
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
February 6, 2019**

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

Item Subject

1. Call to Order & Chairperson Report

Meeting called to order at 10:08 a.m.

Vice Chair Leege welcomed new board member Tamiko Rast.

2. Public Record

No Discussion

3. Open Forum

No Discussion

4. Consent Calendar

Action: (4-0-3) Board member Faas moved to approve the meeting minutes for the October 3, 2018 DPB meeting. Board member Rast seconded the motion.

Absent: Board members Cord, Schneider, and Singh were absent

Document Filed: October 3, 2018 DPB minutes

5. General Business

A. FY 2018-19 Mid-Year Annual Financial and Activity Report

Arian Collen (DOT) provided a summary of the FY 2018-19 Annual Financial and Activity Report. A discussion ensued on the various revenues and expenses, and included conversations on existing and potential future parking rates for both on-street meters and off-street lots/garages, occupancy and utilization. The general consensus from the board was that they were supportive of potential price adjustments to achieve desired utilization and the City's clean-air and transportation mode-shift goals.

Action: (4-0-3) Board member Faas moved to approve the FY 2018-19 Mid-Year Annual Financial and Activity Report. Board member Sung seconded the motion.

Absent: Board members Cord, Schneider, and Singh were absent

Document Filed: FY 2018-19 Mid-Year Annual Financial and Activity Report

B. 5-Year CIP Budget Update

Mr. Collen (DOT) provided an update on the various projects and budget amounts included in the draft FY 2019-20 Capital Improvement Plan. A brief discussion ensued on the various CIP projects, scope, and amounts.

Document Filed: FY 2019-20 CIP Update Report

6. Parking Program and Rates Update

A. Smart Meter Program

Heather Hoshii (DOT) provided an update on the status of the Smart Meter expansion project and FY 18-19 revenue projections which currently are tracking approximately 10-15% lower than anticipated due to loss of metered spaces from construction and bike lane expansion.

B. Monthly Permit Programs

Mr. Collen highlighted the current monthly parking model which includes the same \$100 rate across most of the garages, some with substantial wait lists, and has limited the number of permits available and the messaging to prospective business. A model where customers had a decision on the type of access they wanted, from a reserved space at a single facility to general access to all facilities based on availability, could allow for customer decisions and more permit issuance. This item will be reviewed with more data and information at future meetings.

7. Reports/Coordination

A. Multi-Modal Transportation Projects & Diridon Area Masterplan

No Discussion on this item

B. Downtown Promotions & Marketing Update

Scott Knies noted the City and SJDA continue to discuss the ongoing marketing campaigns for FY 19-20.

C. Staff Verbal Update on Events & Activities

Mr. Collen noted that Viva Calle will be returning in May with the route still being finalized.

D. City Council/Committee Agenda Items

Mrs. Hoshii noted the City is finalizing its Citation Processing RFP and expect to go to Council in April/May to award contract.

8. Future Agenda Items

Items for the May 1, 2019 DPB meeting as outlined in the Annual Work Plan:

- Election of Officers
- Preliminary approval of the FY 19-20 Annual Work Plan
- Proposed FY 19-20 Budget and Five-Year CIP
- Update on Parking Programs and Rates
- Downtown Promotions and Marketing Updates
- Multi-Modal Transportation Projects & Diridon Area Masterplan

Meeting was adjourned at 11:50 am