



**SOUTH LAKE PARKING PLACE COMMISSION  
REGULAR MEETING**

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

**Minutes of Regular Meeting  
July 27, 2017**

**I. CALL TO ORDER**

The meeting was called to order at 8:05 a.m.

**II. ROLL CALL**

**Commissioners Present:** Darrell Done, Thomas Canavan, and Jennifer Higginbotham

**Commissioners Absent:** None

**Staff Present:** Jon Hamblen, Gloria Flores, Mike Woolson, Duke Beacham

**Public:** Pam Thyret, Tom Hunter, Joe Padilla, Daniel White

**III. APPROVAL OF MINUTES**

a. May 18, 2017 Meeting

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

**IV. NEW BUSINESS**

a. Elections

**MOTION:**

Motion made by Commissioner Done to nominate Commissioner Higginbotham the new Chair. Motion made by Commissioner Higginbotham to nominate Commissioner Done the new Vice Chair. Both motions were unanimously approved.

b. **Annual Reports – Work Plan and Accomplishments**

Jon Hamblen passed around a handout listing objectives – all currently ongoing. Past plans were reviewed by the Commission, and City Staff were directed regarding the preparation of the final work plan, which will be submitted on behalf of the Commission.

**V. OLD BUSINESS****a. ADA Compliance**

Mike Woolson informed the Commission that Transportation has asked for a revised bid – it will likely be ready in September

**b. Landscape Maintenance**

Commission discussed shifting duties away from SLBA as long as those services can be covered by Topflite and Brightview

**VI. INFORMATION ITEMS****a. Financials**

Ms. Flores presented the financials to the commissioners. Revenue will end approximately 23% above budget and expenses approximately 10% under budget.

**b. Meter Performance**

None

**c. Parking Enforcement**

None

**FUND 232, SOUTH LAKE ON-STREET METERS****VII. NEW BUSINESS****a. Meter Request for Granite Drive**

A business owner inquired as to why there were no meters on Granite, stating that the same motorists take the short stretch of open parking all day. The Commission debated 60-minute signs vs. meter installation. Motion was made to install a single Pay & Display system for the area. Unanimously approved.

**VIII. OLD BUSINESS**

None

**IX. INFORMATION ITEMS****a. Financials**

Ms. Flores presented the financials to the commissioners. Revenue will end approximately 15% above budget and expenses approximately 10% under budget.

**b. Meter Performance**

None

**c. Parking Enforcement**

None

**d. Mobile Meter Payment RFP**

Item was moved to next meeting (September 21, 2017)

**X. COMMISSIONER COMMENTS**

None

**XI. CHAIR'S COMMENTS**

Commissioner Higginbotham inquired about the Pay & Display lawsuit, and Jon Hamblen stated that it will not affect the SLPPC. Hamblen further stated that the City of Pasadena will respond accordingly (this being the City's official statement).

**XII. OTHER REPORTS**

Regarding the Property Tax, we are hoping for a hearing date in the 2<sup>nd</sup> Quarter of 2018.

**XIII. ADJOURMENT**

Meeting adjourned at 9:35am.

The next meeting will be held on Thursday, September 21, 2017, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

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***Duke Beacham***  
***Recording Secretary***