



UPTOWN COMMUNITY PARKING DISTRICT, INC.

Meeting Minutes

Monday, November 9, 2015 at 5:00 – 6:30 p.m.

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

Board attendees: Tim Gahagan, Char-Lou Benedict, Roy Dahl, Bruce Reeves, Benjamin Nicholls, Chris Shaw, Michael Jacobs, Jared Svendsen, Megan Garth, Doug Scott

Board absences: Cecelia Moreno, Susan McNeil-Schreyer, Ann Garwood, Selina Stockley

Staff: Elizabeth Hannon, Ben Verdugo

Others in attendance: Joe Jimenez, Adriana Martinez, Bill Keller, Roy McMakin

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

- Quorum was established and everyone introduced themselves

2. President's Report

T. Gahagan announced that the executive committee elections will be held December 14th with the newly elected officers seated at the meeting.

3. Approval of Consent Agenda – Item A

- A. Approval of Minutes – October 12, 2015
- **Motion:** “To approve consent agenda item A.” (C. Benedict, R. Dahl) Motion passes 8-0-1, 1 abstention, (T. Gahagan)

4. September and October 2015 Financials (Action Items)

- **Motion:** “To approve September and October financials.” (B. Reeves, C. Benedict) Motion passes 8-0-1, 1 abstention, (T. Gahagan)

5. Neighborhood Board Election Results (Action Item)

- Roy McMakin, a Bankers Hill designer was selected to represent the open business seat for the Bankers Hill Neighborhood Parking Committee.
- **Motion:** “To approve Roy McMakin as the Bankers Hill Neighborhood Parking Committee business representative who will be formally seated at the December UCPD meeting.” (B. Nicholls, C. Benedict) Motion passes 8-0-1, 1 abstention, (T. Gahagan)

6. Audit Committee Report (Action Item)

- B. Reeves reported that the audit committee approved the auditor's findings and requested that the UCPD formally approve them as well.
- **Motion:** “To approve the audit committee's recommendation to approve the auditor's findings.” (B. Reeves, M. Garth)
- B. Nicholls asked about the management representation letter that was asked to be edited, and T. Gahagan said that one of the initial findings suggested that the UCPD should have the COO as an additional signer, because two checks only had one signature on them instead of the required two signatures. C. Moreno felt that the current procedures in place were sufficient and asked the auditor to update the letter to reflect her point.
- Motion passes 8-0-1, 1 abstention, (T. Gahagan)

7. GIS Ad-Hoc Committee (Action Item)

- T. Gahagan reported that the GIS Ad-Hoc Committee met and the committee recommended the following:
 1. The committee recommends **not waiting** for SANDAG's completion of the GIS system, but suggests pursuing independently with a consultant
 2. The committee recommends using ArcMap (a geospatial processing program used primarily to view, edit, create, and analyze geospatial data) in lieu of SANDAG's interface. This decision was predicated on not wanting to be locked into a limiting/expensive-to-maintain front-end interface
 3. The initial endeavor should focus on data already obtained and/or that which is easily obtainable
 4. UCPD needs to obtain existing SANDAG data files to include in our ArcMap system, along with any other obtainable data/maps (when possible, ongoing-managed dynamic data sets [such as SANGIS regional warehouse] are preferred over static data files)
 5. Opinions varied on the expertise needed to work with an ArcMap system -- from 2 weeks to 6 months. Ben Verdugo currently has some experience with ArcMap
 6. UCPD currently has access to a demo ArcMap system, but ultimately we need to obtain a license (or utilize existing city license). A machine and license are presumed to be under 5K and a new machine is probably not needed.
 7. The agenda identified several existing conditions to map into GIS system. Higher priority items were deemed to be a) Meters b) curb colors c) zoning. An item to add to the list was traffic conditions (LOS, ADT, etc.).
 8. The decision to include a particular item in the GIS system should include a cost/benefit analysis based on the current project priority lists.
- B. Nicholls was concerned about who would manage the data for the GIS system and referenced changing curb colors not being accurately accounted for over time. E. Hannon said that every on street change that is made, B. Verdugo has to manually create maps, which consumes time and the GIS mapping tool would make office operations more efficient and accurate.
- E. Hannon said that SANDAG has already done GIS work between 3rd and 6th Avenues in Bankers Hill from Date up to Laurel and will be working in Hillcrest from 10th over to Park. T. Gahagan said that it looks like there will be a lot of GIS work in Mission Hills (since SANDAG is not completing).
- R. Dahl said that the initial goal would be to get what kind of data staff can obtain and then see how valuable the information will be. He added that the license for the software would run around \$5,000.
- Motion: "To direct staff to obtain the ArcGIS license and computer needed to support the programs not to exceed \$10,000. Staff will work with SANDAG and other sources to integrate the data that already exists and will come back to neighborhood committees with approximations on what each neighborhood would need to spend to complete the project." (R. Dahl, M. Jacobs)
- Motion passes 7-1-1, 1 nay (B. Nicholls) 1 abstention, (T. Gahagan)

8. Bylaws Ad-Hoc Committee (Information Item)

- The Executive Committee recommended the establishment of a committee to review and possibly update current bylaws of the UCPD. There have been conversations regarding neighborhood representation of storefront business members, neighborhood committee procedures and audit timelines that could possibly be addressed. C. Moreno, S. McNeil Schreyer and C. Benedict were appointed to serve on the committee.

9. City Report (Information Items)

- J. Jimenez reported that he will start processing the proposed parking reconfigurations on Goldfinch in Mission Hills as well as Winder and Chalmers in International

Restaurant Row. The Goldfinch and Winder reconfigurations can go directly to Streets Division for implementation because the parking will go from angled to head-in, while Chalmers will have to go through Council since the reconfiguration will go from parallel to head-in. Uptown Planners voted 8-6 in favor of the implementation of the reconfigurations; there was opposition regarding International Restaurant Row reconfigurations because of the traffic speed on India and turning onto Chalmers, and opposition on Goldfinch due to bicycle safety and head-in parkers backing out to exit the spaces.

- J. Jimenez also discussed that he will be working on angled parking diagrams in south Bankers Hill (Survey 2.0).

10. Neighborhood Reports – FY16 Project Priorities (Information Items)

- Bankers Hill – C. Benedict reported that the BHNPC worked on the specifics of the RFP for the residential parking permit survey. It is anticipated that work will commence later in November regarding the survey/analysis.
- Hillcrest? Did Roy pass?
- International Restaurant Row – B. Verdugo reported that there is a shared use commercial/passenger loading curb that will be implemented within 30-60 days on India Street, just south of Washington.
- Mission Hills – B. Verdugo reported that he will be meeting with S. McNeil Schreyer to discuss smart meter revenue and how the MHPAC will like to receive the data.

11. Staff Reports (Information Items)

- E. Hannon updated the board that SANDAG is not unveiling conceptual bike path designs until early 2016.

12. Annual Report (Action Item)

- E. Hannon presented the draft annual report which is due to the City by November 30th (refer to the annual report in November's board packet for specifics).
- Motion: "To approve the annual report." (B. Nicholls, C. Shaw)
- Motion passes 11-0-1, 1 abstention, (T. Gahagan)

13. Comprehensive Parking Management Strategy – (Information Item)

- E. Hannon reported that staff is working on the outline and will hopefully start working with the board in January on concepts.

Adjournment – 6:30 p.m. -- Next Meeting Date, Time and Location:

UCPD's next meeting is Monday, December 14, 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