



Memorandum

TO: TRANSPORTATION AND ENVIRONMENT COMMITTEE

FROM: John Ristow

SUBJECT: SEE BELOW

DATE: September 15, 2021

Approved

Date

9/23/21

SUBJECT: DOWNTOWN PARKING BOARD FY 2020-2021 ANNUAL REPORT AND FY 2021-2022 WORK PLAN

RECOMMENDATION

Approve the Downtown Parking Board (DPB) Annual Report for FY 2020-2021 and Work Plan for FY 2021-2022.

OUTCOME

By adopting this Work Plan, the Downtown Parking Board will have direction from Council on items to cover in their meetings for FY 2021-2022.

BACKGROUND

San José Municipal Code Section 2.08.030.C and Council Policy 0-4, Consolidated Policy Governing Boards and Commissions, Council Policy 0-4, require each board and commission subject to Section 2.08 to submit their annual report of accomplishments and annual work plan of activities to be undertaken, to the designated Council Committee each fiscal year. The T&E Committee is the designated Council Committee for the Downtown Parking Board.

ANALYSIS

After the impacts of the COVID-19 shelter in place orders early in 2020 that resulted in the cancellation of the June 2020 DPB meeting, virtual meetings resumed throughout FY 2020-21 with the September 2020 meeting. Highlights of the Annual Report include the Board's ongoing focus on review and recommendations related to the Parking Fund financials and Capital Improvement Projects. Additionally, the Board reviewed various parking program and policy items, such as:

- Reviewed conceptual demand based on-street parking meter rates;

- Provided feedback and DPB position on requested amendment to parking agreement with Almaden Corner Hotel;
- Reviewed ongoing operations and financial impacts to the Parking Fund from COVID-19; and
- Reviewed conceptual parking programs and rate strategies.

The reopening of businesses saw the resumption of paid parking at the City's downtown lots, garages, and meters in August 2020. The DPB reviewed the timing and rate strategy options for the return of paid meters in periphery areas outside the core. Based on DPB input, the City deferred reactivation of those meters until October 2021.

The FY 2021-2022 workplan focuses on the Board's continued review and recommendations related to the City's General Purpose Parking Fund (Fund 533) and Parking Capital Fund (559), and general operations/policies of the City's on- and off-street parking programs. A key workplan item throughout FY 2021-22 will be the ongoing review of the existing Meter District Area Reserve and opportunities to amend the reserve structure to establish individual meter area reserves.

/s/

John Ristow

Director of Transportation

For information or questions please contact Heather Hoshii, Division Manager, Department of Transportation at (408) 793-4131.

Attachment A: FY 2020-21 Downtown Parking Board Annual Report

Attachment B: Proposed FY 2021-22 Downtown Parking Board Work Plan

**City of San Jose Downtown Parking Board
Annual Report for FY 2020-21**

Objective of FY 2020-21	Timeframe	Status & Accomplishments	Future Target/Goals
1. Review and approve Annual Parking Fund financial reports	July 2020- June 2021	Periodically reviewed, provided comment, and took action on the proposed, mid-year, and year-end Parking Fund financial reports	Continue to review and assess Parking Fund financials and City priorities
2. Review and approve Annual Parking Fund Capital Improvement Project (CIP) plans and budgets	July 2020- June 2021	Periodically reviewed, provided comment, and took action on the proposed, mid-year, and year-end Parking Fund CIP reports and 5-year CIP program	Continue to review and assess Parking Fund CIP projects, impacts to Parking Fund financials, and City priorities
3. Review and monitor various City parking programs, policies, and rates	July 2020- June 2021	<ul style="list-style-type: none"> • Periodically reviewed ongoing parking programs, policies and rates to achieve desired parking program and City goals. • Board reviewed detailed conceptual on-street demand based parking meter programs and rates (November & March) • Board provided feedback and opinion on requested amendment to parking agreement with Almaden Corner Hotel (November) • Board reviewed annual meter revenue updates (November) 	Continue to review and evaluate various parking programs, policies and rates
4. Updates on Downtown Promotions and Marketing	July 2020- June 2021	Reviewed various promotion and marketing efforts managed by the San Jose Downtown Association (SJDA) and funded by the Parking Fund.	Continue to review and evaluate various downtown parking promotion and marketing programs overseen by the SJDA
5. Updates on various projects impacting Downtown mobility	July 2020- June 2021	Review of various multi-modal and Diridon area projects impacting downtown and either funded in part or impacting the Parking Fund.	Continue to review, evaluate, and provide input on various mobility and Diridon area projects impacting parking availability and the use of Parking Funds
6. Election of DPB Officers	September 2020	Board held its annual election of board Chair and Vice Chair positions	June of each year

**City of San Jose Downtown Parking Board
Work Plan for FY 2021-22**

Objective for FY 2021-22	Actions	Timeframe
1. Review and approve Annual Parking Fund financial reports	Periodically review, provide comments, and take action on the proposed, mid-year, and year-end Parking Fund financial reports.	<ul style="list-style-type: none"> • FY 2021-22 budget: September 2021 • FY 2020-21 year-end review: November 2021 • FY 2021-22 mid-year review: March 2022 • FY 2022-23 Proposed Budget: March 2022 • FY 2022-23 Approve Budget: June 2022
2. Review and approve Annual Parking Fund Capital Improvement Project (CIP) plans and budgets	Periodically review, provide comment, and take action on the proposed, mid-year, and year-end Parking Fund CIP reports and 5-year CIP program.	<ul style="list-style-type: none"> • FY 2021-22 CIP Update: Ongoing • FY 2020-21 year-end review: November 2021 • FY 2021-22 mid-year review: March 2022 • FY 2021-22 Proposed Budget: March/June 2022
3. Review and monitor various City parking programs, policies, and rates	Periodically review ongoing parking programs, policies and rates to achieve desired parking program and City goals.	Ongoing
4. Updates on Downtown Promotions and Marketing	Ongoing review of various promotion and marketing efforts managed by the San Jose Downtown Association (SJDA) and funded by the Parking Fund.	Ongoing
5. Updates on various projects impacting Downtown mobility	Review of various multi-modal and Diridon area projects impacting downtown and either funded in part or impacting the Parking Fund.	Ongoing
6. Review and potential revision of existing Meter District Area Reserve	Historical review of the Meter District Area Reserve and provide comments on staff analysis and potential opportunities to establish specific meter area reserves	Ongoing
7. Provide to the Transpiration and Environment (T&E) Committee each fiscal year an annual work plan of activities to be undertaken and a subsequent report of accomplishments	Develop and issue a FY 2022-23 work plan and FY 2021-22 Annual Report	June 2023