



**SOUTH LAKE PARKING PLACE COMMISSION
REGULAR MEETING**

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

**Minutes of Regular Meeting
July 25, 2019**

I. CALL TO ORDER

The meeting was called to order at 8:10am

II. ROLL CALL

Commissioners Present: Jennifer Higginbotham, Del Lile, Tammy Silver

Commissioners Absent: Darrell Done and William DeClercq

Staff Present: Jon Hamblen, Duke Beacham, Pam Thyret, Laura Cornejo (left at 8:25am)

III. APPROVAL OF MINUTES

a. May 23, 2019 Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

IV. NEW BUSINESS

a. Introduction of New DOT Director Laura Cornejo

Jon Hamblen introduced Laura Cornejo, who gave a brief career history.

b. Redesign Logistics

Hamblen spoke to Joaquin Siques regarding a Traffic Volume Study for Mentor Avenue. Joaquin estimated a cost of \$25,000 for a comprehensive study with an additional \$150,000 (approximately) for someone to redesign the area. This is a budgetary risk without knowing the outcome of the Property Tax issue. Hamblen will aim to have an RFP by the next meeting.

c. Annual Work Plan

Hamblen distributed copies of last year's plan to prep for a current plan to be presented at the next meeting. Commissioners suggested various changes which Hamblen will use to complete the 2019-2020 plan.

d. Chair and Vice Chair Elections

Commissioner Lile motioned for Chair Higginbotham to continue serving as Chair and for Vice Chair DeClercq to continue as Vice Chair. Both were seconded by Commissioner Silver.

V. OLD BUSINESS**a. Property Tax Update**

None at this time.

b. EV Parking and Charging Stations

Water & Power is still interested in having a station at Shopper's Lane, but there is no further update at this time.

VI. INFORMATION ITEMS**a. Financials**

Revenue is within budget, and expenses are 10% below projections. Income is \$59,000. Phil Tong will be invited to the next meeting to explain in detail.

b. Meter Performance

Consistent

c. Parking Enforcement

Strong.

FUND 232, SOUTH LAKE ON-STREET METERS**VII. NEW BUSINESS****VIII. OLD BUSINESS****IX. INFORMATION ITEMS****a. Financials**

Revenue is 18% higher than this time last year, and expenses are 8% below projections. Income is \$136,000.

b. Meter Performance

Consistent

c. Parking Enforcement

Strong

d. Attendance Reporting

Hamblen explained that absences need documented as excused or unexcused.

X. COMMISSIONER COMMENTS

XI. CHAIR COMMENTS

XII. OTHER REPORTS

XIII. ADJOURNMENT

Meeting adjourned at 9:37am.

The next meeting will be held on Thursday, September 26, 2019, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Duke Beacham
Recording Secretary