



**SOUTH LAKE PARKING PLACE COMMISSION  
SPECIAL MEETING**

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

**Draft Minutes of Regular Meeting  
May 28, 2015**

**I. CALL TO ORDER**

The meeting was called to order at 8:02 a.m.

**II. ROLL CALL**

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

**Commissioners Excused:** None

**Staff Present:** Mike Woolson, Innocent Onyeka, Dina Raya.

**Public:** Terry Tornek

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

None

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

**IV. NEW BUSINESS**

A. **Meter Rates:** Staff M. Woolson stated that the discussion is to center on free period, hourly rate, daily maximum and hours of operation. The Commission considered eliminating free parking; conducting merchant forum to give them a chance to weigh in on the matter before making final decision; avoiding making too many changes at one time. Staff M. Woolson reviewed previous discussion that it was thought that the appeal of Shoppers' Lane is the 2-hour free period and the fear that its elimination might adversely affect merchants' business. Commissioner J. Higginbotham pointed out that revenues need to cover expenses and not operate at a deficit. Following a detailed discussion of the meter rates in the lot, the Commission reached a summary decision as follows for a New Parking Program: 90 minutes free; 10:00 a.m. to 7:00 p.m. except Sundays; \$2.00 per hour after the free 90-min; \$6.00 maximum per day; and once per day per lot, fully enforced. Motion to adopt the above was moved by Commissioner P. Kutzer, seconded by Commissioner D. Done and the vote in favor was unanimous, with no dissenting voice. Motion was carried unanimously.

In view of time factor, Mayor Tornek emphasized the need to submit the recommendation for the rate change to the City Council's approval during their meeting on June 22<sup>nd</sup> since there is no meeting on June 29<sup>th</sup>. Staff M. Woolson agreed to work on that immediately and make it ready then. In answer to Commissioner J. Worrell's question, Mayor Tornek promised to make information about Property Tax reduction strategy available to the Commission. Mayor Tornek advised the Commission that the Council would like to know if this has gone through a public discussion process other than the Commission and that the answer would be no; but that the characterization would be that this is a modest change and is consistent with the rate structure in Old Pasadena. Staff M. Woolson inquired if the Commission would like to indicate that this is something experimental, of a pilot nature. Mayor Tornek answered, yes, and to add that there is a deficit condition and that the new meters are rolling in.

**B. Necessary Changes to the Meter Sticker Signs:** According to Staff M. Woolson, the options are either adjust the signage on the parking lot or adjust the stickers on the meters, but it is up to the Commission's decision. Commissioner D. Done recommend making any signage clearly visible, easy to understand and possibly in a clearly bulleted format. Staff M. Woolson enumerated that stickers on the existing signs, decals on the meters are needed and the adjusted new rates would be reflected on the signage. Commissioner D. Done recommended that the new meters be time consistent and for the Commission to be cautious of introducing too many changes at the same time.

**C. Promotion and Follow-up on the New Meter:** Commissioner P. Vidalakis recommends better public relations through a promotion with a literature to the merchants informing them of what is being planned, thereby giving them a chance to be heard.

## **V. OLD BUSINESS**

**A. Purchase of New Meter Updates:** Staff M. Woolson informed the Commission that the new meters are expected to be delivered by June 22, 2015 and that installations are expected to be completed so that the new meters will be operational by July 1, 2015.

**B. Financials:** In the absence of Staff G. Flores, Staff M. Woolson referred the Commission to the Fund Appropriations Reports in the chart provided and he answered financial questions from Commission members. Revenues are projected to end the year approximately 32% below budget due to meter performance. Expenses are projected to end the year approximately 8% above budget mainly due to an increase in Property Taxes as adjusted by the County. The outlook of the 217 Fund is projected to end the year with \$85,710.00 available for appropriations.

## **VI. INFORMATION ITEMS**

**A. Meter Performance:** Commissioner J. Worrell asked, considering how the current old meters are doing, as shown on the financial report, if there will be a reflection for better enforcement and higher revenue when the new meters are installed and operational? Staff M. Woolson stated that there will not be perfect enforcement because of the existing rate structure with the free period, but that

there should be a bump in meter performance. Commissioner and Chair J. Worrell wanted to know if there is a fixed dollar amount to look at to support and maintain the lot, as in FY13 or FY14. Staff M. Woolson stated that there is no fixed number or dollar amount to go by, and that sometime in the future, the need will exist for ongoing maintenance to re-stripe or do some other improvement work on the lot.

- B. Parking Enforcement:** Staff M. Woolson informed the Commission that following the installation of the new meters beginning July 1<sup>st</sup>, enforcement is projected to begin about the middle of July, after a grace period of warnings only. The Commission expressed its desire to see better and improved enforcement with the new meters. Staff M. Woolson concurred but informed the Commission that the Department would issue warnings only during the grace period and would further inform/educate the community and the merchants through a written promotional material(s). Also, Commissioner P. Vidalakis urged enforcement of one time per lot per day which the rest of the commissioners concurred, to eliminate double free parking and to encourage consistency.

## **Fund 232, South Lake On-Street Meters**

### **VII. NEW BUSINESS**

- A. PMC Overnight Modification:** Staff M. Woolson as well as Mayor Terry Tornek answered questions from the Commission regarding the overnight modification. Staff M. Woolson informed the Commission that its approval is being sought, and following further discussions and addressing any concerns, Commissioner J. Higginbotham moved a motion to approve. This was seconded by Commissioner D. Done, and the vote was unanimous to approve the motion, with none opposed.

### **VIII. OLD BUSINESS**

None

### **IX. INFORMATION ITEMS**

- A. Meter Performance:** Staff M. Woolson answered questions from the Commission members and informed the Commission of the absence of Staff G. Flores. Staff M. Woolson told the Commission that we are still continuing to see outstanding meter performance in the South Lake On-Street Meters, and pointed to specific examples.
- B. Parking Enforcement:** Staff M. Woolson informed the Commission that Staff D. Raya is attending overnight parking hearing and will be here as soon as that is over. Staff M. Woolson answered questions in this regard from the Commission.

### **X. APPROVAL OF MINUTES**

Chair J. Worrell called for motion to approve the minutes of the last (special) meeting on April 9, 2015. Commissioner D. Done moved the motion whereas Commissioner J. Higginbotham seconded the motion and a unanimous approval was given to approve the minutes as it is.

**XI. COMMISSIONER COMMENTS**

None

**XII. CHAIR'S COMMENTS**

None

**XIII. OTHER REPORTS**

Mayor Terry Tornek commended the Commission for the good job being accomplished. He informed the Commission that he has moved on as the current new City Mayor and that because of his tight schedule, he will no longer be able to attend this Commission meeting as a representative of the City Council and introduced his successor who would serve the remainder of his term. The Commission congratulated him in his new office as the new Mayor of the City of Pasadena.

**XIV. ADJOURNMENT**

The next regular meeting is scheduled for Thursday, July 23, 2015 at 8:00 a.m. Commissioner P. Vidalakis made a motion to adjourn the meeting, and seconded by Commissioner J. Higginbotham. All were in favor and the meeting stands adjourned at 9:15 a.m.

Innocent Onyeka  
Recording Secretary