

**CSM Commission Meeting DRAFT Minutes  
February 15, 2017**

Commissioners Present: Jeff Nick, Marc Sherman, Linda Magoon, Jed Davis, Lara Allen, Buddy Singh, Lorre Tucker CSM Staff present: Ron Redmond, Jenny Morse, Mariah Noth  
Visitors: Becky Cassidy, Deb Miller (Ken's Pizza & Pub), Paul Bohne (DPW), Bob Conlon (Leunig's)

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES
  - a. Motion to approve – Linda. Second – Lara Allen. Minutes approved
- IV. PUBLIC FORUM
  - a. Comments from Deb Miller regarding \$15 minimum wage – increasing would negatively affect business.
- V. CHAIR'S REPORTS
  - a. Finance Report (Buddy Singh)
    - i. Budget on track, 62% of total budget spent to date. Suggestion from Marc Sherman to use funds from Farrell Distributing via David Melincoff at Sweetwaters. Staff will discuss sponsorship opportunities with David Melincoff and Farrell Distributing
  - b. License Committee
    - i. Preliminary Recommendations for Cart Vendor Program
      - 1. Add Commission approval to first option
      - 2. Licenses to reflect that Commission has control over menu changes
      - 3. Video Introduction and presentation from Ongyel Sherpa re: request for license transfer. Motion to approve: Linda Second: Marc Sherman. License transferal approved.
  - c. Marketplace Public Parking Garage (Paul Bohne)
    - i. Update from Paul Bohne, interim director of Parking and Transportation.
    - ii. Sandwich boards, temporary signage, international parking signs, RFP for new parking equipment, construction this summer - \$6million spent upgrading garages, in talks with PC Construction from BTC to accommodate parking
    - iii. Suggestion from commission to staff a person at the entrance to the garage handing out tickets. Suggestion to give free parking when the gate isn't functioning. Or flat rate parking. Who would staff this? What can temporarily happen? Should CSM go to the DPW commission? Concerns regarding backed up traffic onto Bank Street from a full garage. Options from signage, ambassadors etc. Suggestion not to do construction May-Labor Day, or to keep construction at night.
  - d. Update Downtown Improvement District
    - i. BBA needs a Commissioner to be on the advisory board. Motion to nominate Jeff Nick to the advisory committee for the Downtown Improvement District – Jed Davis Seconded – Lorre Tucker. Approved.
    - ii. Kelly is issuing an RFP to hire a consultant by April 30<sup>th</sup>.
  - e. Request for approval to move forward with bus station kiosk acquisition.

- i. Raising money privately to fund renovations. Intent from OGE to have a mural on the Cherry Street side of building.
    - ii. Motion to take possession of kiosk with the intent of a police substation with a 6 month lease – Jed Davis. Seconded – Lara. Motion approved
  - f. Diversity Training for Marketplace Commission
    - i. Suggestions on how to implement the test from Linda Magoon. Commissioners to take training and possibility to pass training on to their employees. Allow 45 minutes for the training.
- VI. EXECUTIVE DIRECTOR'S REPORT
  - a. Request for sidewalk café space at College Street kiosk tenant Leunig's Bistro
    - i. Opportunity to remove poster kiosk and add tables and chairs. Suggestion to try out café on a trial basis. Ron to send out a sketch of what it will look like. Commission feels positively about a Leunig's Kiosk Café space.
  - b. Update on CSMC Working Groups
    - i. Reducing city's in-direct expenses in FY18
      - 1. Ron to meet with Bob Rusten and Rich Goodwin
    - ii. Visit from Kathleen Rawson, Downtown Santa Monica, Inc – Friday, March 10
  - c. Research Results – Mariah Noth
    - i. Customer Origin Survey results: data from 32 stores, 1700 customers.
  - d. Storage space for Cart Vendors
- VII. Capital Improvements
- VIII. Merchant and Marketing: Bite of Burlington
  - a. Help people understand where stores are and what options they have