

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

**MINUTES**

**Fifth Floor  
Large Conference Room**

**December 15, 2010  
3:00 PM**

**Members Present:** Brian Percy, Janice Penner, Crista Curtis, Norm Gritton, Krysti Bellavia, Barry Hildebrandt, Craig Johnston, Cindy Thielman-Braun

**Members Absent:** Bill Bromley

**Staff Present:** Jenna Combs, Steve Libring, Arlene Armendariz

**Diamond Staff:** Myron Spiegel, Griselda Santos, Hugh Rowles

**Guests:** None

**1. Call to order**

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

**2. 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.

**3. Minutes**

**Action:** Motion by Member Penner, seconded by Member Hildebrandt, to approve the Minutes of November 5, 2010 and November 17, 2010 as written. Motion carried, Member Thielman abstained.

**4. Old Business**

Review Draft DPC Proposal to Become Independent Committee

Chairman Percy handed out copies of a draft proposal for all to review and opened the table for comments. Member Curtis suggested adding DPC accomplishments to the proposal. Member Penner stated that structure and intent were the ideas when creating the proposal. Member Thielman-Braun encouraged the idea of adding accomplishments and enhancements to the proposal. All members agreed on adding positive key words. Chairman Percy reviewed the additions to the proposal making sure they were suitable to all. Chairman Percy noted that he would make the necessary changes and have staff send the final report to DPC members to review.

**Action:** Motion by Member Penner, seconded by Member Gritton, to accept the amendments and grammar check of the proposal. Motion carried unanimously.

## 5. New Business

### 90 Minute Free Parking Signs in Garages – Oral Report

Arlene Armendariz presented the proposed sign to members. She informed members that the signs will be placed on A-frames, but added that this had not been approved yet. Members suggested a larger font and change the wording to say; “Public Parking - First 90 Minutes Free”.

**Action:** Motion by Member Penner, seconded by Member Curtis, to accept the proposed sign for City’s garages. Motion carried unanimously.

### Garage 6 Attendant – Oral Report

Ms. Armendariz briefly reviewed two proposals for a wireless intercom system for Garage 6. Members discussed the idea of having the intercom installed and agreed that it might be cost effective. Members requested more information on key cards and the details regarding who would be responsible for monitoring the intercom system. Staff concurred.

## 6. Reports

- Diamond Parking Financial Reports – Parking Lots and Metered Area

Myron Spiegel of Diamond Parking briefly reviewed the financial picture for the parking lots and parking structures for the month of November 2010. He reported revenue in the amount of \$53,450.00, expenses were in the amount of \$41,411.69; the City would receive a check in the amount of \$12,038.31. Mr. Spiegel briefly reviewed the financial picture for the metered area for the month of November 2010. He noted that the City’s net receipts were in the amount of \$78,246.13, after deducting expenses.

- Repair Update – Provided by Diamond Parking

Griselda Santos of Diamond Parking briefly reported on the repairs completed in the month of November 2010. Chairman Percy questioned the repairs made to the lighting. Ms. Santos explained the need to make these repairs, and said that this type of repair can be costly due to the need to rent a lift to change the light fixtures.

- Occupancy Report – October 2010

Ms. Santos briefly reviewed the Occupancy Reports for November 2010. DPC members briefly discussed signage for alternate parking due to the closure of Lot 37. Staff indicated that signs have been installed on the fence directing people to Lot 33.

- Ambassador Report

Member Penner briefly reviewed the Ambassador Report for November 2010, and informed members that the ambassadors have been working longer hours due to the Festival of Lights. She said they are out giving direction, checking garages and elevators, both on foot and in the golf cart.

- Staff Report

Ms. Armendariz briefly presented the Parking Fund Monthly Report for November 2010.

- 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.

Chairman Percy expressed concern about the traffic problems on Market Street that causes cueing in Garage 3 during events. Chairman Percy suggested that this concern be shared with Traffic Engineering and Riverside Police. He also noted that this issue should be considered when designing Garage 7.

Member Penner mentioned that RDP has decided to go forward with the creation of a smart phone application that would include Riverside's restaurants, parking options and shopping information for smart phone users. She said she would bring updated information back regarding this topic as it becomes available.

Member Thielman-Braun brought up the lack of parking at the Library downtown when dropping off books. Chairman Percy asked that staff take proper steps to have Traffic Engineering consider converting one or two parking stalls into a loading zone in Lot 1.

## **8. Adjournment**

Chairman Percy adjourned the meeting at 4:31 PM, to January 19, 2011 in the 5<sup>th</sup> Floor Conference Room, City Hall.

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