

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

**M I N U T E S**

**Fifth Floor  
Large Conference Room**

**Sept. 17, 2009  
4:00 PM**

**Members Present:** Brian Percy, Janice Penner, Bill Bromley, Craig Johnston,  
Barry Hildebrandt, Krysti Bellavia  
**Members Absent:** Bob Krieger, Cindy Thielman-Braun, Norm Gritton  
**Staff Present:** Steve Libring, Arlene Armendariz, Dawna Fuller  
**Diamond Staff:** Myron Spiegel, Griselda Santos  
**Guests:** Councilman Gardner, Diane Colonelli, Geraldine Gour

**1. Call to order**

Chairman Percy called the meeting to order at 4:01 P.M.

**2. Request approval of Minutes dated August 20, 2009**

**Action:** Motion by Janice Penner, seconded by Craig Johnston, to approve the Minutes of August 20, 2009 as presented. Motion carried.

The revised Minutes of July 16, 2009 including Member Bromley's request to have "Free" Holiday Parking and Replacement of Kiosks added to the Minutes for items to be discussed by the DPC will be presented at the upcoming October 14, 2009 meeting for approval.

**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**

a. Scope of Services

Staff briefly reported on the Scope of Services indicating that the report was formulated based on DPC member input from the prior meeting, as well as staff input. Ongoing discussion of the prior study of the downtown area by Wilbur Smith indicated the DPC deemed the information outdated due to new construction on the retail side north of University Avenue and on the legal side south of Tenth Street. The DPC had requested an updated study and is working on determining the scope of the new study to be conducted. Member Hildebrandt inquired about adding the Marketplace area and Wayfinding as elements of the study. Staff advised that updates on Wayfinding will be presented at an upcoming meeting. Chairman Percy asked that daytime and evening parking demand and availability along with information gathered based on communications with the County and Courts be included in the study and a preliminary report presented to the DPC.

b. County and County Courts Representatives

Geraldine Gour from the County and Diane Colonelli from the County Courts were introduced and thanked for their attendance. Geraldine Gour indicated that the County, as well as other local businesses and agencies, have a vested interest in downtown parking. Chairman Percy noted the importance of the County and County Courts involvement and input.

c. Lot 33 Updated

Staff summarized information on Lot 33 indicating that a 2 year lease for 400 of the 452 spaces has been secured which will result in a net gain of \$204,000 to the Parking Fund. It was noted that spaces are available on weekends and staff will check with RCC on scheduling to determine evening availability. RCC will enforce all permitted spaces and the City will enforce the 52 metered spaces. Previously this lot was designated as a free parking lot.

d. Court Facilities Surcharges and Citation Processing Costs

Staff briefly reviewed the report. Member Bromley inquired about the original surcharge amount and staff indicated there was an increase of \$4.50 with the total processing fee now being \$9.50. Staff advised the city's portion is now \$25.00 per citation after surcharges and processing fees. Ms. Gour mentioned that the County's citation fees are currently set at \$40.00 and they are in the process of conducting a comparative analysis of other agency's fees to determine the possibility of increasing their current fee schedule.

**5. New Business**

e. Free Holiday Parking

Staff indicated free holiday parking is not being recommended this year due to an estimated \$45,000 loss in parking revenues. Member Penner indicated that there were no signs that the 2006 two-week Free Holiday Parking program resulted in an increase in business due to high evening use when most downtown businesses were closed and inability to guarantee spaces for business patrons. She encouraged the purchase of tokens and the free 90-minute garage parking. Member Bromley stated that he did experience an increase in sales as the result of the free holiday parking and felt that the program should be offered this year. Chairman Percy and Member Penner reminded that discount tokens are available to downtown business owners to offer to their patrons.

f. Alternative Meeting Dates and Times for DPC Meetings

Councilman Gardner briefly explained that the current DPC meeting schedule conflicts with the meetings held for the Land Use Committee he also serves on.

**Action:** Motion by Member Penner, seconded by Member Bromley to select option #1, which will change the DPC meeting to the third Wednesday of the month at 3 p.m. in the Fifth Floor Conference Room. Motion carried.

g. Garage 6 - Change from a Free 90-Minute Parking Garage to a Permit Only Garage

Staff briefly reviewed the proposal. Councilman Gardner discussed the possibility of relocating employee parking to alternative locations to better serve the public. Chairman Percy and Members Bromley and Penner expressed their support. Chairman Percy asked that staff research the current lease with Public

Utilities and report back to DPC. Ms. Gour briefly discussed the County parking needs in response to the shift District Attorney's Office move to the new structure. She noted that the County has offsite facilities which may be considered for utilization. Councilman Gardner indicated that the developer has purchased and will have control of 400 spaces in the garage. This leaves 140 spaces and the public use would require staffing a Diamond representative at the gate. Chairman Percy inquired about covering staffing and operating costs and the ability to remove Diamond staff at this location. Staff advised that Diamond may be removed from Garage 6 if desired. Member Bromley inquired about who was responsible for selection and identification of the public spaces. Staff will compile additional information and report back to DPC.

## **6. Reports**

- Diamond Parking Financial Reports – Parking Lots and Metered Area

Myron Spiegel from Diamond Parking briefly reviewed the financial picture for the parking lots and parking structures for the month of August 2009. He reported that the City of Riverside had a negative amount in August for \$12,568.00 due to Garage 2, Lot 33, Lot 38, and Lot 42 maintenance expenditures. Mr. Spiegel briefly reviewed the financial picture for the metered area for the month of August 2009. He noted that the City of Riverside net receipts will be in the amount of \$63,069.61.

- Repairs Update – provided by Diamond

Mr. Spiegel briefly reported on the repairs completed in the month of August 2009. Chairman Percy inquired about operational or maintenance issues with the new Luke meters. Mr. Spiegel responded that minor issues were being resolved with the vendor. Member Bromley requested additional pressure washing outside Garage 2. Griselda Santos with Diamond Parking responded that pressure washing is only scheduled twice a year however the regular maintenance could address the issues in the alley.

- Occupancy Report – July and August 2009

Chairman Percy inquired about when pricing adjustment proposals would be proposed. Staff responded that the proposals are ready for the Justice Center; however, additional information is needed for the downtown and RCOE areas. Staff advised adjustments can be reviewed typically every six months or seasonally as needed.

- Security Update

Member Penner briefly provided an update on security issues downtown indicating that patrols have been stepped up during evening hours and security cameras have been installed in Garages 1 & 2.

- Parking Fund Monthly Report

No comments received.

- Staff Report
  - Garages 1 & 2

Staff reviewed bids received for exterior painting of walls in Garages 1 & 2. Councilman Gardner mentioned that mural painting was being considered for designated areas between 10<sup>th</sup> Street and Mission

Inn Avenue. Chairman Percy recommended the wall paint maintenance be postponed until a determination is made on possible mural painting.

- Utility Companies complying with City Ordinance

Chairman Percy briefly reviewed the notification letter e-mailed to DPC members by staff. Staff agreed to resend a copy to Member Bromley.

- DPC Website access to DPC Agendas and Minutes on-line

Staff reported that though DPC Agendas and Minutes are available on-line, posting of the audio portion will not be included.

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

Member Penner provided an overview of a recently attended Milwaukee conference and suggestions to improve public communications and instructions information on how to use the meters and where to find them via brochures like the Parking Guide and websites.

## **7. Parking Committee Comments**

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

Chairman Percy noted that Explore Riverside.com is being utilized in lieu of the Visitor's Center and the content needs assessed to ensure it is sufficient.

Member Hildebrandt requested that the availability of free parking be promoted on the websites. Member Hildebrandt suggested that a video vignette be displayed on the website showing the operation of the meters.

## **8. Adjournment**

The Chairman adjourned the meeting at 5:29 P.M., to October 21, 2009, 5<sup>th</sup> Floor Conference Room, City Hall.

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