



UPTOWN COMMUNITY PARKING DISTRICT, INC.

Meeting Minutes

Monday, March 10, 2014 at 5:00 p.m.

Joyce Beers Community Center

Uptown District Shopping Center – 3900 Vermont Street
San Diego, CA 92103

Board attendees: Tim Gahagan, Ann Garwood, Cecelia Moreno, Michael Brennan, Lara Koljonen, Doug Scott, Selina Stockley, Char-Lou Benedict, Jared Svendsen

Staff: Elizabeth Hannon, Ben Verdugo

Others in attendance: Mary Joseph, Joe Jimenez, Nancy Moors, Joe Jimenez, Walt Chambers

1. Establishment of Quorum, Call to Order, and Introductions

- T. Gahagan called the meeting to order at 5:05p.m. A quorum was established and the group introduced themselves.

2. Approval of Minutes/Secretary's Report

- **Motion:** "Motion to approve February minutes." (C. Benedict, A. Garwood) Motion passes unanimously 6-0-2, 2 abstentions (T. Gahagan, J. Svendsen)

3. Approval of Consent Agenda

- The following items were on the consent agenda:
- Motion to have all references in UCPD agreements, minutes, meeting notices, memos, bylaws, contracts and council policies to Five Points and/or Middletown to be renamed in consideration of a branding name of this business community now known as International Restaurant Row and/or Five Points/International Restaurant Row.
- Motion to have all references in UCPD agreements, minutes, meeting notices, memos, bylaws, contracts and council policies to executive director now is recognized as Chief Operating Officer (COO).
- Announcement that neighborhood revenue share and district-wide expenses percentages have been reviewed with the city, UCPD staff, executive committee and accountant for FY14:
 - Bankers Hill 33.3%
 - Hillcrest 54%
 - International Restaurant Row 5.8%
 - Mission Hills 6.9%
- Motion to approve Hillcrest Parking Committee item for marketing of Park Hillcrest app and Hillcrest Trolley service in an amount not to exceed \$15,000.00 total with

efforts to cover the months of March, April and May, 2014 as coordinated by UCPD staff.

- Motion to authorize execution of lease for DMV lot in Hillcrest for free public parking on M/W/F/S/S evenings and Saturday days. The lease is drafted for three years at the rate of \$250 per month.
- **Motion:** “Motion to approve consent agenda.” (A. Garwood, L. Koljonen) Motion passes unanimously 7-0-1, 1 abstentions (T. Gahagan)

4. Non-Agenda Public Comment

- None

5. President’s Report

- T. Gahagan reported that Chris Shaw called a recent meeting for business owners out of concern for the SANDAG Bicycle Corridor Project. It was attended by approximately 40 people, the majority of whom voiced concerns.

6. Approval of Financials/Treasurer’s Report/Annual Audit

- E. Hannon presented the financials for the group to review.
- **Motion:** “To approve the February financials” (C. Benedict, A. Garwood). Motion passes unanimously 8-0-1, 1 abstention (T. Gahagan).

7. Chief Operating Officer Report

- E. Hannon reported that Civic San Diego is continuing to move forward with the Circulator Shuttle project and they have decided to begin to use their in-house resources to set up a non-profit entity that will not include the UCPD at this point.
- E. Hannon reported that the smart meters will be on the City Council agenda in April and once approved, it will take six to eight weeks before installation takes place. It is not known at this time where the installs will take place first so it is unclear when we can expect installs in Uptown.
- T. Gahagan asked if the meters that are being selected incorporate all the wishes that Uptown stressed to the City during the RFP process. B. Verdugo said IPS Meters has the technology in place to accommodate pay by credit card, smart phone, sensor technology, solar technology, and refundable time on parking cards.
- E. Hannon reported on the bike share program and 11 locations that are proposed for Uptown. Staff will be meeting with City staff to discuss the locations and will be proposing alternatives that will not impact parking.
- Fourth and Fifth avenues will soon have painted bike lanes which will be installed from Laurel to Date and will be in place until the SANDAG project installation. One travel lane in each direction will be removed for the bike lanes installed by the City.

8. Operations Manager Report

- B. Verdugo reported that lighting has been installed at the IBEW lot and J. Jimenez met with the fence contractor. Also work orders are in process to be created for marking the parking spaces, signage and ordering a multi-space meter. The rate

structure is \$5.00 for 12 hours. 34 regular stalls and 2 blue zones.

- Streets Division has installed a curb at the curb cut in front of Tops Salon in Mission Hills on Goldfinch.
- District-wide curb cut repair locations will be finalized shortly and B. Verdugo will get signatures from fronting businesses. After signatures are collected, J. Jimenez will measure locations for installation.
- In International Restaurant Row, there are angled and head-in parking opportunities on India, San Diego Avenue, Winder and Chalmers that will be measured by J. Jimenez. Once measurements are conducted, diagrams will be created to start the conversion process. S. Stockley said that the businesses might not be interested converting to head-in along India as the high traffic volumes might create chaos.
- Uptown Planners approved the installation of the Bicycle Corral on Sixth Avenue, and B. Verdugo will be drafting a letter to the businesses between Pennsylvania and Robinson informing them about the corral.
- Staff will wait to pursue rate and hour changes at meters in Bankers Hill until the smart meters come online.

9. Employee Reviews (Closed Session)

- T. Gahagan reported that the board unanimously approved the following motions:
 - “To increase Chief Operating Officer Elizabeth Hannon’s salary to \$70,000 and to add \$250/month contribution to the Operations Manager Ben Verdugo’s health insurance.” Motion passes unanimously, 8-0-0
 - UCPD understands with compensation packages proposed that we are falling well within non-profit standards expense to revenue guidelines with regards to employee compensation and overhead. Motion passes unanimously, 6-0-2, 2 abstentions

10. FY 15 Draft Budget (Information Item)

- E. Hannon asked the board to review the draft budget initially approved at the neighborhood committee level.
- D. Scott said that Bankers Hill has two more meetings devoted to get more ideas for the upcoming budget and was surprised by the early due date for this year’s budget. E. Hannon suggested that any new projects should fall within the confines of what is already articulated in the budget. J. Jimenez said that the budgets will be heard by committee in May, so the March 20th internal deadline would give them enough time to review and bounce back and forth to the parking districts for possible modifications.
- **Motion:** “Motion to accept draft budget.” (A. Garwood, C. Benedict) Motion passes unanimously 8-0-1, 1 abstentions (T. Gahagan)

11. Employee Reviews, continued.

- E. Hannon pointed out to T. Gahagan that one item was left out of the employee reviews, which was to increase health coverage for the COO. E. health insurance allocation is \$325/month; her actual cost is \$390/month which makes it difficult for accounting purposes.

- T. Gahagan asked if Cecelia wanted to make a motion to go ahead and increase Elizabeth's coverage to \$390/month.
- **Motion:** "Motion to increase Elizabeth Hannon's health insurance to \$390/month." (C. Moreno, C. Benedict)
- A. Garwood said that the extra compensation should have been discussed during Employee reviews. S. Stockley agreed that it should have been talked about in closed session.
- **Alternate Motion:** "To postpone health insurance discussion and look into a group health insurance plan." (L. Koljonen, S. Stockley) Motion passes unanimously 8-0-1, 1 abstention (T. Gahagan)

12. Committee Updates

- **Hillcrest Report**
 - Valet service costs have decreased by \$800/month as Preferred Valet has scaled back employees.
- **Bankers Hill Report**
 - D. Scott reported that a resident's seat will be vacated by Marilee Kapsa and the group is looking for a replacement.
- **5 Points/IRR Report**
 - S. Stockley reported that she received information that a retaining wall will not likely be constructed on Washington.
 - In February of this year, the valet is up 20% from last year.
 - Employee parking options are currently being reviewed with the 5 Points valet who would park employee cars at a reduced rate.
- **Mission Hills Report**
 - E. Hannon announced that Mission Hills is looking to schedule a parking meter workshop soon.

13. Work Session

- E. Hannon started by coming to the following conclusions about SANDAG:
 - SANDAG has been referring to mitigation as environmental mitigation by bringing the bicycle path to Uptown, and not mitigation as compensating for parking losses.
 - SANDAG will not make a financial contribution to the community for the meters lost from parking losses.
 - SANDAG is willing to work with the UCPD for demand management but will not be working with the UCPD to help with the parking supply.
 - The entire length of Fifth Avenue will be reduced by one lane from Washington to Date streets and Fourth Avenue will have two traffic lanes, although it is anticipated that parking will be maintained there.
 - E. Hannon said that the engineering phase has started and that SANDAG is looking at a retaining wall within their preliminary engineering work.
 - SANDAG is looking to conduct a turnover study to see how long people are

- parking and where they are parking to better understand on-street parking.
- The portion of TransNet funds allocated to bikeway projects cannot be used for maintenance.
 - A. Garwood said that the parking losses of metered spaces can be accounted for, and the board should come up with a figure based on this information of money that should be owed to the UCPD.
 - T. Gahagan said that since SANDAG does not see the meter revenue loss the same way, what the board should do.
 - E. Hannon said that it might be problematic to take the issue to court as our entity which is an extension of the City, would risk taking another governmental entity that is working hand in hand with the City to implement this project.
 - D. Scott said that we should review the SANDAG language that pertains to maintenance so the group can get a better grasp on the long term ramifications. Also, the board should use Council President Gloria as a resource since he is the chair of SANDAG's Transportation Committee.
 - W. Chambers said that although SANDAG will not use TransNet funds to contribute to long-term maintenance, they do distribute funds to the City who can contribute funds. He also said that SANDAG might be able to install meters on streets that don't currently have meters to account for the lost spaces. He also asked what would be an acceptable number of losses for the board but a number has yet to be agreed upon by the UCPD.
 - E. Hannon said that a lot of these questions that we heard today could be reviewed by council hired by the board.
 - T. Gahagan said that the suggestions heard above might require specific action at upcoming meetings, maybe as early as next month and if anybody has ideas on action items, they should discuss them with staff, the executive committee or at neighborhood committee meetings.

Adjournment – 6:30 p.m.

Next Meeting Date, Time and Location:

Uptown Community Parking District's next meeting is Monday, April 14, 2014 at 5:00 p.m. at the Joyce Beers Community Center in the Uptown District of Hillcrest.

Transcribed and drafted by Ben Verdugo