



## OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION

### MINUTES OF THE SPECIAL MEETING Thursday, OCTOBER 7, 2010

#### I. CALL TO ORDER

The meeting was called to order at 10:06 am in the Department of Transportation Conference Room, 221 E. Walnut St., and Room 210.

#### II. ROLL CALL

##### Commissioners Present

Sally Lunetta, Rhea Roberts, Marilyn Buchanan, Susan Hickman, Debbie Meymarian, Scott Ward (arrived at 10:09 a.m.)

##### City Staff

Charles Kindred, Mike Woolson, Anne Vilagut, Gloria Flores, Alejandra Flores, and Maria Archuleta (Finance Dept)

##### Guest

Max Vazquez (Inter-Con), Steve Mulheim (OPMD),  
Evan Johnson (City Meter Mechanic)

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

**Mr. Steve Mulheim expressed his concern regarding an item being presented to City Council and neither the district nor the commission was informed in advance. Commissioner Buchanan requested the commission be notified regarding any information having to do with Old Pasadena Parking.**

#### IV. APPROVAL OF MINUTES

Approval of minutes of August 12, 2010 Special Meeting.

##### Motion

**Commissioner Hickman made a motion to approve the Minutes of the Special OPPMZAC Meeting of August 12, 2010. Commissioner Lunetta seconded the motion; minutes were approved unanimously by the Commission.**

**V. CHAIR'S STATEMENT**

**VI. NEW BUSINESS**

**A. Credit card convenience fee – Mike Woolson**

Mr. Woolson informed the commission the City is planning on a parking rate increase citywide in 2013, based on market price from surrounding cities; noted on minutes per Commissioners Buchanan request. Commissioner Lunetta requested from Ms. Vilagut actual revenue reports from 2007 to present, and from Mr. Woolson to see what can be done to reduce the coin counting fee. Commissioner Lunetta began a motion to place the convenience fee on hold until the next meeting to see if the revenue adequately covers the convince fee, motion was not formally seconded nor passed unanimously; therefore the motion was not formally recorded.

**MOTION:**

**Commissioner Buchanan made a motion to have any multi-space meter be subject to a 1 hour minimum for credit card usage including the green spaces, Commissioner Hickman seconded the motion and it was passed unanimously.**

**B. FY2010-2011 Work Plan – Charles Kindred**

Commissioner Lunetta requested that the commission review the work plan and stay in contact with Chair Roberts to submit the revised work plan to Mr. Kindred by October 15<sup>th</sup>.

**VII. OLD BUSINESS**

**A. Update on filing vacancies on expired commissioner terms – Rhea Roberts**

Chair Roberts has been in contact with the Mayor regarding filling the vacancy with one of two potential commissioners.

**B. ParkMobile Update – Mike Woolson**

Mr. Woolson informed the commissioners that the ParkMobile pilot program will not be moving forward.

**C. Cash keys for multi-space meters – Mike Woolson**

Mr. Woolson reported the fees for the meter upgrade, to install a cash key option. Information was requested by the commission.

**D. Valet parking update – Gloria Flores**

Ms. Gloria Flores reported to the commission the reductions in valet stations, valet hours of operations and the payment plan set for Unified Parking. She also answered the commission's questions about the shortfall in the valet funds.

Commissioner Buchanan requested an valet fund update from staff at the next meeting.

Commissioner Lunetta requested that staff inform the commission on the next meeting if it is possible for the commission to be advised in advance when meters are being added for valet use and/or if the commission is allowed to make any changes, approve or decline any new valet stations.

**VIII. INFORMATION ITEMS**

**A. Financial Reports – Anne Vilagut**

Ms. Vilagut reported on the Old Pasadena Parking Meter Fund 213 entitled, FY 2011 Year to date actual through July 31, 2010.

Commissioner Lunetta requested from Ms. Vilagut, the actual ending figures for 2010. Commissioner Buchanan requested from Ms. Vilagut the breakdown of staff and parking meter maintenance and repair fees paid from the 213 fund.

**B. Meter Plant and Enforcement Statistics – Mike Woolson**

Mr. Woolson reported on the Old Pasadena Parking Meter Plant Statistics, to the commission.

**C. Inter-Con – Max Vasquez**

No update from Mr. Vazquez.

The meeting was adjourned at 11:33 a.m. The next Regular Meeting of the OPPMZAC will be Thursday, December 23, 2010 at 10:00 a.m. in the Department of Transportation conference room, Room 210.



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Alejandra Flores  
Recording Secretary