



**SOUTH LAKE PARKING PLACE COMMISSION
REGULAR MEETING**

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

**Minutes of Regular Meeting
January 25, 2018**

I. CALL TO ORDER

The meeting was called to order at 8:12 a.m.

II. ROLL CALL

Commissioners Present: Jennifer Higginbotham, Darrell Done, Thomas Canavan, William DeClercq (arrived at 8:19am)

Commissioners Absent: None

Staff Present: Jon Hamblen, Mike Woolson, Joaquin Siques, Duke Beacham

Public: None

III. APPROVAL OF MINUTES

a. November 16, 2017 Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

IV. NEW BUSINESS

a. FY19 Annual Budget

Report details were compiled by Gloria Flores and presented by Jon Hamblen. Nothing had greatly changed from FY18. Chair Higginbotham stated that changes discussed late last year had been made. *Motion to approve budget unanimous, though DeClercq abstained as he is new to the Commission.*

V. OLD BUSINESS

a. ADA Compliance

Mike Woolson stated that there should be a better update at the next meeting. Bids have been submitted and published.

b. Property Tax Update

Jon Hamblen stated that the hearing date should be in the 1st or 2nd quarter of 2018. He gave a history of the issue, and Commissioner DeClercq suggested getting a strategy memo.

c. Holiday Monthly Parking Reduction Update

Mike Woolson said that no problems or complaints were reported.

d. Landscaping Update

Mike Woolson confirmed that TopFlite began work on January 1st, and there have been no issues thus far.

e. Del Lile Plan Feedback

Joaquin Siques stated that there is no way to change the loading location, but it's possible to look into a study regarding loading management. Realigning the parking would be tough due to the setup of the parcels. Chair Higginbotham suggested looking into yellow zones and then, if necessary, a loading management study. Siques stated that he would have a cost analysis at the next meeting.

VI. INFORMATION ITEMS**a. Financials**

(Hamblen) Revenues are projected above budget, and expenses are projected below budget.

b. Meter Performance

Trending up from this time last year (on average).

c. Parking Enforcement

Also trending up. Hamblen passed around a handout.

FUND 232, SOUTH LAKE ON-STREET METERS**VII. NEW BUSINESS****a. FY19 Annual Budget**

Details presented by Jon Hamblen. No motion needed.

VIII. OLD BUSINESS

None

IX. INFORMATION ITEMS**a. Financials**

(Hamblen) Revenues and expenses are expected to hit budget.

b. Meter Performance

Very healthy.

c. Parking Enforcement

Jon presented another handout.

X. COMMISSIONER COMMENTS

Commissioner Canavan asked if a tenant was moving into a former restaurant at Granville, and Mike Woolson stated that construction had not yet resumed. Higginbotham, Done, and Canavan welcomed DeClercq and discussed their backgrounds.

XI. CHAIR'S COMMENTS

None

XII. OTHER REPORTS

None

XIII. ADJOURMENT

Meeting adjourned at 9:31am.

The next meeting will be held on Thursday, March 22, 2018, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

*Duke Beacham
Recording Secretary*