



# DOWNTOWN PARKING COMMITTEE

## REGULAR MEETING

### MINUTES

Thursday, May 13, 2021  
GoToWebinar Meeting

1) **CALL TO ORDER:** 7:31 AM

2) **ROLL CALL**

DPC MEMBERS

Trey Pinner (Chair)  
Ed France (Vice Chair)  
Andrew Newkirk  
Matt LaBrie  
Sean Pratt  
Barbara Silver  
Ruben Zarate

Attendance

Present  
Present  
Present  
Present  
Absent  
Present  
Present

CITY STAFF PRESENT :

Rob Dayton, Transportation Planning & Parking Manager  
Sarah Clark, Parking Programs Supervisor  
Roy Forney, Parking Supervisor  
Dion Tait, Facilities Maintenance Supervisor  
Meghan Salas, Parking Resources Specialist  
Justin Berman, Parking Coordinator  
Mindy Jackson, Administrative Specialist

LIAISONS PRESENT:

Meagan Harmon, City Council Liaison  
Barrett Reed, Planning Commission Liaison  
Gabe Escobedo, Planning Commission Liaison Alternate

3) **CHANGES TO THE AGENDA:** None.

4) **PUBLIC COMMENT:** None.

5) **APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF April 8, 2021**

**Motion:** To approve the minutes from the regular meeting of April 8, 2021

**Motion Made By:** Andrew Newkirk **Second:** Matt LaBrie

**Vote:** Yeas: 6 Nays: 0 Abstain: 0 Absent: 1

6) **BUDGET AND PARKING OPERATIONS UPDATE (LOCATION ON VIDEO: 5:20)**

RECOMMENDATION: That the Committee receive an update on parking operations and trends in revenues and expenditures.

Sarah Clark gave the presentation.

Revenues exceeded operational expenditures by approximately \$15,000 during the month of April.

Hourly revenues are beginning to recover.

Mr. LaBrie asked that the reserves be covered at the next meeting during this item.

Chair Pinner asked how the federal government allocation will supplement reserves.

Ms. Clark said that it is not known at this time whether Downtown Parking reserves will receive federal funds.

**PUBLIC COMMENT:** None.

7) **PARKING AND BUSINESS IMPROVEMENT AREA (LOCATION ON VIDEO: 20:10)**

RECOMMENDATION: That the Committee receive the FY 2022 Draft Parking and Business Improvement Area Annual Assessment Report and recommend City Council accept the Draft Report and approve PBI as status quo for FY 2022.

Sarah Clark gave an overview of PBI Revenues and Expenses.

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**PUBLIC COMMENT:** None.

**Motion:** The Downtown Parking Committee recommends that City Council accept the Draft Report and approve PBIA as status quo for Fiscal Year 2022.

**Motion Made By:** Andrew Newkirk **Second:** Ed France

**Vote:** Yeas: 6 Nays: 0 Abstain: 0 Absent: 1

**8) PARKING LOT AUTOMATION: (LOCATION ON VIDEO: 28:00)**

**RECOMMENDATION:** That the Committee receive an update on the SKIDATA upgrade project and upcoming changes to lot exit and payment processes.

Parking Lot Automation involves two projects, the License Plate Recognition (LPR) and the Skidata upgrades projects.

Roy Forney gave a presentation on the upgrades to parking lot automation. Slides were shown that gave the committee an idea of what the customer experience will be like. Touchless payment options were described. Permit readers will be available for permit holders.

Dion Tait gave an update on the installation of LPR equipment. Things are on schedule and installation will be complete in September.

Ms. Clark mentioned that people will be seeing camera installation at the entrance to the lots, but the cameras will not be operational until the system goes live.

Barbara Silver asked if special rates would be preserved for disabled parking permits. Mr. Forney said yes, at the present time, but the way of validating will change in the future.

**PUBLIC COMMENT:** None

**9) PROGRAM UPDATES (LOCATION ON VIDEO: 49:40)**

- State Street Promenade Activity
  - Applications will be taken up until May 20 for those who want to be on the State Street Advisory Committee.
  - The 00 block of West Victoria is being opened in one direction. There will be one-way east bound traffic.
  - We are going to Council on May 25 to seek recommendations to publish updated guidelines for the Citywide Parklet program and on State Street for the duration of Council's Economic Recovery Ordinance which has been extended to March 2022. Staff will also be asking for direction to scale back operations on the sidewalks from 6 feet to 8 feet.
  - Enforcement of the guidelines continues.
  - More decorative planters have been installed at intersections.

**PUBLIC COMMENT:** None

**10) ANNOUNCEMENTS:** None

**11) ADJOURNMENT**

The meeting was adjourned at 8:32 AM.