

OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION
Transportation Administration Office
221 E. Walnut St., Suite 210
Pasadena, CA 91101

Minutes of Regular Meeting
Thursday, July 19, 2012

I. CALL TO ORDER

The meeting was called to order at 10:02a.m.

II. ROLL CALL

Commissioners Present:

Sally Lunetta, Steve Mulheim, Susan Hickman and Marilyn Buchanan

Excused Commissioners:

Rhea Roberts, and Scott Ward, Debbie Meymarian

City Staff:

Mike Woolson, Charles Kindred, Anne Vilagut, Brad Fuller and Alejandra E. Flores

Motion

Commissioner Lunetta made a motion to appoint Commissioner Mulheim as Acting Chair for this OPPMZAC meeting. Commissioner Buchanan seconded the motion; approved unanimously by the Commission.

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

Motion

Commissioner Buchanan made a motion to approve the Minutes from the Regular OPPMZAC Meeting of April 19, 2012. Minutes will be revised and updated. 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. Extended meter hours – Charles Kindred

Mr. Kindred followed up with the commission, regarding extending the hours of the meters to 2 a.m. and to consider beginning before 11 a.m. Commissioner Buchanan's question regarding the notification process of the extended hours was answered by Mr. Kindred; stating Mr. Dock first needs to approve. Commissioners will then be informed the motion was approved; the item will then be presented to the City Council. Mr. Kindred recommends a start date of September 1st.

Motion

Commissioner Lunetta made a motion to approve change meters hours on Friday and Saturday from midnight to 2 a.m. Commissioner Buchanan seconded the motion and approved unanimously by the Commission.

VII. OLD BUSINESS

A. Commission vacancies – Rhea Roberts

Commissioners discussed the current roster.

Motion

Commissioner Lunetta made a motion to assign Commissioner Mulheim as 2012 Chair and Commissioner Buchanan as Vice Chair. Commissioner Hickman seconded the motion and approved unanimously by the Commission.

B. Single Space Meter Pilot – Charles Kindred

Mr. Kindred informed the Commission all paper work has been signed to move forward with the pilot program, and will follow-up with the three addresses where the 90 day 50 meter pilot program is located, beginning sometime in September. The credit card processing fee will be \$5 per month, Mr. Kindred will confirm.

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

Mr. Kindred distributed a document with the breakdown of the balance remaining on the Duncan meters, and the CALE meters breakdown of purchase or lease options. Mr. Kindred answered the commissions' questions addressing their concerns regarding the purchase of the CALE meters. Mr. Kindred will have the enforcement officer not enforce the area for two or three weeks during the meter change. Ms. Vilagut informed the commissions how the funds will be appropriated accordingly to pay for the meters.

Motion

Commissioner Lunetta made a motion to approve and install up to 30 CALE meters out of costs of \$178,750 per 25 correlating to whatever 30 meters comes out to, and installed the meters as soon as possible and the funds be appropriated and allocated to have its own line

item. Clarifying it is an outright purchase not a lease. Commissioner Buchanan seconded the motion and approved unanimously by the Commission.

VIII. INFORMATION ITEMS

A. Financial Reports – Anne Vilagut

Ms. Vilagut reported on the Old Pasadena Parking Meter FY 2012 Actual Data through May 31, 2012. The report includes FY2012 revenue and expenses through May 31, 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 1% below budget. Overall, all items have remained on track except for a slight increase in fiscal agent bank fees which is applied to credit card transactions. Credit card usage has increased and accordingly, so has this line item. Outlook expenses have managed to stay on track for most line items, thus offsetting the revenue shortfall. Currently, the fund is projected to have an ending amount of \$477,738 available for appropriations. Staff was available to discuss the fund appropriations and answer any questions the Commission may have. Ms. Vilagut will provide a breakdown of the cash ITSD and cash handling expense.

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. Brown Act Review – Brad Fuller

Mr. Fuller from the City Attorney's office reviewed with the commission the rules and regulations of the Brown Act. Informing staff and commission members, the Brown Act rules will continue to be followed statewide.

The meeting was out of quorum at 11:26 am, the informational discussion ended at 11:46 am. The next Regular Meeting of the OPPMZAC will be Thursday, October 18, 2012 at 10 a.m., in the Department of Transportation Suite 210 Conference Room.

Respectfully Submitted,


Alejandra E. Flores
Recording Secretary