
DOWNTOWN PARKING BOARD
MINUTES
May 3, 2017

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

Item Subject

1. **Call to Order**

10:03 a.m.

Action: (6-0) Board Member Cord moved to approve the meeting minutes for the February 1, 2017 DPB meeting. Vice Chair Nichols seconded the motion.

Document Filed: February 1, 2017 DPB minutes

2. **Chairperson Report**

Chair Carlson noted the term limits being reached by himself, Vice Chair Nichols and Board Member Renelle, he highlighted the parking demand at Market Street and 3rd Street garages and the need to move that demand to other underutilized facilities, and finally noted the condition and delays of the Julian realignment street work.

3. **General Business**

A. Election of Chairperson (July 2017-June 2018)

Henry Cord was unanimously elected chairperson with six votes

B. Election of Vice Chairperson (July 2017-June 2018)

Chad Leege was elected vice chairperson with four votes and Ajay Singh receiving two votes

4. **Annual Work Plan**

Arian Collen (DOT) reviewed the 2017-2018 Draft Annual Work Plan and noted that the work plan maintains the schedule and agenda items from the last several years but does now include a CIP overview at each meeting. A brief discussion ensued on the work plan items.

5. **Capital/Finance**

Mr. Collen reviewed the FY 2017-18 Proposed Budget and 5-Year Capital Budget and highlighted the following:

- The FY 2016-17 Modified Budget reflects a \$322K increase to Capital Programs and \$270K increase to the Contractual Services budget due to the increase of the City's living wage which impacted the parking operator and security contracts.
- The City's proposed budget to be released on May 1, 2017 with study sessions and public hearings held in May and June with final budget adoption scheduled for June 13, 2017
- Revenues are projected at \$16.7 million
- Operating Expenditures are projected at \$11.4 million
- Transfers are projected at \$1.7 million
- Ending Fund Balance is projected at \$9.5 million
- The 2018-2022 proposed 5-Year CIP is \$33.6 million

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

Action: (6-0) Board Member Cord moved to approve the FY 2017-18 Proposed Budget and 5-Year CIP. Board member Renelle seconded the motion.

Document Filed: FY 2017-18 Proposed Budget Parking Fund

6. **Parking Programs, Operations & Rates Update**

Mr. Collen updated the board on the occupancy and monthly permit activity at the Market, Third, 4th/San Fernando, and 2nd/San Carlos garages and highlighted various parking agreement activity and large downtown tenants contributing to the garage occupancy trends. Mr. Collen noted that the increased demand for parking at the 4th/San Fernando garage was likely to lead to the termination of the San Jose State Student parking permit program effective for the Fall 2017 semester.

Mr. Collen followed up on the discussions from the February DPB meeting where the operations, customer service and cleanliness at the 2nd/San Carlos garage was discussed in detail. Mr. Collen noted the following areas where efforts and projects have been undertaken since February:

- DOT staff has met with operations and security vendors to discuss areas for improvement
- Aesthetic and Cleanliness improvements/projects
- Safety and Convenience improvements/projects
- Feasibility analysis underway for additional elevator

Finally, Mr. Collen highlighted the parking security program which focuses on vehicle/property crime, homelessness and loitering, operations and special events assistance, and late night bar/club activity. It was noted that 75% of the program activity is related to homelessness and loitering with only 10% of the program instances occurring at the 2nd/San Carlos garage.

A discussion ensued regarding the operations and activity at the downtown core facilities.

7. **Reports/Coordination**

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

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

- Park Avenue Multi-Modal project
- St. John Multi-Modal project
- Autumn Extension: Colman to Julian
- Diridon Master Plan and Facilities Plan
- Vision Zero

B. Driving Revenue Generating Activity – Promoting City Facilities

Mr. Collen provided an update on the parking marketing and promotions efforts to date provided by the San Jose Downtown Association.

C. Staff Verbal Update on Events & Activities

Mr. Collen noted various downtown outdoor special events and major Convention Center events taking place throughout spring/summer.

D. City Council/Committee Agenda Items

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

- TechShop Parking Agreement and Validation: May 9, 2017
- Boards & Commissions Appointments: June 6, 2017

8. **Future Agenda Items**

Items for the August 2, 2017 DPB meeting as outlined in the Annual Work Plan:

- Final Approval of the FY 2017-18 Annual Work Plan
- Update on Parking Programs & Rates
- FY 2017-2018 CIP Update
- Downtown Promotions and Marketing Rates
- Multi-Modal Transportation Projects & Diridon Area Masterplan

9. **Open Forum**

DOT staff presented termed out board members Carlson, Nichols and Renelle with commemorative ParkSJ parking signs thanking them for their years of service to the City and the Downtown Parking Board.

10. **Adjournment**

10:37 am