



8:30 AM

**BOARD OF DIRECTORS MEETING  
WEDNESDAY DECEMBER 10, 2025  
WALLING BUILDING 3<sup>RD</sup> FLOOR  
USE RDP OFFICE ENTRANCE**

## **Minutes**

**Present:** Amy Hoyt, Brian Percy, Chuck Beaty, John Adkins, Jesse De La Cruz, Jennifer Gamble, Justin Tracy, Nanci Larsen, Ron Loveridge, Shalini Lockard, Mark Long

**Excused:** Andrew Walcker, Chad Collopy, Collette Lee, Cesar Gomez, Jean Eiselein, Joe Ramos, Joe Guzzetta, Lou Monville, Philip Makhoul, Rachael Dzikonski, Randy Hord, Bob Nagle, Stan Morrison, Sorelle Williams, Zoe Ridgway

**Absent:** Cherie Powell, Broc Yoshida, Mercedes Serrano, Shelby Loomis, Oz Puerta, Clarissa Cervantes

**Ex-Officio ABP / City Council:** Melanie Bruins, Desiree Massei, Philip Falcone, Sarai Arellano

**Staff:** Janice Penner, Shirley Schmeltz

### **1) Call to Order**

Shalini Lockard called the meeting to order.

### **2) Self-Introductions and Public Comments**

Self-introductions and public comments were conducted.

### **3) Approval of Minutes of November 12, 2025**

**Motion:** To Accept the Minutes of the Meeting of November 12, 2025.

This item was deferred due to lack of quorum. (Note - the minutes were approved by a subsequent email vote.)

### **4) Items for Discussion**

#### **4a) Briefing on Public Hearing on December 2, 2025**

Shalini Lockard said that she presented the PowerPoint to City Council. Philip Falcone moved and Clarissa Cervantes seconded the motion to approve the renewal of the Downtown BID Levy. There were no questions or comments from City Council members, and no objections from downtown businesses. The renewal of the Downtown BID levy was approved unanimously at the Public Hearing.

Janice Penner noted that a significant amount of information was provided for the BID Renewal process, all of which was on the RDP website in advance of the Public Hearing. Staff fielded three telephone calls to clarify that it was not an additional 100% on the top of the existing levy.

There was a query if another BID was being created in the Brockton Arcade / Riverside Plaza area. Philip Falcone said he had heard different versions and asked Desiree Massei if she had any insights. Desiree Massei said they are moving towards a BID and are looking for a consultant to help design what the BID would look like. The consultant would provide a few options of the BID boundaries as the actual area and included businesses was still in deliberation.

#### **4b) 2026 Annual Meeting and Awards Ceremony Tickets & Sponsorships**

Janice Penner said the meal will be a plated duo of flat iron steak and grilled chicken breast, and stuffed bell pepper for the vegan dish. Dessert will be an option of either raspberry brulee cheesecake or vegan apple crumble delight. The Convention Center advised there was no increase in the meal price, and that eight cocktail tables would be added between the tables and the bars, and pipe and drape placed behind the stage.

Janice Penner said RDP will add a nominal increase of \$5 per ticket for the event. The Award and other sponsorships are increased by \$100 to reflect the increase in costs for the awards. The intent is to have award sponsorships confirmed by mid-December. Save the date notices for the event will be going out in mid-December as well. She reiterated the event is not a fundraiser but RDP does try to generate a small surplus to fund the Holiday reception at the end of the year.

#### **5) Financial Reports**

##### **5a) Approval of Financial Reports at November 30, 2025 – Motion**

The November 30, 2025 results show a deficit of \$36,660 year to date compared to a budgeted deficit year to date of \$24,670, resulting in a negative variance of \$11,990 for the year to date. BID Levy income was \$19,925 lower than budgeted while overall expenses were lower than budget, offsetting the lower BID Levy income.

As of November 30, 2025, RDP had \$247,879 in two checking and one money market account with Citizens Business Bank and Provident Bank. RDP reserves include two CDs with Pacific Premier Bank and one CD with Provident Bank for total reserves of \$346,946.

The accounts receivable was \$37,477 while the accounts payable equaled \$4,789. The liability for accrued staff benefits (vacation and other time) as of November 30, 2025 was \$40,909.

**Motion:** To Accept the Financial Report at November 30, 2025 as Previously Presented.

This item was deferred due to lack of quorum. (Note - the report was approved by a subsequent email vote.)

#### **6) RPD Security Updates**

Chad Collopy was unable to attend the meeting due to a conflict but provided an email update to present at the meeting.

Over the weekend there was a fatal crash at Mission Inn and Redwood involving a single motorcyclist. The preliminary factor was excessive speed but it is still under investigation.

There was a murder yesterday at University Avenue east of Market Avenue next to the bus stop. The suspect was located a little over an hour later and arrested and the case is still under investigation. Philip Falcone said the stabbing happened at the corner of Market and University in front of Wells Fargo, and not in front of the bus stop by Mezcal.

The Chanukah Festival will be next Monday. Arrangements have been made for the street closure and the event will be staffed by the police.

The FOL switch on ceremony went well, with very little issues. He had heard reports of about 40,000 people in attendance for switch-on. There were also reports of about 8 victims of pick pocketing having their cell phones taken.

Chad Collopy said the police knew illegal vendors have been an issue for FOL,. Officers have been tasked with monitoring and moving them along. Administrative Citations can be issued when

warranted but officers cannot seize merchandise. Brian Percy asked if there was an effort between the City and the County Health Department to send out enforcement or inspection teams to work the event outside of the typical 9 to 5. Philip Falcone said the County would bill the City for hours outside of normal business hours, and he would rather pay officers overtime than pay the County. Brian Percy asked if the County had the authority to shut the vendors down. Philip Falcone said the County did not and none of this will stop until there is some authority to seize the vendors' property. Janice Penner said many businesses have witnessed vans dropping off vendors with food carts or lighted balloons. The businesses have been trying to get license plate numbers to give to the police.

## **7) County of Riverside Updates**

Janice Penner provided the update provided by Cesar Gomez. They are having a Cars & Coffee car show at the County Administrators parking lot on Sunday, December 14 from 8 am to 12 pm. The County did issue a use permit to allow FOL attendees to use three of their parking garages.

## **8) Mayor's Office Update**

No update was provided.

## **9) City Council Updates**

Philip Falcone said the Mayor's State of the City is on January 28 at the Riverside Convention Center. The History Walk Rededication was very well attended.

There are a lot of sidewalk and gutter repairs happening in the residential areas of downtown right now. A lot of the road repaving was paused due to weather. They also try their best not to have any road work done during FOL since a lot of roads are already closed.

Every store front between Fifth and Sixth is now occupied and open to the public, with the exception of the one coffee shop coming in by Grams. The Museum of Riverside renovation/expansion is moving on as planned.

The Farmer's Market will be permanently moving to the Historic Courthouse area starting mid-February to early March. There is a lot of free parking on the weekends by the Courthouse compared to the area around Fifth and Sixth. This will be a permanent switch once they get through a few events like the Black History Parade who use the area by the courthouse. Janice Penner said the Farmers Market does negatively impact some of the events at the Convention Center who want to use the Fifth and Sixth Street block.

Philip Falcone said the demolition and building of the new police headquarters is moving forward. Brian Percy asked where the police will be going while the current police headquarters is demolished and rebuilt. Philip Falcone replied that the administrative staff will either be relocated temporarily to City Hall, the Wells Fargo building, or to another City owned building. Everyone else who does not have to be in downtown will be split between the Magnolia Station and the Lincoln Station.

Janice Penner asked if they could chat at some point about removing the grease stains on the sidewalks. Philip Falcone said he has a list of ideas for RDP for 2026 but hasn't had time to type it all up. He said that the pedestrian mall is manned by one Public Works employee, and he has tried to get more staff. So far he can't get the votes needed from the other Council members to get the additional money for it.

Melanie Bruins said they had quite a few events that happened for Thanksgiving. Council member Philip Falcone's office worked in collaboration with Council member Clarissa Cervantes' office to host the Thanksgiving meal event at Lincoln Park. Shelby Loomis donated over 500 dinner rolls and little packets of butter for the event. This is the first year they did not run out of dinner rolls as a result. Over 300 people were served.

#### **10) City Community Development Department Update**

Desiree Massei said they are launching Shop Small Riverside which is an open reward program on December 10. It is not a cash back program, but rather a reward program where 5% of what they spend at local area small businesses and local restaurants will be counted towards points for future purchases at participating businesses. On the launch day of the program only, people will be able to get 10% in rewards for qualifying purchases. There will also be a holiday gift guide available on the app as well as the Hot Chocolate Trail. Melanie Bruins added that the council approved \$50,000 for the program.

#### **11) Committee Updates**

**Land Use:** Brian Percy said there were no real updates about garages 1 and 2. The new valet program is starting in January where people would be able to pull up to a kiosk, drop off their car and pick it up later once they are done enjoying downtown. They have not identified where the kiosks will be as of yet. Janice Penner said the launch will be January 15. She is meeting with ACE Parking and Erik Lue who are doing a walkthrough of the downtown to determine the appropriate locations of the kiosks. They will also be discussing what type of promotion they want to do for the launch. They will be doing a kick off meeting at the Chamber to outline the program and the various methods businesses can use to promote the program.

**Security:** Jennifer Gamble said they had the same discussions as Land Use, talking about the valet program and FOL. There was nothing new to report.

#### **12) Items for Information**

##### **12a) RDP News, Activities, and Other Items**

Janice Penner said the Holiday reception took place on Thursday, December 4 at Loft.84 with 94 people attending, and thanked Loft.84.

Staff will be participating in the Metrolink Holiday Express Train event on December 20, 2025 in partnership with the Miracles and Dreams Foundation, the Riverside Arts Council, and the Mission Inn Foundation. Miracle the Polar Bear will be there to take photos and the Riverside Arts Council and RDP will be funding face painters, while the Mission Inn Foundation is doing crafts.

The January 27, 2026 luncheon will be at Palenque with Susan Freeman giving a marketing presentation for businesses.

Staff will be recommending to the Events Committee that Riverside Restaurant Week be held near the end of March.

#### **13) New Business**

There was no new business.

#### **14) Adjournment – Next Meeting Date January 14, 2026 at 8:30 am.**