

**DOWNTOWN PARKING COMMITTEE
OF THE CITY OF RIVERSIDE**

M I N U T E S

**Fifth Floor
Large Conference Room**

**February 17, 2010
3:00 PM**

Members Present: Brian Percy, Janice Penner, Norm Gritton, Krysti Bellavia ,
Barry Hildebrandt,
Members Absent: Bob Krieger, Craig Johnston, Bill Bromley, Cindy Thielman-Braun
Staff Present: Steve Libring, Dawna Fuller
Diamond Staff: Griselda Santos
Guests: Councilman Gardner, Crista Curtis

1. Call to order

Chairman Percy called the meeting to order at 3:00 P.M. and acknowledged Member Krieger for his years of service and introduced upcoming member Crista Curtis.

2. Request approval of Minutes dated January 20, 2010

Action: Motion by Member Penner, seconded by Member Hildebrandt to approve the Minutes of January 20, 2010 with abstentions from Chairman Percy and Member Gritton. Motion carried.

3. Community Comments

This time is provided for questions and comments from the community. The Downtown Parking Committee can take no action on issues raised from the community; however, such issues will be referred to staff for inclusion in the following agenda, as appropriate.

There were no comments received.

4. Old Business

There were no old business items reported.

5. New Business

There were no new business items reported.

6. Reports

- Diamond Parking Financial Reports – Parking Lots and Metered Area

Griselda Santos from Diamond Parking briefly reviewed the financial picture for the parking lots, parking structures and metered area for the month of January 2010. Staff advised of the change in reporting of income from Garage 6 from prior month (December). Member Penner noted that though this reporting was different from the normal revenue reporting cycle the data would still allow for analysis of trends. Chairman Percy stated that there would be no need to show figures as one month behind if the revenue figure would be fixed monthly. Councilman Gardner responded that if hours of operation remained the same the revenue figure should be stable unless impacted by evening and weekend use. Chairman Percy

asked if the current agreement for Garage 6 showed the County as responsible for maintenance costs. Staff agreed to research the matter and provide information at an upcoming meeting. Discussion ensued regarding Garage 6 revenue reporting and Chairman Percy and Member Hildebrandt recommended showing the figure with an asterisk noting comments at the bottom of the page and excluding the figure from the revenue totals to avoid misrepresenting actual totals. Diamond staff advised that actual revenues generated are shown on the "Garages and Lots Consolidated 13 Month Trend" report.

Chairman Percy suggested that a report be provided pertaining to the metered area and include a 5 year history to show trends, seasonality and changes as well as graphs. Chairman Percy also inquired about variances and decreases in meter area revenues and Diamond staff attributed these changes to furlough days in effect in the last 3 months at the County and Courts facilities. Chairman Percy suggested that this information also be noted on the report.

- Repairs Update – provided by Diamond

Ms. Santos briefly reported on the repairs completed in the month of January 2010. She discussed the conversion of 38 Luke meters from Wifi to GSM indicating that the return of Wifi equipment would result in receipt of a refund. Staff advised that the new GSM devices will provide data that will assist in compiling occupancy information. Diamond staff explained that all wireless expenses are combined into 1 line item and Chairman Percy asked that this figure be broken out into 3 line items to better track the vendors and type of expenses to assist with future purchasing decisions. Chairman Percy also requested that next month's reports separate expenses for the different types of meters to determine if a change in report format is necessary.

- Security Update

Member Penner briefly provided an update on security issues downtown and noted a decrease in problems in Lot 16A attributed to the closure of Pharaoh's Den. Councilman Gardner mentioned that the Ambassador's Report does not reflect police activity in response to repeat offenders in the downtown area. Member Penner explained that they are now working directly with Lt. Manning to address such issues rather than Police Department dispatch.

- Occupancy Report – October 2009

Staff discussed the new report format which incorporates the prior input from members. Member Penner indicated ambassadors will begin recording data on the number of vehicles in garages for Fox Performing Arts Center events at both 10:00 p.m. and midnight, however, density of events will need to be considered.

Councilman Gardner excused himself from the meeting at 4:00 p.m. due to another scheduled obligation.

- Parking Fund Monthly Report

Member Penner noted that public parking times for Garage 6 need to be clarified and staff acknowledged they were working on that issue.

- County/Court Report

No reports were presented.

- Staff Report
 - Downtown Map

Staff advised that the maps are undergoing revision and a final version will be presented upon completion.

- Meter Vignette

Chairman Percy suggested considering expansion of the vignette information on how to add time to the meters and how to use a cell phone to pay.

- IPS Meter Update – Main and Sixth Streets

The Press Enterprise article “New Parking Meters Installed in Downtown Riverside” was discussed. The article presented a positive portrayal of the new, user friendly meters.

- Garage 6 Debt Service Payment

Staff responded to Member Penner’s prior request for clarification on where the \$4 million generated from Garage 6 was applied indicating that it was utilized to reduce the parking fund debt.

- Brief Reports on conferences, seminars, and meetings attended by the Chairman or Vice-Chairman

No report presented.

7. Parking Committee Comments

Parking Committee members can bring up topics of conversation for possible future agendas at this time.

Member Hildebrandt inquired about the typical time frame for consideration of rate changes in low occupancy areas. Staff responded a minimum of 6 month period to identify trends. Chairman Percy and Member Hildebrandt suggested that the committee begin examining areas for possible rate changes.

Member Penner asked for an update on the plan for the downtown area map and clarification on if it is to be used as a visitor handout. Staff replied that the web would also serve visitors, but a hard copy of the map could be used for distribution. Staff explained that Information Technology would take approximately 4 months to modify the web map to make it interactive. Member Hildebrandt suggested that the map be distributed as a mail out with utility bills and Member Penner added that inclusion in the Riverside Reporter produced by Charva Ingram may be beneficial. Chairman Percy suggested that an outreach for public information be presented as a topic of conversation.

A brief discussion of the upcoming committee election took place. Member Penner reminded that she is not eligible for either the Chair or Vice Chair positions due to a conflict with her Riverside Downtown Partnership contract.

8. Adjournment

Chairman Percy adjourned the meeting at 4:10 P.M., to March 17, 2010, 5th Floor Conference Room, City Hall.

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