

**DOWNTOWN PARKING BOARD
MINUTES
June 2, 2010**

REDEVELOPMENT AGENCY OF THE CITY OF SAN JOSE
200 E. Santa Clara Street, 14th Floor Rincon Conference Room

Item Subject

1. **Call to Order**
8:02 a.m.

Action: The DPB Retreat Meeting Minutes of April 23, 2010 were approved (6-0-1)
The DPB Meeting Minutes of May 5, 2010 were approved (6-0-1)

Absent: Board member Tibbils arrived at 8:06.

Documents Filed: April 23, 2010 and May 5, 2010 DPB Meeting Minutes

2. **Chairperson Report**

No Report

3. **General Business**

A. Election of Chair Person (July 2010-June 2011)

Election of Chair for the term of July 1, 2010 through June 30, 2011 was held. Dianna Beechie received four votes. Dianna Beechie was elected as Chair.

B. Election of Vice Chair Person (July 2010-June 2011)

Election of Vice Chair for the term of July 1, 2010 through June 30, 2011 was held. Bob Carlson received four votes. Bob Carlson was elected as Vice Chair.

C. DPB Role and Future Direction

Abi Maghamfar (Agency) noted that based on the advice of the City Attorneys Office, the action for this item should to be changed from Approval to Information, because the DPB cannot make decisions on what their role is, as this is outlined in the ordinance approved by the City Council.

Jim Ortbal (DOT) reviewed the DPB Role and Future Direction and Meeting Schedule Memo and outlined the following:

- Reduced parking activities/revenues not sufficient to support new parking development
- Reduction in Operating and Capital budgets to reflect declining activity, revenue, and staff
- City's Green Vision to reduce vehicle trips and support other modes of transportation
- Planning efforts for transit, bicycling, and walking
- Reduction in number of DPB meetings
- Bylaws would need to be updated to reduce the number of DPB meetings
- No changes proposed to the members/representation of the DPB

A discussion ensued on the above items, the future of the DPB, and the change in direction from the discussions at the DPB retreat.

Several DPB members, including Chair Monley and Vice Chair Beechie, noted that based on the discussions at the DPB Retreat, their understanding was that the future role of the DPB would include additional areas of authority, including transportation.

Mr. Ortbal responded that based upon the existing DPB Ordinance, the DPB does not have the authority to make decisions on non-parking related items, but can hear items related to transit, bicycling, walking, etc. to make parking related decision.

Scott Knies (SJDA) noted that the Downtown Association supports the staffs recommended changes and reduction in the number of DPB meetings.

Mr. Maghamfar noted that at the August meeting the DPB will vote to approve updated Bylaws to reduce the number of meetings.

D. FY 2010-2011 Annual Work Plan

Mr. Ortbal reviewed the FY 2010-2011 Annual Work Plan which schedules Quarterly meetings in August, October, February, and May and two additional meetings if necessary in December and June.

Board member Carlson requested that the Diridon Station Area Plan item be included during each quarterly meeting, which staff agreed to.

Action: (7-0-0) Board member Carlson moved to accept the Annual Work Plan with his edits.
Board member Nichols seconded the motion.

Document Filed: FY 2010-2011 Annual Work Plan

4. **Parking Management Plan**

A. Late Night Parking and Activity

Joe Garcia (DOT) reviewed the evening revenue and police activity data. A discussion ensued regarding the various garage evening revenues and police activity data.

Document Filed: Late Night Parking and Activity

5. **Capital/Finance**

A. FY 2010-2011 Proposed Operating Budget

Laura Wells (DOT) reviewed the FY 2010-2011 Proposed Budget Supplemental Report and noted the following items which clarified the previous FY 2010-2011 Proposed Budget presented in May:

- Added a separate expense line in the budget ("Contingency") for Supply & Materials and Contractual Services of \$200,000
- Budget includes savings of \$274,000 from the elimination of two positions
- Budget includes increases of \$91,000 for health and retirement benefits, \$62,000 for Citywide overhead, \$70,000 for allocation of special event support
- Budget includes increased revenue of \$90,000 associated with the increased special event rate from \$3 to \$5 at the Market Street garage

Ms. Wells also noted the following items which clarified the increased expense costs for the 4th & San Fernando garage:

- Current \$100,000 for Payroll and Audit/Overhead at 4th & San Fernando garage has not been changed since 2006 and is now budgeted at \$152,000 to more accurately reflect actual expenses
- Current \$100,000 for Payroll and Audit/Overhead at 4th & San Fernando garage is approximately 9% of total while other comparable facilities are 15-18%
- An allocation for the Security Services Supervisor was not previously charged to 4th & San Fernando garage, but is now included
- Additional Payroll and Audit/Overhead expenses include increased costs for health care and retirement benefits and an increase in the City's established overhead rate

- Contractual Services for the 4th & San Fernando garage are increased to more accurately reflect expenses for the parking operators administrative expenses which previously were not allocated to the facility

A discussion ensued on the above items as well as the following:

- Methodology of allocating expenses to the various locations
- DOT and Agency to continue to monitor 4th & San Fernando expenses and possible revenue generators
- Arena/Diridon Area Meters and Interest revenues and transfers to the General Fund

Action: (7-0-0) Board member Walker moved to accept the FY 2010-2011 Proposed Operating Budget. Board member Tibbils seconded the motion.

Document Filed: FY 2010-2011 Proposed Operating Budget

B. 3rd Quarter Financial Report (DOT)

Matt Farrell (DOT) reviewed the FY 2009-2010 3rd Quarter Financial Report and noted the following:

- Revenues are at 80% of fiscal year budget total
- Operating expenditures are at 64% of fiscal year budget total
- Net Revenue was \$2.8 million or 154% of Modified Budget due to increased revenue and decreased expenses through the 3rd Quarter

A brief discussion ensued regarding the revenue and expense figures and their relative percentages of the budget.

Action: (7-0-0) Board member Tibbils moved to accept the FY 2009-2010 3rd Quarter Financial Report. Board member Carlson seconded the motion.

Document Filed: FY 2009-2010 3rd Quarter Financial Report (DOT)

C. 3rd Quarter Financial Report (Agency)

Arian Collen (Agency) reviewed the Agency's FY 2009-2010 3rd Quarter Financial Report and noted the following:

- Total revenues of \$1.3 million through the 3rd Quarter
- 3rd Quarter revenues of \$451,000 were up 3.7% over the 2nd Quarter
- Total expenses of \$2.9 million
- Net Revenue through the 3rd Quarter were (\$1.63) million

Document Filed: FY 2009-2010 3rd Quarter Financial Report (Agency)

6. Operations

A. 3rd Quarter Parking Occupancy Counts

Mr. Garcia and Mr. Collen briefly reviewed the occupancy reports for the various City and Agency parking lots and garages.

Mr. Maghamfar noted that the Block 2 and 8 parking lots were turned over to the new owner (Sobrato) on May 26th and the new owner has retained City Park to operate and manage the locations.

B. Semi-Annual Customer Service Report

Mr. Garcia and Mr. Collen reviewed the Customer Service Survey for the various City and Agency parking lots and garages.

7. **Reports/Coordination**

A. Staff Verbal Update on Events & Activities

The first Music in the Park of the year is on Thursday, June 3rd and a Public Dance at the Convention Center is on Saturday, June 5th.

B. City Council/Committee Agenda Items

Ms. Wells reported that on June 15th DOT will be seeking Council approval to amend the Master Parking Rate Resolution for the following items:

- Remove Block 2 & 8 parking lots
- Allow for an increase from \$3 to \$5 at the Market Street garage for special events
- Increase non-core (including Japantown) meter rates from \$.50 to \$1 per hour and extend the Japantown time from 5pm to 6pm
- Include the meters in and around the River Street Historic District into the Arena/Diridon Meter District to discourage arena patrons from monopolizing the spaces

Mr. Ortbal noted that on June 15th the City Council and Agency Board would be considering an amendment to the agreement with the San Jose Sharks to allow them to acquire land and develop a private garage north of the Arena.

Chair Monley questioned why the item was not reviewed with the DPB prior to the agreement. Chair Monley took the position that the nature of the negotiations for the parking garage with the Sharks might have been confidential, but the fact that a garage of this magnitude was in negotiation should have been brought to the DPB. Mr. Ortbal noted that due to the sensitive and confidential nature of the negotiations between the City and Sharks it was not something that could be discussed in an open/public forum prior to agreement between the parties.

C. Convention Center Expansion

This item was deferred to the August 4, 2010 DPB meeting.

D. Ballpark SEIR/Parking Options

This item was briefly discussed in 7.B (above) and will be discussed at the August DPB meeting as part of the Diridon Station Area Plan

8. **Future Agenda Items**


- Final Approval of FY 2010-2011 Annual Work Plan
- FY 2010-2011 Annual Marketing Plan
- Information on Diridon Station Area Plan
- Convention Center Expansion

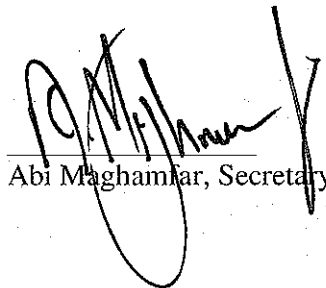
9. **Open Forum**

No Comments

10. **Adjournment**

10:10 a.m.


Dianna Beechie, Chair


Abi Maghamfar, Secretary