
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
November 4, 2020**

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

Item Subject

1. Call to Order & Chairperson Report

Meeting called to order at 10:04 a.m.

Roll call was conducted and newly appointed board members Sarah Mancuso and David Heindel were introduced.

2. Public Record

No Discussion

3. Open Forum

No Discussion

4. Consent Calendar

Action: (5-0-2) Board member Rast moved to approve the meeting minutes for the September 16, 2020 DPB meeting. Board member Sung seconded the motion. Board members Heindel and Mancuso abstained as they were not appointed to the board for that meeting date.

Document Filed: March 4, 2020 DPB minutes

5. General Business

A. FY 2019-21 Annual Financial Report

Arian Collen (DOT) presented the FY 2019-20 Annual Financial Report, including an overview of the Parking Funds revenues and expenses, and the Parking Capital Fund. A discussion ensued.

Action: (6-0-1) Board member Schneider moved to approve the FY 2019-20 Annual Financial Report. Vice Chair Faas seconded the motion. Board member Mancuso was absent for the item.

Document Filed: FY 2019-20 Annual Financial Report

B. On-Street Meter Revenue Report

Elias Khoury (DOT) presented an overview of the FY 2019-20 On-Street meter revenues, including net revenue by meter area. A discussion ensued.

Action: (6-0-1) Board member Rast moved to approve the FY 2019-20 Annual Meter Revenue Report. Chair Cord seconded the motion. Board member Mancuso was absent for the item.

Document Filed: FY 2019-20 Annual Meter Revenue Memo

C. Capital Improvement Project Update

Mr. Collen presented an update on the various FY 2020-21 capital projects and budgets. A brief discussion ensued.

Document Filed: FY 2020-21 CIP Update Report

D. FY 2022-2026 Five-Year CIP

Mr. Collen presented the high-level five-year CIP planning document which included the existing budget for years one through four and a placeholder for discussion on year five. A brief discussion ensued.

Document Filed: FY 2022-26 CIP

6. Parking Programs & Rates Update

A. Resumption of Paid Parking in Perimeter Meter Areas & Updated Meter Rates/Hours

Heather Hoshii (DOT) presented for consideration the memo outlining conceptual meter rates, banded time of day pricing, hourly rate ranges, rate adjustment triggers, and extension of meter hours. A discussion ensued.

Action: (7-0-0) Board member Schneider moved recommending a pause on any board deliberations of conceptual meter changes until September 2021. Board member Heindel seconded the motion.

Document Filed: FY 2020-21 Proposed Budget and 5-Year CIP

B. Consideration of Amendment to Parking Agreement with Almaden Corner Hotel

Mr. Collen presented for consideration the memo outlining a request by the Almaden Corner Hotel to pause or “toll” the executed parking agreement with the City pending the settlement of litigation by a third party against the City on a CEQA challenge. A discussion ensued.

Action: (4-2-1) Chair Cord moved to recommend Council not amend the parking agreement as requested and maintain the existing terms of the executed agreement. Board member Mancuso seconded the motion. Board member Sung was absent for the item.

Document Filed: Almaden Hotel Parking Agreement Memo

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

No discussion on this item

7. Reports/Coordination

A. One-Way Shared Vehicle Service Pilot Program *(Item taken out of order, prior to 5.A)*

Laura Stuchinsky (DOT) presented to the board seeking approval of a staff recommendation to establish a one-way vehicle sharing program with Gig for cars and Revel for electric mopeds. Establishment of the pilot program would require Council approval of several aspects, including:

- Amendment to the Meter Parking Rate Schedule for the permit fees
- Establish the pilot zone in the greater downtown area
- Allow shared vehicles to park in time-limited and unmetered zones for up to 72 hours
- Require companies to share GPS data
- Designate on-street parking spaces for shared mopeds
- Reduced fee for shared electric vehicle fleets

A discussion ensued, including concerns over safety, particularly for the moped model given several deaths in other City’s with Revel service.

Action: (7-0-0) Vice Chair Faas moved to recommend to Council to move forward with Gig and only authorize Revel moped service if they could ensure a geo-fence limiting moped access to pedestrian areas like sidewalks, SJSU campus, and parks. Board Chair Cord seconded the motion.

Document Filed: One-Way Vehicle Sharing Service Memo

B. Multi-Modal Transportation Projects & Diridon Area Masterplan

No discussion on this item

C. Downtown Promotions & Marketing Update

No discussion on this item

D. City Council/Committee Agenda Items

No discussion on this item

8. Future Agenda Items

Items for the March 3, 2021 DPB meeting as outlined in the Annual Work Plan:

- FY 2020-21 Mid-Year Financial and Activity Report
- Proposed FY 2021-2022 Budget & 5-Year CIP
- Update on Parking Programs and Rates
- Downtown Promotions and Marketing Updates
- Multi-Modal Transportation Projects & Diridon Area Masterplan

Meeting was adjourned at 12:38pm