



**OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION  
REGULAR MEETING  
Department of Transportation  
221 E. Walnut Street, Suite 210, Pasadena  
Thursday, July 16, 2015  
11:00 a.m.**

**Draft of MEETING MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 11:05 a.m. by Chair Meymarian

**II. ROLL CALL**

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

**Commissioners Excused:** Sally Lunetta and Susan Hickman

**Staff Present:** Fred Dock, Gloria Flores, Mike Woolson, Norman Baculinao, Innocent Onyeka, Dina Raya, Jon Hamblen, Robert Montano, and Phil Tong

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

None

**IV. NEW BUSINESS**

**A. Taxi Zones:**

Commissioner Mulheim informed the Commission about the problem of taxi cabs parking and not feeding the meters on Colorado Blvd between Arroyo Pkwy. and Raymond Ave. and the complaints from the surrounding businesses about the taxi cabs not being cited. Staff Fred Dock advised the Commission that the City's ability to regulate taxi cabs is limited but that the Traffic Engineer will investigate the matter as well as loading zone space and advise the Commission at the next regular meeting.

**B. 2015 Annual Report:**

Commissioner Steve Mulheim reviewed the Commission's Year End Report of Accomplishments spanning July 1, 2014 to June 30, 2015 (see 2015 Annual Report for details). The matter of increased Police costs for foot beat in Old Pasadena depleting the fund remains unresolved. Commissioner and Chair Debbie Meymarian moved a motion seconded by Commissioner and Vice Chair Marilyn Buchanan to adopt the above annual report as amended. The vote in favor was unanimous. Because election of the Commissioners' term was not held at this meeting, it will be listed as an agenda item and will be conducted at the next regular meeting scheduled for October 15, 2015.

**C. Meter Placement:**

The Commission Chair, Debbie Meymarian expressed concern that the Commission was not involved in determining where the new meters were placed, and that she would like the meters placed where there is the most activity. Staff Fred Dock informed the Commission that he understands its concern, but that the Department was forced into a time crunch to install the meters. Staff Gloria Flores introduced the new Parking Manager, Jon Hamblen and informed the Commission that he will work on putting together a plan for meter replacement in Old Pasadena.

**V. OLD BUSINESS**

**A. Exemption of Overnight Parking:**

Staff Fred Dock referred the Commission to the Proposed Modification to Pasadena Municipal Code to Provide Exemption from the Overnight Parking Prohibition for Businesses. Proposal entail allowing businesses to apply for up to 2 exempt parking spaces adjacent to their businesses. Following the discussion, Commission Chair, Debbie Meymarian motioned to allow the Commission additional time to review it; seconded by Vice Chair Marilyn Buchanan, and the vote in favor was unanimous.

**B. Meter Hour Extensions/Review Signage and Implementation:**

Staff Norman Baculinao reported to the Commission that about 100 signs have been installed and that notifications were sent to businesses including Friendship Baptist Church about the conversion to 2 hour parking.

**C. Single vs. Multi-Space Meters Follow-up:**

Staff Gloria Flores reported to the Commission that there are 30 Multi-Space meters in Old Pasadena and 577 Single-Space meters. Jon Hamblen the new Parking Manager will review and more information will follow at the next meeting.

**D. Credit Card Transaction Fee Update:**

Staff Gloria Flores informed the Commission that she has confirmed with the City Attorney's Office and the credit card company that the City may proceed with passing along credit card fees to customers. The average credit card fee is .32 cents. A flat rate of .35 cents was recommended by the credit card company. An alternative to charging the credit card fees is raising the meter rate by .25 cents. The Commission is opposed to raising the meter rate. With the Commission's awareness of the need to do something to address the need for additional revenue, the Commission will continue to deliberate whether to raise the meter rate or pass along the credit card transaction fees to users. Staff Jon Hamblen will provide additional information on credit card transaction fees at the next meeting.

**VI. INFORMATION ITEMS**

**A. Financial Reports:**

Staff Gloria Flores informed the Commission that revenues are expected to end the year slightly over budget. Expenses are projected to end the year approximately 5% below budget and that the overall outlook is projected to end FY2015 with \$271,235 available for appropriations. Staff Gloria Flores further referred the Commission to

the increase in item 8114 on the Fund Appropriation Report which includes an increase to the PBID fees.

**--Revenue Per Meter Review:**

Staff Gloria Flores referred the Commission to item VI-A for understanding the revenue per meter and reported to the Commission that the highest producing meter in Old Pasadena is located in front of the senior center.

**B. Meter Plant and Statistics:**

Staff Gloria Flores reported on the meter statistic repairs for the last three months. The month of April was battery replacement. The month of May was also battery replacement and the month of June was clearing of foreign object from the meters.

**C. Parking Enforcement:**

The Commission praised a kinder, gentler, enforcement that has been very obvious for better public relations. Commission Chair Debbie Meymarian recommended the trimming of the tree in front of the Church on Marengo because they obscure the no parking signs.

**VII. APPROVAL OF MINUTES**

A. Commission Chair, Debbie Meymarian made a motion to approve the minutes of the April 16, 2015 meeting as submitted. It was seconded by Commission Vice Chair, Marilyn Buchanan and the vote to approve the minutes was unanimous.

**VIII. COMMISSIONER COMMENTS**

No comments

**IX. CHAIR'S COMMENTS**

None

**X. OTHER REPORTS**

None

**XI. ADJOURNMENT**

The Commission Chair Debbie Meymarian motioned to adjourn the meeting, and the meeting stands adjourned at 12:29 p.m.

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Innocent Onyeka  
Recording Secretary