



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

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

**Minutes of Regular Meeting
April 15, 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, Debbie Meymarian, Marilyn Buchanan, Jack Huang

Commissioners Absent: Sally Lunetta

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 FY21 Revenue is expected to be down \$818,000 and FY22 revenues are expected to increase but will still be 25% below pre-COVID.

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. Parking Strategic Plan

Julie Dixon, Emily Kwatinetz and Kelie Dugdale from Dixon Resources Unlimited presented The Citywide Parking Strategic Plan and answered questions from the Commissioners.

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 March 31, 2021, revenue is trending 40% (\$818,000) below budget. Old Pasadena meter revenue is down 26% (\$438,000) compared to last year, while revenues for the Old Pasadena garages

are down 62% (\$1,686,000) thru February. Based on actual data through March 31, 2021, expenses are estimated to end FY 2021, 9% (\$167,000) below budget. Savings are across expense line items but are mainly due to contract services which are based on operational needs and fiscal agent fees which are based on the number of credit card transactions. There are no FY 2021 annual contributions to the reserves for Operations and Meter replacement but this can be revisited next fiscal year. The fund appropriations report reflects the \$200,000 approved in July and October to assist local restaurants in Old Pasadena with rental of barriers for outdoor dining. The barriers were recently purchased and will remain in the Old Pasadena District. Staff will pursue reimbursement through the American Rescue Plan Act if these expenses are eligible. We continue to explore options for managing expenses to offset the decrease in revenue. Based on actual data through March 31, 2021, this fund is estimated to end FY 2021 with a fund balance of \$909,518 which is made up of \$309,518 available for appropriations and \$600,000 in reserves for Operations and Meter replacement. As the public health orders are amended to allow more businesses and public facilities to re-open with higher occupancies, we expect parking demand to increase and improve the financial outlook for all parking operations over time. 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.

c. Parking Enforcement

Enforcement is steady – striving to be thorough without oversaturating.

VII. APPROVAL OF MINUTES

a. January 21, 2021 Meeting

Motion passed unanimously.

VIII. COMMISSIONER COMMENTS

IX. CHAIR COMMENTS

X. OTHER REPORTS

XI. ADJOURNMENT

Chair Chrisney adjourned the meeting at 12:10am.

Patrisia De La Torre, Recording Secretary