



DOWNTOWN PARKING COMMITTEE MEETING MINUTES

Thursday, May 12, 2011
7:30 A.M. to 9:30 A.M.
Gebhard Meeting Room
630 Garden Street
Santa Barbara, CA 93101

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

2) **ROLL CALL**

DPC MEMBERS

Matt LaBrie	Present
Tom Williams	Present
Eric Kelley	Present
Bill Collyer	Present
Gene McKnight	Present

Attendance

CITY STAFF PRESENT :

Browning Allen, Transportation Manager
Victor Garza, Parking / TMP Superintendent
Brandon Beaudette, Parking Resource Specialist
Dion Tait, Parking Supervisor
Malcolm Hamilton, Administrative Assistant

LIAISONS PRESENT:

None

Others Present

None

3) **PUBLIC COMMENT**

None.

4) **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 12, 2011**

It was moved by B. Collyer and seconded by T. Williams to approve the minutes. The motion carried 4 yeas/0 nays/1 abstention by G. McKnight.

T. Williams noted that the minutes incorrectly stated the membership of the subcommittees. The staff report was correct. The subcommittee memberships are as follows:

Finance – Matt LaBrie and Tom Williams

Government Relations – Gene McKnight and Matt LaBrie

Communications – Bill Collyer and Eric Kelley

5) **OPERATIONS UPDATE**

V. Garza discussed the structural upgrade construction at City Lot 9. Cushman Construction began the project on May 2, 2011 and is on track to finish before Memorial Day weekend. V. Garza noted that the City has a plan to open one level if the construction is not entirely complete by Memorial Day weekend.

M. LaBrie asked to see the occupancy of surrounding lots during the construction of Lot 10 and Lot 9.

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T. Williams asked how much of the contingency fund is remaining and if the projects are on track to be within budget. B. Allen said that the projects are well within budget.

B. Allen updated the Committee on the plans for surfacing and striping several City lots: 3, 4, 5, and 11. The surfacing and striping takes one day each to complete. V. Garza added that Downtown Parking will schedule the surfacing after the completion of City Lot 9 construction. Downtown Parking does not close two lots at the same time, so as not to severely affect the parking supply.

6) DOWNTOWN PARKING COMMITTEE RECRUITMENT

B. Allen informed the Committee that the last day the City accepts advisory board applications is May 16, 2011. As of now, the City received a couple applications.

7) REVIEW OF OPERATIONS AND CAPITAL BUDGET

B. Allen presented a revised capital reserves chart for the Parking Program.

G. McKnight asked if the graph reflects Redevelopment Agency(RDA) funding or non-funding going forward. B. Allen replied that the reserves chart will not change with or without RDA funding.

T. Williams asked why there is a small bump in City Council reserve requirements when the Parking Program is taking on such a large amount of assets after the RDA sunsets. B. Beaudette answered that the reserve requirement is a small percentage of another percentage, showing a small increase in the required reserves.

M. LaBrie asked if the reserve amount is set by replacement costs. B. Allen said that the policy is set by the Finance Department and recalls that the methodology is not primarily determined by replacement costs. Reserve funds are used to assist with the operations and rebuilding of the Parking Program in the event of a disaster.

E. Kelley asked if the economy had not turned down, or should the economy pick up, would the Parking Program still need to look at a rate adjustment in the future. B. Allen responded that the City and customers do not want a rate adjustment at this time. B. Allen added that City staff will continue to evaluate revenue sources to address capital and operation needs.

T. Williams commented that it seems Downtown Parking only has direct control over the capital program, postponing necessary capital projects to maintain the operating budget. B. Allen said that the main task is to keep the day to day operations running by diligently watching the operating budget. B. Allen added that safety capital projects are a priority and absolutely are completed, but some less critical projects do sometimes get delayed, such as painting structures.

B. Allen presented the current and proposed operating budgets.

G. McKnight asked why the FY 2011 expected salaries expense is less than the FY 2011, 2012, and 2013 budgeted salary expenses. V. Garza pointed out that those budgeted and proposed numbers do not reflect furlough savings.

G. McKnight asked if staff expects to see furlough savings in FY 2012. B. Allen said that currently the City Administrator's office is negotiating with the bargaining units.

B. Collyer stated that the sales and bed tax figures are rising, and asked if Downtown Parking is also noticing an increase in Downtown Parking revenue. B. Allen said that the City is always hoping for the best, but is sticking to conservative expectation.

M. LaBrie asked where the City is in the budget process. B. Allen said that departments are currently presenting to City Council, and City Council will approve the budget in June.

M. LaBrie asked if City Council mentioned the position letter sent from the Committee. B. Allen said that it was not mentioned.

T. Williams asked if City Staff is able to get data on transactions and revenue before and after the most recent rate change. B. Allen said that it is possible and we will bring it to the next meeting.

8) REVIEW OF PARKING PROGRAM MISSION STATEMENT AND DEVELOPMENT OF PARKING COMMITTEE MISSION STATEMENT

The Committee used this portion of the meeting to brainstorm and develop a draft of the Committee Mission Statement.

9) REVIEW OF SUBCOMMITTEES AND THEIR ROLE

The Committee identified tasks from the Strengths Weaknesses Threats Opportunities analysis and assigned those tasks to individual subcommittees.

M. LaBrie noted that these prioritized tasks will serve as the subcommittee work plans for FY 2012.

10) ADJOURNMENT

The meeting adjourned at 9:00 a.m.