



CITY OF POMONA

BOARD OF PARKING PLACE

COMMISSIONERS

STAFF REPORT

Date: March 9, 2017 Item No 03-09-03

To: Chair and Commissioners of the Vehicle Parking District

Submitted by: Kirk Pelsner, Deputy City Manager *Pelsner*

Prepared by: Joaquin Wong, Senior Project Manager

Subject: **RATIFY THE SALE OF EIGHT (8) NEW PARKING PERMITS ISSUED IN THE MONTH OF FEBRUARY 2017**

SUMMARY

Recommendation – That the Vehicle Parking District (VPD) Board of Parking Place Commissioners ratifies the sale of eight (8) new parking permits issued in the month of February 2017.

Fiscal Impact -The VPD received a total of \$ 360 for the sale of eight (8) parking permits.

BACKGROUND / DISCUSSION

To not delay the sale of VPD parking permits the VPD Commission authorized staff to sell the new permits to qualified applicants at the time they apply and pay for the permits. As the sale pertains to public parking, the VPD Commission must ratify each new sale. In the month of February 2017, eight (8) parking permits were sold to the following persons:

COMMUTER PARKING PERMITS

Eric Auer

RESIDENTIAL PARKING PERMITS

Maggie Schmidt Alec Betancourth Erin Garcia

EMPLOYEE PARKING PERMITS

Steve Nunez Hugo Medina Jose Cisneros

LOT SPECIFIC PARKING PERMITS

Denice Telles

Attachments: 1) Parking Lot Permit Inventory Chart
2) Copy of Parking Permit Applications

**CITY OF POMONA
VEHICLE PARKING DISTRICT (VPD)
PARKING LOT INVENTORY
3/9/2017**

LOT #	TOTAL NUMBER OF SPACES	ADA SPACES	TOTAL SPACES LEASED OUT	TOTAL NUMBER OF PERMIT NOT RENEWED	TOTAL NUMBER OF RESIDENTIAL SPACES	UTILITY STALL LOADING, TRASH, etc.	SPACES AVAILABLE IN PARKING LOT FOR LEASE (Includes Residential spaces)	PERMITS & SPACES		
								Lot Specific Permit	Employee Permit	Commuter Leases
Lot 1	158	6	37	1	N/A	0	115	35	2	N/A
Lot 2	40	2	0	0	N/A	0	38	0	0	N/A
Lot 3	72	3	0	0	34	0	35	0	0	N/A
Lot 4	52	3	0	0	N/A	0	49	49	0	N/A
Lot 5	35	2	0	0	N/A	0	33	5	0	N/A
Lot 6	103	6	35	0	N/A	0	62	35	0	N/A
Lot 7	114	5	25	0	20	0	64	22	3	N/A
Lot 8	54	3	11	0	N/A	0	40	6	5	N/A
Lot 9	53	2	34	0	13	0	4	33	1	N/A
Lot 10	155	3	24	1	15	0	115	0	0	9
Lot 11	48	2	10	0	11	0	25	0	8	N/A
Lot 12	187	6	10	5	18	2	151	5	1	N/A
Lot 13 *	27	2	2	0	N/A	0	23	0	2	N/A
Lot 14 *	55	2	0	0	N/A	0	53	0	0	N/A
Lot 15	93	3	17	3	N/A	0	72	0	6	N/A
Lot 16	0	0	0	0	N/A	0	0	N/A	N/A	N/A
Lot 17	196	0	195	0	N/A	1	0	195	N/A	N/A
Lot 18	8	1	7	0	N/A	0	0	7	N/A	N/A
Lot 19	96	4	92	0	N/A	0	0	92	N/A	N/A
Lot 20	93	3	90	0	N/A	0	0	90	N/A	N/A
Lot 21	83	4	46	0	N/A	0	33	46	N/A	N/A
Lot 22	88	4	84	0	N/A	0	0	84	N/A	N/A
Lot 23	112	5	107	0	N/A	0	0	107	N/A	N/A
Lot 24	165	9	156	0	N/A	0	0	156	N/A	N/A
Lot 25**	93	4	89	0	N/A	0	0	89	N/A	N/A
Lot 26 T	195	0	0	0	N/A	0	195	0	N/A	N/A
TOTAL	2,375	84	1,071	10	111	3	1,107	1,056	28	9

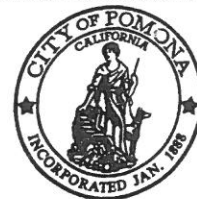
PERMIT	Available to Lease	Total # Purchased	Total # of Permit Not Renewed	Total # Permits Remaining
Western University	N/A	858	0	N/A
Helix ** (Sub-let Western University)	0	89	0	0
Residential	N/A	94	55	N/A
All Lot Non- Specific	100	65	35	35
24-Hour Super Pass	100	0	0	100
Commuter	60	50	10	10

*	GRANDFATHERED PARKING LEASE(S) NO NEW PERMITS ALLOWED
**	LEASED BY VIRTU INVESTMENTS LLC (HELIX) / SUB-LET WESTERN UNIVERSITY
N/A	NOT APPLICABLE
	LOT 22 LEAST TO PROVIDANT GROUP FOR WESTERN- UNIVERSITY STUDENT TENANT PARKING
	PORTION OF LOT 15 IS LEASTED TO WESTERN UNIVERSITY (60 SPACES)
	LOT 16 IS USED BY THE POMONA HOUSING AUTHORITY FOR ADJCENT TENANET PARKING
	WESTERN UNIVERSITY LOTS 17- 21 & 23, 24
	All ADA PARKING FREE

THE CITY OF
POMONA

Vehicle Parking District Commission

ATTACHMENT 2



Commuter Lease Request VPD Lots 5, 10, 12

RATE OF \$ 40 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$120 PER QUARTER), UPON APPROVAL \$30 FOR POMONA RESIDENT (PHOTO ID REQUIRED)

APPLICANT INFORMATION

DATE: 2/16/17

LAST NAME: Auer

FIRST NAME: Eric

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

BUSINESS / INSTITUTION ORGANIZATION: _____

BUSINESS / INSTITUTION ADDRESS: _____

LOT NO.: _____ NUMBER OF SPACES: 1

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Commuter

(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)

DESIRED DATE TO BEGIN PARKING: 2-16-17

Applicant Signature: _____

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.
ALL LEASE REQUESTS ARE REVIEWED BY THE VPD STAFF FOR APPROVAL AFTER SUBMISSION. ALL APPROVED OR DENIED LEASE REQUESTS ARE PRESENTED TO THE VPD COMMISSION FOR CONSENT AT THE MONTHLY VPD MEETING HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:00 P.M. IN THE POMONA COUNCIL CHAMBER.
PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.

VPD REVIEW DECISION

☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

By: _____

Signature

Date: 2/16/17

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: K. P. P.

Signature

Date: 3/1/17

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	
<u>Comuter</u>	
Date: <u>2/16/17</u>	Initial: <u>[Signature]</u>

Comments for approval/denial: _____

Please send all inquiries to Pomona City Hall, Vehicle Parking District at 505 S. Garey Ave., Pomona, CA 91766
Phone: (909) 620-3782 / Fax: (909) 620-3703

THE CITY OF
POMONA

Vehicle Parking District Commission

Residential Lease Request

VPD Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 15



RATE OF \$10 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS
(\$30 PER QUARTER), UPON APPROVAL

REQUIRED APPLICATION MATERIALS

1. You must be a Downtown Pomona Resident in order to qualify
2. A copy of the following will have to be turned in with this application:
 - Signed Lease Agreement
 - Photo I.D.

#003

APPLICANT INFORMATION

DATE: 02/16/17

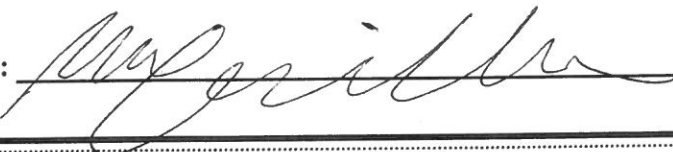
LAST NAME: SCHMIDT FIRST NAME: MAGGIE

CITY OF RESIDENCE: POMONA ZIP CODE: 91766

NUMBER OF SPACES: 1
(Maximum number of Residential spaces: 2)

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: RENTING AT MAYFAIR HOTEL

DESIRED DATE TO BEGIN PARKING: 02/16/17

Applicant Signature: 

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GUARANTEED.
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DENIED LEASE REQUESTS ARE PRESENTED TO THE VPD COMMISSION FOR CONSENT AT THE MONTHLY VPD MEETING
HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:00 P.M. IN THE POMONA COUNCIL CHAMBER.
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VPD REVIEW DECISION

☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

By:  Date: 2/13/17
Signature

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By:  Date: 3/1/17
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
(1) Residential	<u>#90</u>
Date: <u>3/6/17</u>	Initial: <u>MS</u>

Comments for approval/denial: _____

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THE CITY OF
POMONA

Vehicle Parking District Commission

Residential Lease Request

VPD Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 15



RATE OF \$10 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS
(\$30 PER QUARTER), UPON APPROVAL

REQUIRED APPLICATION MATERIALS

1. You must be a Downtown Pomona Resident in order to qualify
2. A copy of the following will have to be turned in with this application:
 - Signed Lease Agreement
 - Photo I.D.

APPLICANT INFORMATION

DATE: 2/27/17
LAST NAME: Betancourt FIRST NAME: Alec
CITY OF RESIDENCE: Pomona ZIP CODE: 91766
DESIRED LOT NO.: resident LOCATION: Pomona
NUMBER OF SPACES: 1 ALTERNATE LOT: _____
PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: resident
(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)
DESIRED DATE TO BEGIN PARKING: now
Applicant Signature: _____

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.
ALL LEASE REQUESTS ARE REVIEWED BY THE VPD STAFF FOR APPROVAL AFTER SUBMISSION. ALL APPROVED OR DENIED LEASE REQUESTS ARE PRESENTED TO THE VPD COMMISSION FOR CONSENT AT THE MONTHLY VPD MEETING HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:00 P.M. IN THE POMONA COUNCIL CHAMBER.
PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.

VPD REVIEW DECISION

☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

By: _____ Date: 3/1/17
Signature

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: Kirk Polyn Date: 3/1/17
Signature

Comments for approval/denial: _____

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
Date: <u>3/1/17</u>	Initial: <u>[Signature]</u>

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Phone: (909) 620-3782 / Fax: (909) 620-3703

THE CITY OF
POMONA

Vehicle Parking District Commission

Residential Lease Request

VPD Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 15



RATE OF \$10 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS
(\$30 PER QUARTER), UPON APPROVAL

REQUIRED APPLICATION MATERIALS

1. You must be a Downtown Pomona Resident in order to qualify
2. A copy of the following will have to be turned in with this application:
 - Signed Lease Agreement
 - Photo I.D.

APPLICANT INFORMATION

DATE: 02/13/17

LAST NAME: Garcia

FIRST NAME: Erin

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

NUMBER OF SPACES: 2

(Maximum number of Residential spaces: 2)

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: _____

DESIRED DATE TO BEGIN PARKING: February - March

Applicant Signature: Erin Garcia

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.

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VPD REVIEW DECISION

☒ APPROVAL Recommended

☐ APPROVED W/ CONDITION Recommended

☐ DENIED Recommended

☒ APPROVED

☐ APPROVED W/ CONDITION

☐ DENIED

By: _____

Signature

Date: 3/1/17

By: K. Palmer

Signature

Date: 3/1/17

Comments for approval/denial: _____

VPD STAFF ONLY

Num. Of Permits Renewed:

#92 (1) RESIDENTIAL

Date: 3/1/17

Initial

MS

Please send all inquiries to Pomona City Hall, Vehicle Parking District at 505 S. Garey Ave., Pomona, CA 91766

THE CITY OF
POMONA

Vehicle Parking District Commission

Lot Specific Lease Request

VPD LOTS: 1, 2, 3, 4, 5, 6, 7, 9, 10, 12 & 15 (MONDAY-SUNDAY 8AM-8PM)

RATE OF \$30 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$90 PER QUARTER), UPON APPROVAL



APPLICANT INFORMATION

DATE: 1/31/17

LAST NAME: Núñez FIRST NAME: Steve

CITY OF RESIDENCE: Upland ZIP CODE: 91786

BUSINESS / INSTITUTION ORGANIZATION: The Social Cut

BUSINESS / INSTITUTION ADDRESS: 168 W. 3rd St.

DESIRED LOT NO.: 7 NUMBER OF SPACES: 1 ALTERNATE LOT: _____

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: _____

(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)

DESIRED DATE TO BEGIN PARKING: No W

Applicant Signature: [Signature]

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.

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VPD REVIEW DECISION

☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature] Date: 2/28/17
Signature

By: [Signature] Date: 3/1/17
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>107</u>
#	<u>008</u>
Date:	<u>3/1/17</u> Initial: <u>[Initials]</u>

Comments for approval/denial: _____

THE CITY OF
POMONA

Vehicle Parking District Commission

Employee Lease Request

Lot Specific Parking Permit For Downtown Pomona Employees (**MONDAY-SUNDAY 24HR**)

Valid in Approved Lot and Lots: 1, 2, 3, 4, 5, 8, and (23 & 24 After 8 PM)

**RATE OF \$30 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$90 PER QUARTER),
UPON APPROVAL 8 PM to 8 AM**



REQUIRED APPLICATION MATERIALS

1. You must be a employee within Downtown Pomona in order to qualify
2. A copy of the following will be required to be submitted with this application:
 - Proof of Employment (one of the following): Two Current Pay Check Stubs, W-2 Form or Employee Badge
 - Photo I.D.

APPLICANT INFORMATION

DATE: 1/31/2017

LAST NAME: Medina FIRST NAME: Hugo

CITY OF RESIDENCE: Bloomington ZIP CODE: 92316

BUSINESS ORGANIZATION: Barber shop

BUSINESS ADDRESS: 1188 West 3rd St Pomona CA 91766

DESIRED LOT NO.: 7 NUMBER OF SPACES: 1 ALTERNATE LOT: _____

DESIRED DATE TO BEGIN PARKING: Now

Applicant Signature: Hugo Medina

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.

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VPD REVIEW DECISION

☒ **APPROVAL Recommended**

☐ **APPROVED W/ CONDITION Recommended**

☐ **DENIED Recommended**

☒ **APPROVED**

☐ **APPROVED W/ CONDITION**

☐ **DENIED**

By: [Signature] Date: 3/1/17

By: K.P. [Signature] Date: 3/1/17

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	
<u>employee</u>	
# <u>0071</u> <u>117</u>	
Date: <u>1/31/17</u>	Initial: <u>[Signature]</u>

Comments for approval/denial: _____

THE CITY OF

POMONA

Vehicle Parking District Commission



Employee Lease Request

Lot Specific Parking Permit For Downtown Pomona Employees (MONDAY-SUNDAY 24HR)

Valid in Approved Lot and Lots: 1, 2, 3, 4, 5, 8, and (23 & 24 After 8 PM)

RATE OF \$30 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$90 PER QUARTER),
UPON APPROVAL 8 PM to 8 AM

REQUIRED APPLICATION MATERIALS

1. You must be a employee within Downtown Pomona in order to qualify
2. A copy of the following will be required to be submitted with this application:
 - Proof of Employment (one of the following): Two Current Pay Check Stubs, W-2 Form or Employee Badge
 - Photo I.D.

APPLICANT INFORMATION

DATE: 2 / 21 / 17

LAST NAME: CISNEROS FIRST NAME: JOSE

CITY OF RESIDENCE: POMONA ZIP CODE: 91

BUSINESS ORGANIZATION: POMONA ANTIQUE MART

BUSINESS ADDRESS: 200 E. SECOND ST.

DESIRED LOT NO.: 12 NUMBER OF SPACES: 1 ALTERNATE LOT: _____

DESIRED DATE TO BEGIN PARKING: 2. 21. 17.

Applicant Signature: [Signature]

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VPD REVIEW DECISION

- ☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

By: [Signature] Date: 3 / 1 / 17
Signature

- ☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: K. Plan Date: 3 / 1 / 17
Signature

Comments for approval/denial: _____

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	
Emp Lot <u>12</u>	
Date: <u>3/1/17</u>	Initials: <u>[Signature]</u>

Please send all inquiries to Pomona City Hall, Vehicle Parking District at 505 S. Garey Ave., Pomona, CA 91766

THE CITY OF

POMONA

Vehicle Parking District Commission

Lot Specific Lease Request

VPD LOTS: 1, 2, 3, 4, 5, 6, 7, 9, 10, 12 & 15 (MONDAY-SUNDAY 7AM-7PM)

RATE OF \$30 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$90 PER QUARTER),
UPON APPROVAL



APPLICANT INFORMATION

DATE: 2/7/17
LAST NAME: Telles FIRST NAME: Denice
CITY OF RESIDENCE: Jurupa valley ZIP CODE: 91752
BUSINESS / INSTITUTION ORGANIZATION: PR Services
BUSINESS / INSTITUTION ADDRESS: 477 S. Main St. Pomona CA 91766
DESIRED LOT NO.: 8 NUMBER OF SPACES: 1 ALTERNATE LOT: _____
PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: employee
(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)
DESIRED DATE TO BEGIN PARKING: 2/7/17
Applicant Signature: [Signature]

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VPD REVIEW DECISION

☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature] Date: 3/1/17
Signature

By: R. Palsu Date: 3/1/17
Signature

Comments for approval/denial: _____

VPD STAFF ONLY	
Num. Of Permits Renewed	<u>18</u>
Date	<u>2/7/17</u>
Initial	<u>[Initials]</u>

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