

**OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION**

**MINUTES OF THE SPECIAL MEETING  
Thursday, July 21, 2011**

**I. CALL TO ORDER**

The meeting was called to order at 10:03 a.m.

**II. ROLL CALL**

Commissioners Present:

Marilyn Buchanan, Susan Hickman, Sally Lunetta, Debbie Meymarian  
Steve Mulheim and Rhea Roberts.

Commissioners Absent:

Scott Ward (Excused)

City Staff

Rebecca Fleming, Gloria Flores Charles Kindred, Mike Woolson and Anne  
Vilagut

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

No public comment was heard at this time.

**IV. APPROVAL OF MINUTES**

Approval of minutes of March 22, 2011 Regular Meeting.

Due to the maternity leave of the recording secretary minutes were not  
ready for review. They will be ready for the next meeting.

**V. CHAIR'S STATEMENT**

No statement was given at this time.

**VI. NEW BUSINESS**

**A. Convenience fee charge – Mike Woolson**

This item was settled at the last meeting. This will be an ongoing item and  
will be revisited at a future date.

**B. Traffic Engineering - Staff**

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>.

**C. Work Plan and Accomplishments 2011-2012 - Charles Kindred**

Mr. Kindred will work with the Chair and have a draft ready for review at the next Commission meeting.

**VII. OLD BUSINESS**

**A. Discuss Budget - Gloria Flores**

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

**VIII. INFORMATION ITEMS**

**A. Financial Reports – Anne Vilagut**

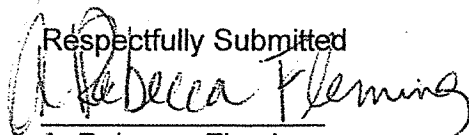
Ms. Vilagut reported on the Old Pasadena Parking Meter Fund FY 2011 Actual Data through May 31, 2011. Revenues are projected to end at or approximately 3% below budgeted expectation. This is mainly due to a slight decrease in meter revenue. Total operating expenses, including debt service payments and capital expenses are projected to end at 5% below budget. Expenses have managed to stay on track for most line items and thus offsetting revenue shortfall. The fund is projected to end the year with \$535,224 available for appropriations.

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

Mr. Woolson reported on the Old Pasadena Parking Meter Plant Statistics to the commission and answered questions.

**C. Valet Parking Update - Gloria Flores**

The meeting was adjourned at 11:15 am. The next Regular Meeting of the OPPMZAC will be Thursday, September 15th, 2011; however due to scheduling conflicts the Commission decided to move the meeting to Thursday, October 13, 2011 at 10:00 a.m. in the Department of Transportation conference room, Room 210.

Respectfully Submitted  
  
A. Rebecca Fleming  
Recording Secretary