



Memorandum

TO: TRANSPORTATION AND ENVIRONMENT COMMITTEE

FROM: John Ristow

SUBJECT: SEE BELOW

DATE: TBD

Approved

Date

SUBJECT: DOWNTOWN PARKING BOARD FY 2021-2022 ANNUAL REPORT AND FY 2022-2023 WORKPLAN

RECOMMENDATION

Approve the Downtown Parking Board (DPB) Annual Report for FY 2021-2022 and Workplan for FY 2022-2023.

BACKGROUND

San José Municipal Code Section 2.08.030.C and Council Policy 0-4, Consolidated Policy Governing Boards and Commissions, Council Policy 0-4, require each board and commission subject to Section 2.08 to submit their annual report of accomplishments and annual workplan of activities to be undertaken, to the designated Council Committee each fiscal year. The T&E Committee is the designated Council Committee for the Downtown Parking Board.

ANALYSIS

The Downtown Parking Board continued to hold virtual meetings throughout FY 2021-22. Highlights of the Annual Report include the Board's ongoing focus on review and recommendations related to the Parking Fund financials and Capital Improvement Projects. Additionally, the Board reviewed various parking program and policy items, such as:

- Reviewed an overview and history of the existing Parking Meter Area District Reserves and conceptual alternatives such as individual district reserves
- Provided feedback and DPB position on proposed amendments to the Master Parking Rate Schedule, including:
 - Sunsetting of various discounted parking programs, such as the Clean Air Vehicle Parking Permit Program
 - Establishment of the Commercial Real Estate Parking Program
 - Various parking and special event rates for off-street facilities
- Reviewed Transportation Demand Management Ordinance Update and Downtown Transportation Plan; and

- Staff updates on various parking programs, including downtown resident parking options and the existing 90 minutes of free parking program available at various City garages

The FY 2022-2023 workplan focuses on the Board's continued review and recommendations related to the City's General Purpose Parking Fund (Fund 533) and Parking Capital Fund (559), and general operations/policies of the City's on- and off-street parking programs. A key workplan item throughout FY 2022-23 will include the ongoing review of the existing Meter District Area Reserve and opportunities to amend the reserve structure to establish individual meter area reserves, and opportunities to implement demand responsive pricing for parking on- and off-street.

Outcome

By adopting this Workplan, the Downtown Parking Board will have direction from Council on items to cover in their meetings for FY 2022-2023.

/s/

John Ristow

Director of Transportation

For information or questions please contact Heather Hoshii, Division Manager, Department of Transportation at (408) 793-4131.

Attachment A: FY 2021-22 Downtown Parking Board Annual Report

Attachment B: Proposed FY 2022-23 Downtown Parking Board Workplan

Attachment A: FY 2021-22 Downtown Parking Board Annual Report

City of San Jose Downtown Parking Board
Annual Report for FY 2021-22

Objective of FY 2021-22	Timeframe	Status & Accomplishments	Future Target/Goals
1. Review and approve Annual Parking Fund financial reports	July 2021- June 2022	Periodically reviewed, provided comment, and took action on the proposed, mid-year, and year-end Parking Fund financial reports	Continue to review and assess Parking Fund financials and City priorities
2. Review and approve Annual Parking Fund Capital Improvement Project (CIP) plans and budgets	July 2021- June 2022	Periodically reviewed, provided comment, and took action on the proposed, mid-year, and year-end Parking Fund CIP reports and 5-year CIP program	Continue to review and assess Parking Fund CIP projects, impacts to Parking Fund financials, and City priorities
3. Review and monitor various City parking programs, policies, and rates	July 2021- June 2022	<ul style="list-style-type: none"> • Periodically reviewed ongoing parking programs, policies and rates to achieve desired parking program and City goals. • Board reviewed detailed conceptual Commercial Real Estate Parking Program which was ultimately approved by Council (September, November, April Special Meeting) • Board provided feedback and opinion on sunseting various discounted parking programs (March, April Special Meeting) • Board reviewed existing parking options for downtown residents (March) • Board reviewed annual meter revenue updates (November) 	Continue to review and evaluate various parking programs, policies and rates
4. Updates on Downtown Promotions and Marketing	July 2021- June 2022	Reviewed various promotion and marketing efforts managed by the San Jose Downtown Association (SJDA) and funded by the Parking Fund.	Continue to review and evaluate various downtown parking promotion and marketing programs overseen by the SJDA
5. Updates on various projects impacting Downtown mobility	Special Meeting October 2021	Staff presentation on the Downtown Transportation Plan and Citywide Transportation Demand Management Ordinance Update	Continue to review and evaluate broader City projects or policies impacting parking and access to the Downtown
6. Review & Potential Revision to Meter District Area Reserves	July 2021- June 2022	Reviewed and provided feedback on the potential future revision to the Meter District Area Reserves, such as individual meter areas reserves	Continue to review and evaluate alternative meter reserve options and expenditure models
7. Election of DPB Officers	Ongoing	Board held its annual election of board Chair and Vice Chair positions	June of each year

Attachment B: Proposed FY 2022-23 Downtown Parking Board Workplan

City of San Jose Downtown Parking Board
Work Plan for FY 2022-23

Objective for FY 2022-23	Actions	Timeframe
1. Review and approve Annual Parking Fund financial reports	Periodically review, provide comments, and take action on the proposed, mid-year, and year-end Parking Fund financial reports.	<ul style="list-style-type: none"> • FY 2022-23 Budget: September 2022 • FY 2021-22 Year-End Review: November 2022 • FY 2022-23 Mid-Year Review: March 2023 • FY 2023-24 Proposed Budget: March 2023 • FY 2023-24 Approve Budget: June 2023
2. Review and approve Annual Parking Fund Capital Improvement Project (CIP) plans and budgets	Periodically review, provide comment, and take action on the proposed, mid-year, and year-end Parking Fund CIP reports and 5-year CIP program.	<ul style="list-style-type: none"> • FY 2021-22 CIP Project Update: September 2022 • FY 2021-22 Year-End Review: November 2022 • FY 2022-23 Mid-Year Review: March 2023 • FY 2023-24 Proposed Budget: March 2023 • FY 2023-24 Approve Budget: June 2023
3. Review and monitor various City parking programs, policies, and rates	Periodically review ongoing parking programs, policies and rates to achieve desired parking program and City goals.	Ongoing <ul style="list-style-type: none"> • Demand Responsive Parking Pricing: November 2022, March 2023, June 2023
4. Updates on Downtown Promotions and Marketing	Ongoing review of various promotion and marketing efforts managed by the San Jose Downtown Association (SJDA) and funded by the Parking Fund.	Ongoing
5. Updates on various projects impacting Downtown mobility	Review of various multi-modal and Diridon area projects impacting downtown and/or funded in part or impacting the Parking Fund.	Ongoing <ul style="list-style-type: none"> • TDM Parking Ordinance Update: September 2022 • Downtown Transportation Plan: September 2022
6. Review and potential revision of existing Meter District Area Reserves	Review and potential revision of the Meter District Area Reserve, provide comments on staff analysis, and evaluate potential opportunities to establish specific meter area reserves.	<ul style="list-style-type: none"> • November 2022 & March 2023
7. Provide to the Transportation and Environment (T&E) Committee each fiscal year an annual work plan of activities to be undertaken and a subsequent report of accomplishments	Develop and issue a FY 2023-24 work plan and FY 2022-23 Annual Report	<ul style="list-style-type: none"> • June 2023