

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

**M I N U T E S**

**Fifth Floor  
Large Conference Room**

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

**Members Present:** Brian Pearcy, Barry Hildebrandt, Norm Gritton, Janice Penner, Bill Bromley, Krysti Bellavia, Crista Curtis  
**Members Absent:** Craig Johnston, Cindy Thielman-Braun  
**Staff Present:** Steve Libring, Arlene Armendariz, Cynthia Zuniga  
**Diamond Staff:** Griselda Santos, Joe Cisneros  
**Guests:** Brent Mason, Scott Catlett

**1. Call to order**

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

**2. Request approval of Minutes dated June 16, 2010**

**Action:** Motion by Chairman Pearcy, seconded by Member Penner, to approve the Minutes of June 16, 2010. 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 community comments received.

**4. Old Business**

No reports were given.

**5. New Business -**

- Presentation on Parking Fund

Brent Mason, Finance Director and Scott Catlett, Assistant Finance Director briefly reviewed the "Public Parking Fund." Mr. Mason briefly explained the use of COP/Bonds, and revenue allocation and reimbursements to the Parking Fund. He briefly commented on the Fox Plaza parking structure, and the financial impacts to the Parking Fund. Mr. Mason concluded the presentation by clarifying to Members that the Parking Fund Monthly Report is only reflective of monthly operations.

Chairman Pearcy requested that Mr. Mason be invited back in January to review the financial audit.

- Garage 7 – Discussion of Design Issues

Chairman Percy asked if DPC Members wanted to volunteer for the Fox Entertainment Plaza focus group. Members Penner, Hildebrandt, and Bromley volunteered to participate.

- Mission Statement – Discussion of Need for New Member Packet

Chairman Percy asked for DPC Members to volunteer to create a Mission Statement. It was noted that the present Mission Statement online is vague, and unreflective of the DPC. After further discussion, it is decided that a workshop to define the DPC's purpose at a later time would be more productive.

**Action:** Motion by Member Hildebrandt seconded by Member Penner, to have a Mission Statement Workshop outside of a DPC meeting. Motion carried unanimously.

- Lot 33 – Discussion of Options for Free Parking

The DPC briefly discussed the spaces in Lot 33 that were leased to RCC. Questions were raised regarding the flexibility the City has in utilizing the unused spaces in Lot 33. Member Penner requested that the City make the remaining spaces available, and requested that staff review the agreement with RCC to see if the spaces could be timed zones.

**Action:** Motion by Member Penner, seconded by Member Hildebrandt, to have the City Attorney's office review the details of the Agreement for Lot 33 with RCC, and report back to the DPC. Motion carried unanimously.

## **6. Reports**

- Diamond Parking Financial Reports – Parking Lots and Metered Area

Joe Cisneros of Diamond Parking briefly reviewed the financial picture for the parking lots and parking structures for the month of June 2010. He reported revenue in the amount of \$48,836.00 expenses were in the amount of \$47,231.05; the City would receive a check in the amount of \$1,604.95. Mr. Cisneros briefly reviewed the financial picture for the metered area for the month of June 2010. He noted that the city's net receipts were in the amount of \$98,513.89, after deducting expenses.

- Repairs Update – Provided by Diamond

Mr. Cisneros briefly reported on the repairs completed in the month of June 2010. Member Bromely asks if the damage to Garage 2 was ever billed to the correct subjects. He said he believes the damage was done by a visiting construction company. Arlene Armendariz asked Member Bromely to report what he witnessed so that a new investigation and billing could take place.

- Occupancy Report – May 2010

Mr. Cisneros briefly reviewed the Occupancy Reports for June 2010 Joe Cisneros of Diamond Parking passed out a copy of the study showing that occupancy is actually higher than reported due to handicap parking.

- Revenue Control Equipment Update

Joe Cisneros suggests a presentation be given to the DPC on new revenue control equipment as the current equipment is over ten years old and needs replacement. Chairman Percy concurred stating this

information will also be beneficial in decision making regarding the Fox Entertainment Plaza/Parking Structure.

Chairman Percy asked that the Revenue Control Presentation be put on the Agenda Task List for a future DPC meeting as soon as the information is available.

- Ambassador Report

Member Penner briefly reviewed the Ambassador Report, and informed the DPC members that skate stoppers are not working. She added that skaters just see them as a challenge. Member Penner also addressed the concern about the water in the new fountains. She said her findings were that the fountain water is recycled and filtered for reuse and is safe, should anyone come in contact with it.

- County/Court Report

No reports were presented.

- Marketing the Availability of “Free” Parking

Janice Penner mentioned that the parking commercial is up on the Downtown Partnership website but is running very slow and the kinks are being worked out.

- Parking Fund Monthly Report

Ms. Armendariz briefly presented the Parking Fund Monthly Report.

- Staff Reports
  - Diamond Parking Agreement Renewal

Ms. Armendariz announced that after an administrative review, Diamond Parking Services five year contract has been extended for one more year, taking Diamond into its sixth year of service with the City.

Chairman Percy asked that a review of Diamond Parking’s performance be added to the task list for January 2011. Staff concurred.

- Monthly Rate Increase

Ms. Armendariz announced that after completing a study showing garage occupancy at 85% and that the last increase was in 2006, the City will be implementing a five dollar (\$5) rate increase for all monthly users. Member Penner asked that the Resolution that supports this decision be reviewed.

- 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 passed out a new Agenda Tracking List, and went over the agenda creation process so that all members have a clear understanding. He also reiterated the importance of the Tracking List, as he will use it as a tool in creating the agenda each month.

Chairman Percy asked members to entertain the idea of going dark in August. After further discussion, it was decided that the month of August would be dark, and that a Mission Statement Workshop should be scheduled in lieu of at a convenient time and place. Members also requested that an open invitation to upper management and or their designees be sent when the workshop details are finalized.

## **8. Adjournment**

Chairman Percy adjourned the meeting at 5:08 P.M., to September 15, 2010, 5<sup>th</sup> Floor Conference Room, City Hall.

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