



OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION

MINUTES OF THE SPECIAL MEETING Thursday, October 13, 2011

I. CALL TO ORDER

The meeting was called to order at 10:05 a.m.

II. ROLL CALL

Commissioners Present:

Marilyn Buchanan, Susan Hickman (left meeting at 11:17 a.m.), Sally Lunetta, Debbie Meymarian (left meeting at 10:55 a.m.), Steve Mulheim, Rhea Roberts and Scott Ward (arrived to meeting at (10:39 a.m.).

City Staff

Alejandra E. Flores, Charles Kindred, 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 17, 2011 Regular Meeting.

Motion

Commissioner Hickman made a motion to approve the Minutes from the Regular OPPMZAC Meeting of March 17, 2011. Commissioner Buchanan seconded the motion; minutes were approved unanimously by the Commission.

Approval of minutes of July 21, 2011 Special Meeting.

Motion

Commissioner Mulheim made a motion to approve the Minutes from the Special OPPMZAC Meeting of July 21, 2011. Commissioner Meymarian seconded the motion; minutes were approved unanimously by the Commission.

V. CHAIR'S STATEMENT

No statement was given at this time.

VI. NEW BUSINESS

A. Meter performance, upgrades, and statistics – Charles Kindred

Mr. Kindred distributed a packet regarding the Duncan meter and CALE meter information for commissioners to review. Mr. Kindred will inform the commission of which cities do their own hosting. The commission requested from staff the clarification on the CALE and Duncan meter expenses.

Motion

Commissioner Hickman made a motion to request from staff the analysis of the comparable cost and cost savings of the Duncan systems versus the CALE system, Commissioner Buchanan seconded the motion.

B. Analysis of Internal Services, DoIT and Payroll charges – Anne Vilagut

Mr. Kindred will inform the commission of their purview, regarding their request for detailed expense report for the DoIT charges, and Ms. Vilagut will provide the detailed report.

VII. OLD BUSINESS

A. Work Plan and Accomplishments 2011-2012 - Charles Kindred

Commissioner Lunetta will email Mr. Kindred the final revised work plan by Friday, October 14th.

VIII. INFORMATION ITEMS

A. Financial Reports – Anne Vilagut

Ms. Vilagut reported on the Old Pasadena Parking Meter Fund FY 2011 Preliminary Year End Report. Revenues are projected to end at 1% below budgeted expectation. Meter parking revenue came in on target; however, there was a slight decrease in miscellaneous revenue. Total operating expenses, including debt service payments and capital expenses are projected to end at 3% below budget, due to lower expenditures and decrease meter repairs. 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 \$491,435 available for appropriations. Ms. Vilagut also reported on the Old Pasadena Parking Meter Fund FY 2012 YTD through August 31, 2011. Revenues are projected to end 1% above budget. Total operating expenditures for July and August are low as not all invoices were recorded. There are only two months of revenue and expenses to analyze and we will be able to better forecast the ending fund balance during the 2nd quarter. For now, the outlook for FY2012 is encouraging and the fund is projected to end the year with \$540,594 available for appropriations.

Motion

Commissioner Mulheim made a motion to add the following items be added to the next agenda; Security for Old Pasadena cost and services, Discuss funding Right of Way Maintenance, and discuss

Commission vacancies, Commissioner Lunetta seconded the motion.

B. Meter Plant and Enforcement Statistics – Mike Woolson

Due to the absence of Mr. Woolson, this item will be held over to the next meeting.

C. Valet Parking Update - Gloria Flores

Due to the absence of Mrs. Flores, this item will be held over to the next meeting.

The meeting was adjourned at 11:35 am. The next Regular Meeting of the OPPMZAC will be Thursday, January 19th, 2012 in the Department of Transportation conference room, Room 210.

Respectfully Submitted,



Alejandra Flores
Recording Secretary