

**DOWNTOWN PARKING BOARD
FINAL MINUTES
August 2, 2017**

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

Item Subject

1. **Call to Order**

10:05 a.m.

A. Introduction of New Board Members

Each of the members of the Downtown Parking Board (DPB) and City staff introduced themselves.

B. Approval of May 3, 2017 Minutes

Action: (5-0-1) Vice Chair Leege moved to approve the meeting minutes for the May 3, 2017 DPB meetings. Board member Singh seconded the motion. Board member Sung was absent.

Document Filed: May 3, 2017 DPB minutes

2. **Chairperson Report**

Chair Cord commented on a request for additional written reports to the DPB on various topics including the Capital Improvement Projects (CIP) with projected start and end dates for projects and an update on the Smart Meter Program.

3. **Annual Work Plan**

The board reviewed the FY 2017-18 Annual Work Plan, with Arian Collen (DOT) noting the need for several edits to the Work Plan to be brought to the Board at the October 4, 2017 meeting for final approval. Additional edits and items to include a newly formatted Work Plan, the addition of an Annual Report, and a supporting Memo to the City's Transportation and Environment Council Committee as required by City policy. A discussion ensued with the board requesting an additional edit to include a report on the status of Smart Meters at the October 2017 meeting and a Parking Program Strategy discussion at the February 2018 meeting.

Action: (5-0-1) Vice Chair Leege moved to approve the FY 2017-18 Annual Work Plan with the additions as discussed. Board Member Singh seconded the motion. Board member Sung was absent.

Document Filed: FY 2017-18 Annual Work Plan

4. **Parking Programs & Rates Update**

Mr. Collen presented a handout outlining the May 2017 average peak occupancy for daytime and evening periods at the Market Street, Third Street, 4th/San Fernando, and 2nd/San Carlos Garages. The handout also included a summary analysis outlining projected parking demand and occupancy based on existing contractual agreements. A discussion ensued on the following items:

- Occupancy, permit activity, and operational assumptions
- Occupancy on Wednesday at 4th/San Fernando and commitments to Rotary and availability to offer SJSU permits
- Various parking agreements, including the 50 W. San Fernando commitment

5. **Reports/Coordination**

A. FY 2017-18 Capital Improvement Project Update

Mr. Collen provided a handout outlining a high level review of the FY 2016-17 Capital Improvement Program expenditures and FY 2017-18 adopted budget and anticipated projects. A brief discuss ensued on the various projects and anticipated completion dates.

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

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

- St. John Multi-Modal project
- Fremont St. to 880 median & signal improvements
- Park Avenue Multi-Modal project
- Almaden/Vine improvements
- Autumn Phase 2 property acquisitions
- Diridon area and Google announcement

C. Downtown Promotions & Marketing Update

Mr. Collen noted the various aspects of the agreement with the San Jose Downtown Association (SJDA) for promotions and marketing of parking and downtown access.

D. Staff Verbal Update on Events & Activities

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

- Jazz Festival (8/11-8/13)
- Music in the Park (8/25)
- Viva CalleSJ (9/18)

E. City Council/Committee Agenda Items

Staff noted the following upcoming City Council agenda items:

- Parking Operator and Parking Access & Revenue Control (PARCs) RFP's
- Ongoing review and evaluation of Team San Jose taking over management of the Convention Center Garage as directed from the Mayors Budget Message

6. **Future Agenda Items**

Items for the October 4, 2017 DPB meeting as outlined in the Annual Work Plan:

- FY 2017-18 Work Plan
- FY 2016-17 Annual Report
- Memo to Transportation and Environment Committee
- Updated and Revised Bylaws
- FY 2016-17 Annual Financial and Activity Report
- FY 2017-18 CIP Update
- Update on Parking Programs & Rates
 - On-Street Smart Meters
- Downtown Promotions and Marketing Update
- Multi-Modal Transportation Projects & Diridon Area Masterplan

7. **Open Forum**

No Comments

8. **Adjournment**

12:10 am