
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
September 4, 2019**

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

Item Subject

1. Call to Order & Chairperson Report

Meeting called to order at 10:02 a.m. Chair Cord noted that board member Singh had submitted his resignation to DOT staff leaving the board with two vacancies.

2. Public Record

No Discussion

3. Open Forum

No Discussion

4. Consent Calendar

Action: (4-0-1) Board member Schneider moved to approve the meeting minutes for the May 1, 2019 DPB meeting. Vice Chair Sung seconded the motion.

Absent: Board member Faas arrived at 10:09 a.m.

Document Filed: May 1, 2019 DPB minutes

5. General Business

A. FY 2019-20 Annual Work Plan

Arian Collen (DOT) presented the FY 2019-20 Annual Work Plan which included the edits discussed during the May meeting.

Action: (4-0-1) Board member Schneider moved to approve the FY 2019-20 Annual Work Plan. Board member Rast seconded the motion.

Absent: Board member Faas arrived at 10:09 a.m.

Document Filed: FY 2019-20 Annual Work Plan

B. Memo to Transportation and Environment (T&E) Committee, FY 2018-19 DPB Annual Report and FY 2019-20 Work Plan

Mr. Collen presented the draft memo and accompanying annual report and work plan to be submitted to the Transportation and Environment Committee.

Action: (4-0-1) Board member Schneider moved to approve the T&E memo, annual report and work plan. Board member Rast seconded the motion.

Absent: Board member Faas arrived at 10:09 a.m.

Document Filed: Memo to T&E Committee, FY 2018-19 Annual Work Report, and FY 2019-20 Work Plan.

C. Resubmittal of FY 2019-20 Proposed Budget & 5-Year CIP

Mr. Collen presented resubmitted FY 2019-20 Proposed Budget and 5-Year CIP which corrected errors previously presented during the May 1, 2019 meeting.

Action: (4-0-1) Board member Schneider moved to approve the FY 2019-20 Proposed Budget and 5-year CIP. Vice Chair Sung seconded the motion.

Absent: Board member Faas arrived at 10:09 a.m.

Document Filed: FY 2019-20 Proposed Budget and 5-Year CIP

6. Annual Work Plan

A. Parking Access & Revenue Control System (PARCS) Upgrades

Mr. Collen provided an update on the PARCS upgrades, which included the following highlights:

- Market Street & Convention Center garages have been installed with ongoing punch list items being reviewed
- Remaining garages to be installed in the following order:
 - 3rd Street Garage: September
 - 2nd/San Carlos: October
 - 4th/San Fernando, City Hall, Employee Garage: November/December
 - Command Center: FY 2019-20 Q3/4
- Sample data set from the Market Street Garage for July 1-August 31 2019:
 - 75,783 visitor transactions
 - 39,557 validated transactions (52% of visitor transactions with validation)
 - \$188,719 in foregone revenue (i.e. value of validated transaction)
 - 35% of visitors stay under 1hr:30min

A discussion ensued on the status of the PARCS upgrades, validation program and customer confusion, and validation abuse by downtown merchant employees. Mr. Collen noted that DOT was evaluating options to update the off-street parking rates and opportunities to implement a more simplistic and easier to message program to offer all parkers a period of free parking. DOT will present additional information and recommendations at future DPB meetings.

Document Filed: Market Street Garage Infographic

B. Smart Meter Expansion & On-Street Meter Revenue

Heather Hoshii (DOT) presented the FY 2018-19 Smart Meter Revenue Update Memo which highlighted the revenue and Smart Meter capital and operations costs for Japantown, Old Civic, SoFA, and Downtown Perimeter meter areas. A brief discussion ensued.

Document Filed: FY 2018-19 Smart Meter Revenue Update

C. Parking Agreement with 8 N. Almaden Blvd Hotel

Mr. Collen presented a memo outlining the proposed terms for a parking agreement with a planned hotel at 8 N. Almaden Blvd to provide parking in the Market Street Garage. A brief discussion ensued.

Action: (5-0-0) Vice Chair Sung moved to approve the staff recommendation to enter into a parking agreement. Board Member Schneider seconded the motion.

Document Filed: Hotel Parking Agreement Memo

7. Reports/Coordination

A. Capital Improvement Project Updates

Mr. Collen presented an update on the FY 2019-20 Capital Improvement Projects. A brief discussion ensued on the various projects.

Document Filed: FY 2019-20 CIP Project Update

B. Multi-Modal Transportation Projects & Diridon Area Masterplan

No discussion on this item

C. Downtown Promotions & Marketing Update

Bree von Faith (SJDA) gave a brief update on the various promotional and marketing efforts and upcoming events hosted by the San Jose Downtown Association. Additionally, Bree highlighted some of the results of a recent downtown perception survey.

D. Staff Verbal Update on Events & Activities

Mr. Collen noted the upcoming San Jose Sharks season beginning in October and the Viva Calle open streets on September 22nd.

E. City Council/Committee Agenda Items

- September 17, 2019: The Market Street Garage Public Art contract
- Late 2019 (Date TBD): Almaden Hotel parking agreement

8. Future Agenda Items

Items for the November 6, 2019 DPB meeting as outlined in the Annual Work Plan:

- FY 2018-19 Annual Financial and Activity Report (Operating & Capital), including Customer Survey Results
- FY 2019-20 CIP Update
- FY 2021-2025 Five Year CIP Discussion
- Update on Parking Programs and Rates
- Downtown Promotions and Marketing Updates
- Multi-Modal Transportation Projects & Diridon Area Masterplan

Meeting was adjourned at 11:25 am