



CITY OF POMONA

BOARD OF PARKING PLACE

COMMISSIONERS

STAFF REPORT

Date: February 8, 2018 Item No 02-08-03

To: Chair and Commissioners of the Vehicle Parking District

Submitted by: Kirk Pelser, Deputy City Manager *Pelsa*

Prepared by: Joaquin Wong, Senior Project Manager

Subject: RATIFY THE SALE OF FIVE (5) NEW PARKING PERMITS ISSUED IN THE MONTH OF JANUARY 2018

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 month of January 2018.

Fiscal Impact -The VPD received a total of \$510 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 month January 2018, five (5) new parking permits were sold to the following persons:

LOT SPECIFIC PARKING PERMITS

Kimberli Ingram

COMMUTER PARKING PERMITS

Krisandi Handra Flordelina Mora Chanel Lewis

EMPLOYEE PARKING PERMITS

Valeria Segura

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
2/8/2018**

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	3	0	N/A
Lot 5	35	2	0	0	N/A	0	33	5	0	N/A
Lot 6	103	6	50	0	N/A	0	47	50	0	N/A
Lot 7	114	5	6	0	20	0	83	5	1	N/A
Lot 8	54	3	9	0	N/A	0	42	4	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	1	0	9
Lot 11	48	2	10	0	11	0	25	0	8	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	2	3	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	1,268	10	111	3	915	1,210	22	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	96	65	N/A
All Lot Non- Specific	100	50	50	50
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



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: 01 / 25 / 18

LAST NAME: Lewis

FIRST NAME: Chanel

CITY OF RESIDENCE: Chino

ZIP CODE: 91710

BUSINESS / INSTITUTION ORGANIZATION: Kaiser

BUSINESS / INSTITUTION ADDRESS: _____

LOT NO.: _____ 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: 1/26/18

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: 1 / 26 / 18

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: _____

Signature

Date: 1 / 31 / 18

VPD STAFF ONLY

Num. Of Permits Renewed:

054

Date: 1/26/18 Initial: JS

Comments for approval/denial: _____

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: 1/4/18

LAST NAME: Mora

FIRST NAME: Flordelina

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

BUSINESS / INSTITUTION ORGANIZATION: Allianz

BUSINESS / INSTITUTION ADDRESS: 800 S. Figueroa St. Los Angeles

LOT NO: 5, 10, or 12

NUMBER OF SPACES: _____

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Comute to LA

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

DESIRED DATE TO BEGIN PARKING: Jan 2018 - Mar 2018

Applicant 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: 1/30/18

- ☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: K.P.R.
Signature

Date: 1/31/18

VPD STAFF ONLY

Num. Of Permits Renewed: _____

Comm
#051

Date: 1/4/18

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



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: 01 / 03 / 2018

LAST NAME: Handra FIRST NAME: Krisandi

CITY OF RESIDENCE: Chino Hills, CA ZIP CODE: 91709

BUSINESS / INSTITUTION ORGANIZATION: _____

BUSINESS / INSTITUTION ADDRESS: _____

LOT NO.: _____ NUMBER OF SPACES: 1

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

DESIRED DATE TO BEGIN PARKING: 01/04/2018

Applicant Signature: Krisandi Handra

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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: 1 / 31 / 18
Signature

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature] Date: 1 / 31 / 18
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
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 / 23 / 18
LAST NAME: ~~Kimberli~~ Ingram FIRST NAME: Kimberli
CITY OF RESIDENCE: Upland ZIP CODE: 91784
BUSINESS / INSTITUTION ORGANIZATION: 1273 Running Creek
BUSINESS / INSTITUTION ADDRESS: _____
DESIRED LOT NO.: 15 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: Now
Applicant 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: 1 / 31 / 18
Signature

☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature] Date: 1 / 3 / 18
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	
Date:	Initial:

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 an 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: 12 / 07 / 17

LAST NAME: Segura FIRST NAME: Valeria

CITY OF RESIDENCE: Pomona ZIP CODE: 91766

BUSINESS ORGANIZATION: Institute for Public Strategies

BUSINESS ADDRESS: 300 S. Park Avenue, Ste. 750 Pomona, CA 91766

DESIRED LOT NO.: 6 NUMBER OF SPACES: 1 ALTERNATE LOT: 7

DESIRED DATE TO BEGIN PARKING: 1/1/18

Applicant Signature: [Signature]

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VPD REVIEW DECISION

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

By: [Signature] Date: 1 / 9 / 18
Signature

- ☒ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: [Signature] Date: 1 / 31 / 18
Signature

Comments for approval/denial: _____

VPD STAFF ONLY	
Num. Of Permits Renewed:	
001	
Date: <u>1/4/18</u>	Initial: <u>[Initials]</u>