

UPTOWN COMMUNITY PARKING DISTRICT, INC.

Meeting Minutes

Monday, May 9, 2016 at 5:00 – 6:30 p.m.

Joyce Beers Community Center, The HUB – 3900 Vermont Street, San Diego, CA 92103

Board attendees: Roy Dahl, Bruce Reeves, Benjamin Nicholls, Chris Shaw,

Susan McNeil Schreyer, Cecelia Moreno, Roy McMakin, Selina Stockley, Natalie Villegas, Tim Gahagan

Board excused absences: Char Lou Benedict, Mike Jacobs, Doug Scott, Megan Garth

Staff: Elizabeth Hannon, Danielle Oloko, Ben Verdugo

Others in attendance: Simon Andrews, Adrianna Martinez, Ann Garwood, Tami Daiber, Joe Jimenez

**1. Establishment of Quorum, Call to Order and Introductions**

*Tim Gahagan*

- Quorum was established and everyone introduced themselves
- Also, new staff member, Danielle Oloko, Hillcrest Marketing & District Administrative Assistant introduced

**2. President's Report**

*Tim Gahagan*

- Due to injury, C. Benedict will be unable to attend meetings indefinitely. T. Gahagan will lead meetings in her absence.
- As discussed and decided in an April executive board meeting, absences will be published in monthly reports for transparency purposes.
- B. Verdugo announced his resignation and expects to start his new position during the second week of June. He is currently working with both E. Hannon and D. Oloko to transition his existing responsibility.
- S. McNeil Schreyer inquired about the disposition of B. Verdugo's remaining vacation and sick leave. Employees are paid for unused vacation time, but not sick time.

**3. Non-Agenda Public Comment**

- A. Garwood commented many Hillcrest streets (specifically 7<sup>th</sup> avenue) have excessive driver-disposed trash on the streets and sidewalks. She would like to know if the parking districts could use funds to help resolve this issue since the neighborhoods are being impacted. E. Hannon suggested she work with the HBA who has staff to handle such requests
- T. Gahagan noted any resolutions would have to be initiated at a Banker's Hill or Hillcrest committee.

**4. Hillcrest Business Member Appointment (Action Item)**

Natalie Villegas, Carleton Management nominated to fill vacant business seat in Hillcrest

- **Motion:** "To nominate, Natalie Villegas to the board as part of the Hillcrest Parking Community Business seat." (C. Shaw, C. Moreno) Motion passes 7-0-1, (abstention, T. Gahagan)
- T. Gahagan reminds the board of preferred absence practices: If you plan to be absent / excused absence or find discrepancies with the existing attendance list, please contact C. Benedict or E. Hannon.

**5. Consent Agenda, items A-B (Action Items)**

- A. Approval of Minutes –April 2016
- B. Approval of April 2016 Financials
- **Motion:** "To approve consent agenda items A-B." (R. Dahl, C. Moreno)
  - Motion passes 8-0-1, (abstention T. Gahagan)
- (Pulled from consent and discussed) ESRI User Conference June 27-July 1 in San Diego; ARC GIS mapping –

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spatial relations software training sessions, plenaries, exhibit and user tracks to learn best use and innovations of the software and projects UCPD implements; now \$495 total since B. Verdugo will not attend. R. Dhal asked this item be removed from consent agenda to review staff's attendance.

- **Motion:** "That we allocate one seat for the ESRI conference." (R. Dahl, B. Reeves)
- Motion passes 5-0-4 (abstentions, T.Gahagan, S. McNeil Schreyer, C. Moreno, N. Villegas)

#### **6. Comprehensive Parking Management Strategies (Information Item)**

- B.Nicholls arrives at meeting
- E. Hannon discussed and presented Part 2 – *What Do We Have* of the Comprehensive Parking Management Strategies. Several maps were presented that outline how we can utilize GIS mapping technology and other data to review ideas to manage parking differently.
- While reviewing the presentation maps, C. Moreno inquired about the reasoning behind potentially implementing 4-hour meters since research suggests that it would not be beneficial. E. Hannon noted that it was a Banker's Hill project that they are reviewing, but overall staff is working towards analyzing data sets that we can produce to ensure we are properly addressing parking concerns.
- E. Hannon highlighted potential goals of this next phase of the comprehensive plan discovery and implementation.

#### **7. FY16 Current Projects and Priorities & Other Updates (Information Items)**

- E. Hannon reviewed current prioritized projects with 51 total divided between UCPD staff task and City Staff.
- E. Hannon wants to find ways to spend more time at committee and board meetings to discuss the project priorities and increase communication
- T. Gahagan asked if current projects would be impacted with B. Verdugo's departure or if they've already been presented or/are being worked on right now. E. Hannon notes that there are enough resources (including an assistant that the City is looking to hire for CPD work) to handle the existing project list.
- E. Hannon led a brief discussion regarding a district-wide meter sensor implementation/launch that can feed occupancy details and usage to the IPS back-office.
- A. Garwood inquired about the status of the compass card. E. Hannon mentioned that she was unaware of any movement from the city. T. Gahagan would like an update from the city regarding the implementation of the Compass Card.

#### **8. District-wide Way-finding & Parking Signage Project (Action Item)**

- S. Andrews lead a presentation regarding a district-wide way-finding and parking signage project with designs, locations and concepts. His firm has completed a number of way-finding projects throughout Southern California.
- The project is being initiated by the Hillcrest community and has a current funding request of \$9,950.00
- C. Shaw asked if the pricing was reflective of the project for the entire district or Hillcrest alone. Graphic Solutions would need \$9,950.00 to assess the entire district or Hillcrest alone.
- E. Hannon replied that due to new procurement process and agreement with the city, in order to receive bids under\* a \$10,000 need two quotes in writing.
- R.Dahl summarized this item by saying that Hillcrest wanted to bring this opportunity to the entire board to see if other neighborhoods were interested in participating. Although there are representatives from the other districts present, several members noted that they would feel more comfortable with discussing this item within their respective committees before making a decision.

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\*Staff is clarifying procurement process.

- E.Hannon added that the assessment will provide data and details for Hillcrest (and other interested neighborhoods) so each can make a decision about whether to move forward or not. Hillcrest will pay the majority (54%) and the other neighborhood would pay their proportional amount (BH 33.3%, MH 6.9% and IRR 5.8%) share should they participate.
- **Motion: “To allow the other communities to opt-in to the program and discuss/decide respective neighborhood participation and cost-sharing at their subcommittee meetings, but to allow Hillcrest to move forward with their plans.”**
- Motion passes 9-0-1, (abstention, T.Gahagan)

**9. Hillcrest Curb, Curb-Cut Fill-in and Sidewalk Painting & Repair Project (Action Item)**

- B. Verdugo presented the curb cut and sidewalk painting and repair project with the City scheduled to begin implementation in late May or early June
- B. Nicholls suggested that we initiate marketing or PR/Press Conference opportunity to show case how the meter money is working in/for the community.
- **Motion: “To approve the \$214,552 expense to implement the curb and sidewalk restoration project.”**  
Motion passes 9-0-1, (abstention, T. Gahagan)

**10. Hillcrest Parking Structure Round-table Project**

- E. Hannon reviewed the project to include parking consultants & HC neighborhood stakeholders regarding feasibility of public-private partnerships for parking structure in Hillcrest funding \$2,500.00
- **Motion:** To approve the funding \$2,500.00 costs to initiate the parking structure roundtable project.  
Motion passes 9-0-1, 1 abstention, (T. Gahagan)

**11. Neighborhood Reports - (Information Items)**

**Committee Chairs**

- IRR – S. Stockley shared that SANDAG is designing a retaining wall on Washington, the City has a large-scale pedestrian improvement project and IRR PAC met with citizens concerned about the airport plans on India Street; Airport will not take parking off India Street.

**12. City Report (Action Item)**

**Joe Jimenez, CPD Traffic Engineer**

**Car Share Program**

Postponed until next month

Adjournment – 6:45 p.m. -- Next Meeting Date, Time and Location: UCPD’s next meeting is Monday, June 13, 2016 at 5:00 p.m. in the Joyce Beers Community Center at The HUB in Hillcrest (formerly the Uptown District). Transcribed and drafted by Danielle Oloko