



**SOUTH LAKE PARKING PLACE COMMISSION  
SPECIAL MEETING**

**DEPARTMENT OF TRANSPORTATION  
221 E. Walnut Street, Suite 210**

**Draft Minutes of Special Meeting  
April 9, 2015**

**I. CALL TO ORDER**

The meeting was called to order at 8:03 a.m.

**II. ROLL CALL**

**Commissioners Present:** Chair Julianne Worrell, Darrell Done, Jennifer Higginbotham, Perry Vidalakis, and Pete Kutzer.

**Commissioners Excused:** None

**Staff Present:** Fred Dock, Mike Woolson, Gloria Flores, Innocent Onyeka.

**Public:** Lindsey Jeansonne

**III. PUBLIC COMMENT ON MATTERS ON THE AGENDA**

None

**Fund 217, Shopper's Lane Surface Lots**

(Staff M Woolson explained to the Commission that going forward the agenda will be split into two sections, 217 Surface Lots and 232 On-Street Meters.)

**IV. NEW BUSINESS**

A. Pet Adoption Mobiles in Shopper's Lane: Guest Lindsey Jeansonne, the General Manager of Pet Food Express requests a permit for four spaces to hold their one year anniversary adoption event, all day long on Saturday, May 9, 2015 with the majority of the traffic occurring between 11:00 a.m. and 4:00 p.m. They expect to draw a large crowd. Following the discussion, ascertaining there is no conflict with other events, and after answering questions from members of the Commission, Commissioner P Vidalakis moved a motion, seconded by Commissioner D Done to grant her request. Motion was carried unanimously.

**V. OLD BUSINESS**

A. Shopper's Lane Meter Configuration: Staff M. Woolson and Staff G. Flores requested that the Commission makes a decision for either (a) pay and display, (b)

pay by space or (c) pay by license plate, so that the new meter order can be finalized. Representatives of the Commission along with Staff M. Woolson met with SLBA and asked for their opinion. Commission Chair Worrell presented a report of that meeting. Commissioner and Vice Chair P. Vidalakis reminded the Commission to factor all the situations before making a recommendation. The Commission asked for staff recommendation, but staff does not have recommendation either way. After considering the pros and the cons, Commission member D. Done motioned to approve pay and display to be consistent with other meters in the area, seconded by Commissioner J. Higginbotham and the vote in favor was unanimous. The Commission further agreed for Staff M. Woolson and G. Flores to bring back at the next meeting the rates as new business item. Chair J. Worrell requested to bring at the next meeting on May 28, 2015 anything that would facilitate the discussion and in reaching a decision.

Commissioner and Chair J Worrell inquired if there was any feedback when the letters were sent out regarding the meters to all the retailers stating that we will only accept cash. Staff G. Flores answered that no negative feedback was received.

- B. Financials: Staff G. Flores provided financial report on Fund 217, Shopper's Lane, and answered questions from Commission members. She reported that the revenues are projected to end the year approximately 21% below budget due to meter malfunction and that expenses are projected to end the year approximately 20% above budget mainly due to property taxes. She stated that for 2015 we have a charge of \$135,000 for property taxes. A Purchase Order has been opened for the purchase of the meters in the amount of \$124,000 and it will take 6-8 weeks for delivery. Installation is tentatively scheduled for June 1, 2015. Staff M. Woolson informed the Commission that there will be changes to the signs and that they will have an update for the Commission for the May 28 meeting. Commission Chair J. Worrell wanted to know if there can be a sort of promotion to make retailers aware of the changes when the new meters are installed. Staff G. Flores stated that she can send out letters as a means of good public relations to the retailers. Commissioner Chair J Worrell recommended a follow-up newsletter three months after the new meters are operational to update the businesses on the new meters' performance.

## **VI. INFORMATION ITEMS**

- A. Meter Performance: Staff G. Flores and M. Woolson expressed that parking patrons are staying under two hours, accounting for the low revenues. Through the use of graph, Staff G. Flores showed the Commission that the meters on South Lake are doing very well, an indication that people are willing to pay for parking.
- B. Parking Enforcement: Staff M. Woolson informed the Commission that Parking Enforcement is out there as much as possible, but schedules vary by day and that the current meters are very difficult to enforce. Commissioner P Vidalakis pointed out that parking enforcement has slacked off since January, 2015 and thought that people have figured out that enforcement is lagging. Commissioner P. Vidalakis asked if there will be proper enforcement implementation with the new meters. Staff M. Woolson indicated that enforcement will be increased with the installation of the new meters.

## Fund 232, South Lake On-Street Meters

### VII. NEW BUSINESS

Commission Chair J. Worrell asked if the Department is aware of any Capital Improvement Project that is scheduled but that has not been completed. Staff M. Woolson and G. Flores answered that they are not aware of any outstanding projects but will check to find out and report back to the Commission.

### VIII. OLD BUSINESS

A. Financials: Staff G. Flores reported that revenues are projected to end the year 5% below budget due to budgeted increase in meter revenue; and that expenses are expected to end FY2015 17% below budget mainly due to savings in contract services and meter installation costs. The meter purchase was unable to be financed through the Master Equipment Lease Agreement because a resolution was not processed within the required time frame. Based on actual data this fund is projected to end FY2015 with \$186,912 available for appropriations.

### IX. INFORMATION ITEMS

- A. Meter Performance—Purchase and Configuration: Staff G. Flores answered questions from the Commission members and told the Commission that the meters on South Lake are really doing well.
- B. Parking Enforcement: Staff M. Woolson told the Commission that he is still involved in Parking Enforcement but that Dina returned to work March 30, and that she will be attending the next meeting. Staff M. Woolson said he does not have any issues to report at this time; that enforcement is out there. Commissioner Worrell requested to have Dina explain in the future the issues they face and how they enforce, etc.
- C. CicLAvia Event Pasadena: Staff M. Woolson stated that he gave the Commission the press release including the map and he answered questions from the Commission. There will be street closures and controlled access to vehicles from 9:00 a.m. to 4:00 p.m. on the day of the event, Sunday, May 31, 2015.
- D. PMC Overnight Modification: Staff F. Dock informed the Commission that this item is only information item at this time and that he intends to bring it back at the next meeting as an action item; that it only applies to the South Lake Avenue and does not apply to the Shopper's Lane area. He told the Commission that his Department has been working with Council offices to address some of the overnight parking ban issues in business districts where businesses are open during the overnight parking restriction times. At the moment there is no mechanism in the Municipal Code that allows the City to administratively provide an exemption from overnight parking ban for these businesses. The solution being proposed is to ask the Council to add a section to the Municipal Code that will provide the ability for administrative exemption. This exemption would be for up to two spaces in a block adjacent to a business under certain conditions. Staff F. Dock will be taking this also to the OPPMZAC and ultimately to the Council.

**X. APPROVAL OF MINUTES**

Commissioner and Chair J. Worrell made a correction that she is not the Vice Chair as appeared in the draft minutes. In the absence of that, Commissioner P. Kutzer motioned to approve the minutes of January 22, 2015 minutes as corrected. The motion was seconded by Commissioner D. Done, and the motion was carried with unanimous vote to approve.

**XI. COMMISSIONER COMMENTS**

**A.** Commissioner and Chair J. Worrell referred to her comments about SLBA and had no further comments.

**XII. CHAIR'S COMMENTS**

Chair J. Worrell reminded the Commission that the SLBA meeting is scheduled for April 15, at 8:00 a.m. at the Corporate Center, 2<sup>nd</sup> floor, 283 South Lake Avenue.

**XIII. OTHER REPORTS**

None

**XIV. ADJOURNMENT**

The next regular meeting is scheduled for May 28, 2015 at 8:00 a.m. Commissioner P. Vidalakis made a motion to adjourn the meeting, and seconded by Commissioner J. Higginbotham. All agreed and the meeting was adjourned at 9:25 a.m.

Innocent Onyeka  
Recording Secretary