



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

**Minutes of Regular Meeting
September 26, 2013**

I. CALL TO ORDER

The meeting was called to order at 8:04 a.m.

II. ROLL CALL

Commissioners Present: Gina Tleel, Julianne Worrell, Darrell Done, and Chris Hiddleston

Commissioner Excused: Perry Vidalakis

Staff Present: Mike Woolson, Charles Kindred, Dina Raya, and Julia Garzon

Public: Councilmember Terry Tornek

III. PUBLIC COMMENT FOR ITEMS ON THIS SPECIAL MEETING AGENDA

Staff Kindred reported that he had received a letter from Commissioner Tleel on behalf of the South Lake Business Association, SLBA, in regards to the mid-block crossing. Commissioner Tleel reported that the next step after the SLBA meeting was to have a letter written and forward it to the City Council.

IV. NEW BUSINESS - Introduction of Darrell Done.

V. OLD BUSINESS

A. Financials - Gloria Flores

Staff Flores gave a review of Fund 217 (Shopper's Lane) and Fund 232 (South Lake Parking Meters) preliminary end of year financials. She asked the commissioners to inform her of any changes or questions before the next clean up report on October 14. Staff Flores would like the commissioners' approval to open a Purchase Order for Dixon Resources Unlimited to provide audit meter operations and a policy/procedure manual. Commissioners conceded with the purchase order.

B. Shoppers Lane Property Tax Issues for Parcels – Charles Kindred
Staff C. Kindred reported that the petitions have been gathered and sent to L.A. County. The City Attorney's office put the package together and sent it out in September.

C. Cost Estimate for Meter Replacement – Charles Kindred

Staff C. Kindred reported on the replacement cost of meters with a light bar for Fund 232 and Fund 217. Twenty three meters will be purchased for South Lake Avenue out of Fund 232, and eighteen meters will be

funded out of Fund 217. The commission had requested additional information in regards to an extended warranty, and that cost would be \$30 per meter per month. Chair Hiddleston requested a report of revenue being lost due to transaction fees, fraudulent cards, etc. Commissioner Tleel requested a line item comparison of the existing Duncan meters versus the proposed Cale meters detailing revenues and expenses in Funds 217 and 232. The agenda report for the replacement of meters on South Lake Avenue will be going to City Council around October 14, 2013.

Motion:

Chair Hiddleston moved to continue this item to the next meeting on Thursday, January 23, 2014. **MOTION CARRIED.**

D. Annual Contribution for Streetscape – Gina Tleel

Commissioner Tleel reported that this item was heard by the South Lake Business Association (SLBA), Board of Directors, on September 18th with Steve Mermell in attendance. The South Lake Streetscape Plan was approved in 2007 and included in that plan were two phases, with one being the mid-walk crossing at the William Sonoma site, between Green Street and Cordova Street. The other unfunded phase is the pedestrian street lighting, which the cost estimate is one million dollars. The SLBA confirmed the amount of money is available for appropriation towards the mid-block crossing. It was suggested a letter be put together to inform the commission of the suggested financing and partnership so that this project can move forward and be completed by Spring of 2014. The letter is part of the packet and was emailed on September 18. The cost estimate for this phase, per Dan Ricks, is \$160,000, to be divided by the SLBA and the on street meter Fund 232.

Motion:

Commissioner Tleel moved for the commission to approve the allocation not to exceed \$100,000, on a 50/50 basis, from Fund 232 and SLBA towards the mid-block crossing at the William Sonoma site as soon as possible to be completed by 2014. Seconded by Commissioner Worrell, Commissioner Tleel abstained, **MOTION CARRIED.**

E. Shopper's Lane Maintenance and Demonstration - Gina Tleel

Commissioner Tleel explained that this is on hold at the moment and that the item be removed from future agendas until further notice.

F. Zipcar - Mike Bagheri

Staff M. Bagheri explained that the Zipcar program in Pasadena received direction to do outreach with the businesses. Chair Hiddleston asked for Staff Bagheri to email him the information gathered by Jeff Shields from Zipcar.

G. Workplan - Charles Kindred

Staff Kindred let the commission know we are late in submitting the workplan. Staff Kindred will work with Chair Hiddleson in getting the workplan completed and submitted to the City Clerk's office.

- H. **EV Chargers** - Mike Bagheri
Staff Bagheri recommended this item be deleted.
- I. **Privatization of Shopper's Lane Lots Discussion** - Gina Tleel
Deferred to the next meeting by Chair Hiddleson.

VI. INFORMATION ITEMS

- A. **Meter Performance** – Gloria Flores
No report
- B. **Parking Enforcement** - Dina Raya
Answered questions from the commission.

VII. APPROVAL OF MINUTES

Minutes of June 6, 2013 and July 25, 2013 were continued to the next meeting.

VIII. COMMISSIONER COMMENTS

No comment

IX. CHAIR'S COMMENTS

No comment

X. OTHER REPORTS

None

- VI. **ADJOURNMENT** - The meeting was adjourned at 8:54 a.m. The next regular meeting is cancelled on November 27, 2013 due to Thanksgiving Holiday.

Julia Garzon
Recording Secretary