



DOWNTOWN PARKING COMMITTEE

REGULAR MEETING

DRAFT MINUTES

Thursday, November 11, 2021
GoToWebinar Meeting

- 1) **CALL TO ORDER:** Meeting Started at 7:31am
- 2) **ROLL CALL**

<u>COMMITTEE MEMBERS</u>	<u>Attendance</u>	<u>CITY STAFF PRESENT :</u>
Trey Pinner (Chair)	Present	Matt Fore, Interim DTP and Plaza Manager
Ed France (Vice Chair)	Present	Brian Bosse, Waterfront Business Manager
Andrew Newkirk	Present	Sarah Clark, Parking Programs Supervisor
Matt LaBrie	Present	Roy Forney, Parking Supervisor
Sean Pratt	Present	Mark Nunez, Acting Facilities Maintenance Supervisor
Barbara Silver	Present	Chelsey Swanson, Project Planner
Ruben Zarate	Present	Meghan Salas, Parking Resources Specialist
		Justin Berman, Parking Coordinator
		Ethan Pitney, Accounting Assistant
		Cliff Maurer, Public Works Director
		Lia Monaco, Administrative Specialist
		Chris Rickerd, Parking Coordinator

LIAISONS PRESENT:

- 3) **CHANGES TO THE AGENDA:** None (Matt Fore Introduced)
- 4) **PUBLIC COMMENT:** None
- 5) **APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF October 14, 2021**

Motion: To approve the minutes from the regular DPC meeting held on October 14, 2021.

Motion Made By: LaBrie

Second: Silver

Vote: Yeas: 6 Nays: 0 Abstain: 1 Absent: 0

- 6) **REPORT FROM FINANCE SUB-COMMITTEE (LOCATION ON VIDEO: 9:40)**
RECOMMENDATION: THAT THE COMMITTEE RECEIVE AN UPDATE ON THE FINANCE SUB-COMMITTEE MEETING THAT WAS HELD ON OCTOBER 28, 2021.
 - Trey Pinner gave update on the finance sub-committee meeting. Informed the committee that the finance sub-committee will have recurring meetings on the 4th Thursday of each Month at 9:00am. (Except for November and December which will have one meeting on December 2nd due to the holidays.
 - Informed the committee that a recommendation regarding the hourly wage increase was brought up during the finance sub-committee.

DOWNTOWN PARKING COMMITTEE MEETING MINUTES

NOVEMBER 11, 2021

Page - 2 –

PUBLIC COMMENT: None.

7) BUDGET AND PARKING OPERATIONS UPDATE (LOCATION ON VIDEO: 14:42)

RECOMMENDATION: That the Committee receive an update on parking operations and trends in revenues and expenditures.

- Sarah Clark gave an update on Parking occupancy and revenue YoY for the month of October. Occupancy on weekdays is slightly down from pre-pandemic levels, while weekends have fully recovered to pre-pandemic levels.
- Revenue down compared to Oct. 2019 but up from Oct. 2020.
- October 2021 had a net income of \$91k, bolstered by ~\$150k in extra revenue from on-bill financing.
- Mr. Newkirk suggested that events involving the downtown parking lots (such as the Edison easement in lot 11) should be brought to the attention of the committee. Ms. Silver echoed this concern.
- Cliff Maurer brought up the ~\$10m in ARPA funding coming in May of 2022.

PUBLIC COMMENT: None

8) HOURLY WAGE INCREASES (LOCATION ON VIDEO: 30:30)

RECOMMENDATION: THAT THE COMMITTEE RECEIVE A REPORT ON PROPOSED CHANGES TO HOURLY WAGES AND RECOMMEND A CONCEPTUAL PAY STRUCTURE THAT WILL IMPROVE RECRUITMENT AND RETENTION OF HOURLY EMPLOYEES.

- Matt Fore gave presentation to the committee and highlighted the importance of more staffing to increase wages.
- Also emphasized the importance of wage increases to hire additional staff.
- Keeping kiosks staffed has been very difficult at current wages (minimum wage).
- Proposal of increased wages and staffing projected to result in a \$400k+ increase in revenue for Downtown Parking due to expanded hours of operation.

Motion: To go forward to Council with wage and staff increase proposal.

Motion Made By: LaBrie

Second: Newkirk

Vote: Yeas: 7 Nays: 0 Abstain: 0 Absent: 0

PUBLIC COMMENT: None

9) STATE STREET PROMENADE UPDATE (LOCATION ON VIDEO: 52:30)

RECOMMENDATION: That the Committee receive an update on the State Street Promenade, including parklets, outdoor dining, sidewalk enforcement, and the State Street Advisory Committee.

- Matt Fore gave an update to the committee.
- Ordinance that is set to replace the emergency ordinance that originally closed State St. to create the promenade is currently being drafted and will continue the existing rules that are in place. This includes the continuation of outdoor business activities and parklets outside of State St.
- Mr. Newkirk brought up that the State St. committee agenda is not showing up on city website.

DOWNTOWN PARKING COMMITTEE MEETING MINUTES

NOVEMBER 11, 2021

Page - 3 –

- Committee members expressed interest in being more involved in the projects happening downtown, such as the De La Guerra revitalization project. Additionally, there was interest in regularly receiving agendas and updates from the State St. Advisory Committee meetings.
- Ms. Silver suggested updating or removing the current DPC mission statement because it does not align with the current role of the committee.

PUBLIC COMMENT: None.

10) **PROGRAM UPDATES** (LOCATION ON VIDEO: 1:20:08)

PARKING AUTOMATION

- Skidata and increasing LPR usage.

HIRING AND STAFFING

- Mindy retired, Ethan filling in.

LOT 3 PASEO

- Enclosure and replacement of current paseo.
- Hoping to get a final design with the Historic Landmarks Commission in the coming weeks.

CHANGE TO ZOOM MEETING PLATFORM

- Downtown Parking Committee will begin using Zoom in December.

PUBLIC COMMENT: None

11) **ANNOUNCEMENTS**

None

12) **ADJOURNMENT**

The meeting was adjourned at 9:00am