



DOWNTOWN PARKING COMMITTEE MEETING MINUTES

Thursday, January 9, 2014
Gebhard Meeting Room
630 Garden Street
Santa Barbara, CA 93101

1) **CALL TO ORDER:** 7:33 a.m.

2) **ROLL CALL**

DPC MEMBERS

Matt LaBrie (Chair)	Present
Bill Collyer (Vice Chair)	Present
Gene McKnight	Present
Trey Pinner	Present
Sean Pratt	Present
Kate Schwab	Present
Tom Williams	Present

Attendance

CITY STAFF PRESENT

Browning Allen, Transportation, Streets and Parking Manager
Victor Garza, Parking /TMP Superintendent
Rebecca Jimenez, Parking Supervisor
Brandon Beaudette, Administrative Analyst
Dion Tait, Parking Supervisor
Malcolm Hamilton, Administrative Assistant
Teri Green, Associate Transportation Planner

LIAISONS PRESENT

Randy Rowse, City Councilmember
John Campanella, Planning Commissioner
Deborah Schwartz, Planning Commissioner

OTHERS PRESENT

None

3) **PUBLIC COMMENT**

None

4) **APPROVAL OF MINUTES**

Motion: To approve the minutes from the regular meeting of DECEMBER 14, 2013.

Made By: Bill Collyer **Second:** Tom Williams

Yeas: 4 Nays: 0 Abstain: 3 (Pinner, Pratt, Schwab) Absent: 0

5) **PRESENTATION OF QUARTERLY OCCUPANCY REPORT**

Malcolm Hamilton, City of Santa Barbara Administrative Assistant, presented the Quarterly Occupancy Report comparing October through December 2013. In addition to the verbal report, an occupancy narrative was included in the agenda packet.

At the start of the report, Chair LaBrie requested that Mr. Hamilton address each City Parking Lot by its respective lot number as well as its "landmark" name in order to allow the new members to become familiar with the locations of each City parking lot. Mr. Hamilton obliged and advised the new members of the Committee that the report is based on a two (2) week sample per month and reflects the final quarter of the 2013 year (e.g. October, November and December).

6) PRESENTATION OF HOLIDAY SHOPPING SEASON OCCUPANCY REPORT

Malcolm Hamilton, City of Santa Barbara Administrative Assistant, presented the Holiday Season Occupancy Report noting that the report in the original packet mailed included different comparables than those presented today; this change was made to allow the data to reflect occupancies closer to the December 25th (*Christmas*) holiday. He noted that the information mailed included the first two weeks of December and the revised data incorporates the last two weeks of December. In addition to the verbal report, an occupancy narrative was included in the agenda packet. Mr. Hamilton noted that the 2013 season is down a bit from the 2012 season, but not significantly; overall he said there is no change to the peak occupancies and how people are using the City Parking Lots.

The Committee received the two occupancy reports and Committee Member Williams noted the Quarterly Report indicates that the surface lots are "functionally full" (or 85% full) which supports the need for more parking in the downtown district. He was specifically concerned with how to accommodate holiday shoppers when all the downtown parking lots are highly utilized on a regular basis. Of concern to Committee Member Williams also was how to address the parking shortfall north of Victoria Street now and with the pending construction projects being completed. He wanted the Committee to consider options to expand number of parking lots downtown; especially around Victoria theatre and the Arlington Theatre; he wondered what the City and the Committee's short, medium and long term goals would/could be to address the demand for parking by employees in the area as the parking lots are highly utilized by employees so someone cannot become a shopper as the lots are impacted by the surrounding business employees.

Committee Member Collyer raised the question of rates at Lot 13 for Amtrak and Greyhound users. Chair LaBrie confirmed that Lot 13 is on the DPC's radar pending the outcome of the Long Range Property Management Plan that is currently in for review with the State of California. He noted that full control of Lot 13 would be a bonus to the downtown parking system.

Planning Commissioner Deborah Schwartz raised the question about additional optimization for Lot 13 of which Mr. Allen, City of Santa Barbara Transportation Streets and Parking Manager answered the City has not heard from State yet and the City is in limbo as to what can or cannot be done at Lot 13 pending the outcome of the Long Range Property Management Plan.

Planning Commissioner John Campanella expressed surprise about the Lot 5 occupancies staying the same during the Victoria Theatre Construction. He wondered whether the revised travel lanes worked well during construction. Mr. Allen answered stating that travel patterns are working well and he clarified that Victoria Street is now an Exit ONLY lane. He said that lot offers two exits and one entrance and the City's goal is to keep it this way.

Chair LaBrie asked if the occupancy report accommodated for parking space removed to accommodate construction; Mr. Allen confirmed the reports took into consideration the loss of parking during construction. He also clarified that monthly parkers were relocated to other lots during construction.

Chair LaBrie asked staff to consider a report which indicates any lots reaching 100% occupancy in a given year.

Motion: To accept the Quarterly Occupancy Report (Item 5) and the Holiday Shopping Season Occupancy Reports (Item 6)

Made By: Tom Williams **Second:** Bill Collyer

Yeas: 7 Nays: 0

7) PRESENTATION OF SIX-MONTH BUDGET STATUS

Malcolm Hamilton, City of Santa Barbara Administrative Assistant, presented the Six-Month Budget Status to the Committee. He noted that he will try to have this information provided to the Commission on a quarterly basis.

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Regarding **Revenue**, Chair LaBrie inquired when construction will start for the 911 Call Center. Mr. Allen noted that rent will not be received from the Police Department until they move in which will be sometime this summer. The Committee was advised that at the time the Police Department moves into the office, Environmental Services will pay less rent as they will have less square footage.

Mr. LaBrie asked staff which lots are used most frequently system wide for Electrical Charging Stations. Mr. Hamilton noted that charging station fees are universal across the City but noted lots Lot 6 & Lot 7 are used most frequently as they are located in the heart of downtown. Mr. Allen noted that the Helena parking lot is being used on a regular basis as well as those in the City's Waterfront. Mr. LaBrie asked for more data regarding parking for electrical vehicles with specific interest in finding out if people are charging quickly to pay only for the charging fee and avoid paying any associated parking fees, or are patrons staying a long time and not worrying about paying the charging fee and the parking fee combined beyond the 75-minute grace period.

Committee Member Williams inquired about the City's electric charging stations and whether they can accommodate Tesla automobiles. Mr. Garza confirmed that the City's charging stations can accommodate Teslas but noted that City's charging stations do not have the "rapid charge" ability that Tesla specific charging stations offer.

Committee Member McKnight asked about the Helena Parking Lot and any monthly parkers it might have. Brandon Beaudette, City of Santa Barbara Administrative Analyst, confirmed that there are 26 spaces at the Helena Parking Lot and that the City has issued six (6) monthly parking permits at \$85.00/month. Mr. Garza also noted that the Regan Center, on occasion, utilizes the Helena Lot for special event parking.

Regarding **Expenses**, Committee Member Williams asked about Downtown Parking's (DTP) personnel expenses as a percentage of total income and wondered if DTP's percentage is on par with other City divisions. Mr. Allen confirmed that the personnel expenses as a percentage of total income are fairly consistent throughout all City organizations but noted that DTP is heavy with hourly employees. He said the comparison is not an "apples to apples" comparison because of the quantity of hourly employees that the City's Downtown Parking Program maintains. Committee Member Pinner noted that it is not an easy or accurate comparison as not every City organization is a "revenue driven" organization.

Committee Member Williams asked for clarification regarding the Downtown Organization Maintenance Transfer expense. Mr. Allen answered that the City of Santa Barbara has a contract with the Downtown Organization to maintain the downtown sidewalks. He noted that this expense was originally absorbed completely by the General Fund when the City was facing budget cuts back in 2009/2010. He said the City Council adjusted this expense and required DTP to absorb 50% of the total maintenance fee. Mr. Allen noted that it is a transfer out of the DTP fund to pay Parks & Recreation the agreed contractual amount.

Committee Member Schwab asked for clarification about the BikeStation operations. Mr. Hamilton advised her of the rules and regulations of the BikeStation and the operation parameters.

Chair LaBrie asked when the BikeStation would be back before the Downtown Parking Committee for performance reports and contract review; Mr. Allen answered that the Downtown Parking Committee will look at the BikeStation annual reports in April or May.

Council Member Rowse asked for some sort of report regarding the City Bus Pass Program and Mr. Allen confirmed that staff can attain such data as user type, quantity and trips, as the MTD does provide the City with a monthly report. Mr. Allen noted that the City gives MTD a deposit up front and MTD charges the City for the actual ridership each month. So, if the deposit is an overage, then the City has a credit and if the deposit is unsatisfactory, then the City will issue MTD the necessary amount for the actual rider cost.

Committee Member Williams asked if this expense can be controlled and Mr. Allen answered that the issue is not with MTD to control the City's expenses but that the City's expenses are use-based per employee. He told the DPC that the City gets a good, fair deal with MTD and that the City has a great partnership with them. Mr. Allen said that if City staff were not offered these bus passes, employees may choose to park in the hourly lots, the commuter lots, or in the nearby residential areas.

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Planning Commissioner Campanella asked if the City offers employee parking in Lot 13. Mr. Allen confirmed that monthly passes are available at Lot 13 for employees with discounted rates.

Planning Commissioner Campanella also asked for more information about charging stations specifically how users know where they are located. Mr. Allen and Mr. Hamilton noted that Charge Point is the company who manages the charging stations and they have a website that offers nationwide network information for charging station locations.

Regarding **Capital Expenditures**, Mr. Hamilton clarified that Downtown Parking is moving forward with a photometric study at Lot 5 and noted that the money to finance this project is coming from monies allocated in previous fiscal years.

Chair LaBrie inquired about the Cota Commuter Lot Access Control as a capital expenditure. He said he was of the understanding that the DPC voted this project down. Mr. Allen confirmed that the DPC's recommendation was to move forward with the project but the vote was a split vote.

Mr. Williams questioned the expense regarding the Lot 13 Railway Express building. Mr. Allen noted that the Lot 13 Railway Agency building will carry over to FY15 due to pending state approval of the Long Range Property Management Plan. Mr. Allen stated that even if the City received approval from the State tomorrow, the City does not have the ability to move forward with a project this fiscal year.

Regarding the Lot 5 Kiosk Project, Planning Commissioner Deborah Schwartz wondered whether new signage would be a part of this project and Mr. Allen confirmed it would.

Committee Member Pratt asked how security cameras are staffed. Mr. Allen confirmed that the cameras are not monitored on a regular basis and that the footage is simply recorded and stored in the event the City needs to access it. Chair LaBrie asked how many hours are recorded and stored. Mr. Garza noted that the amount of storage is based on the number of cameras and their respective resolutions. He noted that the City has been advised by the City Attorney's office that the data must be stored for a minimum of 30-days to a maximum of 1-year but generally 90-days on average.

Mr. Williams asked staff which projects they believe can be realistically completed in FY 14. Mr. Hamilton could not provide an exact answer but advised Mr. Williams of what has been completed this year. Mr. Allen noted the City would have a better grasp on expenses in April at which time the DPC will receive the quarterly report.

Chair LaBrie thanked staff for a good report and staying on Budget.

Motion: To accept the Six-Month Budget Status Report.

Made By: Collyer **Second:** Pinner

Yeas: 7 Nays: 0

8) PRESENTATION OF CREDIT CARD REPORT

Malcolm Hamilton, City of Santa Barbara Administrative Assistant, presented the Credit Card Report to the Committee.

Council Member Rowse asked if special events patrons could pay upon entry and Mr. Hamilton answered this is standard operation now.

Mr. Garza and Mr. Allen noted that while the fee to process credit cards seems high, it is good customer service and it substantially reduces the amount of cash handled by the lot operators annually.

Chair LaBrie asked staff to produce a "duration" report along with credit card data to help the Downtown Parking Committee qualify the increase in revenue so that the DPC could understand the number of

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parkers relative to the amount of time each patron is parking.

Motion: To accept the Credit Card Report.

Made By: Collyer **Second:** Pinner

Yeas: 7 Nays: 0

9) OPERATIONS UPDATE

Mr. Allen provided the Downtown Parking Committee with the following Operations Update:

- **RDA Legislation**
The City is awaiting word from the State.
- **Retreat Planning**
The DPC Retreat is scheduled for February 13, 2014 at Casas Las Palmas from 9:00 to 12:00 p.m.
- **Security Cameras**
City Agencies are presently in discussion with Jensen Audio Video to create a Citywide Master Plan for data storage.
- **Lot 3 Paseo Improvement Project**
Downtown Parking is currently drafting an RFP to address aesthetic and security issues.
- **Lot 5 Lighting Study**
John Maloney Public Engineer is currently working on a Photometric Study.
- **Lot 9 Improvements**
Deck coating and sealing project has been completed as has elevator upgrades for one of the two elevators. The City is waiting for the Film Festival to be completed to finish the second elevator and paint the structure.
- **Cota Commuter Lot Landscape Improvement Project**
Downtown Parking is currently drafting an RFP to upgrade the existing landscaping to more water-wise/drought tolerant plantings.
- **2014 Calendar of Events**
The 2014 Calendar of Events will be reviewed at the February Retreat.

10) ADJOURN

The meeting adjourned at 9:02 a.m.