



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

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

**Draft Minutes of Regular Meeting
January 19, 2017**

I. CALL TO ORDER

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

II. ROLL CALL

Commissioners Present: Chair Debbie Meymarian, Vice Chair Marilyn Buchanan
Steve Mulheim, Sally Lunetta and Jack Huang

Commissioners Absent: Scott Ward and Susan Hickman

Staff Present: Jon Hamblen and Karla Covarrubias

Public: None

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

A. Mr. Huang expressed concern regarding prohibited taxi parking. Taxis have designated spots to park instead they continue to park in meter spaces without paying. Mr. Huang also expressed concern regarding parking officer's withdrawal of a parking citation when confronted by the vehicle owner. Mr. Hamblen clarified this policy only applies in Old Pasadena.

IV. NEW BUSINESS

A. Re-allocation of funds

Mr. Hamblen addressed debt expiration and the commissioners' recommendation of available funds after payment. Commissioners discussed the tree grates maintenance and capital repairs by Public Works. Mr. Hamblen will provide information regarding credit cards fees to improve the meter plan.

V. OLD BUSINESS

None

VI. INFORMATION ITEMS

A. UPDATE ON MOBILE PAYMENT APPLICATION RFP

Mr. Hamblen informed commissioners that four proposals are being reviewed and a recommendation will be issued by mid-February. A

contract will be going to City Council by March after negotiated. The app is expected to be available on both connection platforms and the credit cards fees will be passed on to the consumer. Mr. Hamblen addressed all commissioners' questions and concerns.

B. FINANCIAL REPORTS

a. Staff General Fund

There is an annual impact of the Old Pasadena meter fund of \$124.71. This will affect the Civic Center and Off-Street meter funds. Mr. Hamblen reviewed financials and Ms. Buchanan recommended to appropriate \$40,000 for tree grates in 2018. Mr. Hamblen will reach out to the Police Department and attempt to obtain staffing expenses. Mr. Hamblen addressed all commissioners' questions and concerns.

C. METER PLANT AND STATISTICS

Mr. Hamblen addressed meter plant and statistics. Meter batteries are currently being replaced, if they cannot be recharged, at approximately \$50 each. Mr. Hamblen addressed all commissioners' questions and concerns.

D. PARKING ENFORCEMENT

Mr. Hamblen clarified citation policies in an instance where a person pays for a parking permit but forgets to display it properly. The citation will need to be paid in full and the customer may appeal the citation for possible dismissal.

VII. APPROVAL OF MINUTES

MOTION:

Commissioner Meymarian motioned to approve the minutes for October 20, 2016 as submitted. Commissioner Buchanan and motion was unanimously approved

VIII. COMMISSIONER COMMENTS

None

IX. CHAIR'S COMMENTS

X. OTHER REPORTS

None

XI. ADJOURNMENT: 12:10 P.M.

MOTION:

Chair Meymarian adjourned the meeting.

The next meeting will be held in Thursday, April 20, 2017, at 11:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Karla Covarrubias
Recording Secretary