



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

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

**Draft Minutes of Regular Meeting  
October 20, 2016**

**I. CALL TO ORDER**

The meeting was called to order at 11:04 a.m.

**II. ROLL CALL**

**Commissioners Present:** Chair Debbie Meymarian, , Steve Mulheim, Sally Lunetta, Jack Huang and Susan Hickman

**Commissioners Absent:** Vice Chair Marilyn Buchanan and Scott Ward

**Staff Present:** Jon Hamblen, Joaquin Siques and Karla Covarrubias

**Public:** None

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

A. Debbie Meymarian presented a public comment as a business owner. Ms. Meymarian requests communication regarding special events that would impact parking for affected business owners. Mr. Hamblen and commissioner Mulheim will work with Michelle Garrett and Parks and Recreation to address Ms. Meymarian's request. Steve Mulheim presented public comment regarding the re-allocation of \$300,000 funds. This will be an agenda item for next meeting. "Staff General Fund" will be researched and addressed by Mr. Hamblen.

**IV. NEW BUSINESS**

**NONE**

**V. OLD BUSINESS**

**A. FINALIZE ANNUAL REPORT AND 16-17 GOALS**

Commissioners amended and finalized the annual report.

**MOTION:**

Commissioner Hickman motioned to approve the annual report as amended. Commissioner Luneta seconded and motion was unanimously approved

**VI. INFORMATION ITEMS**

**A. PRESENTATION FROM CITIFYD**

Citifyd staff was not present. Mr. Hamblen and commissioner Mulheim provided information about Citifyd application.

**B. LOADING ZONE STUDY UPDATE**

Mr. Siques presented commissioners with loading zone study update and addressed commissioners' questions and concerns.

**C. UPDATE ON MOBILE PAYMENT APPLICATION RFP**

Ms. Hamblen presented commissioners with an update on mobile payment application RFP and addressed all commissioners' questions and concerns.

**D. FINANCIAL REPORTS**

Ms. Hamblen presented commissioners with financial reports and addressed all commissioners' questions and concerns.

**E. METER PLANT STATISTICS**

F. Ms. Hamblen presented commissioners with meter plant statistics and addressed all commissioners' questions and concerns.

**G. PARKING ENFORCEMENT**

Mr. Hamblen presented commissioners with and update on parking enforcement. Mr. Hamblen provided ratio of tickets issued by city staff and Inter-con. Mr. Hamblen addressed all commissioners' questions and concerns.

**VII. APPROVAL OF MINUTES**

**MOTION:**

Commissioner Meymarian motioned to approve the minutes for July 21, 2016 as submitted. Commissioner Hickman seconded and motion was unanimously approved

**VIII. COMMISSIONER COMMENTS**

None

**IX. OTHER REPORTS**

None

**X. ADJOURNMENT: 12:24 P.M.**

**MOTION:**

Chair Meymarian adjourned the meeting.

The next meeting will be held in Thursday, January 19, 2017, at 11:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

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Karla Covarrubias  
Recording Secretary