



# DOWNTOWN PARKING COMMITTEE

## SPECIAL MEETING MINUTES

Thursday, March 17, 2016  
Water Resources Conference Room  
619 Garden Street  
Santa Barbara, CA 93101

1) **CALL TO ORDER:** 7:30 a.m.

2) **ROLL CALL**

DPC MEMBERS

Trey Pinner (Chair)	Present
Matt LaBrie (Vice-Chair)	Present
Edward France	Present
Gene McKnight	Present
Sean Pratt	Present
Kate Schwab	Present
Vacant	

Attendance

CITY STAFF PRESENT :

Rebecca Bjork, Public Works Director  
Rob Dayton, Principal Transportation Manager  
Victor Garza, Parking/TMP Superintendent  
Rebecca Jimenez, Parking Supervisor  
Dion Tait, Parking Supervisor  
Jessica Grant, Project Planner  
Teri Green, Associate Transportation Planner  
Sarah Clark, Parking Resource Specialist  
Malcolm Hamilton, Administrative Assistant

LIAISONS PRESENT:

Randy Rowse, City Council  
Jay Higgins, Planning Commission

3) **CHANGES TO AGENDA**

Item 5 (Approval of the Minutes) was moved after Item 7 (Operations Updates).

4) **PUBLIC COMMENT**

None.

5) **DOWNTOWN PARKING CAPITAL IMPROVEMENT PROGRAM**

Jessica Grant, Project Planner, gave an update on Downtown Parking's current capital projects and their respective milestones on the way to completion.

Vice-Chair LaBrie asked what staff has learned from the lighting project in Lot 5 that will help with future projects. Teri Green, Associate Transportation Planner, said the light poles require significant lead time for delivery and there may be a more efficient ordering and storage process. Mr. LaBrie asked if there is underground infrastructure to the light poles so staff may add security cameras and connect the signal lines back to the parking offices. Chair Pinner said it may be possible to install wireless cameras and use the power that is currently running to the light poles. Dion Tait, Parking Maintenance Supervisor, said staff is looking at both of those options when considering security camera installations in the surface parking lots. He noted that each lot does have fiber connectivity back to the main office in the Granada Garage.

Vice-Chair LaBrie said the kiosk at the Anapamu Street entrance of the Granada Garage may be used in Lot 5 or in the Cota Commuter Lot to save money and improve the turn lane. Mr. LaBrie said cars currently have to swing into the exiting lane to comfortably approach the ticket column. An unmanned kiosk would have a smaller footprint and may allow for a wider turning radius into the lot. Chair Pinner said the gates and kiosk may be moved into the drive way prior to the turn into the structure. Jessica Grant said the new Lot 5 kiosk will require HLC approval as would a new kiosk in Lot 6, and the Cota Commuter Lot will not have a kiosk. At this time, it is not a project in the Capital Improvement Program (CIP). Rob Dayton, Principal Transportation Planner, said the paseo area behind the Granada Theatre is used for many different functions, including a fire lane, so any changes to the approach would need to be analyzed with

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that in mind.

Committee Member McKnight requested staff list all projects in future reports, including previously funded projects that are carried forward. Vice-Chair LaBrie said he would like to see plug numbers for out-year projects as well. Mr. McKnight asked if the Parking Wayfinding Sign Project will be going forward even though it is not listed on the meeting handout. Jessica Grant, Project Planner, said the City-wide Wayfinding Sign Project is listed in the Streets CIP. Downtown Parking will be funding the phases of the project relating to parking and pedestrian wayfinding signage.

Rob Dayton, Principal Transportation Planner, said staff changed the presentation of the capital projects to focus on the entire project, not just the line item. Mr. Dayton said at future meetings staff will show all the backlogged projects that are in the CIP but not underway. Chair Pinner asked if staff would also be able to rank projects by priority. Jessica Grant said safety is the highest priority followed by maintenance projects. Improvements and Enhancements are then considered and evaluated based on several factors, including customer service, operational efficiencies, accessibility, and other categories.

Vice-Chair LaBrie asked staff what challenges they are experiencing with Tier 3 Storm Water Management Plan (Tier 3) requirements. Rob Dayton said staff is required to address Tier 3 requirements when a project involves 500 or more square feet of surface construction. Mr. Dayton said Tier 3 requirements are adding additional costs to projects, such as the Cota Commuter Lot Access Control Project. Mr. Dayton said Jessica Grant has worked with the Creeks Division staff to find creative solutions that are cost effective but still sufficient to meet Tier 3 requirements. Jessica Grant said slurry sealing does not trigger Tier 3 requirements because it does not go into the subgrade.

Committee Member France asked what funding sources were available for the MacKenzie Park permeable paving project. Jessica Grant said grant funding was received for the project. Rob Dayton said although grant funding may be available for future projects, staff will need to consider the ongoing maintenance costs for permeable paving.

Chair Pinner commented that the Parking Facilities Conditional Assessment Project and Depot Lot Asset Analysis may require a shifting of current projects and priorities. Jessica Grant said a structural engineer's assessment of the facilities may identify important safety related projects that can be very costly, changing the CIP for Fiscal Year 2017 and beyond.

## 6) OPERATIONS UPDATE

### Railway (REA) Express Agency Building

Victor Garza, Parking Superintendent, said staff is developing a Request For Proposals (RFP) to be sent to businesses that may be interested in leasing the vacant half of the REA building. Mr. Garza said staff is researching the zoning and coastal regulations for the property.

Chair Pinner asked what is included in an RFP for this type of lease. Mr. Garza said the RFP process is very flexible, and staff will discuss with interested businesses what needs to be done with the building and negotiate a plan of action to address the issues. Rob Dayton said staff is moving to take advantage of this revenue generating opportunity as it is a project that can be completed in the short-term. The assessment of the entire campus will be a longer process. Mr. Dayton said the tenant needs to work well with the transportation aspects of the campus.

Committee Member France said a short-term lease may begin generating revenue in the near future and later allow staff to make choices that better fit the long-range management goals of the Depot Lot.

### Credit Card Server Replacement

Victor Garza said staff is upgrading the Downtown Parking credit card server to more efficiently process the increasing number of credit card transactions.

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System-wide Software Upgrade Project

Victor Garza, Parking Superintendent, said the parking revenue control software will be upgraded to improve security, speed up processing, and continue to receive software support.

Bikestation Operations

Mr. Garza said the contract for operating the Granada Garage Bicycle Station and Lot 3 Module will need to be renewed within a year. Staff is researching different operating models that better meet the needs of cyclists coming to and from the downtown area.

2016 SBIFF Lot Occupancies and Vehicle Transactions Survey

These materials will be distributed at the next regular meeting.

**7) APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF FEBRUARY 11, 2016**

**Motion:** To approve the minutes from the regular meeting of February 11, 2016.

**Made By:** Matt LaBrie **Second:** Gene McKnight

**Discussion:** Committee Member McKnight requested the minutes reflect staff's intention to provide a copy of the current Amtrak lease agreement to the committee.

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

**8) STREETS DIVISION BUDGET UPDATE**

Rob Dayton, Principal Transportation Planner, said Transportation Division staff has been meeting with the City Council Finance Committee and discussing the Streets Section budget. Mr. Dayton said revenues are declining primarily due to the Gas Tax and the cost of road maintenance is steadily increasing. In future meetings with the Finance Committee, Mr. Dayton said staff will be discussing the large, non-core, Measure A expense of approximately \$615,000 for the Downtown-Waterfront Shuttle. Mr. Dayton noted the Downtown Parking Program contributes approximately \$400,000 to the shuttle. He said ridership has decreased 50% in the last three years, and staff is looking at different operating scenarios to save costs but still serve customers during peak seasons.

Vice-Chair LaBrie asked if the city can choose not to renew the shuttle operations contract with MTD and possibly use a private vendor. Mr. Dayton said the city can use a different vendor; however, MTD does a good job at serving the public, especially with ADA issues. In addition to ongoing operating costs, Mr. Dayton said the shuttles are aging and will need to be replaced at some point in the future. A new operator would need to procure or lease shuttles that are appropriate for State Street.

Committee Member France asked if the Measure A funds currently going to the shuttle would then be available for streets maintenance. Mr. Dayton said the funds can be redirected to streets maintenance and other projects.

Mr. Dayton said the Streets Section, in the near future, will not have sufficient revenues to fund a capital program, which will further delay necessary repairs and projects. Staff is looking at shifting some non-core items to ease the budget pressure from the Streets Section. Graffiti abatement, urban forest maintenance, trash collection, event staging, and shopping cart retrieval are examples of non-core responsibilities.

Rebecca Bjork, Public Works Director, said there is approximately \$400-450 million in unmet capital needs throughout the city, a large portion of which is in the Streets Section. Staff is looking at ways to manage this large unmet need. Ms. Bjork said there would continue to be a budget deficit even if all the non-core responsibilities were moved away from the Streets Section. Ms. Bjork said there are no grant opportunities for streets maintenance unlike bridge replacement projects.

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Committee Member France said the shuttle fare may be increased to generate more revenues. Mr. France encouraged staff to continue to participate in the state decision making process considering that the decline in Gas Tax revenues is a state wide problem that needs a state wide solution.

Chair Pinner commented that the Downtown Parking budget is a target for shifting shuttle funding, and he said it is important to highlight the unmet capital needs in the parking budget that would possibly be deferred if operating costs rise significantly.

Councilmember Rowse said price elasticity is a concern when raising the shuttle fare as evidenced by the hourly parking revenues when the rate changed in 2006. Mr. Rowse said it is important to continue to update and assess the CIP of the Downtown Parking Program to show the backlog of unmet capital needs.

### **9) ADJOURNMENT**

The meeting adjourned at 8:56 a.m.