



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

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

**Minutes of Regular Meeting
October 19, 2017**

I. CALL TO ORDER

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

II. ROLL CALL

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

Commissioners Absent: Scott Ward

Staff Present: Jon Hamblen, Duke Beacham, Mike Woolson, Gloria Flores, and Philip Tong

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

IV. NEW BUSINESS

V. OLD BUSINESS

a. Annual Reports - Work Plan and Accomplishments

Chair Meymarian and Commissioner Mulheim met to discuss this topic. Handouts (with items marked Completed or Ongoing) were given out. The report and work plan were APPROVED.

b. Mobile Payment App Update

John Hamblen stated that the vendor is currently testing the technology with the Passport app and hopes that it will be running by the end of November.

c. Taxi and Loading Zone Updates

No update. Joaquin Siques implemented some of the Commission's recommendations. Hamblen will talk to Siques, and we will then decide if a special meeting is needed.

VI. INFORMATION ITEMS

a. Financial Reports

This item was moved to the front of the meeting. Commissioner Mulheim inquired about two \$100,000 entries (Reserve for Meter Equipment Replacement and Operating Reserve) on the Fund Appropriation Report and their impact on Commission decisions. Chair Meymarian stated that these entries were not discussed with the Commission. Philip Tong explained that the entries were only placeholders for planning purposes. Chair Meymarian asked if City Staff could allocate these funds, and Tong replied in the affirmative, but the funds must be used in Old Town unless the Council decides otherwise.

b. Meter Plant and Statistics

Gloria Flores stated that battery replacement was the most common cost for meters. Budget-wise, it was nearly identical to last year. Flores also stated that both revenues and expenses were expected to end within budget. Meter revenue may be higher at the end of the fiscal year.

c. Parking Enforcement

Chair Meymarian voiced concerns that Parking Enforcement employees did not have their helmets buckled. Commissioner Huang talked about taxis constantly idling in loading zones, and Chair Meymarian stated that she would like more attention paid to loading zones and red zones.

VII. APPROVAL OF MINUTES

a. July 20, 2017 Meeting

Motion passed unanimously.

VIII. COMMISSIONER COMMENTS

None

IX. CHAIR'S COMMENTS

Vice-Chair Marilyn Buchanan inquired about bump-outs. Parking Staff will have to get details from Joaquin Siques.

X. OTHER REPORTS

None

XI. ADJOURNMENT

Chair Meymarian adjourned the meeting at 12:09 pm

Duke Beacham, Recording Secretary