | \$169,747.54 | -5.7% | \$180,000.00 | \$180,000.00 | 0.0% | 6.0% |
| Credit Cards | \$181,133.69 | \$185,215.00 | \$167,516.95 | -9.6% | \$195,359.00 | \$195,359.00 | 0.0% | 16.6% |
| Downtown/Waterfront Shuttle | \$928,292.96 | \$1,104,485.50 | \$980,000.00 | -11.3% | \$1,062,352.00 | \$1,062,352.00 | 0.0% | 8.4% |
| Special Projects | \$2.35 | \$145,547.02 | \$145,547.02 | 0.0% | \$200.00 | \$400.00 | 100.0% | -99.7% |
| Safe Parking Program | \$43,500.00 | \$43,500.00 | \$43,500.00 | 0.0% | \$43,500.00 | \$43,500.00 | 0.0% | 0.0% |
| Downtown Org Plaza Contract | \$655,902.00 | \$655,902.00 | \$655,902.00 | 0.0% | \$655,902.00 | \$655,902.00 | 0.0% | 0.0% |
| Crossing Guards | \$0.00 | \$118,124.00 | \$102,894.99 | -12.9% | \$0.00 | \$102,894.99 | n/a | 0.0% |
| Downtown Ambassador Program | \$74,273.17 | \$228,426.83 | \$231,706.64 | 1.4% | \$150,000.00 | \$151,394.48 | 0.9% | -34.7% |
| Transfers | \$9,501.96 | \$5,643.00 | \$5,643.00 | 0.0% | \$8,963.00 | \$8,963.00 | 0.0% | 58.8% |
| Appropriated Reserves | \$0.00 | \$51,519.00 | \$51,519.00 | 0.0% | \$51,519.00 | \$51,519.00 | 0.0% | 0.0% |
| TOTAL | \$8,877,119.21 | \$9,633,115.84 | \$9,235,380.86 | -4.1% | \$9,397,422.00 | \$9,592,466.15 | 2.1% | 3.9% |
| OPERATING NET | \$829,461.59 | -\$127,995.84 | \$283,677.48 | | \$5,340.00 | -\$182,640.49 | | |
| Transfer to Capital | \$424,965.49 | \$1,004,600.00 | \$1,004,600.00 | | \$507,500.00 | \$507,500.00 | | |
| FUND NET | \$404,496.10 | -\$1,132,595.84 | -\$720,922.52 | | -\$502,160.00 | -\$690,140.49 | | |
| Capital | \$863,762.88 | \$2,205,748.13 | \$2,206,221.39 | | \$507,500.00 | \$507,500.00 | | |
| Reserves Above Policy (End of FY) | \$4,538,715.00 | \$3,406,119.16 | \$3,817,792.48 | | \$2,903,959.16 | \$3,127,651.99 | | |