



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

**Department of Transportation  
221 E. Walnut Street, Suite 210, Pasadena  
Thursday, February 5, 2015  
10:00 a.m.**

**MEETING MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 10:10 a.m. by Chair Meymarian

**II. ROLL CALL**

**Commissioners Present:** Chair, Debbie Meymarian; Vice Chair, Marilyn Buchanan; Sally Lunetta; Steve Mulheim; and Scott Ward

**Commissioners Excused:** Susan Hickman

**Staff Present:** Gloria Flores, Mike Woolson, Norman Baculinao, and Innocent Onyeka

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

No public comments

**IV. NEW BUSINESS**

- A. **FY2016 Budget:** Staff G. Flores reported on the budget recommendations for fiscal year 2016. There are only minor changes in the budget. A CIP project has been created for Tree Grates resulting in tree grate replacement being moved out of the operating budget to the capital budget. Chair Meymerian requested information regarding how much has been spent to date on tree grates in Old Pasadena.

**B. Credit Card Transactions**

Staff G. Flores reported that she contacted various cities throughout California to inquire if they pass along meter credit card transaction fees to users. All Cities

absorb credit card transaction fees in their meter rates. The City of Long Beach mentioned there was a lawsuit claiming it is illegal to pass along credit card transaction fees to users if you only have one location where payments are accepted. In order to pass along credit card fees they must be considered convenience fees; and to be considered convenience fees there must be more than one avenue available to consumers to make payments. City staff is waiting on clarification from the City Attorney's office regarding whether the City may pass along credit card transaction fees to users.

**V. OLD BUSINESS**

**A. Meter Hour Extensions/Review Signage:**

Staff N. Baculinao reviewed signage with the Commission and considered their recommendations. Staff N. Baculinao will coordinate implementation of signage and meter programming.

**B. Single vs Multi-Space Meters**

Staff G. Flores presented information regarding single and multi-space meters. Chair Meymarian requested information regarding which locations would be suitable for installation of multi-space meters and which would be better suited with single space meters. Commissioner Lunetta requested information regarding the IPS meter pilot program.

**VI. INFORMATION ITEMS**

**A. Financial Reports**

Staff G. Flores presented financial reports. Overall the fund should end this year with approximately \$191,932.00 available for appropriation.

**B. Parking Enforcement**

Staff M. Woolson informed the commission that Staff D. Raya is currently on maternity leave and any issues related to Parking Enforcement should be directed to his attention. He also clarified that Inter-Con is tasked with training their employees, the City provides guidelines to Inter-Con. Staff M. Woolson will continue to reiterate to Inter-Con that their Officers should not issue citations if they are approached prior to printing the citation.

**VII. APPROVAL OF MINUTES**

**A. October 16, 2014**

Motion by Commissioner Lunetta, seconded by Commissioner Buchanan to approve the minutes of the October 16, 2014 meeting as submitted. Motion passed unanimously.

**B. November 18, 2014**

Motion by Commissioner Lunetta, seconded by Commissioner Buchanan to approved the minutes of the November 18, 2014 special meeting as submitted. Motion passed unanimously.

**VIII. COMMISSIONER COMMENTS**

No comments

**IX. CHAIR'S COMMENTS**

The Chair thanked everyone for their contributions and welcomed their new secretary, Staff Innocent Onyeka

**X. OTHER REPORTS**

None

**XI. ADJOURNMENT**

Motion by Chair Meymarian, seconded by Marylyn Buchanan, to change the OPPMZAC regular meeting time from 10:00 a.m. - 11:30 a.m. to 11:00 a.m. - 12:30 p.m. commencing with the next meeting on Thursday, April 16, 2015. Motion passed unanimously.

The meeting was adjourned at 11:30 a.m.