

## OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION

### MINUTES OF THE REGULAR MEETING Thursday, April 19, 2012

#### I. CALL TO ORDER

The meeting was called to order at 10:07 a.m.

#### II. ROLL CALL

Commissioners Present:

Debbie Meymarian, Steve Mulheim, Susan Hickman and Marilyn Buchanan

Excused Commissioners:

Rhea Roberts, Sally Lunetta and Scott Ward

City Staff:

Mike Woolson, Charles Kindred, Gloria Flores, Joaquin Siques and Alejandra E. Flores

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

Commissioner Mulheim expressed his concern on behalf of the residents on Green Street, South of De Lacey Avenue regarding the late night disturbances to the residents. Vehicles park on the street for free avoiding the garages.

Motion

Commissioner Hickman made a motion to add the issue of extending the meter hours to 2 a.m. to the agenda to the next meeting. Commissioner Mulheim seconded the motion; approved unanimously by the Commission.

#### IV. APPROVAL OF MINUTES – Regular Meeting January 19, 2012

Motion

Commissioner Mulheim made a motion to approve the Minutes from the Regular OPPMZAC Meeting of January 19, 2012. Commissioner Hickman 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. Discuss funding Right of Way Maintenance – Steve Mulheim**

Commissioner Mulheim updated the Commission regarding his conversation with the Director of Public Works, stating there are no funds designated to maintain the right of way.

**B. Commission vacancies – Rhea Roberts**

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

**C. Single Space Meter Pilot – Charles Kindred**

Mr. Kindred informed the Commissioners that the hair salon on De Lacey and Green has requested that the single space meters currently outside the salon be replaced with units that accept credit cards. A couple of single space meter companies have approached him, offering new mechanisms that accept credit cards. IPS has offered to give a 90 day pilot program at no charge to the Commission. Commissioner Meymarian requested the amount the Commission will spend for the pilot program. Mr. Kindred informed the Commission that the only charges for the program would be credit card processing fees.

**Motion**

**Commissioner Meymarian made a motion to approve the pilot study with the caveat until the Commission is informed of the costs after the pilot program. Commissioner Hickman seconded the motion and approved unanimously by the Commission.**

**D. Enforcement and/or Process of No Parking Sign Removals – Mike Woolson**

Mr. Woolson updated the Commission regarding the sign removal. When the signs are purchased part of the agreement is that the signs must be removed once the event has ended.

**VII. OLD BUSINESS**

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

Mr. Kindred updated the Commission regarding the CALE meters which have been in place for one year and the success with an increase in revenue and decrease in the amount of citations issued. Mr. Kindred informed the Commission of the cost to purchase the CALE meters at approximately \$188 per month per meter for a 60 month lease purchase versus upfront costs associated with replacing the 21 meters. At the end of the 60 months one dollar is paid and the meters are owned by the City. Costs are based on the contract Baltimore has on which the city of Pasadena will piggy-back.

**Motion**

Commissioner Buchanan made a motion to request a financial review on the cost difference and the payoff on Duncan meters and the new CALE meters, as well as the purchasing options. Commissioner Meymarian seconded the motion and approved unanimously by the Commission.

**VIII. INFORMATION ITEMS**

**A. Financial Reports – Anne Vilagut**

Ms. Flores reported on the Old Pasadena Parking Meter FY 2012 Actual Data through February 29, 2012. The report includes FY2012 revenue and expenses through February 29, 2012 as well as a five-year outlook through FY2017. Revenues are projected to end 3% below budget. Total operating expenses, including debt service payments and capital expenses are estimated to end slightly below budgeted amount. The slight increase is mainly due to an increase in fiscal agent bank fees. Outlook expenses have managed to stay on track for most line items, thus offsetting most of the revenue shortfall. Historically meter revenues increase during the second and fourth quarters. Currently, the fund is projected to end the year with \$463,925 available for appropriations. Staff was available to discuss the fund appropriations and answer any questions the Commission may have.

**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. Pedestrian Safety Project Update – Joaquin Siques**

Mr. Siques a Traffic Engineers for DOT, is presented to the Commission the overview of the Pedestrian Safety Project and upcoming projects that will impact the Commissions budget; and answered questions. Mr. Siques will be scheduling a time to meet and update OPMD as well.

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

Respectfully Submitted,

  
Alejandra E. Flores  
Recording Secretary