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# DOWNTOWN PARKING ADVISORY COMMITTEE AGENDA

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Kevin Clerici, Chair  
Karen Schott, Vice Chair  
Barbara Evans, Member  
~~Debbie Fox, Member~~  
Carl Morehouse, Member  
Marina Porter, Member  
Vacant – Business Owner

Rick Gallegos, Civil / Transportation Engineer  
Sam Arroyo, Police Commander

**REGULAR MEETING**  
**THURSDAY MAY 21, 2020, 3:00 P.M.**  
**SANTA CRUZ CONFERENCE ROOM**  
**501 POLI STREET, VENTURA**

### **Downtown Parking Advisory Committee**

The committee considers and makes advisory recommendations on issues or questions related to parking in the Downtown Parking District to the City Council, Planning Commission, and staff upon request of those bodies including recommendations on parking management strategies and programs, maintenance and operations, capital budgets, hours of operations, parking pricing policies, valet programs, and employee commuter parking policies for the Downtown Parking District.

**IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS (COVID-19), CITY HALL IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE CITY COUNCIL MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO PUBLIC PARTICIPATION OPTION BOX ON THIS AGENDA.**

## PUBLIC PARTICIPATION OPTIONS to help reduce the spread of COVID-19:

1. Join a **WebEx meeting LIVE:**

<https://cityofventura.webex.com/cityofventura/onstage/g.php?MTID=e51cd2ddb7e500378f28fcc7209eea9b3>

**NOTE:** WebEx link only works while meeting is LIVE. After meeting has ended, use the Archived Video link to view the meeting.

Join with only an "audio" connection: Audio conference: 1-408-418-9388 / Access code: 624 619 641

2. Watch **live streaming** or an Archived Video <https://www.cityofventura.ca.gov/718/Videos>  
**Cable TV** - Channel 15, live
3. **Submit your comments via email by 1:00 p.m. on the meeting day.** Please submit your comment using this form <https://www.cityofventura.ca.gov/1829/City-Council-Meeting-Electronic-Comment-> or send an email to [rgallegos@cityofventura.ca.gov](mailto:rgallegos@cityofventura.ca.gov) (up to 1000 characters) When sending an email, please indicate in the Subject Line, the Agenda item number (i.e. Item No. 8A). Your form/email will be read by the Downtown Parking Advisory Committee and placed into the item's record at the meeting.
4. When watching the live stream or WebEx meeting, submit a Public Comment for items not on the agenda or comments on a specific agenda item as it is being heard, using this form <https://www.cityofventura.ca.gov/1829/City-Council-Meeting-Electronic-Comment-> or send an email to [rgallegos@cityofventura.ca.gov](mailto:rgallegos@cityofventura.ca.gov) (up to 1000 characters). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. All comments received by the conclusion of the agenda item will be made part of the record.



5. **To Provide Public Comment Live:** While attending the WebEx Meeting, you will see Q&A function on your screen. You can write, "I would like to speak on Agenda Item #\_\_" in the Q&A comment box. During the discussion of that item, the Chair will call for public comment. The Clerk will announce those requesting to comment and unmute your mic allowing you to speak. You will be heard, but not visible on screen. You will have 3 minutes to provide your comments. When you are finished, your mic will be muted again.

## ROLL CALL

## PUBLIC COMMUNICATIONS

## COMMITTEE BUSINESS

1. **Approval of Minutes** (1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_ )

Recommendation: Approve the meeting minutes from the February 20, 2020 regular meeting. The Regular March 19, 2020 and April 16, 2020 Meetings were canceled.

2. **City Hall Parking Study – Dixon**

Recommendation: Receive Consultant presentation about the City Hall Parking Study from Dixon Resources Unlimited.

3. **Budget Update**

Recommendation: Receive staff presented Downtown Parking District use, revenue, and program update.

4. **Capital / Program Funding Plan** (1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_ )

Recommendation: Provide direction to prioritize the list of projects and programs for use of funds from the Downtown Parking District.

5. **Election of Chair and Vice-Chair** (1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_ )

Recommendation: Elect a Chair and Vice Chair for the 2020/21 Calendar year.

## COMMITTEE AND STAFF COMMUNICATIONS

1. **Main St. Closure**

2. **Downtown Parking Study and Mobility Action Plan Update -Long Term-On Hold**

3. **Downtown Parking Structure Update –Palm St/ Santa Clara St -On Hold**

4. **Mission Park Parking Project Update- Parks and Rec Commission 5-20-20**

5. **Pressure Washing of Harbor Structure Last two Levels need to be completed**

6. **Downtown Parking Space Numbers have been Repainted**

7. **Continuing No payment in Downtown - When should we turn Meters on?**

8. **There will be no VenturaCounty Fair this year.**

9. **Festival lights and the brackets to connect the lights to the parking structure columns and light poles. Done**

10. **The Alley project was completed and the funding for the Trash Enclosure did not get rebudgeted this fiscal year.**

11. **Pier and Paseo De Playa Lighting**

## ADJOURNMENT

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# ADMINISTRATIVE REPORT

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Date: May 18, 2020

Agenda Item No.: 1

Parking Advisory Committee Action Date: May 21, 2020

**To: Downtown Parking Advisory Committee**  
**From: Rick Gallegos, Civil / Transportation Engineer**  
**Subject: Minutes**

**RECOMMENDATION**

Approve the attached meeting minutes from the February 20, 2020 regular meeting.

CITY OF VENTURA

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# DOWNTOWN PARKING ADVISORY COMMITTEE AGENDA

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Kevin Clerici, Chair **Present**

Karen Schott, Vice Chair **Present**

Barbara Evans, Member **Present**

Debbie Fox, Member **Absent**

Carl Morehouse, Member **Present**

Marina Porter, Member **Present**

Vacant – Business Owner

Rick Gallegos, Civil / Transportation Engineer

Sam Arroyo, Police Commander

## REGULAR MEETING

THURSDAY FEBRUARY 20, 2020, 3:00 P.M. **Start time 3:03**

SANTA CRUZ CONFERENCE ROOM

501 POLI STREET, VENTURA

ROLL CALL –**See above**

## PUBLIC COMMUNICATIONS

## COMMITTEE BUSINESS

1. **Approval of Minutes** (1<sup>st</sup> **M.Porter**, 2<sup>nd</sup> **C. Morehouse** )

Recommendation: Approve the meeting minutes from the January 16, 2020 regular meeting.

2. **Parking Management Program Monthly Utilization Update**

Recommendation: Receive staff presented Downtown Parking District use, revenue, and program update. **Update Given**

## COMMITTEE AND STAFF COMMUNICATIONS

1. **Downtown Parking Study and Mobility Action Plan Update -Long Term**

2. **Downtown Parking Structure Update –Palm St/ Santa Clara St**

3. **Mission Park Parking Project Update- 80% going to Parks and Rec Commission**

4. **Pressure Washing of Harbor Structure 3 Weeks**

5. **Festival lights and the brackets to connect the lights to the parking structure columns and light poles. The tentative schedule is to be completed by April.**

6. **The Alley project was completed and the funding for the Trash Enclosure did not get rebudgeted this fiscal year.**

7. **Pier and Paseo De Playa Lighting**

ADJOURNMENT **4:02**

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# ADMINISTRATIVE REPORT

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Date: May 18, 2019

Agenda Item No.: 4

Parking Advisory Committee Action Date: May 21, 2020

**To: Downtown Parking Advisory Committee**  
**From: Rick Gallegos, Civil/Transportation Engineer**  
**Subject: Capital Funding and Projects/Programs**

## RECOMMENDATION

Provide Direction to prioritize the list of projects and programs for use of funds from the Downtown Parking District.

## SUMMARY

### Capital Projects and Programs Plan

In January 2009 the City Council approved the establishment of the Downtown Parking District. The Ordinance that established the district set out a list of projects and programs that will be eligible for use of net parking district revenues, if any. Although during the 2010-2011 we anticipate that there may be limited net revenues because of the startup cost recovery, it would be appropriate for the committee to begin discussions about priorities for use of net revenues if any become available. The list of eligible items is:

1. For purchasing, leasing, installing, repairing, maintaining, operating, removing, regulating and policing of pay stations and/or parking meters in the parking district and for the payment of any and all expenses relating thereto.
2. For purchasing, leasing, acquiring, improving, operating and maintaining on- or off-street parking facilities.
3. For installation and maintenance of alternative mode programs, landscaping, pedestrian linkages, sidewalk cleaning, street furniture, way finding systems, and traffic-control devices and signals.
4. For the painting and marking of streets and curbs required for the direction of traffic and parking of motor vehicles.
5. For proper security within the district.
6. For the proper regulation, control, enforcement and inspection of parking and traffic upon the public streets and off-street parking facilities.

7. To be pledged as security for the payment of principal of and interest on financing mechanisms used by the city to meet any of the purposes authorized by this section.
8. For transportation and parking planning, marketing and education programs related to the Downtown Parking District.
9. For construction and maintenance of public restrooms that enhance parking facilities.
10. Revenues from residential parking permits may, in addition to the foregoing, be used for sidewalk, landscaping and other transportation, pedestrian or bicycle enhancements on streets where the residential permit parking is provided.

Annually, the Committee discusses the prioritization of projects and programs. Previously the Committee has stated that the Committee's highest priority is to establish a capital replacement fund for replacement of the pay stations.

Attached is a preliminary staff recommendation for projects and programs in a priority order. Staff is asking the Committee to weigh in on the projects and programs on the list and prioritizing the list.

ATTACHMENT 1

Downtown Parking District Capital/Programs Priority List



**2020 Priority List for  
Downtown Parking District  
Capital Projects and Programs**

<u>Priority</u>	<u>Project Description</u>	<u>Estimated Cost</u>
1.	New Parking Structure (including restrooms)	\$20,000,000 - \$25,000,000
2.	Main Street Parking Frontage Improvements at Mission Park	\$275,000
3.	Long Term Parking Study	\$209,000
4.	Electronic Parking Space Information Signage at Santa Clara Street Parking Structure	\$50,000-\$120,000
5.	Replacement of parking payment system at Harbor Blvd Parking Structure )	\$300,000
6.	Increased Security Presence (Ambassador)	\$150,000/year
7.	Police Security (One additional Police Officer)	\$200,000/year
8.	Increased Sidewalk Maintenance and Repair	\$50,000/year
9.	Welcome to Downtown Banner	\$95,000
10.	200 block Santa Clara Street parking lot Paving, Striping, and Landscaping Refurbishment	\$150,000
11.	Palm Street Lighting Upgrades	\$260,000/block
12.	Sidewalk Cleaning	Varies (Annual)
13.	Street Furniture (bike racks, benches, bike lockers)	\$50 to \$500/location
14.	Marketing program for Downtown	\$5,000 to \$20,000/year
15.	Transit Passes for Downtown Employees	~\$500/year per employee

### **Potential Projects not on List**

- Year-round decorative banner program
- Public Restrooms (shared funding with other programs) \$150,000 - \$200,000 per
- Security Cameras in Beachfront Parking Structure \$60,000
- Upgrade lighting in Santa Clara Street parking structure to LED lights \$30,000 - \$115,000
- Upgrade lighting in Beach parking structure to LED lights \$30,000 - \$115,000

### **Previously Funded/Completed Projects:**

- Access roadway to Pier parking area (Done) \$7,500
- Funding to DVP for purchase of new planters (Done) \$10,000
- Replacement of parking payment system at Harbor Blvd Parking Structure (Done) \$210,000
- Parking Wayfinding Project/Program \$60,000
- Security Cameras in Santa Clara Street Parking Structure (Phase 1 Done)
- Purchase "Farmers Market Lot" property (Escrow and Env. Clearance - Done) \$20,000
- New Parking Structure Conceptual Design and Financial Analysis (85% Done) \$150,000
- Mission Park Design (Complete this Fiscal year) \$55,000
- Capital Replacement Fund (Replace Pay Stations) \$100,000 to \$600,000
- Oak Street Street + Various area lighting upgrades
- Maintenance Employee \$55,000
- Oak St Parking lot
- Alley by Library
- Alley behind Parking Structure
- Power Washing Structure
- Upper Oak Street Parking Lot Paving, Striping, and Landscaping refurbishment. \$150,000
- Upper Chestnut Street parking lot Paving, Striping, and Landscaping refurbishment \$150,000
- Chestnut Street Lighting Upgrades \$260,000/block

CITY OF VENTURA

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# ADMINISTRATIVE REPORT

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Date: May 18, 2019

Agenda Item No.: 5

Parking Advisory Committee Action Date: May 21, 2019

**To: Downtown Parking Advisory Committee**  
**From: Rick Gallegos, Civil/Transportation Engineer**  
**Subject: Election of Chair and Vice-Chair**

## RECOMMENDATION

Elect a Chair and Vice Chair for the 2020 Calendar year.

## DISCUSSION

Each year the Committee self-elects a new Chair and Vice Chair. The Chair is elected first, then the Vice Chair. Upon completion of the election, the new Chair takes over running the meeting.

Since the Committee formed in 2009 the following members have been elected Chair and Vice Chair:

2009 – Jeffrey Smith, Chair; Rob Edwards, Vice Chair  
2010 – Jeffrey Smith, Chair; Rob Edward, Vice Chair; Barbara Evans, Vice Chair  
2011 – Jeffrey Smith, Chair; Barbara Evans, Vice Chair  
2012 – Jeffrey Smith, Chair; Kevin Clerici, Vice Chair  
2013 – Jeffrey Smith, Chair; Kevin Clerici, Vice Chair  
2014 – Kevin Clerici, Chair; Tom Wood, Vice Chair  
2015 - Kevin Clerici, Chair; Tom Wood, Vice Chair  
2016 - Kevin Clerici, Chair; Tom Wood, Vice Chair; Karen Schott, Vice Chair  
2017 - Kevin Clerici, Chair; Karen Schott; Vice Chair  
2018 - Kevin Clerici, Chair; Karen Schott, Vice Chair  
2019 - Kevin Clerici, Chair; Karen Schott, Vice Chair  
2020 - \_\_\_\_\_, Chair; \_\_\_\_\_, Vice Chair