



**OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION
REGULAR MEETING**

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

**Minutes of Regular Meeting
October 21, 2021**

I. CALL TO ORDER

The meeting was called to order at 11:02am

II. ROLL CALL

Commissioners Present: Chair Craig Chrisney, Vice Chair Steve Mulheim, Marilyn Buchanan, Jack Huang, Debbie Meymarian, Sally Lunetta

Commissioners Absent: None

Staff Present: Jon Hamblen, Alex Hernandez, Will MacDonald, 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. NEW BUSINESS

a. COVID-19 Impacts

Jon Hamblen and Alex Hernandez informed the Commission that FY22 revenue will end below budget. FY23 revenues are expected to increase but will still be below pre-COVID.

b. 2021-2022 Commission and Committee Annual Reports

Chair Chrisney and Jon Hamblen presented the recommended 2021-2022 Annual Report and 2022-2023 Workplan to the Commission. Motion approved unanimously with minor corrections.

c. Election of Officers for FY2021-2022

Vice Chair Mulhiem was nominated Chair and Commissioner Buchanan was nominated Vice Chair by Commissioner Lunetta. Commissioner Meymarian seconded. Motion passed unanimously.

d. Parking Garage Fund Update and Rate Recommendation

Jon Hamblen presented the Parking Garage Fund Update and Rate Recommendation to the Commission. Motion approved, Commissioners Lunetta and Huang abstained.

V. OLD BUSINESS

a. Funding Priorities for Capital Improvement Projects

On hold due to the COVID-19 outbreak.

b. Parking Strategic Plan

Jon Hamblen provided an update on the Parking Strategic Plan and informed the Commission that the goal is to present the final draft to City Council in January or February.

VI. INFORMATION ITEMS**a. Financial Reports**

Based on actual data through September 30, 2021, this fund is estimated to end FY 2022 with a fund balance of \$1,203,732, which is made up of \$503,732 available for appropriations and \$700,000 in reserves for Operations and Meter replacement. The fund appropriations report reflects the \$200,000 spent in FY21 to assist local restaurants in Old Pasadena with the initial rental and then purchase of barriers for outdoor dining. On August 16, 2021, City Council approved the appropriation of \$184,000 from the American Rescue Plan Act (ARPA) to the Old Pasadena Parking Meter Fund. The ARPA funds will offset revenue losses due to the impacts of COVID-19 and will be reflected in future financial updates as the City follows guidance issued by the U.S. Treasury Department. As COVID-19 becomes more contained, parking demand continues to increase and improve the financial outlook for all parking operations. However, until the revenue has returned to pre-Covid levels, we should continue to remain vigilant of expenses.

b. Meter Plant and Statistics

The most common cost continues to be battery replacement and there has been an increase in credit card charge backs. There is a need to upgrade meter technology.

c. Parking Enforcement

Enforcement is steady – striving to be thorough without oversaturating.

VII. APPROVAL OF MINUTES**a. July 15, 2021 Meeting**

Motion passed unanimously. Commissioners Lunetta and Meymarian left the meeting at 12:51 pm.

VIII. COMMISSIONER COMMENTS**IX. CHAIR COMMENTS**

Chair Chrisney informed the Commission that he will be leaving the Commission at the end of 2021 and thanked everyone.

X. OTHER REPORTS**XI. ADJOURNMENT**

Chair Chrisney adjourned the meeting at 1:00pm.

Patrisia De La Torre, Recording Secretary