



OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION

MINUTES OF THE REGULAR MEETING Thursday, January 19, 2012

I. CALL TO ORDER

The meeting was called to order at 10:04 a.m.

II. ROLL CALL

Commissioners Present:

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

Excused:

Susan Hickman and Scott Ward

City Staff

Mike Woolson, Anne Vilagut, Gloria Flores, and Alejandra E. Flores

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Commissioner Meymarian expressed her concern regarding the "No Parking" signs removal, stating fees or penalties should be charged to the groups who do not remove the signs.

Motion

Commissioner Meymarian made a motion to add to the agenda the possibility of looking in the enforcement and or process of the removal of the No Parking signs on meters. Commissioner Buchanan seconded the motion, approved unanimously by the Commission.

IV. APPROVAL OF MINUTES

Approval of minutes of October 13, 2011 Regular Meeting.

Motion

Commissioner Lunetta made a motion to approve the Minutes from the Regular OPPMZAC Meeting of October 13, 2011. Commissioner Mulheim 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. Security for Old Pasadena Cost and Services – Charles Kindred

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

B. Discuss funding Right of Way Maintenance – Anne Vilagut

Commissioner Mulheim will speak with the City of Pasadena, Director of Public Works, Siobhan Foster to discuss the right of way maintenance fund; and follow up with the commission.

C. Commission vacancies – Rhea Roberts

Per the commissions request, this item will continue on the agenda until the next scheduled meeting.

D. Review Work Plan 2011-2012 – Charles Kindred

Mr. Woolson distributed copies of the work plan answering the commissions questions.

VII. OLD BUSINESS

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

Mr. Woolson updated the commission with the CALE meter revenue and issues with the meters.

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

Ms. Vilagut updated the commission regarding the DoIT and Police Department 2013 security fees. Commissioner Lunetta and Buchanan will meet with Ms. Vilagut, to discuss this item.

VIII. INFORMATION ITEMS

A. Financial Reports – Anne Vilagut

Ms. Vilagut reported on the Old Pasadena Parking Meter FY 2012 Actual Data through October 31, 2011. Revenues are projected to end at 4% below FY2012 budget projections. In comparing FY2011 actual revenue versus FY2012 there is a 5% increase in revenue during this period. Total operating expenses, including debt service payments and capital expenses are estimated to end at 3% above budget. The slight increase is mainly due to an increase in Parking Meter Repairs. Outlook revenue have managed to stay on track for most line items, and thus offsetting expenditures. Historically meter revenues increase during the second and fourth quarters. Currently, the fund is projected to end the year with \$446,188 available for appropriations.

Commissioner Lunetta requested reports from Mr. Woolson showing credit card versus cash for FY2010 and FY2011, projections for FY2012, and the breakdown for the merchant credit card transaction fees. The following

reports will be provided during the meeting with Ms. Vilagut, Commissioner Lunetta and Buchanan.

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

Ms. Flores reported the valet parking payments have been submitted on time, and parking enforcement began in the valet areas.

D. Citation Statistics – Mike Woolson

Mr. Woolson reported on the citations statics the commission did not have any questions.

The meeting was adjourned at 11:29 am. The next Regular Meeting of the OPPMZAC will be Thursday, April 19, 2012 at 10 a.m., in the Department of Transportation Suite 210 Conference Room.

Respectfully Submitted,

Alejandra E. Flores
Recording Secretary