

Appendix A

City of Stockton, CA, Parking Operations Assessment

Project Kick-Off Meeting Notes

April 2014

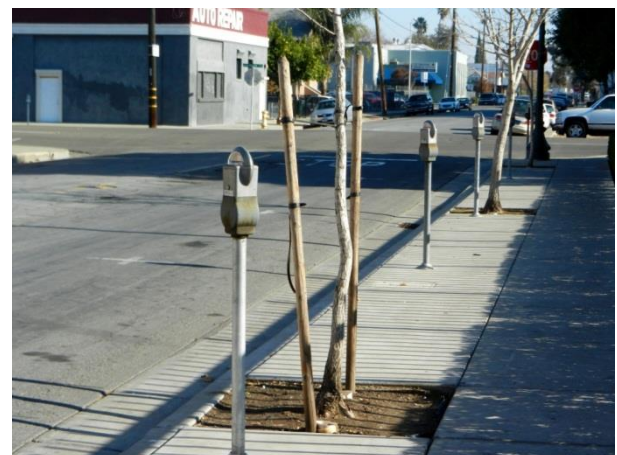
Mr. Micah Runner
Economic Development Director
City of Stockton, CA
425 N. El Dorado Street, Room 317
Stockton, CA 95202-1951

Dear Micah,

Thank you for your hospitality and time last week. Below, please find the meeting notes from our recent project kick-off trip. As some of the comments we captured are sensitive, these notes are meant to be internal but could be shared with a bit of editing.

A few housekeeping items:

1. If Spencer or his staff has any questions about the RFI, please tell them to give me a call. It is important that we get as much info as possible to better understand the current situation.
2. There were a few items noted in our photo tour of the parking facilities that you want to address immediately:
 - a. In our final meeting we made you aware of a potential liability issue regarding a drop-off along the sidewalk due to a missing tree grate or irrigation work. Below are two pictures of the condition (I apologize but I don't have the street name, but hopefully you can recognize the area from the pictures).



- b. There was a City van parked in a handicapped space in the Stewart Garage (without displaying a H/C permit). This type of activity can create a negative public impression.



- c. On the roof of Channel Garage there were patches of ice (some in pedestrian walkway areas). You should just be aware of these potential slip and fall conditions and be more proactive about addressing icy conditions on cold days.



If you have any questions, please don't hesitate to give me a call. FYI – I will be taking some vacation time over the holidays (returning on January 2nd, 2014).

Best regards,

A handwritten signature in blue ink that reads "D Burns".

Dennis Burns, CAPP
Senior Practice Builder/Project Manager

**City of Stockton
Parking Program Restructuring & Financial Feasibility Study
Kick-off Trip Notes -
December 10-12, 2013**

Attendees

Dennis Burns, CAPP, Project Manager, Kimley-Horn and Associates
Vanessa Solesbee, M.A., The Solesbee Group

Meeting Notes

- **Initial Meeting/Lunch (12/10; 11:30 – 1:30 AM)**
 - Attendees:
 - Val Toppenberg,
 - Micah Runner
 - Dennis Burns
 - Vanessa Solesbee
 - Notes:
 - Many City staff are new (1-2 years on the job)
 - The City is in the process of recruiting a new City Manager.
 - Of the five structured facilities, the three with debt service are currently being controlled by the bond company and managed by a private contractor (Central Parking)
 - ~20 lots
 - 1800 on-street meters
 - There is a large number of 30 minute meters and one hour meters, with a few 10-hour meters; not a lot of two to three hour meters
 - No real implementation team for Greater Downtown Investment and Revitalization Plan that was prepared by ULI in January 2012
 - Tried CDC approach and lost momentum
 - Siloed approach to management; there doesn't seem to be a lot of financial controls, i.e. coins from meters are not collected before they are counted by bank, ticket spitters in individual lots are not locked
 - Central Parking reports to bond company and only manages the three ramps with debt service – question is to retain/expand or find another solution
 - No reports from bond company to City on these facilities
 - No reports from bond company regarding revenue/expenses for the three garages since they were turned over
- **Driving Tour (12/10; 1:30 – 3:00 PM)** – Information below was provided by Spencer Butler, Central Parking District Supervisor
 - Attendees:
 - Dennis Burns

- Vanessa Solesbee
- Val Toppenberg
- Micah Runner
- Spencer Butler
- Information to get
 - Map with facilities and complete list of spaces
 - Event rates
- Edison Lot (160 spaces)
 - Used for events only; about two times per year
 - Asparagus Festival is held here (105k attendees; largest festival in Stockton)
 - Empty when we drove through
- West Lot / Ballpark Lot (300 spaces)
 - The Stockton Ports (minor league baseball) has priority of this lot for games, about 20 times per year. This agreement is included in the bankruptcy proceeding.
 - Ports charge for games and keep revenue.
- North Lot (182 spaces)
 - Used largely by Stockton Thunder, hockey team
- Fremont West (50 spaces)
 - Convenient to arena and ballpark
- Fremont East (134)
 - University/hotel have an agreement for spaces but the lot is largely unused
- Arena Garage (591 spaces)
 - Managed by Central Parking as part of bankruptcy; overseen by bond holders
 - Only opened for special events; sits empty and closed when not used by events
 - Ground floor is vacant retail space
- EDD Lot (136 spaces)
 - Owned by State Employment Development Department; leased by City
 - Lot is about ½ state employees and ½ city employees
 - Used for events, weekends and weeknights after 6 PM
- Civic Lot (102 spaces)
 - City employees can park here for free
 - Currently about 50% full
- State Lot (140 spaces)
 - Owned by State, city leases it
 - Free lot
 - Used in the evenings
 - An existing agreement is in place to provide free parking to the adjacent movie theatre
 - Used for events as a paid lot
- Stewart Garage (721 spaces)

- 7 story garage
- Largely full during the day except for very top floors
- Jury and cinema parking
- PD has part of top floor
- Federal APD equipment – looks at least 20 years old
- Lot N(323 spaces)
 - Leased from Cal Trans at \$8960/month
 - Permit only
 - Spencer says the lot is full with 10% oversell
 - 200 non-reserved spaces: \$47/month
 - 123 reserved spaces: \$56/month
 - Full
- Lot R (287 spaces)
 - Leased from State at \$4530/month
 - One of two lots with availability (120 spaces available)
 - \$44/month
 - No reserved spaces
- Lot S (75 spaces)
 - Leased from State at \$4530/month
 - Permit only
 - Mostly County employees
- Market Street Garage (782 spaces)
 - Managed by Central Parking as part of bankruptcy; overseen by bond holders
- Lot F (70 spaces)
 - Both monthly and hourly
 - \$2/hour, \$55/month
 - 20% reserved for monthly parking
 - Full
- Lot K (44 spaces)
 - Both monthly and hourly
 - 10 monthly spaces
 - Full
- Lot J (41 spaces)
 - Both monthly and hourly
 - Some issues arise when school pick-up/drop-off happens because parents enter lot and stack up
 - 30-minute free parking validation agreement with school
 - Full
- Lot L (90 spaces)
 - Both monthly and hourly
 - 20 monthly spaces
 - Full
- Lot B (20 spaces)
 - RTD leases lot

- Channel Garage (331 spaces)
 - 300 monthly spaces
 - \$75/month
 - No reserved
 - Full
- Coy Garage (569 spaces)
 - Managed by Central Parking as part of bankruptcy; overseen by bond holders
 - First floor retail
- On-Street Meters
 - ~1,800 meters (according to Public Works)
 - Abundance of 30-minute only meters
 - Few one hours and 10-hour meters
 - Mixture of (poorly working) McKay and Duncan meters
 - Lots of meter vandalism (30-40 meters per day are lost)
 - Seemed to be large areas of downtown with significant amounts of vacant meters – especially on the north side of downtown and around I-5
- Misc. Information/Thoughts from Tour
 - All garages are priced at \$75 regardless of convenience
 - Each parking lot is stand alone with an attendant and could be automated to increase efficiency and cut costs
 - City employees have free parking
 - Parking rate adjustments must go through Council as part of the City-wide fee schedule which only happens once per year

- **Project Steering Committee Meeting (12/10; 3:00 – 4:15 PM)**
 - Attendees:
 - Val Toppenberg
 - Micah Runner
 - Spencer Butler
 - LaVerna Blanco – Economic Development staff member; works on parking budgeting and finances
 - Chuck Fletcher, Police Department – Oversees enforcement of meters
 - Johnny Chang, Public Works – Transportation Manager/Meter Maintenance
 - Ed Toffaneli, Public Works front line staff member
 - Notes
 - Dennis provided a brief overview of the project and committee's role and asked for feedback on the current state of parking system
 - PW/Maintenance: Went from Duncan meter to a cheaper, refurbished McKay meter two years ago, however 30-50 meters were failing per day
 - Biggest frustration is maintaining the new McKay meters
 - Goes through 3 5-gallon bucket of batteries a month
 - They fog up when it's cold and are unenforceable
 - PD does not have LPR
 - City collects about 50% of citations annually
 - PW has had 40% reduction in staffing over past few years
 - All departments were open to idea of consolidating various parking functions under the City's parking department, in fact PD suggested standalone department a year ago
 - Lots are unenforced currently by PD or parking due to code issues
 - Management Partners did a previous parking study
 - We need to get a copy of this
 - Lots of maintenance issues were identified in the report
 - Ticket dismissals result from lack of maintenance – significant amount (1 out of 5 tickets are dismissed currently)
 - In process of GPS-mapping meters currently – heading in direction of GIS
 - Vandalism and theft over the past few years has gotten worse; ~100 meters have been lost this year; not replacing meters when stolen (15 taken out of Courthouse)
 - PD – Lafayette Street is example of area where we should examine whether meters are even needed
 - Ed commented that in his 20+ career in Public Works, they have three separate studies like this one where parking has been talked about and nothing has happened
 - There is currently one meter maintenance employee
 - Dennis asked about previous survey work and whether or not a survey would be an added benefit to this study – responses were positive
 - Lots of traffic around County building

- Mostly restaurants downtown, not a lot of retail
- 20 years ago is the last time downtown was booming
- CBD parking minimums – need to check codes but the group thought there were “pretty high minimums”
- Residential Parking Program? Yes, but not many downtown; biggest one is over by University of Pacific from 7 AM – 4 PM
- PD: Enforcement broken up into quadrants and is complaint driven only outside the CBD
- On street rates: \$2/garage, \$2/surface lots and \$1/meter
- Rates were previously .25 cents/hour and it was difficult getting to \$1/hour
- Demand hot spots?
 - Waiting list for all but two lots
 - Oversell of 10%
 - Hourly is fine, mostly issues with monthly permits
- Meter collection counting is outsourced – City doesn’t count money before it goes to bank
- Recent audit?
 - Internal controls audit report – working on 2012 right now; 2011 may not have been finalized**
 - Doesn’t appear to be any formalized operational audit
 - New auditing company
 - Don’t have coin counting capability – charged fee by bank to count money
- Finance Dept.
 - Event parking is pushing people into residential areas (due to pricing not capacity)
 - Trying to attract conventions – it is hard to prove that we have enough parking available
 - Event revenue collection – sell tickets and collect \$10 (revenue control through space counting)
- Miracle Mile district
 - Central Avenue just north of Harding (Harding to Castle): had meters but they were taken out that generated a lot of revenue but the City was lobbied to remove them by the Miracle Mile Alliance
 - City lots in Miracle Mile area are free and the district seems to be a thriving commercial strip

- **Central Parking District Advisory Board Meeting (12/12; 2:00 – 3:30 PM)**
 - Attendees:
 - Kevin Dougherty, local developer (small/infill); sits on Downtown Stockton Alliance Board and Miracle Mile board (very engaged)
 - Mahala Burns, Court Company (Dan Court – father; Zach Court – son;) – long-time developer; rehabbed downtown high rises; owns lots of property
 - John Dentoni, CFO for Bank of Stockton (downtown)
 - Mahesh Rancod, Property owner, Chair of Downtown Stockton Alliance
 - Currently three vacancies on board – could be an action item to send the group a list of what to look for in new board members
 - City Attorney
 - Notes
 - Parking Authority discussion
 - City is looking to form authority as part of settlement agreement
 - Next Tuesday's Council meeting will establish authority – will appoint the board and Council will act as parking board (would like to function as an enterprise fund). Goes into effect immediately.
 - Q: Biggest questions from board – how does Authority change us?
 - Q: What will happen to assets that are controlled by bond company?

Stockton Parking Study
Agenda for December 10 – 12, 2013
Kimley-Horn

Tuesday, December 10, 2013

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|------------|--|
| 11:00 am | Consulting team arrive, introductions, initial briefing
Third floor, city hall |
| 12:00 noon | Lunch, Micah Runner, Val Toppenberg
TBA |
| 1:30 pm | Tour of parking facilities, Spencer Butler, Val Toppenberg
City van, various facilities |
| 3:00 pm | Meet with Project Steering Committee
Third floor, City Hall |

Wednesday, December 11, 2013

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|------------|---|
| 8:00 am | Consultant working breakfast |
| 9:00 am | Consultant Team: Field Work
Parking inventory and photo documentation |
| 12:30 noon | Lunch |
| 2:00 pm | Parking District Advisory Board Meeting
Parking as an Economic Development Strategy Presentation
Open Discussion
Stewart Hazelton Room, Cesar Chavez Central Library |

Thursday, December 12, 2013

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|------------|--|
| 8:00 am | Consultant working breakfast |
| 9:00 am | Consultant Team: Field Work
Limited parking utilization survey |
| 11:30 noon | Lunch, Micah Runner, Val Toppenberg
Kick-off Trip Summary and Next Steps Planning |