



OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION
221 E. Walnut St., Suite 199
Pasadena, CA 91101

MINUTES
Thursday, May 2, 2013
10:00 A.M.

I. **CALL TO ORDER**

The meeting was called to order at 10:06 a.m.

II. **ROLL CALL**

Commissioners Present:

Steve Mulheim, Marilyn Buchanan, Susan Hickman,
Sally Lunetta

Commissioners Absent:

Scott Ward, Debbie Meymarian

Staff Present:

Charles Kindred, Mike Woolson, Gloria Flores, Dina Raya,
America Espinosa, Norman Baculinao, Adriana Marin

III. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

None

IV. **NEW BUSINESS**

A. **Bicycle Corrals – Steve Mulheim**

Chair Mulheim distributed handout and provided overview on the concept of converting parking spaces to bike parking. Discussion followed on bike corral options, costs, and installation.

It was moved by Commissioner Buchanan and seconded by Commissioner Hickman to pursue concept by submitting a proposal for bike corrals in the District. **MOTION CARRIED.**

B. Budget Reports FY11/12/13 Coin and Credit Card Charges – America Espinosa

Staff G. Flores distributed and provided overview of the fund appropriations report to include the merchant bank fees fund (7966), fiscal agent/bank fees fund (8149), and the metered parking revenue breakout.

Discussion followed on meter credit card fees and reduction of fees with the new Cale multi-space meter system.

C. Review and Discuss Annual Work Plan Accomplishments FY2012-2013 and Work Plan Goals and Objectives FY2013-2014

The Commission reviewed and discussed the annual Work Plan Accomplishments FY2012-2013 and Work Plan Goals and Objectives. Chair Mulheim will draft Work Plan Accomplishments and Work Plan Goals and Objectives and will forward to Staff.

D. Old Pasadena Farmer's Market on Holly Street – Steve Mulheim

Chair Mulheim distributed and provided a brief overview of the Proposal from OPMD to request that the Commission waive meter fees on Sundays, 7 a.m.-4 p.m., for a farmer's market on Holly Street on an ongoing basis through December 2015.

Staff C. Kindred provided recommendation on contract terms and loss of revenue for the District.

It was moved by Commissioner Lunetta and seconded by Commissioner Buchanan to approve the request to waive meter fees as part of the permit fee for Farmer's Market. **MOTION CARRIED.**

V. OLD BUSINESS

A. Update on Installation of Pay and Display Meters-Charles Kindred

Staff C. Kindred provided update on the Cale meters. Staff stated that installation is expected to be completed by July. Discussed doing outreach to businesses about the changes that are forthcoming.

B. Increase meter hours Friday-Sunday – Norman Baculinao

Staff N. Baculinao presented the results on the parking study conducted in January 2013. Reported on findings and made recommendations to extend meter hours, further review on parking time limits and conduct further studies.

VI. INFORMATION ITEMS

A. Financial Reports – Gloria Flores

Staff G. Flores provided overview of the updated fund appropriations report for the Old Pasadena Parking Meter Fund (213) and projection of revenue and expenses.

B. Meter plant and statistics – Gloria Flores

Staff G. Flores provided overview on the meter plant statistics, repairs and revenues.

C. Parking Enforcement – Dina Raya

Staff D. Raya stated that the Cale meters are in compliance with the extra parking enforcement and reported no issues with the meters.

D. Zipcar – Mike Bagheri

Item was tabled to the July meeting.

VII. APPROVAL OF MINTUES

It was moved by Commissioner Hickman and seconded by Commissioner Buchanan to approve the Minutes of the January 17, 2013 meeting. **MOTION CARRIED.**

VIII. COMMISSIONER COMMENTS

None

IX. CHAIR'S COMMENTS

None

X. OTHER REPORTS

No Reports

XI. ADJOURNMENT

The meeting was adjourned at 11:24 a.m. The next Regular Meeting of the OPPMZAC is scheduled for Thursday, July 18, 2013.

Adriana Marin
Recording Secretary