



**SOUTH LAKE PARKING PLACE COMMISSION  
REGULAR MEETING**

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

**Draft Minutes of Special Meeting  
September 29, 2016**

**I. CALL TO ORDER**

The meeting was called to order at 8:08 a.m.

**II. ROLL CALL**

**Commissioners Present:** Darrell Done, Pete Kutzer and Jennifer Higginbotham

**Commissioners Absent:** Chair Julianne Worrell and Vice Chair Perry Vidalakis

**Staff Present:** Jon Hamblen, Brad Fuller and Karla Covarrubias

**Public:** Pam Thyret and Robert DePietro

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

Mr. Robert DePietro introduced himself. He is a member of South Lake Business Association.

**IV. APPROVAL OF MINUTES**

a. July 28, 2016 Meeting

**MOTION:**

Motion made by Commissioner Higginbotham, seconded by Commissioner Done, to approve the minutes. Motion was unanimously approved.

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

**V. NEW BUSINESS**

a. Landscape agreement

**MOTION:**

Motion made by Commissioner Higginbotham to move this item for the next meeting, seconded by Commissioner Done. Motion was unanimously approved.

b. **Citifyd Shared Parking Presentation**

Citifyd application was presented by Pedro Cabassa from P3GM and Eddie Sohirad and Todd Jetton from Citifyd. All commissioners' questions were answered.

**c. Authorization for Parking Manager to enter into parking space rental agreements on the Commission's behalf.**

Mr. Hamblen requested authorization to enter into agreements on the commission's behalf.

**MOTION:**

Motion made by Commissioner Kutzer and seconded by Commissioner Done. Motion was unanimously approved.

**VI. OLD BUSINESS**

Item not covered – Out of Quorum

**VII. INFORMATION ITEMS**

Item not covered – Out of Quorum

- a. Financials
- b. Meter Performance
- c. Parking Enforcement

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

**VIII. NEW BUSINESS**

Item not covered – Out of Quorum

**IX. OLD BUSINESS**

Item not covered – Out of Quorum

**X. INFORMATION ITEMS**

Item not covered – Out of Quorum

- a. Financials:
- b. Meter Performance
- c. Parking Enforcement

**XI. COMMISSIONER COMMENTS**

Item not covered – Out of Quorum

**XII. CHAIR'S COMMENTS**

Item not covered – Out of Quorum

**XIII. OTHER REPORTS**

Item not covered – Out of Quorum

**XIV. ADJOURMENT**

Meeting adjourned at 9:15am – Out of Quorum.

The next meeting will be held on Thursday, November 17, 2016, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

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*Karla Covarrubias*  
*Recording Secretary*