



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

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

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

I. CALL TO ORDER

The meeting was called to order at 11:04am

II. ROLL CALL

Commissioners Present: Chair Craig Chrisney, Vice Chair Steve Mulheim, Jack Huang, Sally Lunetta

Commissioners Absent: Marilyn Buchanan, Debbie Meymarian

Staff Present: Jon Hamblen, Alex Hernandez, Gloria Flores, Patrisia de la Torre, Duke Beacham

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 is scheduled to talk to Municipal Services about the parking garages. FY21 Revenue is expected to be down \$10 million. Steps have been taken to reduce expenses. Commissioners debated the necessity of some fund expenses including Police Department costs.

b. Potential Changes to Meter Rates and Free Garage Parking

If there is no quick turnaround with the COVID situation, the DOT may go to City Council for recommendations on changes to the current rates.

c. 2020-2021 Commission and Committee Annual Reports

Commissioners Chrisney and Mulheim will review accomplishments and future goals, and this topic will be discussed at the next meeting.

V. OLD BUSINESS

a. Funding Priorities for Capital Improvement Projects

On hold due to the COVID-19 outbreak.

VI. INFORMATION ITEMS

a. Financial Reports

Based on actual data through December 31, 2020, revenue continues to trend 45% (\$940,000) below budget. Old Pasadena meter revenue is down 41%

(\$429,400) for the first half of FY21 compared to last year, while revenues for the Old Pasadena garages are down 61% (\$1,227,000) to date. Based on actual data through December 31, 2020, expenses are estimated to end FY21 within budget. The fund appropriations report reflects the \$200,000 approved in July and October to assist local restaurants in Old Pasadena with rental of barriers through January 18, 2021 for outdoor dining. Staff recommends holding off on any unnecessary expenses to offset the decrease in revenue expected this year and into FY22. There are no FY21 annual contributions to the reserves for Operations and Meter replacement but this can be revisited next fiscal year. We continue to explore options for managing expenses to offset the decrease in revenue. Based on actual data through December 31, 2020, this fund is estimated to end FY21 with a fund balance of \$766,315 which is made up of \$166,315 available for appropriations and \$600,000 in reserves for Operations and Meter replacement. We are hopeful that with the distribution of the COVID-19 vaccine, the spread of COVID will be contained, resulting in the lifting of restrictions and gradually returning revenue to Pre-COVID levels. However, until the COVID-19 pandemic has stabilized, we should continue to remain vigilant of expenses.

b. Meter Plant and Statistics

The most common cost continues to be battery replacement.

c. Parking Enforcement

Enforcement is steady – striving to be thorough without oversaturating.

VII. APPROVAL OF MINUTES

a. October 15, 2020 Meeting

Motion passed unanimously.

VIII. COMMISSIONER COMMENTS

Commissioner Lunetta requested an update on parklets at the next meeting.

IX. CHAIR COMMENTS

X. OTHER REPORTS

XI. ADJOURNMENT

Chair Chrisney adjourned the meeting at 11:58am.

Duke Beacham, Recording Secretary