



CITY OF POMONA

BOARD OF PARKING PLACE

COMMISSIONERS

STAFF REPORT

Date: December 14, 2017 Item No 12-14-03

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 FIVE (5) NEW PARKING PERMITS ISSUED IN THE MONTHS OF OCTOBER AND NOVEMBER 2017**

SUMMARY

Recommendation – That the Vehicle Parking District (VPD) Board of Parking Place Commissioners ratifies the sale of five (5) new parking permits issued in the months of October and November 2017.

Fiscal Impact -The VPD received a total of \$250 for the sale of five (5) parking permits.

BACKGROUND / DISCUSSION

To not delay the sale of VPD parking permits the VPD Commission authorized staff to sell 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 months of October and November 2017, five (5) new parking permits were sold to the following persons:

RESIDENTIAL PARKING PERMITS

Valeria Benavides Bradford Smith Gabriela Ruiz

COMMUTER PARKING PERMITS

Adriana Miranda Haryadi Tjitradjaja

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
12/14/2017**

ATTACHMENT 1

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	42	1	N/A	0	110	40	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	4	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	29	0	20	0	60	27	2	N/A
Lot 8	54	3	8	0	N/A	0	43	3	5	N/A
Lot 9	53	2	33	0	13	0	5	33	0	N/A
Lot 10	155	3	24	1	15	0	115	0	0	9
Lot 11	48	2	10	0	11	0	25	0	5	N/A
Lot 12	187	6	10	5	18	2	151	2	0	N/A
Lot 13 *	27	2	2	0	N/A	0	23	0	3	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	4	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
TOTAL	2,312	84	1,275	10	111	3	908	1,215	21	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	115	83	N/A
All Lot Non- Specific	100	62	38	38
24-Hour Super Pass	100	0	0	100
Commuter	60	53	7	7

* 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 ADJACENT TENANET PARKING
 WESTERN UNIVERSITY LOTS 17- 21 & 23, 24
 All ADA PARKING FREE

Revised 12/06/2017

THE CITY OF
POMONA

Vehicle Parking District Commission

ATTACHMENT 2



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: 11 / 15 / 17

LAST NAME: BENAVIDES

FIRST NAME: VALERIA

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

NUMBER OF SPACES: 1

(Maximum number of Residential spaces: 2)

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Moving into Fornder's Building
on Thomas St. / New Tenant

DESIRED DATE TO BEGIN PARKING: 11/18/17

Applicant Signature: Val Bena

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]

Signature

Date: 11 / 20 / 17

☒ APPROVED

☐ APPROVED W/ CONDITION

☐ DENIED

By: [Signature]

Signature

Date: 12 / 6 / 17

VPD STAFF ONLY

Num. Of Permits Renewed:

#1016
(1) PCS

Date: 11/15/17 Initial: AD

Comments for approval/denial: _____

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: 11/15/2017

LAST NAME: SMITH

FIRST NAME: BRADFORD

CITY OF RESIDENCE: POMONA

ZIP CODE: 91766

NUMBER OF SPACES: 1

(Maximum number of Residential spaces: 2)

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: NEW TENANT

DESIRED DATE TO BEGIN PARKING: 11/18/2017

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

☒ APPROVED

☐ APPROVED W/ CONDITION

☐ DENIED

By: [Signature]

Signature

Date: 11/30/17

By: K.P.

Signature

Date: 12/6/17

VPD STAFF ONLY

Num. Of Permits Renewed:

#105
(1) Res

Date: 11/15/17 Initial: MD

Comments for approval/denial: _____

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: 10 / 09 / 2017

LAST NAME: Ruiz FIRST NAME: Gabriela

CITY OF RESIDENCE: Pomona ZIP CODE: 91766

DESIRED LOT NO.: 15 LOCATION:

NUMBER OF SPACES: 2 ALTERNATE LOT: 15

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

DESIRED DATE TO BEGIN PARKING: ASAP

Applicant Signature:

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.
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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.
PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.

VPD REVIEW DECISION

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

By: Date: 11 / 30 / 17

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: Date: 12 / 6 / 17

Comments for approval/denial:

VPD STAFF ONLY	
Num. Of Permits Renewed:	1
Date:	12/10/17
Initial:	

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 Lot 10)



RATE OF \$40 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$120 PER QUARTER),
UPON APPROVAL

APPLICANT INFORMATION

DATE: 11 / 7 / 2017

LAST NAME: Munoz

FIRST NAME: Adriana

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

BUSINESS / INSTITUTION ORGANIZATION: Children's Hospital Los Angeles

BUSINESS / INSTITUTION ADDRESS: 4650 Sunset Blvd, LA CA 90027

DESIRED LOT NO.: 10

NUMBER OF SPACES: 1

ALTERNATE LOT: 12

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Commuter

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

DESIRED DATE TO BEGIN PARKING: 11 / 7 / 2017

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]
Signature

Date: 11 / 30 / 17

- ☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature]
Signature

Date: 12 / 6 / 17

Comments for approval/denial: _____

VPD STAFF ONLY
Num. Of Permits Renewed: <u>1</u>
Commuter # <u>052</u>
Date: <u>11/30/17</u> Initial: <u>[Signature]</u>

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: 10/10/17

LAST NAME: TJITRADJAJA FIRST NAME: HARYADI

CITY OF RESIDENCE: CHINO ZIP CODE: 91710

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: 10-10-17

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: 11/30/17
Signature

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature] Date: 12/6/17
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	
<u>Commuter</u>	
<u>#49</u>	
Date: <u>10/10/17</u>	Initial: <u>PS</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