



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

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

**Minutes of Special Meeting
November 30, 2023**

I. CALL TO ORDER

The meeting was called to order at 11:04am

II. ROLL CALL

Commissioners Present: Chair Marilyn Buchanan, Steve Mulheim and Sally Lunetta

Commissioners Absent: Vice Chair Debbie Meymarian

Staff Present: Jon Hamblen and 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. Election of Officers FY2023-2024

Commissioner Mulheim nominated Commissioner Lunetta for Chair and Chair Buchanan for Vice-Chair. Motion approved unanimously.

b. 2022-2023 Annual Report and 2023-2024 Workplan

Jon Hamblen presented the 2022-2023 Annual Report and the 2023-2024 Workplan to the Commission. Motion approved unanimously with minor corrections.

V. OLD BUSINESS

a. Passport Update

Jon Hamblen provided Passport revenue for five-meter zones throughout the City to the Commission.

VI. INFORMATION ITEMS

a. Financial Reports

Based on actual data through October 31, 2023, meter revenue for the first quarter of FY 2024 is consistent with FY 2023 as shown in the attached chart. Staff will continue to monitor revenues as they return to pre-COVID levels and will be better able to provide revenue projections once more months of revenue are received.

b. Meter Plant and Statistics

Parking Meter battery replacement in progress.

c. Parking Enforcement

Enforcement continues to be steady.

VII. APPROVAL OF MINUTES

a. February 23, 2023 Meeting

Motion passed unanimously.

VIII. COMMISSIONER COMMENTS

IX. CHAIR COMMENTS

X. OTHER REPORTS

XI. ADJOURNMENT

Chair Buchanan adjourned the meeting at 12:24pm.

Patrisia De La Torre, Recording Secretary