



OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION

SPECIAL MEETING

Department of Transportation
221 E. Walnut Street, Suite 210
Tuesday, November 18, 2014
12:00 p.m.

DRAFT MINUTES

I. CALL TO ORDER

The meeting was called to order by Chair Meymarian at 12:05 p.m.

II. ROLL CALL

Commissioners Present:

Chair Debbie Meymarian, Steve Mulheim, Marilyn Buchanan, and Susan Hickman

Commissioners Absent:

Sally Luneta and Scott Ward

Staff Present:

Fred Dock, Gloria Flores, Dina Raya, and Mike Woolson

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

None

IV. NEW BUSINESS

None

V. OLD BUSINESS

A. Parking Enforcement – Debby Meymarian

Commissioner Buchanan reported that she attended a walk around meeting of the Old Pasadena District with Norman Baculinao, Fire Department, Police Department, and Robert Montano. They reviewed alleys and noted that there are a variety of parking signs throughout the district. They agreed there needs to be consistency of signage and that although alleys are not for parking they can be used for loading. There are a few alleys that don't lend themselves to loading however those alleys are clearly posted. Commission Buchanan stated she put together a book consisting of all alleys in the district including photographs of alleys, posted signage, and a map of the district. She spoke with Calvin Wells of the Fire Department who informed her that fire life safety issues are normally handled at the front of the building because that is where the hook ups are. The Fire Department isn't as concerned with alleys other than that they need to ensure there is appropriate egress from the building. There are a couple of buildings that

due to safety reasons have alley openings that recess into the building but they have a security gate across the opening to ensure that the egress is not blocked. Commissioner Buchanan was informed that a standardized sign would be implemented as a solution for those buildings.

F. Dock stated he spoke with the Fire Marshall and that the building owners with recessed openings will need to install the proper emergency exit locks and opening devices so they do not impede people as they egress from the buildings. The Department of Transportation will be putting together a map with loading regulations for use for the next three months which is the minimum amount of time needed before signage can be modified. The goal of a map based approach is that it will be used to communicate with everyone in the district as well as those that provide loading/unloading.

F. Dock is waiting on a preliminary read from the Fire Department with fire lane requirements and there are private alley issues that must be worked out with Public Works. F. Dock reported that the Department of Transportation is using the following three step process to address the loading issue:

1. Put together a map and use a map based approach to layout requirements to manage loading over the next few months and bring to the Old Pasadena Parking Management for distribution.
2. Retain a consultant to develop a citywide on street loading policy for commercial districts to apply uniformly throughout the city. Once the process is developed it will be discussed with the districts, merchants, and residents.
3. Instrument on street loading spaces and to a certain extent the off street spaces with occupancy sensors to provide a real time feed via the web or by direct access to the delivery companies to show available loading spaces.

Commissioner Meymarian brought up issues regarding Parking Enforcement officers and asked for clarification regarding training of Inter-Con Officers. F. Dock clarified that Parking Enforcement training for Inter-Con Officers is Inter-Con's responsibility. Inter-Con is the City's contractor for parking enforcement. Training requirements are part of their contract language, the City provides the curriculum but Inter-Con is ultimately responsible for the training. If Commissioners observe issues with Parking Enforcement Officers please forward issues to Dina Raya for investigation.

M. Woolson reviewed and answered questions on handouts provided regarding parking violations. Chair, Meymarian requested the percentage of citations dismissed in Old Pasadena. M. Woolson to provide the percentage of citations dismissed citywide as the information is not broken down for Old Pasadena only by the new parking management system.

B. Budget/CIP Fund Balance – Gloria Flores

G. Flores provided an update on CIP balances. At the request of the OPPMZAC the running totals for CIP balances have now been added to the fund sheets.

C. Single vs. Multi-Space Meters – Charles Kindred

G. Flores will put together a more comprehensive cost analysis on single space vs. multi-space meters for the commission to make a recommendation. Once a recommendation has been made by the commission it will need to be forwarded to the City Council for approval. G. Flores will also provide information regarding passing along credit card transaction fees to users.

VI. INFORMATION ITEMS

A. Financial Reports – Gloria Flores

G. Flores went over the financial reports provided to the commission and responded to questions.

A subcommittee of Commissioners Meymarian, Buchanan, and Lunetta will be contacted to review the budget for FY 2016 prior to the January 16, 2015, regular meeting.

B. Meter Plant and Statistics – Gloria Flores

G. Flores went over Meter Plant and Statistic report with the commission and responded to questions.

VII. APPROVAL OF MINUTES

None

VIII. COMMISSIONER COMMENTS

None

IX. CHAIR'S COMMENTS

None

X. OTHER REPORTS

None

XI. ADJOURNMENT

The meeting was adjourned at 1:05 p.m. Then next Regular Meeting of the OPPMZAC is scheduled for Thursday, January 15, 2015.