



**SOUTH LAKE PARKING PLACE COMMISSION  
REGULAR MEETING**

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

**March 23, 2017  
DRAFT MINUTES**

**I. CALL TO ORDER**

Meeting was called to order at 8:05 am by Chair Worrell.

**II. ROLL CALL**

**Commissioners Present:** Chair Julianne Worrell, Darrell Done and Pete Kutzer

**Commissioners Absent:** Jennifer Higginbotham (excused)

**Staff Present:** Jon Hamblen, Mike Woolson, and Karla Covarrubias

**Public:** Vera Alexander

**III. APPROVAL OF MINUTES**

**A. January 26, 2017 Meeting**

Motion made by Commissioner Kutzer, seconded by Commissioner Done to approve the minutes as submitted. Motion unanimously approved.

**IV. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Vera Alexander of Flex College Prep requested the purchase of parking spaces at Shopper's Lane on 3/26/17 from 1pm-4pm to accommodate guests attending their ribbon cutting and workshop on the college admission process co-hosted by Vice-Mayor Masuda and the Pasadena Chamber of Commerce.

Motion by Commissioner Kutzer, seconded by Commissioner Done, to approve the applicant's request to block off the first lane of the north section of the lot near Cordova Avenue and coordinate closely with City staff during the time periods requested with overflow parking directed to the south lot subject to coordination with City staff on all details including providing adequate personnel to direct traffic as a test basis for the ribbon cutting event. Motion was unanimously approved.

**FUND 217, SHOPPER'S LANE SURFACE LOTS**

**V. NEW BUSINESS**

**A. Landscape Agreement**

Mr. Hamblen provided a handout and discussed the existing three contracts for the Shoppers Lane lots including City Housekeeping Services, City Landscaping Services, and SLBA Landscape Services. There was a consensus among the SLPPC and City staff to explore the option of consolidating all services through one contractor as it could result in possible cost savings. Mr. Hamblen will confirm whether the City is able to opt out of the existing contracts prior to their expiration. Chair Worrell requested City staff put together a matrix with column comparisons to better identify duplication of services. This item will be revisited at the next SLPPC meeting.

**VI. OLD BUSINESS - None**

**VII. INFORMATION ITEMS**

**A. Financials**

Mr. Hamblen discussed financials and responded to questions.

**B. Meter Performance**

Mr. Hamblen discussed meter performance and responded to questions.

**C. Parking Enforcement**

Mr. Hamblen discussed Parking Enforcement and responded to questions.

**FUND 232, SOUTH LAKE ON-STREET METERS**

**VIII. NEW BUSINESS -None**

**IX. OLD BUSINESS - None**

**X. INFORMATION ITEMS**

**A. Financials**

Mr. Hamblen discussed financials and responded to questions.

**B. Meter Performance**

Mr. Hamblen discussed meter performance and responded to questions.

**C. Parking Enforcement**

Mr. Hamblen discussed Parking Enforcement and responded to questions.

**D. Mobile Meter Payment RFP**

Mr. Hamblen informed the commission that Passport has been selected as the vendor. and that he is currently working out the details. He anticipates providing a demonstration of the payment program to the SLPPC in the next few months.

**XI. COMMISSIONER COMMENTS - None**

**XII. CHAIR'S COMMENTS - None**

**XIII. OTHER REPORTS**

Mr. Woolson discussed the City's ADA Compliance survey of the Shopper's Lane lots and will discuss required upgrades at the next meeting.

**XIV. ADJOURMENT**

Motion by Chair Worrell, seconded by Commissioner done, to adjourn the meeting. Meeting was adjourned at 9:05 a.m.

The next meeting will be held on Thursday, May 23, 2017, at 8:00 a.m. in the 210 conference room at 221 E. Walnut Street, Pasadena.

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Karla Covarrubias, Recording Secretary