

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

**Minutes of Regular Meeting**  
**Thursday, October 18, 2012**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Commissioners Present:

Steve Mulheim, Susan Hickman, Scott Ward, Debbie Meymarian and Marilyn Buchanan

Excused Commissioners:

Sally Lunetta

City Staff:

Mike Woolson, Charles Kindred, Anne Vilagut, Gloria Flores, Dina Raya and Alejandra E. Flores

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

Mr. Kindred informed the commission regarding an email received from Wonderland Custom Cakes, regarding converting a meter in front of their business door. Item has been added to the next scheduled meeting agenda. Commissioner Buchanan request a map with price point of the meters.

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

Motion

Commissioner Hickman made a motion to approve the Minutes from the Regular OPPMZAC Meeting of July 19, 2012. Commissioner Buchanan 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. Work Plan – Charles Kindred**

Mr. Kindred followed up with the commission to finalize the work plan, distributing a copy of the work plan. The commission reviewed both Mr. Dock and Mr. Kindred's work plan draft. Chair Mulheim would like to add parklets and corrals on the work plan. Commissioner Buchanan expressed her concern regarding tree grates; item will be discussed in the next meeting as part of the work plan.

### **B. Finance charges – America Espinosa**

Ms. Espinosa was not present.

### **C. Valet – Steve Mulheim**

Chair Mulheim updated the commission regarding the valet operators wanting to raise their fees due to not enough profit being generated.

## **VII. OLD BUSINESS**

### **A. Extended meter hours – Charles Kindred**

Mr. Kindred informed the commissioner, Per Mr. Dock and the PMC, there needs to be a survey of the look at the usage of the curb space. No update as to when the changes will be made.

### **B. Pedestrian Safety Project – Charles Kindred**

Mr. Kindred updated the commission; no action has been taken. Before any action is taken OPMD will be informed.

### **C. Single space meter pilot – Charles Kindred**

Mr. Kindred is currently doing a 50 single space meters pilot program that take credit card.

## **VIII. INFORMATION ITEMS**

### **A. Fund allocation – Charles Kindred**

Chair Mulheim had questions for staff regarding a fund allocations that went to Council to purchasing enforcement equipment (license plate recognition equipment) charged from the Meter Operations fund. Mr. Kindred addressed the commissions questions and concerns.

### **B. Financial Reports – Anne Vilagut**

Ms. Vilagut reported on the Old Pasadena Parking Meter FY 2013 Actual Data through August 31, 2012. The report includes FY2012 Preliminary Year End and FY2013 Revenue and Expenses through August 31, 2012 as well as a five-year outlook through FY2018. Preliminary Year End Report: Revenues are based on preliminary year end data; revenues ended 3% below budget. This was mainly due to metered parking revenue coming in slightly below targeted. However, the budgeted expectation for

miscellaneous revenue was overstated by an amount equivalent to 2% of the overall revenue budget. Total operating expenses, including debt service payments and capital expenses ended 1% below budget. Currently, the fund is projected to end FY2012 on track with \$487,797 available for appropriations. FY2013 YTD through August 31, 2012: Revenue Thus far, we have two months of revenue data, which makes it difficult to predict how revenue will end in FY2013. However, by comparison revenues for the months of July and August 2012 (\$239,683) are lower than the months of July and August 2011 (\$267,078). We suspect lower total revenue for this year is due to a lag in recording receipts for the month of August and anticipate that revenues will meet or exceed their targeted levels. Expenses overall total operating expenditures for July and August are low, as not all expenses were processed for these months. However, expenditures will be higher due to the purchase of 25 Cale Muti-space Parking Meters in the amount of \$233,750 for the district. This additional expense causes the fund to be projected to end the year with a negative net income. Outlook there are only two months of revenue and expenses to analyze. We will be able to better forecast the ending fund balance during the 2<sup>nd</sup> quarter. The meter fund is projected to end the year with \$183,688 available for appropriation. Commissioner Buchanan requested hours, dates and fees of officers who patrol Old Town. Staff was available to discuss the fund appropriations and answer any questions the Commission may have.

**C. Meter plant and statistics – Mike Woolson**


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

**D. Parking enforcement – Dina Raya**

Mr. Kindred introduced Ms. Raya to the commission. Chair Mulheim questions and concerns were addressed by City staff.

The meeting concluded at 11:33 a.m. The next Regular Meeting of the OPPMZAC will be Thursday, January 17, 2013 at 10 a.m., in the Department of Transportation Suite 210 Conference Room.

Respectfully Submitted,

  
Alejandra E. Flores  
Recording Secretary