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**DOWNTOWN PARKING BOARD  
MINUTES  
February 1, 2017**

200 E. Santa Clara Street, 12<sup>th</sup> Floor Conference Room

**Item Subject**

1. **Call to Order**

10:04 a.m.

Action: (5-0-1) Board member Cord moved to approve the meeting minutes for the October 5, 2016 DPB meeting. Vice Chair Nichols seconded the motion.

Absent: Board member Singh was absent

Document Filed: October 5, 2016 DPB minutes

2. **Chairperson Report**

Chair Carlson noted that three DPB seats will be vacated at the end of the fiscal year due to term limits for Chair Carlson, Vice Chair Nichols, and board member Renelle. Chair Carlson noted that the 2<sup>nd</sup>/St. James lot and on-street parking on St. James is heavily occupied. Lastly, Chair Carlson noted the delay and site conditions of the Julian/St. James realignment project.

3. **FY 2016-17 Mid-Year Financial and Activity Report**

Arian Collen (DOT) reviewed the FY 2016-17 Mid-Year Financial and activity Report and highlighted the following:

- FY 2016-17 Modified Budget reflects an increase in of Revenues by \$90K and \$270K increase in Operating Expenditures
- Revenues were \$8.4 million which was 51% of the modified budget
  - \$6.3 million from garages and lots
  - \$2 million from on-street meters
  - \$128K from miscellaneous and interest
- Operating Expenditures were \$5.2 million which was 51% of the modified budget
  - Contractual Services \$3.2 million (47%)
  - DOT Personal Services \$900K (40%)
  - Overhead \$1 million (100%) one-time transfer occurred in the first half of year
- Transfers were \$700K (67% of modified budget) with majority occurring as one-time transfers in the first half of the year
- Net Revenue was \$2.46 million and slightly lower (47%) than modified budget
- Capital projects expenditures totaled \$1.3 million which was 10% of the modified budget
  - Additional expenditures expected in the second half of the year with the completion of the 3<sup>rd</sup> Street Garage backup power supply and LED lighting project (\$750K) and Convention Center Signage (\$250K)
  - Other projects expected to carry over to FY 17-18 due to additional planning and project delays
- Net Change to Fund Balance was an increase of \$1.2 million
- Detail summary of revenue and expense by location and Capital Projects
- Review of the customer service surveys results with averages ranging from 4.20 (out of 5) in Safety and 4.72 in Customer Service

A discussion ensued regarding the overall parking program operations, financials, and customer survey results. Staff will follow up with details at the May 3, 2017 DPB Meeting on work completed or planned to address the ongoing low customer survey results at the 2<sup>nd</sup>/San Carlos Garage.

Action: (4-0-2) Vice Chair Nichols moved to approve the FY 2016-17 Mid-Year Financial and Activity Report. Board member Leege seconded the motion.

Absent: Board member Singh was absent and Board Member Renelle had to step outside during voting

Document Filed: FY 2016-17 Mid-Year Financial and Activity Report

#### 4. **Reports/Coordination**

##### **A. Multi-Modal Transportation Projects & Diridon Area Master Plan**

Laura Wells (DOT) noted the status of the following projects:

- St. John Street
- Autumn Parkway connection from Coleman to Julian
- Park Avenue multimodal improvements

##### **B. Downtown Promotions and Marketing Update**

Mr. Collen noted the following San Jose Downtown Association marketing efforts related to the parking program:

- “Downtown for the Summer” & “Downtown for the Holidays” radio and print ads
- ParkSJ promotion and validation outreach to downtown merchants
- Promoting transportation options (bike, walk, VTA, etc)
- www.parksj.org website maintenance including the addition of real-time occupancy at core garages
- SJSU student parking at 4<sup>th</sup>/San Fernando garage

##### **C. Staff Verbal Update on Events & Activities**

Mr. Collen reported on the following major events taking place downtown:

- SAP Center events including the Sharks, Bon Jovi and Blake Shelton concerts, NCAA basketball tournament
- Major events including the 408K run on 3/5 and Amgen Tour bike race on 3/15
- Return of Cirque de Soleil in February and March
- Cinequest in February and March

##### **D. City Council/Committee Agenda Items**

Ms. Wells provided updates on the following items:

- Tech Shop Parking Agreement
- Team San Jose’s potential management and operations of the Convention Center Garage, with a report to Community and Economic Development Committee in April and followed by a recommendation to City Council
- Extensions of agreements with SP+ and Turbo Data while RFP’s for the garage operations and citation issuance contracts continue to move forward
- Recommendation to Council for reduction of speed limit from 35 to 30 mph on Market Street between San Carlos and Reed Streets
- Knight Cities Grant finalist for the pilot closure of San Pedro between Santa Clara and St. John Streets
- San Pedro Squared retail project update

5. **Future Agenda Items**

Items for the May 3, 2017 DPB meeting as outlined in the Annual Work Plan:

- Election of Officers
- Preliminary approval of the FY 17-18 Annual Work Plan
- Proposed FY 17-18 Budget and Five-Year CIP
- Update on Parking Programs and Rates
- Downtown Promotions and Marketing Updates
- Multi-Modal Transportation Projects & Diridon Area Masterplan
- Update on 2<sup>nd</sup>/San Carlos operations, security, and customer services improvements

6. **Open Forum**

No Comments

7. **Adjournment**

11:37 am