

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

M I N U T E S

**Fifth Floor
Large Conference Room**

**April 21, 2010
3:00 PM**

Members Present: Brian Percy, Craig Johnston, Bill Bromley, Barry Hildebrandt, Norm Gritton, Janice Penner, Krysti Bellavia , Cindy Thielman-Braun, Crista Curtis
Members Absent: None
Staff Present: Steve Libring, Arlene Armendariz, Cynthia Zuniga
Diamond Staff: Myron Spiegel, Griselda Santos, Joe Cisneros
Guests: Councilman Gardner, Paul Van Doren

1. Call to order

Chairman Percy called the meeting to order at 3:00 P.M.

2. Request approval of Minutes dated February 17, 2010

Action: Motion by Chairman Percy, seconded by Member Bromley to approve the Minutes of February 17, 2010 with abstentions from Cindy Thielman-Braun. 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.

Paul Van Doren spoke on behalf of people with disabilities and requested assistance from the Downtown Parking Committee (DPC) in investigating the possibility of installing on-street handicap parking stalls in close proximity to key downtown businesses and restaurants. Chairman Percy noted that this may not be an issue for the DPC, and suggested staff review this issue and report back. Staff concurred.

4. Old Business

There were no old business items reported.

5. New Business

- Election of Officers

Chairman Percy announced that open Committee positions included Chair and Vice Chair and asked for volunteers interested in serving in either capacity. Member Penner motioned to have Chairman Percy continue to serve as Chair. Chairman Percy motioned to appoint Member Hildebrandt as Vice Chair and asked if there was any opposition to the nominations. No oppositions were voiced. Chairman Percy moved to appoint positions as nominated. Motion carried unanimously.

6. Reports

- Diamond Parking Financial Reports – Parking Lots and Metered Area

Myron Spiegel from Diamond Parking introduced another member of Diamond Parking staff, Joe Cisneros, who will also be attending future monthly meetings. Myron briefly reviewed the financial reports for the parking lots, parking structures and metered area for the month of March 2010. He noted that revenues has increased in the Justice Center due to seasonal trend in the area and pointed out the loss of income shown resulting from the transfer of Garage 6. Member discussion ensued about reasons for increase revenue realized.

- Repairs Update – provided by Diamond

Ms. Santos briefly reported on the repairs completed in the month of March 2010. Chairman Percy inquired about new pedestrian signs and staff replied that the signs were installed at the request of the citizens and business owners.

Member Penner excused herself from the meeting at 3:30 p.m. due to another scheduled obligation.

- Security Update

No items reported.

- Occupancy Report – March 2010

Staff reviewed a report showing a three month trend including March 2009 and February and March 2010. Member Bromley inquired if there was a method to gage new parkers resulting from the loss of Garage 6 and Chairman Percy responded that there was no means to do so. Chairman Percy asked about occupancy in the garages and on-street parking and Diamond staff indicated that rates have been close to 85% on-street and that they will continue to monitor trends. Staff discussed the upcoming Parking Study and informed members that the results would provide answers to many questions including possible rate changes. Member Curtis asked who would be conducting the Parking Study and staff advised that Walker would perform the study. Member Hildebrandt commented indicating patronage downtown is impacted by fear of possible citations due to incorrect usage of meters.

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

- Wireless Fees

Chairman Percy inquired about the frequency of wireless fees for metered area and Diamond staff confirmed that there is a constant monthly fee. Chairman Percy also asked about the multiple credit card fee listings and Diamond staff advised that there are two types of meters resulting in two separate fees.

- Ambassador Report

Member Bromley asked about who to contact regarding problems with homeless and security during evening hours and it was suggested that he work with Member Penner on addressing these issues.

- County/Court Report

No reports were presented.

- Staff Report

- Downtown Brochure

Committee members discussed options for distributing brochures to the public including disbursement to jurors and possible mailer insert in utility bills. Chairman Percy noted that the basic concept of the brochure was good and only minor changes in color, enlarging the word “free”, and use of thinner paper were suggested. Chairman Percy requested that staff research and present information on estimated costs at an upcoming meeting. Member Hildebrandt visited the idea of the Downtown Partnership providing funding for disbursement of the brochures. Member Hildebrandt also suggest that the brochure be included as a utility insert and that costs for doing this be presented at an upcoming meeting. Staff concurred.

Member Hildebrandt also noted that the DPC should review how to “Market the Availability of Free Parking.” Chairman Percy suggested that this be an on-going item on the agendas to be discussed.

- Meter Vignette

Chairman Percy and committee members approved of the revised vignette version, however, suggested highlighting the key feature which allows additional purchase of time from any meter. Member Hildebrandt also requested that the vignette mention that all needed information is included on the receipt.

- Parking Study Update

Staff advised that Walker Parking Consultants was prepared to sign the contract for the Downtown Parking Study Update, and a representative will attend the upcoming meeting in May to answer questions about the content of the study. Chairman Percy requested clarification on the RFP process and selection of the consultant and staff noted that the Downtown Parking Committee was previously consulted on the scope of work for the RFP not selection of the vendor. Member Bromley inquired about the duration of the study and staff advised the study would last four months and to bring any further inquiries to the next meeting.

- Parking Fund Monthly Report

Member Bromley asked if funding was being allotted for future garage construction. Staff advised that funding for the Fox Theatre garage will be reflected on the next month’s report.

- 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 Thielman-Braun and Chairman Percy proposed inclusion of tracking items on the agenda to better reflect requests and comments made. Staff replied that minutes typically include requests and comments from the prior meeting.

Chairman Percy suggested that Brent Mason, City Controller, be invited to review the status of the Parking Fund to an upcoming meeting.

Member Johnston suggested that the DPC review; free parking for motorcycles in garages, moving reserved spaces up on floor in garages 1 and 2.

Member Bromley suggested that the DPC review; discount parking rates for business owners, discount parking rates for employees.

8. Adjournment

Chairman Percy adjourned the meeting at 4:59 P.M., to May 19, 2010, 5th Floor Conference Room, City Hall.

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