



SOUTH LAKE PARKING PLACE

COMMISSION

REGULAR MEETING

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

**Minutes of Regular Meeting
October 5, 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: Gloria Flores, Mike Woolson, Duke Beacham

Public: Pam Thyret, Robert De Pietro, Donna Guerrero

III. APPROVAL OF MINUTES

a. July 27, 2017 Meeting

FUND 217, SHOPPER'S LANE SURFACE LOTS

IV. NEW BUSINESS

a. Granville Construction Request

Rep from Granville requested the use of 10 parking spaces during restaurant construction. Duration 6 to 6.5 months. Other businesses are aware. Commissioner Done wanted to make sure that other tenants weren't going to be negatively affected. REQUEST GRANTED

b. Rangoni Dumpster

Dumpster was haphazardly left in area, taking up parking spaces. Discussion commenced regarding threshold for requiring Commission approval to resolve similar issues.

c. Construction Permit Procedures

Commissioner Higginbotham suggested Staff use discretion so as not to interfere with construction. Consensus made to allow construction to take up half an aisle for 30 days, and neighboring tenants must be notified.

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

Mike Woolson stated that we are waiting for revised engineer estimates – hopefully ready at next meeting.

b. Landscape Maintenance

Gloria Flores presented a revised matrix for better comparison between vendors. Poor current service and vermin problems were discussed. Woolson explained that changing vendors must go to bid. Commissioner Higginbotham suggested more documentation of service and better communication from tenants regarding poor service. Woolson suggested allowing BrightView to correct their services. MOTION APPROVED to give notice to Otoniel to terminate services and add daily servicing from remaining vendors.

VI. INFORMATION ITEMS**a. Financials**

Flores presented the financials to the Commissioners. Revenues and expenses are within budget, and the year could end with savings.

b. Meter Performance

Good. \$1700 per month higher than this time last year.

c. Parking Enforcement

Citations are trending down.

FUND 232, SOUTH LAKE ON-STREET METERS**VII. NEW BUSINESS**

None

VIII. OLD BUSINESS

None

IX. INFORMATION ITEMS**a. Financials**

Flores presented the financials to the Commissioners. Revenues and expenses within budget.

b. Meter Performance

Up \$900 per month higher than this time last year.

c. Parking Enforcement

Citations slightly down from this time last year.

X. COMMISSIONER COMMENTS

None

XI. CHAIR'S COMMENTS

None

XII. OTHER REPORTS

None

XIII. ADJOURMENT

Meeting adjourned at 9:20am.

The next meeting will be held on Thursday, November 16, 2017, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Duke Beacham
Recording Secretary