



DOWNTOWN PARKING COMMITTEE

REGULAR MEETING

MINUTES

Thursday, May 12, 2022
David Gebhard Meeting Room

- 1) **CALL TO ORDER** Meeting Started at 7:35am
- 2) **ROLL CALL**

<u>COMMITTEE MEMBERS</u>	<u>Attendance</u>	<u>CITY STAFF PRESENT :</u>
Andrew Newkirk	Present	Jessica Grant, Interim Public Works Downtown Manager
Matt LaBrie	Present	Cliff Maurer, Public Works Director
Sean Pratt	Present	Sarah Clark, Acting Downtown Plaza and Parking Manager
Barbara Silver	Present	Roy Forney, Parking Supervisor
Ruben Zarate	Absent	Mark Nunez, Acting Facilities Maintenance Supervisor
Ed France (Vice Chair)	Present	Randy Rowse, Mayor
Trey Pinner (Chair)	Present	Meghan Salas, Parking Resources Specialist
		Mark Nunez, Facilities Maintenance Supervisor
		Chris Rickard, Parking Coordinator
		Ethan Pitney, Accounting Assistant

LIAISONS PRESENT:

- 3) **CHANGES TO THE AGENDA**

No changes to agenda

- 4) **PUBLIC COMMENT**

No public comment

- 5) **APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF APRIL 14, 2022**

Motion: To approve the minutes from the regular DPC meeting held on April 14, 2022.

Motion Made By: Barbara Silver **Second:** Sean Pratt

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

- 6) **ANNOUNCEMENTS**

Sarah Clark appointed to Downtown Plaza and Parking Manager

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7) **PARKING AND BUSINESS IMPROVEMENT AREA**

RECOMMENDATION: That the Committee receive the Fiscal Year 2023 Draft Parking and Business Improvement Area Annual Assessment Report and recommend City Council accept the Draft Annual Report and approve a status quo assessment for Fiscal Year 2023.

Meghan Salas gives PBIA presentation to committee.

- Quick stats: 5 structures, 7 surface lots, 3,200 hourly parking spots, 1.86 million transactions processed thru April of FY22.
- PBIA revenue used to offset cost of electricity and employee salaries.
- PBIA boundaries from Sola to Carrillo and De la Vina to Santa Barbara St.
- Businesses pay in depending on type of business and Zone of Benefit (ZOB)
- Businesses within a block of the lot are in the 100% ZOB, businesses more than a block away are 40% ZOB or less.
- Non-Assessed Entities include:
 - Less than 20% ZOB
 - Government
 - Live Theatres
 - Non-Profit Public Service
 - Charitable Organizations
 - Auto Repair & Manufacturing
 - Private Parking & Residences
- PBIA revenue expected at \$892,534 for FY22, and FY22 PBIA expenses estimated at \$1,335,018.
- FY23 PBIA revenue projected to account for 9% of DTP revenue, while FY23 PBIA expenses expected to account for 9% of total DTP expenses.
- Once DPC approves of this recommendation, Council must declare their intent to Levy on June 7, 2022 with public hearing on June 21, 2022.
- FY23 PBIA assessment will go into effect on July 1, 2022 once approved by Council.

Committee discussion opens up:

1. Chair Pinner asks for confirmation that non-profit theatres such as Granada are still excluded from paying into PBIA.
Meghan Salas confirms and states that for profit theatres must pay in based on seating capacity.
2. Vice-chair France asks about a lack of revisions to PBIA in the Walker report.
Sarah Clark explains that an updated Walker report is on-hold as it would be out of date quickly. Downtown area currently undergoing large changes, and Walker report is expensive.
3. Chair Pinner brings up idea of Committee recommending that live theatres and non-profits be included in PBIA because they are receiving all of the same benefits as businesses that are paying in. Committee Member Silver hesitant to support this idea.
4. Committee Member LaBrie says non-profits being included in PBIA would be more consistent with other cities. Says it is the Committee's job to guide Council on who should be included in PBIA and provide a fair assessment.
5. Committee Member Pratt states that he is not comfortable at this time recommending non-profits to be included in PBIA, Committee Member Silver agrees.
6. Vice-chair France agrees that the topic of including non-profits in PBIA is important, but would be better to discuss at a later time.

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Motion: That the Committee receive the Fiscal Year 2023 Draft Parking and Business Improvement Area Annual Assessment Report and recommend City Council accept the Draft Annual Report and approve a status quo assessment for Fiscal Year 2023.

Motion Made By: Andrew Newkirk

Second: Matt LaBrie

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

PUBLIC COMMENT:

No Public Comment

8) A DAY IN THE LIFE OF STATE STREET

RECOMMENDATION: That the Committee receive a presentation on daily activities in the State Street Promenade.

Sarah Clark Gives "A Day in the Life of State St." Presentation.

- Flags rotated 1x/week
- Street sweeping 3x/week, cleans center of street, excludes spaces between businesses and furniture
- Sidewalk pressure washing 1x/month, contractors wash one block per day for 3 weeks, then take 1 week off
- Janitors clean restrooms 3x/day with daily sidewalk cleaning. Remain on-call for spot cleaning
- DTP Staff handles: small sweeper/ scrubber 3x/week, hand sweeping of curbs and gutters, fountain maintenance, graffiti removal, sign and bollard maintenance, and abandoned property removal.
- Landscaping contractors water/maintain plants (2 blocks/day)
- Downtown Ambassadors on duty from 9:00am-6:00pm daily.
- Farmers Market every Tuesday from 1:00pm-7:00pm, night market every Thursday @ 3:00pm

Committee discussion opens up:

1. Committee Member LaBrie asks about water consumption with more frequent pressure washing
Sarah Clark explains that the water used for pressure washing is reclaimed, and contractors are required to capture used water.
2. Committee Member LaBrie asks if graffiti is reported to the Police Department
Mark Nunez says that DTP maintenance takes pictures of graffiti and documents the location and date in case PD requests information.
3. Committee Member LaBrie asks about being proactive with Police Dept. for info on graffiti.
Mark explains that PD does not currently want to change process (info only being exchanged when requested by PD). Explains that Risk Management also has access to DTP's graffiti files if needed.
4. Committee Member LaBrie says that hiring painters for individual property owners is difficult and expensive, asks if city should consider offering graffiti removal to private property owners for a fee.
Sarah Clark explains that currently the city will put up primer to initially cover the damage, but property owners responsible for matching paint.
5. Vice-chair France brings up the fact that relationships with vendors providing maintenance around business owners downtown may need to be strengthened in some cases, especially when new vendors are used.
6. Vice-chair France asks how this presentation was received at the State St. Advisory committee meeting.
Chair Pinner says the committee was very surprised at how involved DTP is with the downtown area.

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7. Committee Member Pratt asks how hiring is going for kiosk workers and Ambassadors. Sarah Clark says hiring has improved for kiosk workers, but falling short on Ambassador hiring due to difficulty in finding individuals that have the unique personality traits required to excel at the job.
8. Chair Pinner asks about peak times with Ambassadors. Roy says that Ambassadors are busiest from 2pm-6pm. Adds that DTP currently staffs 7 ambassadors with a goal of staffing 18.
9. Committee Member Silver brings up idea of having a brochure for the public covering the duties and more info on what Ambassadors do. Sarah says a brochure would be doable.

PUBLIC COMMENT:

No public comment.

9) PROGRAM UPDATES

Jessica Grant presents Program Updates to Committee.

- State Street Promenade: low accessibility compliance with downtown businesses. Citations will begin to go out, with removal of outdoor dining the final consequence of non-compliant businesses.
- State St. Advisory Committee will be taking a break for the summer months and resume when a consultant is on board.
- Lot 3 Paseo being submitted to HOC.
- Budget goes to council on May 25th.
- SWEB Mobile now active in all downtown lots with signs beginning to be posted today (May 12th).
- Fliers with info on SWEB Mobile will be given to all kiosk operators.

Committee Discussion:

- Chair Pinner asks if parklets can be requested, Sarah confirms that they can be requested.

PUBLIC COMMENT:

Robin Elander gives positive review of SWEB Mobile app, praising its ease of use and convenience. She also thanks DPC for their growing partnership with the Downtown Organization, and continuing the Ambassador program.

10) ADJOURNMENT

The meeting was adjourned at 8:43am.