



**SOUTH LAKE PARKING PLACE COMMISSION  
REGULAR MEETING**

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

**Minutes of Regular Meeting  
July 23, 2020**

**I. CALL TO ORDER**

The meeting was called to order at 8:03am

**II. ROLL CALL**

**Commissioners Present:** Jennifer Higginbotham, Tammy Silver, Darrell Done

**Commissioners Absent:** None

**Staff Present:** Jon Hamblen, Duke Beacham, Patrisia de la Torre, Pam Thyret

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

(Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Chair may limit this time if reasonable under the circumstances.)

**IV. APPROVAL OF MINUTES**

a. September 26, 2019 Meeting – *approved*

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

**V. NEW BUSINESS**

**a. Redesign Logistics**

Work paused due to lack of funds. Awaiting clarity on financial outlook before resuming. Julie Dixon will be invited to next meeting to discuss strategic plan.

**b. Election of New Vice Chair**

Appointment needed as William DeClercq vacated this position. Commissioner Silver nominated Commissioner Done, and Chair Higginbotham seconded. Motion passed.

**c. Filling Vacated Commissioner Positions**

Commission needs to fill two vacancies. Request for applicants has gone out.

**d. COVID-19 Impacts**

The City has experienced significant financial impact with slight recent recovery. Commission discussed pros and cons of potentially reserving parking areas in Shopper's Lane for businesses to use in order to continue operation while also maintaining social distancing. Idea is modelled from the current practice of restaurants using blocked-off traffic lanes in other areas of Pasadena. No action needed from commission, but guidance is welcome. Commission suggested a cap of 25% of the lot for this type of use. Hamblen will talk to the SLBA to gauge interest and discuss possible design. Businesses can apply online (without fee) for this type of permit.

**VI. OLD BUSINESS****a. Property Tax Update**

No update. Lesley Cheung called Chris Matarese and was told that due to the impacts of COVID-19, the Assessor's Office does not currently have a hearing date. Commissioner Silver inquired about potential impacts if Prop 15 passes. Hamblen will investigate further.

**b. EV Parking and Charging Stations**

Water & Power has identified spaces for the stations (including Shopper's Lane), but COVID-19 has delayed work. The location on the Marengo Garage roof is operational and popular.

**VII. INFORMATION ITEMS****a. Financials**

Revenues expected to end FY20 25% below budget – 21% lower than FY19 -- with an expected loss of approximately \$100,000. Expenses are 7% below budget. The expected year-end Actuals are \$222,000. Future of the fund is bleak. There is currently enough funding to last through November 2020. Hamblen will talk to DOT Director and City Manager about budget recommendations.

**b. Meter Performance**

Activity took a significant downturn in April and May with some recovery in June.

**c. Parking Enforcement**

When enforcement was paused for COVID-19, the DOT stopped using Inter-Con. This continued until very recently, and the goal is to fully resume normal activity at the beginning of September. However, this requires Council approval. The contract with Inter-Con expires in October, and an RFP is out now.

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

**IX. OLD BUSINESS**

**X. INFORMATION ITEMS**

**a. Financials**

Revenues estimated to end FY20 13% below budget – 21% below FY19.  
Expenses are 5% below budget. Fund is expected to end FY20 with \$746,000.

**b. Meter Performance**

Activity took a significant downturn in April and May with some recovery in June.

**c. Parking Enforcement**

When enforcement was paused for COVID-19, the DOT stopped using Inter-Con. This continued until very recently, and the goal is to fully resume normal activity at the beginning of September. However, this requires Council approval. The contract with Inter-Con expires in October, and an RFP is out now.

**XI. COMMISSIONER COMMENTS**

**XII. CHAIR COMMENTS**

**XIII. OTHER REPORTS**

**XIV. ADJOURNMENT**

Meeting adjourned at 9:26am.

The next meeting will be held on Thursday, September 24, 2020, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

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