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**CITY OF POMONA  
VEHICLE PARKING DISTRICT  
BOARD OF PARKING PLACE COMMISSIONERS  
AGENDA REPORT**

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September 11, 2025

To: Vehicle Parking District Board of Parking Place Commissioners

From: Meg McWade, Public Works Director

Submitted By: Arnold Dichosa, City Engineer

**SUBJECT: DISCUSS DEFERRED MAINTENANCE AND ONGOING NEEDS FOR  
THE VEHICLE PARKING DISTRICT (VPD) LOTS**

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**RECOMMENDATION:**

It is recommended that the Vehicle Parking District Board of Parking Place (VPD) Commissioners discuss deferred parking lot maintenance and ongoing anticipated needs and direct staff on the priority of maintenance based on available budget.

**EXECUTIVE SUMMARY:**

Long-term deferred maintenance has resulted in the deterioration of the VPD parking lots. Several parking lots are in need of new signs, striping and numbering, landscape maintenance, tree trimming, and other repairs.

**FISCAL IMPACT:**

The Adopted 2025/26 Vehicle Parking District Budget includes \$100,000 in Controllable Contract Services. Approximately \$28,000 is allocated to the existing agreement with Flowbird leaving approximately \$70,000 available for lot maintenance and repairs. Of this amount, \$10,400 will be used for restriping Lot 10, one of the VPD's highest-use lots. The remaining \$60,000 may be prioritized by the Commission to address deferred maintenance needs discussed in this report.

**DISCUSSION:**

The VPD parking lots consist of twenty-three (23) lots that serve the local businesses and residents in the downtown area. Regular maintenance is necessary to preserve the integrity, ensure safety, and uphold the overall appearance of the downtown area.

**Pay Stations (Meters)**

Staff has bagged non-operational meters and placed signage directing parking lot users to the nearest functioning meter. Additionally, stickers with QR codes linking to the Flowbird app for payment have been installed on all meters, even those that are currently bagged (Attachment No.

1). Staff continue to collaborate with Flowbird support, including having their Southern California technician out to inspect meters and train staff on troubleshooting techniques to maximize machine functionality.

### **Irrigation**

Currently, only Lots 1, 11, 17, and 23 have functional irrigation systems. Staff is coordinating with the landscaping contractor to restore irrigation in Lot 12. Once irrigation is restored, staff recommends scheduling planting projects with drought-tolerant native plants to revitalize the landscaping to its original condition.

Other irrigation restoration needs are still being evaluated. Staff would not recommend replanting until irrigation may be restored.

### **Tree Maintenance Services**

West Coast Arborists provides tree maintenance services citywide, including in the VPD lots. Trees located in the VPD Lots follow a five-year grid trimming cycle and are scheduled for routine maintenance in FY 2026-27. If a tree requires a trim before the regular grid cycle, City staff may submit a special service request. Recently, a special off-grid tree trimming request was made for VPD Lot 15, located at 250 East Third Street, and VPD Lot 25, located at 551 East 4<sup>th</sup> Street.

### **Landscaping Services**

Merchant Landscape Services, Inc., maintains the VPD parking lot landscaping services. The agreement was executed on March 1, 2021, for a three-year term with two optional one-year extensions. Section four of the task descriptions outlined in Section III of the Scope of Work states that the landscaping of the lots is maintained four to five times per week. Since the transition of the VPD Lots to the Public Works Department, staff have been assessing the VPD Lots to provide site locations to Merchants that need immediate attention to landscaping services. Staff met with Merchants representatives to review the scope of work outlined in the agreement, and ensure the lots are being serviced in accordance with its terms. Beginning in October, mulch will be placed in bare landscaped areas throughout the VPD lots as a temporary solution until irrigation can be restored in all lots. The service frequency for landscaping at each lot, is depicted below.

Section 4. Custodial Maintenance Tasks Vehicle Parking District Parking-Lots			
Task		Vehicle Parking District – Parking Lots	Standard Level Frequency
1.	Contractor shall have appropriate tools needed to clean-up small piles of debris that are out of reach of the sweeper (this includes areas such as landscape planters, trash enclosures, trash receptacles, utility vaults, wheel stops, curbs, light posts, sign posts and any other structures and/or improvements that may obstruct the clean-up of debris and/or dead fallen landscape material) with, including, but limited to, broken glass, leaves, trash or other small debris.	VPD Lots 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 20, 22, and 23  Shall be swept clean five (5) times per week.	Friday, Saturday, Sunday, Monday and Wednesday mornings.  On national holidays which are observed on Monday, the contractor shall provide sweeping services on Tuesday.

Section 4. Custodial Maintenance Tasks Vehicle Parking District Parking-Lots			
Task		Vehicle Parking District – Parking Lots	Standard Level Frequency
		VPD Lots 1, 2, 3, 4, 5, 18, 19, 21, 24, 25, 26, and 27 shall be swept clean four (4) times per week.	Saturday, Sunday, Monday and Wednesday mornings.
		Lot 16 Shall be swept once a month	Monday as needed per VPD CDR or his/her Designee
2.	All debris (including liquids and or none solid materials) must be removed behind, on, and within (as applicable) fences, walls, sign posts, meter posts, utility vaults, light posts, trash receptacles, trash enclosures, bumper stops landscape planters, landscaping, curbs and corners throughout all parking lots within the City of Pomona's Vehicle Parking District. Paking payment kiosks and parking lot signs must be wiped down and any graffiti and or illegal decals and or posting must be removed at the same time of regularly scheduled parking lot maintenance service.	VPD Lots 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 20, 22, and 23 shall be swept clean five (5) times per week.	Friday, Saturday, Sunday, Monday and Wednesday mornings.  On national holidays which are observed on Monday, the contractor shall provide sweeping services on Tuesday.
	Contractor shall have small tools needed to clean up small piles of debris that are out of reach of the larger equipment, including, but not limited to bottles, broken glass, cans, leaves, small branches, twigs, trash or other small debris including paper, gravel and dirt.	VPD Lots 1, 2, 3, 4, 5, 18, 19, 21, 24, 25, 26, and 27 shall be swept clean five (5) times a week. Saturday, Sunday, Monday and Wednesday.	Friday, Saturday, Sunday, Monday and Wednesday.
	Items such as bottles, broken glass, cans, leaves, small branches, twigs, trash and other small debris including dirt, must be picked up each time lots are swept.		
	All work shall be performed in a safe and appropriate manner so not to bring harm to pedestrians, vehicles and contractor.		

## Street Sweeping Services

Street sweeping services are provided by the Downtown Pomona Owners Association (DPOA). The agreement was executed on November 23, 2023, for a three-year term. For the most part, staff have confirmed the street sweeping services are being conducted in accordance with the terms of the agreement. The only exception identified was Lot 5, where a local auto body shop was utilizing the lot as storage for non-operational vehicles. Staff have coordinated with Parking Enforcement to remove the vehicles and have notified the DPOA of the need for street sweeping in Lot 5. The scope of services can be found below:

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

**SCOPE OF SERVICES AND/OR SPECIFICATIONS**

**VEHICLE PARKING DISTRICT PARKING LOT SWEEPING**

These specifications establish the level of service for the maintenance of 23 parking lots located in the City of Pomona's downtown Vehicle Parking District (VPD).

**ROUTINE MAINTENANCE:**

On a weekly basis, the contractor shall furnish all labor, material and services required to perform the maintenance set forth in these specifications. At a minimum, this shall be understood to mean the following:

VPD Lots 11, 13, 10, 12 and 14 shall be swept seven (7) days a week Monday through Sunday.

VPD Lots 6, 7, 8, 9, 15 and 17 shall be swept clean Six (6) times per week on Friday, Saturday, Sunday, Monday, Tuesday and Thursday mornings. On national holidays that are observed on Monday, the contractor shall provide sweeping services on Tuesday. VPD Lots 1, 3, 4, 5, 18, 19, 20, 21, 22, 23, 24, 25 and 26T (26T is a compacted gravel lot and debris shall be remove manually), shall be swept clean five (5) times a week on Saturday, Sunday, Monday and Wednesday, Friday mornings. Each sweeper shall contain small tools needed to clean up small piles of debris that are out of reach of the sweeper (this includes areas such as landscape planters, trash enclosures, trash receptacles, utility vaults, wheel stops, curbs, light posts, sign posts and any other structures and/or improvements that may obstruct the clean-up of debris and/or dead fallen landscape materials) with, including, but not limited to, broken glass, leaves, trash or other small debris. Lot 16 removed.

Hours for sweeping: Shall be early in the mornings commencing at 7:00 am, adjusted per parking lot and/or area, in order to allow the public the maximum and most efficient use of the parking lots. A work schedule will be determined between City staff and the contractor following the award of contract. The use of leaf blowers before 7:00 a.m. is expressly prohibited. This is a requirement of the contract. Any use of leaf blowers before 7:00 a.m. shall be cause for immediate termination of the contract by the City.

## **Striping and Numbering**

Staff have identified several VPD lots in need of restriping and stall renumbering due to faded paint, unclear markings, and ongoing wear. Clear stall markings are essential for efficient use of available parking space and enforcement.

Staff are moving forward with restriping and renumbering VPD Lot 10, one of the highest-use locations Based on usage levels and feedback from Parking Enforcement, staff recommends prioritizing restriping of Lot 12 next, as space numbering have become illegible and several residential spaces are no longer clearly marked. Future recommendations for striping work will continue as funding becomes available and may be coordinated with broader paving or ADA upgrades where feasible.

## **Sign Replacements**

A review of signs across all VPD lots revealed that many signs are no longer clearly visible due to weathering and age. Proper signage is critical for compliance, enforcement, and effective communication with the public. Sign replacement began in VPD Lot 13 (Manuel Castillejos Plaza). Staff recommend that sign replacement be prioritized based on visibility issues, lot usage, and sign condition.

### **Recommended Signage Replacement Priorities:**

<b>Priority</b>	<b>Lot</b>	<b>Address</b>	<b>Notes</b>
High	6	451 W. 3 <sup>rd</sup> St	Public Parking Monument Sign Painting (1)
High	6	451 W. 3 <sup>rd</sup> St	Pay Here Sign Replacements (3)
High	7	381 W. 3 <sup>rd</sup> St	Pay Here Sign Replacements (3)
High	11	210 W. 3 <sup>rd</sup> St	Pay Here Sign Replacements (3)

High	11	210 W. 3 <sup>rd</sup> St	Public Metered Parking Sign Replacements (3)
High	12	250 E. 1 <sup>st</sup> St	Pay Here Sign Replacements (6)
High	14	151 E. 3 <sup>rd</sup> St	Pay Here Sign Replacements (3)
High	14	151 E. 3 <sup>rd</sup> St	Public Metered Parking Sign Replacements (3)

Sign replacement recommendations will continue as funding becomes available.

### **Pavement Conditions and Surface Maintenance**

Staff have also noted varying pavement conditions throughout the VPD lots, with several showing signs of deterioration such as cracking, potholes, and uneven surfaces. These issues not only impact drivability and appearance but may also raise safety and liability concerns.

Full pavement replacement is not currently feasible, therefore, minor repairs (i.e. patching and sealcoating) may be undertaken to extend pavement life and improve lot conditions. Staff recently submitted a PomonaGo request for the Street Maintenance team to address a pothole in Lot 12 and will continue to notify the team as minor repair work that can be completed internally arises.

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