
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
February 3, 2016**

200 E. Santa Clara Street, 13th Floor Conference Room

Item Subject

1. **Call to Order**

10:13 a.m.

Action: Approval of the October 7, 2015 DPB Meeting and Retreat minutes was deferred to the May DPB meeting due to lack of quorum.

Absent: Board members Cord, Salguero, and Singh were absent.

Document Filed: No documents filed

2. **Chairperson Report**

No Chairperson Report

3. **Capital/Finance**

This item was deferred due to lack of quorum.

Action: Approval of the FY 2015-16 Mid-Year Financial and Activity Report was deferred to the May DPB meeting due to lack of quorum.

Absent: Board members Cord, Salguero, and Singh were absent.

Document Filed: No documents filed

4 **Parking Rate Review**

Arian Collen (DOT) presented a briefing sheet for the downtown core garages outlining the following items:

- Monthly permit rate history
- Process for increasing monthly rates
- Review of average peak parking facility occupancy between FY 2006-07 to current
- Current and projected weekday daytime and evening facility occupancy
- City and private garage rate survey
- Current Market Street Garage permit issuance details by type/rate
- Proposed monthly permit rate increase at the Market Street Garage

A discussion ensued regarding the briefing sheet data and proposed rate increase at the Market Street garage including:

- Impacts of the opening of the Superior Court and additional contractual commitments
- Remaining vacant office space at the Civic Towers and impacts at 3rd Street garage
- Establishing limitations on the number of active monthly permits by facility
- Incremental vs. one-time rate increase to shift demand to other facilities
- Transportation Demand Management (TDM) strategies
- Monthly permit rate survey comparing City garages to private facilities
- Review of rate increase proposal to \$125 and elimination of Merchant rate at Market St.

- Review of “Underutilized Facility” as defined in Rate Resolution
- Outreach to existing permit holders, area businesses/merchants, and brokers

Additional information and recommendations will be reviewed during the May DPB meeting.

5. **Reports/Coordination**

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

Mr. Collen reported on the status of the following projects:

- Park Ave bike/signal/ramp improvement projects
- San Carlos Streetscape phase II completed
- St. John Street improvements will be rebid in Spring/Summer 2016

A brief discussion ensued regarding the various projects.

B. Driving Revenue Generating Activity – Promoting City Facilities

Scott Knies (SJDA) noted the Super San Pedro events and collaboration with DOT and the installation of Super Bowl team and ParkSJ temporary signage that was placed on the garage.

C. Staff Verbal Update on Events & Activities

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

- Super San Pedro which closed San Pedro between Santa Clara and St. John
- SoFA Winter Market

D. City Council/Committee Agenda Items

Ms. Wells provided an update on the Successor Agency’s sale of the Central Place Garage. The garage is currently listed for sale and has a bid close date of April 1, 2016. DOT and City staff are evaluating the opportunity to bid on the garage. A discussion ensued regarding the proposed purchase and included the following:

- Garage must remain as public parking and cannot be privatized
- Any potential City bid over previously approved \$850K would require review by Council in Closed Session
- Expected purchase price is well below costs to develop similar additional supply
- Garage would allow additional flexibility in meeting increasing parking demand at existing City parking facilities
- The DPB members agreed they would draft a formal memo from the board to the City Council expressing their approval of purchasing the garage

Heather Hoshii noted the Car Share Pilot will go to Council for approval as a permanent Car Share Parking Program to be approved with specific rates for on and off-street parking spaces.

Mr. Collen noted that the City’s Mid-Year Budget will be going to Council and the Parking Division has one item to increase the maximum compensation amount for the City’s Parking Operator to account for increases to the Living Wage.

6. **Future Agenda Items**

Items for the May 4, 2016 DPB meeting as outlined in the Annual Work Plan:

- *Carryover items from 2/3/16 DPB meeting:*
 - *Approval of the 10/7/15 & 2/3/16 DPB Minutes*
 - *Approval of the FY 2015-16 Mid-Year Financial and Activity Report*
- Election of Officers
- Preliminary approval of FY 2016-17 Annual Work Plan

- Proposed FY 2016-17 Budget and Five Year CIP
- Update on Parking Programs and Rates
- Parking Branding & Downtown Promotions/Marketing Update
- Multi-Modal Transportation Projects & Diridon Area Masterplan

7. **Open Forum**

No Comments

8. **Adjournment**

11:40 am