
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
October 4, 2017**

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

Item Subject

1. **Call to Order**

Chair Cord introduced Board member Harvard Sung who is new to the DPB.

Action: (4-0-2) Board member Faas moved to approve the meeting minutes for the August 2, 2017 DPB meeting. Board member Schneider seconded the motion.

Absent: Board members Leege and Singh were absent

Document Filed: August 2, 2017 DPB minutes

2. **Chairperson Report**

Chair Cord noted his involvement in the City's parking operator selection process by attending the interview of the vendor finalists. The process is still ongoing with the outcome to be shared with the board during the February meeting.

3. **General Business**

Item 7 was heard first followed by Items 3-10

Arian Collen (DOT) presented a draft memo from DOT to the Transportation and Environment (T&E) Committee outlining the FY 2016-17 DPB Annual Report and the DPB FY 2017-18 Annual Work Plan.

Action: (4-0-2) Vice Chair Faas moved to approve the T&E memo, FY 2016-17 Annual Report and FY 2017-18 Annual Work Plan. Board Member Sung seconded the motion. Board members Leege and Singh were absent.

Document Filed: T&E memo, FY 2016-17 Annual Report, and FY 2017-18 Annual Work Plan

4. **DPB Bylaws**

Mr. Collen presented revised DPB Bylaws which conform to the City's newly established guidelines standardizing the bylaws for all City boards and commissions.

Action: (4-0-2) Chair Cord moved to approve the DPB Bylaws. Board Member Schneider seconded the motion. Board members Leege and Singh were absent.

Document Filed: Downtown Parking Board Bylaws

5. **FY 2016-17 Annual Financial Report**

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

A brief discussion ensued regarding the overall parking program operations and financials. Additionally, Board member Faas commented on San Jose State University parking demand.

Action: (4-0-2) Board member Schneider moved to approve the FY 2016-17 Annual Financial Report. Board Member Faas seconded the motion. Board members Leege and Singh were absent.
Document Filed: FY 2016-17 Annual Financial Report

6. **FY 2017-18 Capital Improvement Projects (CIP) Update**

Mr. Collen provided a brief overview of the FY 2017-18 CIP with a budget of \$17.125 million and expenditures totaling \$265k through August.

Document Filed: FY 2017-18 CIP Update Report

7. **Update on Parking Programs and Rates**

This item was taken out of order and discussed prior to items 3-6

Heather Hoshii (DOT) presented the On-Street Smart Meter Report which outlined the following items:

- Initial install of approximately 1,200 Smart Meters in the Downtown Core in 2014 at a cost of \$1 million with ongoing costs of approximately \$250,000/year
- A rate adjustment from \$1 to \$2 per hour at the newly installed Smart Meters was effective July 2014
- Investment costs to upgrade the remaining 1,243 coin only meters to Smart Meters will cost \$590,425 with ongoing costs of approximately \$110k per year
- City staff have negotiated a deal with the meter vendor (IPS) whereby if City moves forward with the upgrade of the coin only meters to Smart Meters the vendor will provide new updated Smart Meters to replace the existing installed Smart Meters
- Existing meter revenue from the coin only meters of \$687k per year with projections of just over \$1 million per year with meter rates at \$1.50/hour and \$1.4 million per year at \$2.00/hour
- Projected payback of the investment costs in a little over two years with meters rates increased to \$1.50/hour or in one year with rates at \$2.00/hour
- A \$2.3 million surplus above existing revenues over five years with rates at \$2.00/hour and a loss of \$1.1 million if rates were to remain at \$1.00/hour

A discussion ensued on the status of the existing Smart Meters, existing rates for coin only and Smart Meters, investment costs and ongoing fees to expand Smart Meters, and potential rate adjustments up to \$2/hour. Councilmember Peralez and the Board unanimously supported the concept of expanding the Smart Meters and a rate adjustment to support the initial investment and ongoing fees. Councilmember Peralez and Scott Knies with the Downtown Association noted their offices would take the lead and provide assistance with outreach to stakeholders.

Staff will prepare a memo and recommendation to be presented to the DPB at the February board meeting.

Document Filed: On-Street Smart Meter Report

8. **Reports and Coordination**

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

No Update

B. Downtown Promotions & Marketing Update

No Update

C. Staff Verbal Update on Events & Activities

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

- Start of the Sharks NHL season (10/4)
- Rock-n-Roll 5k and Half Marathon (10/7 and 10/8)
- Veterans Day Parade (11/11)
- Christmas in the Park (11/24-1/7)

D. City Council/Committee Agenda Items

Staff noted the following upcoming City Council agenda items:

- Property acquisition memos to Council for Milligan and Francia properties in the Diridon/Arena Area at the end of October
- Parking Operator memo and contract to Council in December
- Councilmember Peralez took recommendation to Rules Committee for the Council Prioritization Session on October 17th to include an Urban Street Park Pilot on San Pedro between St. John & Santa Clara, and Post Street between 1st Street & Lightson Alley

In addition, staff mentioned that negotiations with Team San Jose for the management of the Convention Center Garage were currently suspended.

9. **Future Agenda Items**

Items for the February 7, 2018 DPB meeting as outlined in the Annual Work Plan:

- FY 2017-18 Mid-Year Financial, Capital and Activity Report
- Parking Program Strategy
- Parking Programs & Rates
 - Smart Meter Expansion
- Downtown Promotions and Marketing Update
- Multi-Modal Transportation Projects & Diridon Area Masterplan

10. **Open Forum**

No Comments

11. **Adjournment**

11:30 am