
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
May 2, 2018**

200 E. Santa Clara Street, 14th Floor Conference Room

Item Subject

1. **Call to Order**

10:05 a.m.

Action: (5-0-1) Vice Chair Leege moved to approve the meeting minutes for the February 7, 2018 DPB meeting. Board member seconded the motion.

Absent: Board member Schneider was absent

Document Filed: February 7, 2018 DPB minutes

2. **Chairperson Report**

No Report

3. **General Business**

A. Election of Chairperson (July 2018-June 2019)

Henry Cord was unanimously elected chairperson with five votes

B. Election of Vice Chairperson (July 2018-June 2019)

Chad Leege was elected vice chairperson with four votes and Harvard Sung receiving one vote

C. Downtown Parking Board Membership

Heather Hoshi (DOT) reviewed the Modification of the DPB Member Representation memo recommending board support to amend the San Jose Muni Code to convert the off-street parking facility owner/representative seat to a business association representative within a designated meter district, and to expand the two at-large seats to include an owner/representative of private off-street parking. Tamiko Rask from the Japantown Business Association reviewed a letter of support for the DPB member representation modification which was submitted to the City. A discussion ensued.

Action: (5-0-1) Vice Chair Leege moved to approve the amendment of SJ Muni Code to modify DPB member representation. Board member Singh seconded the motion.

Absent: Board member Schneider was absent

Document Filed: Modification of DPB Member Representation Memo
[Letter from Japantown Business Association](#)

4. **Annual Work Plan**

Arian Collen (DOT) reviewed the 2018-2019 Draft Annual Work Plan and noted that the work plan maintains the schedule and agenda items from the last several years. A brief discussion ensued on the work plan items. The final work plan will be brought to the board for approval at the August 2018 DPB meeting.

5. **Capital/Finance**

Mr. Collen reviewed the FY 2018-19 Proposed Budget and 5-Year Capital Budget and highlighted the following:

- The City's proposed budget was released on May 1, 2018 with study sessions and public hearings held in May and June with final budget adoption scheduled for June 19, 2018
- Revenues are projected at \$18.6 million
- Operating Expenditures are projected at \$12.5 million
- Transfers are projected at \$22.6 million
- Ending Fund Balance is projected at \$5.5 million
- The 2019-2023 proposed 5-Year CIP is \$55.5 million

A discussion ensued regarding the overall parking program operations, financials, and the various CIP projects.

Action: (5-0-1) Board Member Faas moved to approve the FY 2018-19 Proposed Budget and 5-Year CIP. Board member Legee seconded the motion.

Document Filed: FY 2018-19 Proposed Budget Parking Fund

6. Update on Parking Program and Rates

A. Surface Lot Monthly Parking Rate Adjustments

Mr. Collen reviewed the staff recommendation to increase the monthly permit parking rates at the 1st/280, Woz/87, Almaden/Woz parking lots to offset increasing lease and operating costs, reflect the increased parking demand, and to adjust rates which have not been increased in over 15 years. A brief discussion ensued.

Action: (5-0-1) Board Member Singh moved to approve the monthly permit rate adjustments. Board member Legee seconded the motion.

Document Filed: Surface Lot Monthly Rate Increase Overview

B. Review of Parking Operations Security Program, Goals, and Data

Mr. Collen provided the board with an overview DOT's parking security program including the following highlights:

- Core security areas to provide security presence, deter vagrancy, assist parking operations, and provide enhanced security and traffic assistance during large events
- Security vendor, DOT supervisor, and SJPD staffing resources
- Q1 2018 incident tracking data

A brief discussion ensued regarding the security operations and Q1 2018 security activity data.

Document Filed: Off-Street Parking Security Overview

7. Parking Program Strategy

No discussion on this item

8. Reports/Coordination

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

No Discussion on this item

B. Driving Revenue Generating Activity – Promoting City Facilities

No discussion on this item

C. Staff Verbal Update on Events & Activities

Mr. Collen noted the May 18th grand opening of the four retail spaces on the ground floor of the Market Street Garage.

D. City Council/Committee Agenda Items

Mr. Collen noted the following upcoming City Council agenda items:

- Smart Meter Expansion
- DPB Representation
- Parking Operator Contract

9. **Future Agenda Items**

Items for the August 1, 2018 DPB meeting as outlined in the Annual Work Plan:

- Final Approval of the FY 2018-19 Annual Work Plan
- Annual Report to Transportation and Environment Committee
- Update on Parking Programs & Rates including a summary of Downtown Parking Inventory
- FY 2018-2019 CIP Update
- Downtown Promotions and Marketing Rates
- Multi-Modal Transportation Projects & Diridon Area Masterplan

10. **Open Forum**

Mike Honda noted the increase in electric scooters downtown. A brief discussion ensued.

11. **Adjournment**

12:00 pm