



# CITY OF POMONA

## BOARD OF PARKING PLACE


### COMMISSIONERS

### STAFF REPORT

Date: April 13<sup>th</sup>, 2017 Item No 04-13-03

To: Chair and Commissioners of the Vehicle Parking District

Submitted by: Kirk Pelsner, Deputy City Manager

Prepared by: Joaquin Wong, Senior Project Manager 

Subject: **RATIFY THE SALE OF SEVEN (7) NEW PARKING PERMITS ISSUED IN THE MONTH OF MARCH 2017**

#### SUMMARY

**Recommendation** – That the Vehicle Parking District (VPD) Board of Parking Place Commissioners ratifies the sale of seven (7) new parking permits issued in the month of March 2017.

**Fiscal Impact** -The VPD received a total of \$360 for the sale of seven (7) 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 March 2017, seven (7) parking permits were sold to the following persons:

##### COMMUTER PARKING PERMITS

Claudia Contreras    Nallei Granades    Robert Canales    Amber Diaz    Chris Kasaras

##### RESIDENTIAL PARKING PERMITS

Marvin Campbell

##### EMPLOYEE PARKING PERMITS

Gabriela Alcantra

The renewing of existing parking permits do not need to be ratified by the Commission.

The purchases of these permits are reflected in the parking inventory summary sheet (Attachment 1).

The sheet indicates the number of parking spaces available in each VPD lot, number of permit issued, and number of permit holders that did not renew. Copies of their applications are also included (Attachment 2).

Currently, sufficient parking is available to accommodate the additional permit holders.

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

**CITY OF POMONA  
VEHICLE PARKING DISTRICT (VPD)  
PARKING LOT INVENTORY  
4/13/2017**

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	5	0	20	0	84	2	3	N/A
Lot 8	54	3	8	0	N/A	0	43	2	6	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	6	N/A
Lot 12	187	6	10	5	18	2	151	3	0	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	1	7	N/A
Lot 16	0	0	0	0	N/A	0	0	N/A	N/A	N/A
Lot 17	195	0	194	0	N/A	1	0	194	N/A	N/A
Lot 18	7	1	7	0	N/A	0	1	7	N/A	N/A
Lot 19	92	4	92	0	N/A	0	4	92	N/A	N/A
Lot 20	90	3	90	0	N/A	0	3	90	N/A	N/A
Lot 21	46	4	46	0	N/A	0	4	46	N/A	N/A
Lot 22 to Daumier	88	4	88	0	N/A	0	4	88	N/A	N/A
Lot 23	112	5	112	0	N/A	0	5	112	N/A	N/A
Lot 24	156	9	156	0	N/A	0	9	156	N/A	N/A
Lot 25**	89	4	89	0	N/A	0	4	89	N/A	N/A
Lot 26 T	191	0	191	0	N/A	0	0	191	N/A	N/A
<b>TOTAL</b>	<b>2,312</b>	<b>84</b>	<b>1,247</b>	<b>10</b>	<b>111</b>	<b>3</b>	<b>936</b>	<b>1,230</b>	<b>27</b>	<b>9</b>

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	80	70	N/A
All Lot Non- Specific	100	55	45	45
24-Hour Super Pass	100	0	0	100
Commuter	60	43	17	17

*	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



## 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: 03 / 27 / 2017

LAST NAME: Alcantara FIRST NAME: Gabriel

CITY OF RESIDENCE: Pomona ZIP CODE: 91767

BUSINESS ORGANIZATION: El Merendero

BUSINESS ADDRESS: 242 S. Garey Ave

DESIRED LOT NO.: 13 NUMBER OF SPACES: 1 ALTERNATE LOT: \_\_\_\_\_

DESIRED DATE TO BEGIN PARKING: Now

Applicant Signature: [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: 4 / 4 / 17  
Signature

- ☒ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: K P [Signature] Date: 4 / 3 / 17  
Signature

Comments for approval/denial: \_\_\_\_\_

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	Employee <u>[Signature]</u>
Date: <u>3/27/17</u>	Initial: <u>[Initials]</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

## 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: 3 / 15 / 2017

LAST NAME: KASARAS

FIRST NAME: Christopher

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

DESIRED LOT NO.: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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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: 4 / 3 / 17

☒ APPROVED

☐ APPROVED W/ CONDITION

☐ DENIED

By: 12 P.

Signature

Date: 4 / 3 / 17

#### VPD STAFF ONLY

Num. Of Permits Renewed:

13 r 99

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

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.

### APPLICANT INFORMATION

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

LAST NAME: Campbell FIRST NAME: Marvin

CITY OF RESIDENCE: Pomona ZIP CODE: 91766

DESIRED LOT NO.: 3 LOCATION: \_\_\_\_\_

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: 4/1/2017

Applicant Signature: Marvin A. Campbell

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

By: Joan Date: 4/2/17  
Signature

☒ APPROVED

☐ APPROVED W/ CONDITION

☐ DENIED

By: K. P. P. Date: 4/3/17  
Signature

#### VPD STAFF ONLY

Num. Of Permits Renewed:

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

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

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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: 3/15/17

LAST NAME: Hernandez-Granados FIRST NAME: Nalleli

CITY OF RESIDENCE: Pomona ZIP CODE: 92337

DESIRED LOT NO.: \_\_\_\_\_ LOCATION: Downtown 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: 3/15/17

Applicant Signature: Nalleli

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PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.

### VPD REVIEW DECISION

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

By: [Signature] Signature

Date: 4/3/17

- ☒ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: [Signature] Signature

Date: 4/3/17

#### VPD STAFF ONLY

Num. Of Permits Renewed: 2

Revs Mt # 078

March Mt # 012

Date: 3/15/17 Initial: [Signature]

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.

### APPLICANT INFORMATION

DATE: 03/07/17

LAST NAME: Canales FIRST NAME: Robert

CITY OF RESIDENCE: Pomona ZIP CODE: 91766

DESIRED LOT NO.: Residential LOCATION: Varies

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: 4/1/17

Applicant Signature: [Signature]

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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: 4/14/17  
Signature

- ☒ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: K. Ba Date: 4/13/17  
Signature

Comments for approval/denial: \_\_\_\_\_

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
Residential	<u>#002</u>
Date: <u>3/7/17</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



**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: 02/27/17

LAST NAME: Diaz FIRST NAME: Amber

CITY OF RESIDENCE: Pomona ZIP CODE: 91766

BUSINESS / INSTITUTION ORGANIZATION: J & J Mayfair LLC

BUSINESS / INSTITUTION ADDRESS: 115 E. Third St. Apt 302 Pomona, CA 91766

LOT NO.: \_\_\_\_\_ NUMBER OF SPACES: 1

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Resident

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

DESIRED DATE TO BEGIN PARKING: 02/27/17

Applicant Signature: [Signature]

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

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**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: 4/14/17  
Signature

☒ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: [Signature] Date: 4/3/17  
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	
(1) Res. #96	
Date: <u>02/27/17</u>	Initial: <u>[Initials]</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



**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: 2/27/17

LAST NAME: CONTRERAS FIRST NAME: CLAUDIA

CITY OF RESIDENCE: Chino ZIP CODE: 91710

BUSINESS / INSTITUTION ORGANIZATION: \_\_\_\_\_

BUSINESS / INSTITUTION ADDRESS: \_\_\_\_\_

LOT NO.: 10 NUMBER OF SPACES: \_\_\_\_\_

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Commuter  
(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)

DESIRED DATE TO BEGIN PARKING: 3/1/17

Applicant Signature: \_\_\_\_\_

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**PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.**

VPD REVIEW DECISION

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

By: \_\_\_\_\_ Date: 2/27/17  
Signature

☒ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: KL Pds Date: 4/3/17  
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	
(1) COMMUTER #057	
Date: <u>2/27/17</u>	Initial: <u>[Signature]</u>

Comments for approval/denial: \_\_\_\_\_

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