



UPTOWN COMMUNITY PARKING DISTRICT, INC.
 Meeting Minutes
 Monday, December 10, 2014 at 5:00 p.m.
 Joyce Beers Community Center
 The HUB – 3900 Vermont Street
 San Diego, CA 92103

Board attendees: Char-Lou Benedict, Cecelia Moreno, Roy Dahl, Michael Jacobs, Megan Garth, Jared Svendsen, Megan Gamwell and Bruce Reeves

Staff: Elizabeth Hannon, Ben Verdugo

Others in attendance: Joe Jimenez, Adriana Martinez, Megan Garth, Bruce Reeves, Nancy Moors, Benjamin Nicholls and Hans Wangbichler

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

- Quorum was established and everyone introduced themselves

2. Non-Agenda Public Comment

- A. Martinez with Councilmember Gloria’s office announced that she has been working closely with UCPD staff regarding the *no parking* signage during construction along Fifth Avenue. CIP representatives with the City will be attending the next Hillcrest Parking Committee to discuss better management of parking during construction.

3. Approval of Consent Agenda A-D (Action Item)

- **A. Approval of Minutes** – November 2014
- **B. Approval of Financials** – November 2014
- **C. General Liability Insurance**
 - Last month the board approved up to \$9000 for annual insurance coverage for general liability and DMV required liability insurance (Hillcrest). Staff was able to obtain insurance through Philadelphia Insurance at a much lower rate which meets all the requirements. Approval is for reduced insurance premium in the amount of \$5,481.00 annually.

Commercial Property Coverage Part	\$ 100.00
Commercial General Liability Coverage Part	\$ 4,511.00
Commercial Auto Coverage Part	\$ 362.00
Professional Liability	\$ 508.00
Total Annual Premium	\$5,481.00

- **D. International Restaurant Row (IRR) / Mission Hills (MH) Expense**
 - Every six months IRR/MH has an advertisement showing parking locations with Map Doodles which is a unique map with a distribution of 200,000 at

500 tourist locations at the rate of \$1,500 each.

- **Motion:** “To approve the consent agenda.” (R. Dahl, C. Moreno) Motion passes 6-0-2, 2 abstentions (S. McNeil Schreyer, C. Benedict)

4. **Officer Elections (Action Item)**

- **Motion:** “To nominate the slate of Tim Gahagan for President, Char-Lou Benedict for Vice-President, Ann Garwood for Secretary and Cecelia Moreno for Treasurer.” (C. Moreno, M. Gamwell) Motion passes 7-0-1, 1 abstention (C. Benedict)

5. **City Performance Audit of Community Parking Districts Findings (Information Item)**

- E. Hannon presented the summary of the memo provided by staff regarding the audit of the Community Parking District Program. After reading the audit, staff followed up with concerns to be reviewed by the board:
 - **Concern #1:**
 - City staff intends to draft meter revenue and administrative expenditures tracking system (March 2015). This is contingent upon the Treasurer’s Office coordination and documentation and comes with a recommendation for additional support staff be provided to the Senior Traffic Engineer that supports the CPDs.
 - Who is coordinating the interdepartmental needs for compliance? What quality control measures will be utilized to provide oversight to documentation of staff time on projects (and by district). Adding staff will increase the city’s administrative costs and may add more paper pushing than project efficiencies which may be tied to the Traffic and Engineering / Streets Division of the City.
 - **Concern #2:**
 - In order to develop performance measures, City staff anticipates meeting with CPDs, the Mayor and Council in January / February and include these as part of the FY2016 CPD budgeting process. It is suggested that additional support staff is needed to implement, monitor and report to stakeholders.
 - The timing of outreach to CPDs/council for inclusion in FY2016 budgets may not be reasonable. Perhaps the CPDs can work toward establishing district specific performance measures for FY2016 (Uptown has been considering these during FY2015) and develop collective measuring tools for FY2017. The need to increase the City’s CPD support staff within Economic Development is again suggested. Perhaps there can be deference to each CPD with quarterly reports (in addition to the already mandated annual reports) to council.
 - **Concern #3:**
 - City staff responds with ideas on documenting project and administrative costs but fail to acknowledge the lack of prioritization of projects by district, by CPD program and relative to other projects implemented by Traffic / Streets division. Without systems in place to implement UCPD projects that have been fully vetted through the community, the CPD program struggles with effectively and efficiently changing parking impacted areas with on street curb and alignment changes.
 - **Concern #4:**
 - The City staff is working toward documenting the 55% of parking meter funds that the city retains. The projects suggested in the audit (Exhibit 7) do not

appear to comply with Municipal Code Sections 82.08 and 82.09, Council Policy 100-18, and Several Memoranda of Law issued by the City Attorney's office. Using parking meter funds for these purposes is generally acceptable as long as "parking meter revenue may only be used for parking and traffic-related purposes that impact the parking of vehicles within parking meter zones." Conversations outside of this audit suggest that the 55% for FY2015 are earmarked for smart meters and supporting technology. This is an amount of nearly \$2,500,000 would be in addition to the Uptown CPD's required allocation for this project. Is the City no longer paying for the items listed in Exhibit 7 with these funds?

- **Concern #5:**
 - There is no doc of the fees developers pay for parking meter removal during construction. It has been understood that these fees would be part of the revenue in accordance with Council Policy 100-18. There is documentation on the OPEN Development Services Department website but it's not listed as revenue to the CPD in the audit.
- **Concern #6**
 - There are no quality control measures discussed for car sharing revenue accounting (reliance is currently on vendor's annual reporting) and the City is looking to expand this program to other vendors.
- **Concern #7**
 - City direct pay portions of CPD budget are not accounted for nor recorded in a consistent accounting practice.
- **Concern #8**
 - Funds not spent each year are held where? Are they earmarked by district? How are interests accrued accounted for and rolled into budgeting allocations?

6. International Restaurant Row (IRR) Curb Color Changes (Action Item)

- IRR Parking Committee voted to convert all nine (9) 30 minute green curbs in the 3700 block of India to two hour time limits (gray curbs). There are a total of 18 angled parking spaces on this block; 16 are metered with seven (7) two hour, nine (9) 30 minute and two passenger loading zones. Staff is seeking full board approval to remove the green curbs resulting in 16 two hour metered spaces and two (2) white curbs, three minute passenger loading zones.
- **Motion:** "To support IRR Parking Committee's request for converting all nine 30 minute curbs to 2-hours." (R. Dahl, J. Svendsen) Motion passes 7-0-1, 1 abstention (C. Benedict)

7. Work Session Planning (Information Item)

- E. Hannon presented a list of potential dates for the upcoming work session. She suggested two dates with a shorter timeframe as opposed to one work session. R. Dahl suggested that the two dates fall close to one another. E. Hannon suggested the last week in February on Tuesday and Thursday night.
- C. Moreno said that an entire meeting could be dedicated to organizational construct which could be accomplished in January.
- E. Hannon said she will be sending out a shared calendar to the board to mark when they are available vs unavailable for proposed dates.
- E. Hannon also proposed to focus the next work session on the Audit and to dedicate the end of January's board meeting to that. The board thought this was a good idea.

8. Staff Reports (Action item)

- B. Verdugo reported that Curb Survey 1.0 has yielded 14 gains, 16 are still pending, and 16 were declined due to safety issues for driver visibility.
- Regarding 2.0, staff would like the City to start on the survey asap because there will be high gains due to head-in/angled parking.
- B. Verdugo presented meter hitches which are sleeves that fit over parking meter poles. He will be presenting the options to each neighborhood committee.
- B. Verdugo is working with SANDAG to obtain light pole GIS maps throughout Bankers Hill for the Bankers Hill Walking Map. Since the City did not have any intersection plans, staff is pushing for the GIS map as an adequate substitution.
- E. Hannon said that smart meters will likely be installed in January.

9. Committee Updates (Information Item)

- **Hillcrest Report**
 - R. Dahl reported that the Hillcrest Trolley will continue operations with the current schedule and allocate more money to marketing to also include Valet and the DMV lot. A lunch trolley pilot program is in the development stage.

10. Operations Manager Evaluation (Action Item – closed session)

- E. Hannon recommended that B. Verdugo's salary increase by 8% annually. The board approved the recommendation.

Adjournment – 6:30 p.m.

Next Meeting Date, Time and Location:

Uptown Community Parking District's next meeting is Monday, January 12, 2015 at 5:00 p.m. in the Joyce Beers Community Center at The HUB in Hillcrest (formerly the Uptown District).

Transcribed and drafted by Ben Verdugo