
**DOWNTOWN PARKING BOARD
DRAFT MINUTES
September 16, 2020**

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.

2. Public Record

No Discussion

3. Open Forum

No Discussion

4. Consent Calendar

Action: (4-0-1) Board member Rast moved to approve the meeting minutes for the March 4, 2020 DPB meeting. Board member Sung seconded the motion.

Absent: Board member Schneider arrived at 10:10 a.m.

Document Filed: March 4, 2020 DPB minutes

5. General Business

A. Election of Chairperson (July 2020 – June 2021)

Henry Cord was reelected as Chairperson (4-0-1)

B. Election of Vice Chairperson (July 2020 – June 2021)

Charlie Faas was elected Vice Chairperson (4-0-1)

C. FY 2020-21 Annual DPB Work Plan (Item taken out of order, after 8.A)

Arian Collen (DOT) presented the FY 2020-210 Mid-Year Financial & Activity Report.

Action: (5-0-0) Vice Chair Faas moved to approve the FY 2020-21 Annual Work Plan. Board member Rast seconded the motion.

Document Filed: FY 2020-21 Annual DPB Work Plan

D. Memo to Transportation and Environment Committee, FY 2019-20 Annual Report and FY 2020-21 Work Plan

Mr. Collen presented the draft memo to the Transportation and Environment Committee (T&E), which included the FY 2019-20 annual report summarizing the boards activity for the year, as well as the FY 2020-21 work plan.

Action: (5-0-0) Board member Rast moved to approve the T&E memo. Vice Chair Faas seconded the motion.

Document Filed: T&E Memo, FY 2019-20 Annual Report and FY 2020-21 Work Plan

6. Capital/Finance

A. FY 2020-21 Budget and 5-Year CIP

Mr. Collen provided a brief update on the Parking Fund's FY 2020-21 Proposed Budget and 5-Year CIP. Mr. Collen noted that the proposed budget info was developed back in April, not capturing the extent of the decline in parking activity and financial impacts from COVID-19. Mr. Collen noted that Staff was currently refining updated revenue estimates and expense reduction opportunities, and additional and updated information would be presented to the board at upcoming meetings. A brief discussion ensued.

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

7. Parking Programs & Rates Update

A. Suspension and Resumption of Parking Operations Related to COVID-19

Mr. Collen provided a verbal update on activities and operations since the shelter-in-place mandates due to the COVID-19 pandemic, and included a summary of the following:

- COVID-19 timeline of various shelter-in-place mandates including suspension of City's parking operations deemed non-essential
- Outline of parking program and rate changes recommended to City Council on June 23rd
- Resumption of parking operations downtown and outreach/marketing efforts
- Summary of parking occupancy data comparing pre-COVID, suspended operations, and August data when parking operations resumed
- Summary of parking gross revenues showing pre-COVID average of \$1.7M and August at approximately \$600K

A brief discussion ensued.

B. Parking Access & Revenue Control System (PARCS) Update

Mr. Collen provided a brief update on the status of the PARCS update and noted that the facility installations were completed. Work continues on the parking command center buildout at the 4th/San Fernando garage which is anticipated to be completed in October, and the Parking Guidance Signage (PGS) component of the project to replace 13 existing PGS was ongoing.

8. Reports/Coordination

A. Downtown Transportation Plan *(Item taken out of order, after 5.B)*

Jessica Zenk and Emily Breslin (DOT) presented an update on the departments work on the Downtown Transportation Plan and Diridon Station Area Plan, both of which will include extensive recommendations on parking management and policy options. A discussion ensued.

Document Filed: Downtown Transportation & Diridon Station Area Plans Presentation

B. Downtown Promotion and Marking Update

Nathan Ulsh (San Jose Downtown Association) provided an update on the SJDA's efforts to promote downtown businesses and market downtown as a destination and the City's parking programs.

C. City Council/Committee Agenda Items

Heather Hoshii (DOT) gave a brief update on the recent or upcoming Council items, which included the parking citation delinquent fee amnesty program which was approved at the September 15th Council meeting. Additionally, at the September 22nd meeting, Council will

review a recommendation to approve a use agreement allowing 3Below Theaters to temporarily operate on the roof of the 2nd/San Carlos garage. A brief discussion ensued.

9. Future Agenda Items

Items for the November 4, 2020 DPB meeting as outlined in the Annual Work Plan:

- FY 2019-20 Annual Financial and Activity Report
- FY 2020-2021 CIP Update
- FY 2022-26 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 11:40am