



**SOUTH LAKE PARKING PLACE COMMISSION
SPECIAL MEETING
100 N. Garfield Ave.
Fair Oaks Conference Room S039**

**Minutes of Special Meeting
June 6, 2013**

I. CALL TO ORDER

The meeting was called to order at 8:00 a.m.

II. ROLL CALL

Commissioners Present: Chris Hiddleson, Gina Tleel, Julianne Worrell

Commissioner Excused: Perry Vidalakis

Staff Present: Mike Woolson, Adriana Marin, Gloria Flores, Charles Kindred, Mike Bagheri, Steve Mermell

Public: Dave Keys, Jeff Shields

III. PUBLIC COMMENT FOR ITEMS ON THIS SPECIAL MEETING AGENDA

No public comment.

IV. NEW BUSINESS

A. Zipcar – Mike Baheri

Staff M. Bagheri gave a power point presentation on the Zipcar Carshare Pilot Program. Jeff Shields helped answer questions from the commission.

Commissioner Tleel asked that Minutes reflect that this was an information only item. She recommended that staff stay away from Shoppers Lane, identify sites that are not in the meter zone, and have a better system for informational outreach for the public.

B. Mobile Blood Drive/Parking Fees Waived - Dave Keys

D. Keys requested two waived meters needed for Blood Drive on Tuesday, June 11th, 2013 by Corporate Center Drive.

Chair Hiddleson moved to waive the parking fees for the Blood Drive Event on Tuesday, June 11th 2013, for the two parking meters on Lake Avenue. Seconded by Commissioner Worrell. **Motion unanimously carried.**

C. Shopper's Lane Maintenance - Gina Tleel

Commissioner Tleel reported that they have identified Valley Crest as a possible vendor that may manage Shoppers Lane Maintenance at a more cost effective rate. She is requesting that a demonstration be permitted at

the North or South lots and part of Lake Avenue. Staff C. Kindred requested that Valley Crest have all required insurance documents to perform work on City property.

Chair Hiddleston moved to allow a one morning demonstration by Valley Crest at no cost to the City of Pasadena. Valley Crest is liable for everything during the demo (i.e. tree trimming, shrub work, leaf blowing, grass trimming, etc.). After demo is completed, Commissioner Tleel will come back and report to the commission the quality of work done. Seconded by Commissioner Worrell. **Motion unanimously carried.**

D. Shopper's Lane - Tree Trimming

Staff M. Woolson recommended the trees at Shopper's Lane be trimmed now, at the North and South lots, due to a fallen tree branch that cause property damage.

The Commission asked Staff Woolson to report back to the SLPPC if this out of sequence tree trimming would reset the tree trimming schedule.

Chair Hiddleston moved to authorize the tree trimming work to be done out of sequence as described by Staff M. Woolson at the cost of \$2,500. Seconded by Commissioner Tleel. **Motion unanimously carried.**

V. **OLD BUSINESS**

A. Budget - Gloria Flores

Staff G. Flores gave a presentation on the staff recommended budget for the fiscal year 2014.

Commissioner Tleel wanted the Minutes to reflect that she did not receive a packet. Staff communicated that an email was sent with the packet information.

Steve Mermell recapped a meeting he had with an attorney who sent a letter on behalf of the South Lake Parking Place Commission.

Chair Hiddleston made a motion to have the South Lake Parking Place consider and explore Modern Parking Inc. (MPI) and other parking companies to manage operations at the Shopper's Lane lots. This item will then be brought back to the commission for an update. Chair Hiddleston made a second motion to approve the proposed budget for the 2013-2014 fiscal years. Seconded by Commissioner Tleel. **Motion unanimously carried.**

B. Shoppers Lane Property Tax Issues for Parcels – Charles Kindred

Staff C. Kindred reported on the meeting that staff had with the County Supervisor Board and the County Tax Assessor's Office with some input from Staff S. Mermell.

Chair Hiddleston asked that this item be continued to the next meeting.

- C. Cost Estimate for Meter Replacement – Charles Kindred
Chair Hiddleson supports the meter replacement but Commissioner Tleel asked that this be presented to the South Lake Business Association Board of Directors on Wednesday, June 19th, 2013, 8am at 55 South Lake Avenue, Suite 170 before this commission can take a vote on it.

- D. Annual Contribution for Streetscape – Gina Tleel
Commissioner Tleel asked that this item be held off until the South Lake Business Association Board of Directors meeting has had an opportunity to hear it.

VI. INFORMATION ITEMS

- A. Financials – Gloria Flores
Staff G. Flores provided overview of the fund appropriations reports.
- B. Meter Performance – Gloria Flores
Staff G. Flores provided overview on meter performance for Shoppers Lane and South Lake.
- C. Parking Enforcement - Dina Raya
Staff D. Raya answered questions from the commission regarding stenciling the streets.

Chair Hiddleson would like the electric parking meters to be placed on the Agenda for the next meeting.

VII. APPROVAL OF MINUTES

Chair Hiddleson moved to approve the Minutes of April 11, 2013 as submitted. **Motion unanimously carried.**

VIII. COMMISSIONER COMMENTS

No Comment

IX. CHAIR'S COMMENTS

No Comment

X. OTHER REPORTS

No Reports

- VI. ADJOURNMENT** - The meeting was adjourned at 9:55 a.m. The next regular meeting is scheduled on July 25, 2013 at 8:00 a.m.

Adriana Marin
Recording Secretary