



**SOUTH LAKE PARKING PLACE COMMISSION
REGULAR MEETING**

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

**Minutes of Regular Meeting
January 28, 2016**

I. CALL TO ORDER

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

II. ROLL CALL

Commissioners Present: Chair Julianne Worrell, Vice Chair Perry Vidalakis, Darrell Done and Jennifer Higginbotham

Commissioners Absent: Pete Kutzer

Staff Present: Fred Dock, Jon Hamblen, Mike Woolson, Gloria Flores, Phil Tong, Ruby Kakita, and Karla Covarrubias

Public: Pam Thyret

III. PUBLIC COMMENT ON MATTERS ON THE AGENDA

None

IV. FUND 217, SHOPPER'S LANE SURFACE LOTS

A. NEW BUSINESS

a. FY17 Proposed Budget:

Ms. Flores presented the FY17 proposed budget and responded to questions. Ms. Flores will contact Water and Power regarding water and electric rates and adjust the proposed budget accordingly. Mr. Dock will look into the possibility of moving the cost of the PBID to Fund 232 (On-Street Parking Meters).

MOTION:

Motion made by Commissioner Done, seconded by Commissioner Higginbotham, to create a place holder out of the \$71,000 for unexpected legal fees up to \$50,000. Motion was unanimously approved.

MOTION:

Motion made by Commissioner Higginbotham, seconded by Commissioner Done, to approve the proposed FY17 budget with the addition of a line item of \$50,000 for attorney fees. Motion was unanimously approved.

B. OLD BUSINESS**a. Property Tax Update:**

Mr. Dock informed the commission that the City Attorney's office has retained outside legal counsel to assist with the property tax issue. The commission requested a status report from the City Attorney's office at the next meeting.

b. Parking Space Rental Fees and Business Improvement Tax:

Staff addressed commissioners' questions and concerns. Mr. Hamblen will follow up with David Reyes, Deputy Planning Director, regarding outstanding parking rental fees. Ms. Thyret requested staff confirm Real Food Daily's parking space allocation. Mr. Dock will follow up with the commission regarding parking space rental and parking fee collection process.

c. Updates on Meter Sticker/Signs:

Mr. Woolson updated commission on Meter Stickers/Signs and responded to questions.

C. INFORMATION ITEMS**a. Financials:**

Ms. Flores updated commission on financials and responded to questions.

b. Meter Performance:

Ms. Flores updated commission on meter performance and responded to questions.

c. Parking Enforcement:

Mr. Hamblen updated commission on parking enforcement and responded to questions.

V. FUND 232, SOUTH LAKE ON-STREET METERS**A. NEW BUSINESS****B. OLD BUSINESS****a. Capital Improvement Projects**

No items to report.

C. INFORMATION ITEMS

FY17 Proposed Budget: Ms. Flores presented the FY17 proposed budget and responded to questions. Ms. Flores will contact Water and Power regarding water and electric rates and adjust the proposed budget accordingly.

MOTION:

Motion made by Commissioner Vidalikis, seconded by Commissioner Worrell, to request that the City Council determine if there is some way to approve the use of funds from Fund 232 (South Lake On Street Parking Meters) to cover expenses for maintenance in Fund 217 (Shopper's Lane Parking Lots). Motion was unanimously approved.

a. Financials:

Ms. Flores updated commissioners on financials and responded to questions.

b. Meter Performance:

Ms. Flores updated commission on meter performance and responded to questions.

c. Parking Enforcement:

Mr. Hamblen updated commission on parking enforcement and responded to questions.

VI. APPROVAL OF MINUTES: Motion by Commissioner Done, seconded by Commissioner Higginbotham, to approved the minutes of the September 24, 2015 meeting as submitted. Motion was unanimously approved.

VII. COMMISSIONER COMMENTS

None

VIII. CHAIR'S COMMENTS

None

IX. OTHER REPORTS

None

X. ADJOURMENT: 9:45 a.m.**MOTION:**

Motion made by Commissioner Worrell, seconded by Commissioner Higginbotham, to adjourn the meeting. Motion was unanimously approved.

The next meeting will be held on Thursday, March 24, 2016, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Karla Covarrubias
Recording Secretary