
**DOWNTOWN PARKING BOARD
MINUTES
May 6, 2015**

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

Item Subject

1. **Call to Order**

10:07 a.m.

Action: (4-0-2) Vice Chair Nichols moved to approve the meeting minutes for the February 4, 2015 meeting. Board member Renelle seconded the motion.

Absent: Board member Winter arrived late (10:20am) and Board member Hattley was absent

Document Filed: February 4, 2015 DPB Meeting Minutes

2. **Chairperson Report**

Chair Carlson thanked board members Borkenhagen and Winter on their services to the City and the Downtown Parking Board, as this was to be their final DPB meeting.

Vice Chair Nichols suggested that staff plan a DPB Retreat meeting to bring the new board members up to speed on the status of the City's parking program and role of the DPB. Staff will review date options and coordinate a DPB Retreat meeting.

Laura Wells (DOT) announced the upcoming retirement of the DOT Director Hans Larsen and that Jim Ortbal would be Interim Director. Mrs. Wells also announced Kevin O'Connor as the Interim Assistant Director of DOT and Heather Hoshii as the Division Manager for the Parking and Downtown Operations Division.

3. **General Business**

A. Election of Chairperson (July 2015-June 2016)

Bob Carlson was unanimously re-elected chairperson (4-0-2)

B. Election of Vice Chairperson (July 2015-June 2016)

Nick Nichols was unanimously re-elected vice chairperson (4-0-2)

4. **Annual Work Plan**

Arian Collen (DOT) reviewed the 2015-2016 Draft Annual Work Plan with discussion on the following items:

- Smart Meter Update was removed from the agenda as it will be covered during the normal operations and finance reports along with the off-street program
- Add updates from the San Jose Downtown Association on marketing efforts and projects at the Market Street Garage
- Staff to plan a DPB Retreat meeting and schedule for November or December

5. **Capital/Finance**

Mr. Collen reviewed the FY 2015-16 Proposed Budget and 5-Year Capital Budget and highlighted the following:

- The City's proposed budget was released on May 1, 2015 with study sessions and public hearings to be held in May and June with final budget adoption scheduled for June 9, 2015
- FY 15-16 Parking Fund budget reflects continued improvement in the financial conditions when compared to several years ago
- Revenues are projected at \$15.4 million, a \$2 million decrease from FY 14-15 Modified Budget, although facility and meter revenues are anticipated to increase by \$700K and \$500K respectively.
- The decrease is a result of forecasts showing the Parking Fund not receiving reimbursement from the Successor Agency to the Redevelopment Agency (SARA) for 4th/San Fernando Garage debt service payments in FY 15-16
- Operating Expenditures projected at \$8.9 million, an increase of approximately \$500K from the FY 14-15 Modified Budget, led by a \$440K increase in Contractual Services
- Transfers projected at \$4 million, a \$400K decrease from FY 14-15 Modified Budget due to removal of the SARA locations from City management
- Net Revenue projected at \$2.4 million
- Ending Fund Balance projected at \$15.2 million
- The SAP Center Area Parking and Downtown Parking Investment Reserves were created in FY 14-15 with initial funding of \$350K each, and anticipate additional funding of \$60K per reserve in FY 15-16
- The 2016-2020 proposed 5-year CIP is \$15 million with FY 15-16 at \$2.9 million. Major projects include Revenue Control Upgrades, LED Garage Lighting upgrades, Downtown Dynamic Message signage Phase II, Greater Downtown Area Multi-Modal/Streetscape, and various minor facility improvements.

A discussion ensued regarding the overall parking program operations and financials and the various CIP projects.

Action: (5-0-2) Vice Chair Nichols moved to approve the FY 2015-16 Proposed Budget and 5-Year CIP. Board member Renelle seconded the motion.

Absent: Board member Hattley was absent.

Document Filed: FY 2015-16 Proposed Budget Parking Fund

A second motion was introduced for a DPB sub-committee to be developed to meet with staff to implement strategic planning for the parking operations and budget expenditures.

Action: (4-0-2) Vice Chair Nichols moved develop a sub-committee for strategic planning. Board member Winter seconded the motion.

Absent: Board member Hattley was absent

6. Smart Meter Update

Ms. Hoshii reviewed the status of the Smart meter project and noted the following:

- Meters continue to have a high uptime
- 75% of transactions paid in cash, 25% with credit card or via the mobile payment app
- Premature meter reset issues and media reporting on isolated incidents estimated at 1/100th of a percent of transactions
- Meter reset functionality has been disabled at approximately 200 meters while staff reviews the issue and works with the vendor on solutions

A discussion ensued on the Smart Meters and the meter resetting issues and identifying and implementation of solutions.

7. **Parking Programs & Rates**

Item was deferred to the August DPB meeting.

8. **Reports/Coordination**

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

Item was deferred to the August DPB meeting.

B. Driving Revenue Generating Activity – Promoting City Facilities

Mr. Collen noted the ParkSJ branding signage for the Market Street and 4th/San Fernando garages was completed with the 2nd/San Carlos and 3rd Street garages following in June. Parking operator staff uniforms will be updated later this summer with full program rollout in July.

Board member Borkenhagen commented on the validation program and the programs available at the Convention Center garage and the information highlighted on the parking webpage. Mr. Collen noted he would review and respond to Board member Borkenhagen.

C. Staff Verbal Update on Events & Activities

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

- Color Run (5/23)
- Fountain Blues at St. James Park (6/2)
- Sharks Fitness Faceoff (6/28)
- Downtown Rotary Fireworks (7/4)
- SJSU Convocations

D. City Council/Committee Agenda Items

Ms. Wells noted that the City Council was to hear staff recommendation to reduce the speed limit from 25 to 20 mph on First, Second, St. John, and San Salvador in the downtown core at the May 12th council meeting. Also, part of the City budget includes a proposal to increase parking fines for safety and street sweeping related violations.

9. **Future Agenda Items**

Items for the August 5, 2015 DPB meeting as outlined in the Annual Work Plan:

- Approval of FY 2015-16 Annual Work Plan
- Parking Branding & Downtown Promotions/Marketing Update
- Multi-Modal Transportation Projects & Diridon Area Masterplan
- Strategic Planning Review

10. **Open Forum**

Emily Ann Ramos with the Tech Museum commented on the Smart Meters and their functionality as well as the parking and traffic during the public dances.

11. **Adjournment**

12:04 pm