



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

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

**Minutes of Regular Meeting
July 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, Jack Huang, Sally Lunetta

Commissioners Absent: Marilyn Buchanan

Staff Present: Jon Hamblen, Gloria Flores, 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 Gloria Flores informed the Commission that FY21 revenue will end at 36% below budget. FY22 revenues are expected to increase but will still be 25% below pre-COVID.

b. 2020-2021 Commission and Committee Annual Reports

Chair Chrisney informed the Commission that the Annual Reports have been submitted. Jon Hamblen informed the Commission of the need to start working on the 2021-2022 Annual Reports, Chair Chrisney and Commissioner Mulheim volunteered to start working on the 2021-2022 reports.

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 it to City Council before November.

VI. INFORMATION ITEMS

a. Financial Reports

Based on actual data through June 30, 2021, revenue will end at 36% (\$735,000) below budget. Old Pasadena revenue is down 21% (\$358,000) compared to last year. Based on actual data through June 30, 2021, expenses are estimated to end FY 2021, 12% (\$233,000) 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 requested reimbursement of \$200,000 from the American Rescue Plan Act to the City Council on June 14, 2021. However, the City Council recommended the items be submitted to the Finance Committee for further discussion and recommendation, as well as schedule a City Council workshop to determine appropriations for American Rescue Plan Act funds.

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. April 15, 2021 Meeting

Motion passed unanimously with minor edits.

VIII. COMMISSIONER COMMENTS

IX. CHAIR COMMENTS

X. OTHER REPORTS

XI. ADJOURNMENT

Chair Chrisney adjourned the meeting at 12:00pm.

Patrisia De La Torre, Recording Secretary