



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

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

**Minutes of Regular Meeting  
January 20, 2022**

**I. CALL TO ORDER**

The meeting was called to order at 11:02am

**II. ROLL CALL**

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

**Commissioners Absent:** None

**Staff Present:** Jon Hamblen, Alex Hernandez, 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.

**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 March.

**VI. INFORMATION ITEMS**

**a. Financial Reports**

Based on actual data through December 31, 2021, this fund is estimated to end FY 2022 with a fund balance of \$1,218,155 which is made up of \$518,155 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 as current CALE meters are unable to read credit card chips and there has been an increase in credit card charge backs.

**c. Parking Enforcement**

Enforcement is steady – striving to be thorough without oversaturating.

**VII. APPROVAL OF MINUTES**

**a. October 21, 2021 Meeting**

Motion passed unanimously.

**VIII. COMMISSIONER COMMENTS**

**IX. CHAIR COMMENTS**

**X. OTHER REPORTS**

**XI. ADJOURNMENT**

Chair Mulheim adjourned the meeting at 11:58am.

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Patrisia De La Torre, Recording Secretary