



# City of El Paso de Robles

*“The Pass of the Oaks”*

## **DOWNTOWN PARKING ADVISORY COMMISSION AGENDA**

**March 17, 2020  
3:00 P.M.**

**MEETING LOCATION:**  
PASO ROBLES CITY HALL/LIBRARY CONFERENCE CENTER  
1000 SPRING STREET  
PASO ROBLES, CALIFORNIA 93446

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### **DOWNTOWN PARKING ADVISORY COMMISSION**

John Hamon  
City Council Liaison

Susanne Anshen  
Commissioner

Doug Barth  
Commissioner

Gina Fitzpatrick  
Commissioner

John Roush  
Commissioner

Elissa Williams  
Commissioner

Joeli Yaguda  
Commissioner

### **CITY STAFF**

Tom Frutchey  
City Manager

Sarah Johnson-Rios  
Assistant City Manager

Caleb Davis  
Police Commander

Donna King  
Parking Ambassador

Shonna Howenstine  
Civic Engagement Coordinator

### **LEGAL COUNSEL**

Kimberly Hood  
Interim City Attorney

- A. Call to Order
- B. Pledge of Allegiance
- C. Oath of Office
- D. Roll Call
- E. Staff Introductions
- F. General Public Comments Regarding Matters not on the Agenda
- G. Agenda Items Proposed to be Tabled or Re-Scheduled
- H. Business Items

1. **Bylaws Presentation** (*Caleb Davis, Paso Robles Police Department*)

2. **Elections of 2020-2021 Officers**

**Options:**

- 1. Members will vote for the 2020-2021 slate of officers.
  - a. Chairperson – shall preside at Commission meetings and may sign any documents necessary to carry out the business of the Commission.
  - b. Vice Chairperson – shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.
- 2. Amend, modify, or reject the above option.

3. **Brown Act Informational Presentation** (*City Manager's Office*)

4. **Parking Program Update and Recommendations Presentation** (*Julie Dixon, Dixon Resources Unlimited*)

**Options:**

- 1. Take no action.
- 2. Provide a recommendation to Council to consider the following changes to the Downtown Parking Program:
  - a. Extend the operating days of the parking program to include Saturday and Sunday.
  - b. Extend the operating hours of the parking program to 8 p.m.
  - c. Expand the parking program area to include 14<sup>th</sup> Street from Spring Street to Railroad Street.
  - d. Create Parking Coordinator and Parking Ambassador job classifications.

- e. Increase parking-related citation amounts.
- f. Update PRMC 12.38.050.
- g. Adopt a Special Event Parking Management Policy.

3. Amend, modify, or reject the above noted options.

**I. Discussion Items**

5. None

**J. Consent Calendar**

6. None

**K. Other Reports**

7. None

**L. Downtown Parking Advisory Commissioners' Comments**

**M. Staff Comments**

**N. Adjournment**

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Downtown Parking Advisory Commission after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the Community Development Department, 1000 Spring Street, Paso Robles, CA, during normal business hours, and may be posted on the City's web site.

All persons desiring to speak on an agenda item are asked to fill out **Speaker Information Cards** and place them at the Staff Table prior to public discussion of that item. Each individual speaker will be limited to a presentation total of three (3) minutes per item.

**AMERICANS WITH DISABILITIES ACT** Any individual, who because of a disability needs special assistance to attend or participate in this meeting, may request assistance by contacting the City Clerk's Office (805) 237-3960. Whenever possible, requests should be made four (4) working days in advance of the meeting.

## **GROUND RULES FOR PUBLIC HEARINGS AND COMMENTS**

1. Downtown Parking Advisory Commissioners desire to hear from all persons that wish to speak, regardless of their point of view on a proposed project.
2. All parties: commissioners, staff, applicants, and the public, are to be courteous and civil to each other during the meeting. Personal attacks and rude remarks will not be tolerated.
3. Conversations in the audience during public hearings, comment periods, and discussion are disruptive and are not welcome.
4. Cell phones and electronic devices are to be put in silent mode or turned off.
5. All testimony from applicants and the public is to be given, one person at a time, from the lectern. Meetings are recorded, and the microphone on the lectern is necessary for recordation of comments. No comments, other than from the lectern, will be made or accepted.
6. Applicants and members of the public are to address their questions and comments to the Chairperson of the Downtown Parking Advisory Commission and not to staff or other members of the audience.
7. Members of the public wishing to speak need to state their name and address before making comments. They are encouraged to fill out a speaker card so that their names may be accurately recorded in the minutes of the meeting.
8. Where it appears that several people may want to comment on a project, the Chairperson of the Downtown Parking Advisory Commission may set a time limit, such as 3 minutes, for each public comment.
9. Where it appears that several people may want to comment on a project, members of the public may be asked not to repeat comments provided by others. They may, however, state that they agree with certain prior comments.
10. Members of the public are not to ask other members of the public for a show of support for their position. They may, however, ask the Downtown Parking Advisory Commission Chairperson if they would accept a show of hands for support.
11. In general, applause from the audience for a position is not acceptable. At the close of the agenda item, following a vote of the commission on the project, members of the public may render a polite applause.



**BYLAWS OF THE PASO ROBLES  
DOWNTOWN PARKING ADVISORY COMMISSION  
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## ARTICLE I - THE COMMISSION

### Section 1: Name

The name of the commission shall be the Paso Robles Downtown Parking Advisory Commission (hereinafter referred to as the “Commission”). The Commission serves with certain delegated decision-making authority as specified herein, and as an advisory body to the City Council.

### Section 2: Purpose and Establishment

a. The Commission serves at the pleasure of the City Council as a means to aid the City Council in gathering public input on the operation, continued development, and management of the Paso Robles Downtown Parking program, by providing advice to the City Council and by making decisions in those areas delegated by the City Council.

b. The Commission shall be and remain established following the adoption of these Bylaws unless otherwise abolished by an affirmative vote of the majority of the City Council.

### Section 3: Membership

a. Membership Categories and Qualifications. Persons needing to park in the Downtown and persons having a demonstrated interest in the Downtown need to be represented on the Commission. As a result, to be eligible to serve on the Commission, a person must qualify under one of the following two categories:

- 1) Downtown Stakeholder: To qualify under this category, the person shall own property in the downtown, operate and occupy leased premises in the Downtown for either private enjoyment or commercial gain, or otherwise have a demonstrated interest in Downtown business, its promotion, development, and continued success. At least four of the Commission members shall be Downtown Stakeholders.
- 2) Community Resource: To qualify under this category, the person shall be a regular user of parking in the Downtown or adjacent areas, or possess skills and expertise in a field that is determined to be of benefit to the productive operation of the Commission.

b. Affiliation. No member shall be appointed by virtue of his or her affiliation with or to represent any specific group, organization, or special interest. All members shall serve for the good and benefit of the City, the Downtown, and all Downtown users.

c. Residency. Persons who are not residents of the City of Paso Robles may be appointed to the Commission if they are a Downtown Stakeholder or Community Resource as defined above, so long as a majority (four or more) of the Commission members are residents of the City.

d. Open Membership. Criteria and selection for membership shall not discriminate based upon sex, race, religion, creed, color, national or ethnic origin, or any other classification protected by law.

e. Total Membership and Term of Appointment. The total membership of the Commission shall be seven regular members. Alternate members may be appointed by the Council if desired. A member’s regular term of appointment shall be two years. Appointees shall have staggered terms.

- 1) Members of the existing Parking Advisory Committee shall be automatically become Commissioners. Over time, as terms expire or vacancies arise, the size of the Commission will be gradually reduced to a permanent size of seven members.
- 2) At its inaugural meeting, the Commissioners shall decide which three members are occupying positions the terms of which shall expire in January 2021 and which four members are occupying positions the terms of which shall expire in January 2022.

- 3) No person shall be eligible for appointment for more than three consecutive terms, exclusive of prior appointment to fill an unexpired term of office.
- 4) Persons who have served three full consecutive terms may be reappointed following a one-term absence.
- 5) Appointees may serve on only one Council-appointed Advisory Body or Commission at a time.

Section 4: Authority and Responsibilities

The assigned duties and authorities of the Commission are to:

- 1) Solicit and receive public input and comment with respect to parking and mobility in the Downtown and in surrounding areas;
- 2) Initiate, request to be initiated, and review surveys, metrics, and other information related to the need for, availability, and use of parking resources in the Downtown;
- 3) Anticipate future needs and options; and
- 4) Formulate recommendations on standards, metrics, operations, and management of the Downtown Parking program, as well as needed or desired improvements and other changes.

Section 5: Ethics, Conflict of Interest, and Ex Parte Communication

- a. Member Code of Ethics. Each Commissioner shall adhere to the Code of Ethics (Exhibit A) and such other policies that apply to City staff, the City Council, and members of City Commissions or Committees.
- b. Conflict of Interest. Commissioners shall be subject to the conflict of interest rules set forth in the Political Reform Act (Gov. Code § 81000 *et seq.*) and its implementing regulations (2 Cal. Code Regs. § 18110 *et seq.*), Government Code section 1090 and the common law.
- c. Ex Parte Communication. Commissioners shall report on any *ex parte* communication with any member of the City Council, commission, and public regarding any *quasi-judicial* matter pending, or reasonably expected to come, before the Commission.

Section 6: Termination of Membership.

Membership on the Commission shall terminate in the event that:

- a. The member no longer meets the eligibility criteria or other requirements specified in Article 1, Section 3 for membership on the Commission; or
- b. The member has exceeded the number of unexcused absences as set forth in Section 9 of Article III of these Bylaws; or
- c. The member shall have served three consecutive full terms.
- d. Violation of the Code of Ethics, violation of other City policies, or Violation of State laws including the Brown Act.

Section 7: Removal of Members.

A member shall be removed automatically for the reasons in Section 6a, b, or c. A member may be removed by an affirmative vote of a majority of the City Council, if, after a hearing, the Council finds and determines that any one of the grounds for termination specified in Section 6d of this Article I exists.

Section 8: Resignation

A Commission member may resign at any time by giving written notice to the Chairperson, who shall forward such notice to the assigned City staff person, who shall inform all appropriate City

staff, members of the Commission, and the City Council. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 9: Filling of Vacancies

In the event of a vacancy on the Commission, the City Council shall select an individual to fill such vacancy as soon as reasonably practicable. New members must meet the qualifications set forth in Section 3 of Article I.

Section 10: Remuneration

Members shall serve without pay except for reimbursement for travel expenses to meetings outside of the City. Such expenditures shall be subject to pre-approval by City management.

**ARTICLE II - OFFICERS**

Section 1: Officers

The officers of the Commission shall consist of a Chairperson and a Vice Chairperson, who shall be elected in the manner set forth in this Article II, and a Secretary, who shall be the lead City staff member supporting the Commission.

Section 2: Chairperson

The Chairperson shall preside at all meetings of the Commission, The Chairperson may sign documents necessary to carry out the business of the Commission.

Section 3: Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation, or removal of the Chairperson, the Vice Chairperson shall assume the Chairperson's duties until such time as the Commission shall elect a new Chairperson.

Section 4: Additional Duties

The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5: Election

The Chairperson and Vice Chairperson shall initially be elected from among the members of the Commission at its first regular meeting following adoption by the City Council of these Bylaws. Thereafter, the Chairperson and Vice Chairperson shall be elected annually at its first meeting of the calendar year, from among the members of the Commission. Such officers shall hold office for one year following their election and until their successors are elected and in office. Any such officer shall not be prohibited from succeeding him or herself, but no person shall be elected as an officer for more than three consecutive one-year terms.

Section 6: Removal of Officers

Upon an affirmative vote by a majority of the members present at a regular or special meeting of the Commission at which a quorum is present any officer may be removed from office, and a successor elected pursuant to Section 7 of this Article II.

Section 7: Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the members shall elect a successor from among the Commission members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

## **ARTICLE III - MEETINGS**

### Section 1: Regular Meetings

The Commission shall meet quarterly at a time convenient for the Commission, or as needed, at the Paso Robles Library/City Hall Conference Center, 1000 Spring Street, Paso Robles, CA. An alternative meeting place may be designated if duly noticed by prescribed procedure. A notice, agenda, and other necessary documents shall be delivered to the members, personally, electronically, or by mail, and posted in accordance with the Brown Act (Gov. Code § 54950 et seq.).

### Section 2: Special Meetings

Special meetings may be held upon the call of the Chairperson or an affirmative vote by a majority of the members present at a regular or special meeting of the Commission at which a quorum is present, for the purpose of transacting any business designated in the call. A notice, agenda, and other necessary documents shall be delivered to the members, personally or by mail, and posted in accordance with the Brown Act (Gov. Code § 54950 et seq.). At such special meeting, no business other than that designated in the call shall be considered.

### Section 3: Adjourned Meetings

Any meeting may be adjourned to a date, time, and place specified in the order of adjournment. Commission members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the time and place of the adjourned meeting. Agendas for adjourned meetings shall also be prepared and posted in accordance with the requirements of the Brown Act.

### Section 4: All Meetings to be Open and Public

All meetings of the Commission shall be open and public to the extent required by law. All persons shall be permitted to attend except as otherwise provided by law.

### Section 5: Posting Agendas/Notices

The Commission Secretary or their authorized representative shall post an agenda for each regular or special meeting. Such agenda shall contain the time and location of the meeting as well as a brief description of each item of business to be transacted or discussed at the meeting. Agendas shall be posted in a location accessible to the public 24 hours a day at the Paso Robles City Library/City Hall facility and on the City's website at least 72 hours in advance of each regular meeting and at least 24 hours in advance of each special meeting.

### Section 6: Right of Public to Appear and Speak

At every regular meeting, members of the public shall have an opportunity to address the Commission on matters within the Commission's subject matter jurisdiction. Public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for general public comment; public input and comment on matters on the agenda shall be heard when the matter regularly comes up on the agenda. The Chairperson may limit the time allocated for each individual speaker as well as the total amount of time allocated for public discussion on particular issues.

### Section 7: Agenda and Non-Agenda Items

- a. City Staff, any member of the Commission and may submit such agenda, recommendations, and information items as are reasonable and proper for the conduct of the business affairs and policies of the Commission. Such items are submitted to the City staff member assigned to the Commission for inclusion into the published agenda.
- b. Matters brought before the Commission at a regular meeting that were not placed on the

agenda of the meeting shall not be acted upon by the Commission at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code §54950 et seq.). Those non-agenda items brought before the Commission that the Commission decides to consider, and where action at that meeting is not so authorized, shall be placed on the agenda for a future meeting.

Section 8: Quorum

The powers of the Commission shall be vested in the members thereof in office from time to time. Four of the Commission members then in office shall constitute a quorum for the purpose of conducting the Committee's business, exercising its powers, and for all other purposes, but less than that number may adjourn or continue a meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the members present and eligible to vote at a regular or special meeting at which a quorum is present shall be required for approval of any matters brought before the Commission.

Section 9: Excused and Unexcused Absences

A member's absence from a regular or special meeting shall be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson of his or her intent to be absent and the reasons therefore; provided, however, that a member shall be entitled to only two excused absences within 12 consecutive calendar months. At each meeting, after the roll has been called, the Chairperson shall report to the Commission the name of any member who has provided notice of his or her intent to be absent and the reason for such absence. If a member shall be absent without the consent of the Commission from two meetings, whether regular or special, within 12 consecutive calendar months, such member's seat on the Commission shall be terminated.

Section 10: Order of Business

All business and matters before the Commission shall be transacted in conformance with practices established by the City Council.

Section 11: Minutes

Action minutes of all Commission meetings shall be drafted by City staff, forwarded to the City Council for information, and approved by the Commission. Approved minutes shall be filed in the official book of minutes of the Commission.

Section 12: Recommendations to City Council

Recommendations and reports by the Commission to the City Council shall be prepared in writing by assigned staff and approved by the City Manager.

**ARTICLE IV - REPRESENTATION BEFORE PUBLIC BODIES**

The Chairperson, the Vice-Chairperson in the Chairperson's absence, or another member of the Commission may make official representations on behalf of the Commission before the City Council on behalf of the Commission.

**ARTICLE V - COMMITTEES**

The Commission may establish any standing and/or special committees it deems necessary consistent with, and to fulfill, its stated purpose as established in Article I, Section 2 of these Bylaws.

**ARTICLE VI - AMENDMENTS**

These Bylaws may be amended upon an affirmative vote by majority of the City Council.

## **EXHIBIT A CODE OF ETHICS**

### PREAMBLE

The residents and businesses of Paso Robles are entitled to have fair, ethical, and accountable local government. Such a government requires that:

- ▶ Public officials comply with both the letter and spirit of the laws and policies affecting operations of the government;
- ▶ Public officials be independent, impartial, and fair in their judgment and actions;
- ▶ Public office be used for the public good, not for personal gain; and
- ▶ Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Paso Robles City Council has adopted this Code of Ethics to encourage public confidence in the integrity of local government and its operation.

### PUBLIC INTEREST

Advisory Body and Commission Members will work for the common good of the people of Paso Robles and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

Advisory Body and Commission Members shall comply with the laws of the nation, the State of California, and the City in the performance of their public duties.

### CONDUCT

Advisory Body and Commission Members are expected to exercise a duty of care in carrying out their responsibilities, which includes devoting sufficient time to carefully review and fully understand the matters that come before them.

Advisory Body and Commission Members shall act with civility towards all and shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of others.

Advisory Body and Commission Members shall perform their duties in accordance with the processes and rules of order established by the City Council.

Advisory Body and Commission Members shall inform themselves on public issues; listen attentively to public discussions before the body; and focus on the business at hand.

Advisory Body and Commission Members shall base their decisions on the merits and substance of the matter at hand.

Advisory Body and Commission Members shall publicly share substantive information that is relevant to a matter under consideration that they may have received from sources outside of the public decision-making process.

### CONFLICT OF INTEREST<sup>1</sup>

Advisory Body and Commission Members shall not use their official positions to influence government decisions in which they have a financial interest, or where they have an organizational responsibility or personal relationship that would present a conflict of interest under applicable State law.

In accordance with the law, members shall timely file with the City Clerk a Statement of Economic Interests (Form 700) and, if they have a conflict of interest regarding a particular decision, refrain from participating in that decision, unless otherwise permitted by law.<sup>2</sup> Advisory Body and Commission Members shall participate biennially in Ethics Training seminars as required by state law.

Advisory Body and Commission Members shall not take advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

Advisory Body and Commission Members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

Advisory Body and Commission Members shall not use public resources (such as City equipment, staff and facilities) not available to the public for private gain or personal purposes.

No Advisory Body or Commission Member shall appear before the body on which that member serves to advocate on behalf of or to represent the private interests of third parties.

Advisory Body and Commission Members shall represent the official policies and positions of the Advisory Body if authorized by the Advisory Body. When presenting their personal opinions and positions, members shall explicitly state they are doing so in their personal capacity, and not as a representative of the Advisory Body or the City.

Advisory Body and Commission Members shall refrain from using their position to unduly influence the deliberations or decisions of City commissions, boards or committees.

### POLICY ROLE

Advisory Body and Commission Members shall respect and adhere to the Council-Manager structure of Paso Robles City government as provided in State law and the Municipal Code.

Advisory Body and Commission Members shall support the maintenance of a positive and constructive environment for residents, businesses, and City employees.

### COMPLIANCE & ENFORCEMENT

Advisory Body and Commission Members themselves are primarily responsible for ensuring they understand and meet the ethical standards set forth herein.

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<sup>1</sup> State laws governing conflicts of interest are written to ensure that actions are taken in the public interest. These laws are complex and fact dependent. Advisory Board Members should notify the City Manager if they have a question about the conflict of interest rules or should consult with the Fair Political Practices Commission for guidance in advance.



## City of Paso Robles Downtown Parking Advisory Commission Agenda Memo

From: City Manager's Office  
Subject: Brown Act Introduction  
Date: March 17, 2020

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### **Introduction to the Brown Act: California's Open Meeting Law**

The Ralph M. Brown Act is California's open meeting law (sometimes known as a "sunshine law") for local public agencies. Operating under the requirements of open meeting laws can sometimes seem counter-intuitive; confining discussions among decisionmakers to public meetings can seem inefficient and an unnatural way to communicate with colleagues in reaching sound decisions.

The goals of the Brown Act are threefold: to inform the public of decisions its representatives are making; to involve the public in those decisions to ensure the public's interests and preferences are kept paramount; and to ensure that the public's trust in its representatives is well placed and rewarded. It is helpful to acknowledge that the goal of open meeting laws is not efficiency; some efficiency is traded off for the benefits of greater public participation, greater public benefit, and ensuring trust in the decision-making processes.

The Brown Act specifies rights of the public and the responsibilities of local government to ensure these rights. It is important to adhere to the letter and spirit of the Brown Act, while not letting the requirements constrain the quality of the deliberations and the decision-making process.

#### **Meetings**

Other than during noticed public meetings, a majority of the members of the body cannot communicate (in person, by e-mail or other electronic means, or through others) on matters coming before them.

*Meetings defined*—Any noticed and agendized gathering of a quorum of a legislative body to discuss or transact business under the body's jurisdiction; serial meetings are prohibited.

#### *Exempts:*

- ❖ Individual contacts between members of the legislative body and others, including staff, that do not constitute serial meetings. Members are free to discuss all issues with other members of the public and with staff;
- ❖ Attendance at conferences and other gatherings that are open to the public, so long as members of the legislative body do not discuss among themselves business of a specific nature under the body's jurisdiction;
- ❖ Attendance at social or ceremonial events where no business of the body is discussed.

*Locations of Meetings*—A body must conduct its meetings within the boundaries of its jurisdiction unless it qualifies for a specific exemption.

*Teleconference Meetings*—Teleconference meetings may be held under carefully defined conditions. The meeting notice must specifically identify all teleconference locations, and each such location must be fully accessible to members of the public. In addition, all votes must be by roll call.

### **Public Rights**

*Public Testimony*—The public must be provided the opportunity to comment on agenda items before or during consideration by the legislative body. Time must also be set aside for the public to comment on any other matters under the body's jurisdiction. Members of the public may be asked but cannot be required to provide their name or address.

*Non-Discriminatory Facilities*—The public may insist that meetings not be conducted in a facility: that excludes persons on the basis of their race, religion, color, national origin, ancestry, or sex; that is inaccessible to disabled persons; or where members of the public may not be present without making a payment or purchase.

*Public Vote*—All votes, except for those cast in a permissible closed session, must be cast in public. No secret ballots, whether preliminary or final, are permitted. No proxies. (A provision of separate legislation requires that the vote of each member be recorded in the minutes.)

*Closed Session Actions/Documents*—Closed sessions are possible but highly restricted as to topics. At an open session following a closed session, the body must report on decisions made in closed session under specified circumstances. Where final action is taken with respect to contracts, settlement agreements, and other specified records, the public may receive copies of such records upon request.

*Taping or Broadcasting*—Meetings may be broadcast, audio-recorded, or video-recorded; so long as the activity does not constitute a disruption of the proceeding.

*Copy of Recording*—The public may obtain a copy, at cost, of an existing recording made by the legislative body of its public sessions, and to listen to or view the body's original tape on a listening or viewing device provided by the City.

*Conditions to Attendance*—The public may not be required to register or identify themselves, or to pay fees in order to attend public meetings.

*Public Records*—Materials provided to a majority of a body that are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay.

### **Required Notices and Agendas**

*Regular Meetings*—An agenda containing a brief general description (usually of 6 to 20 words in length) of each matter to be considered or discussed must be posted at least 72 hours prior to the meeting outside City Hall and on the City's website.

*Special Meetings*—Twenty-four hour notice must be provided to members of the legislative body, the public, and media outlets, including a brief general description of matters to be considered or discussed.

*Emergency Meetings*—One-hour notice in case of work stoppage or crippling disaster.

*Closed Session Agendas*—All items to be considered in closed session must be described in the notice or agenda for the meeting. Prior to each closed session, the body must orally announce the subject matter of the closed session.

*Agenda Exception*—Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.



## City of Paso Robles Downtown Parking Advisory Commission Agenda Memo

From: Caleb Davis, Commander, Police Department  
Subject: Parking Program Update and Potential Changes  
Date: March 17, 2020

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Since the Downtown Parking Program was implemented on August 14, 2019, the City and its parking consultants, Dixon Resources Unlimited (“Dixon”) have been collecting and analyzing data and feedback regarding the Program. This data and feedback has informed Dixon’s recommendations for changes to the Program. These potential changes will be considered by the City Council on April 7th.

On March 3, 2020, the City Council voted to formalize the Downtown Parking Steering Committee as the Downtown Parking Advisory Commission, a formal advisory body to Council. Therefore, staff is seeking the Commission’s recommendation to Council regarding the proposed changes to the Parking Program.

The proposed changes include:

- Extend the operating days of the parking program to include Saturday and Sunday.
- Extend the operating hours of the parking program to 8 p.m.
- Expand the paid parking program area to include 14<sup>th</sup> Street from Spring Street to Railroad Street.
- Create Parking Coordinator and Parking Ambassador job classifications.
- Increase parking-related citation amounts.
- Update PRMC 12.38.050.
- Adopt a Special Event Parking Management Policy.

Occupancy data analysis has demonstrated increased occupancy in 2019 as compared to 2018 on Saturdays, at 6 p.m. (Monday – Friday), and along 14<sup>th</sup> Street. Therefore, Dixon recommends expanding the parking program days of operation to include weekends, hours of operation to extend to 8 p.m., and area of operation to include 14<sup>th</sup> Street.

In order to enforce and encourage compliance with the expanded parking program, staffing changes are needed. The addition of part-time Parking Ambassador positions will be required to effectively enforce parking policies, and a Parking Coordinator position is recommended to oversee and manage the operation (this would be the reclassification of the existing Community Services Officer position, not a new position). Additionally, parking citation rates should be increased and organized in a tiered model to encourage compliance with the parking program regulations.

The title of PRMC 12.38.050 should be updated to further clarify the applicability of the code to those receiving parking citations for paid parking violations.

With the anticipation of expansion into the evenings and weekends, the City must consider impacts to special events held in Downtown Paso Robles. The Special Event Parking Management Policy is organized in a tiered model depending upon the size of the event. This policy includes the opportunity to monetize parking during special events.