

**UNOFFICIAL MINUTES**  
**VEHICLE PARKING DISTRICT (VPD) COMMISSION**  
**OCTOBER 11, 2018**

CALL TO ORDER: The Vehicle Parking District Board of Parking Place Commissioners meeting was called to order by Chair Schowalter in the Council Chambers room at 6:00 p.m.

FLAG SALUTE: Commissioner Schowalter led the flag salute

ROLL CALL: Roll was taken by Joaquin Wong

COMMISSIONERS PRESENT: Chairperson Schowalter, Vice-Chairperson Lustro;  
Commissioners: Alas, Diaz, Mendoza, Van Allen, Davis

COMMISSIONERS ABSENT: None

STAFF PRESENT: Deputy City Manager Kirk Pelser, Senior Project Manager Joaquin Wong, and Deputy City Attorney Teresa Chen

PUBLIC PARTICIPATION: None

CONSENT CALENDAR:

1. APPROVAL OF THE SEPTEMBER 13, 2018, VEHICLE PARKING DISTRICT BOARD OF PARKING PLACE COMMISSIONERS MEETING MINUTES.
2. APPROVAL OF VEHICLE PARKING DISTRICT REVENUE AND EXPENDITURE REPORT.
3. RATIFY THE SALE OF THREE (3) NEW PARKING PERMITS ISSUED IN THE MONTH OF SEPTEMBER 2018.

**Motion by Commissioner Lustro seconded by Commissioner Diaz, carried by a unanimous vote of the members present (7-0-0-0), approving the consent calendar.**

OLD BUSINESS:

4. REVIEW OF VEHICLE PARKING DISTRICT PROJECTS LIST

Joaquin Wong stated there was nothing new to report.

NEW BUSINESS:

5. APPROPRIATION OF \$13,500 FOR YEARLY VEHICLE PARKING DISTRICT PAYMENT KIOSKS CREDIT CARD PROCESSING AND BACK-OFFICE

## ELECTRONIC OPERATIONS / COMMUNICATIONS SERVICES FROM T2/DIGITAL PARKING TECHNOLOGIES.

Joaquin Wong reported staff did not expect to have these machines in operation past the fiscal year, however, due to procurement and contract issues related to the Department of Industrial Relations and Public Works the new parking meters have been delayed. He stated the new machines are being built and should be ready in the next 90 days. He noted that in the meantime, the City needs to use the existing T2 units, which require back office software at the yearly cost of \$13,500. He reported T2 will be sending an updated quotation for six months and because this item was not budgeted, staff will need to take it to City Council for appropriation. He stated the VPD has the reserves to cover these costs and if the Commission agrees, staff will prepare a report for Council for a budget amendment.

Kirk Pelser suggested the Commission approve this on a basis of “not to exceed \$13,500” and reported staff will use and the actual number in the report to City Council and notify the Commissioners at a future date.

Commissioner Van Allen asked Joaquin Wong if credit card processing meant the merchant services company that is moving the money from kiosks to bank.

Joaquin Wong responded yes, in this case, it is the ability for the physical machine to be able to process the credit card; however, the City has another third party vendor with Bank of America who does the actual processing.

**Motion by Commissioner Van Allen seconded by Commissioner Lustro, carried by a unanimous vote of the members present (7-0-0-0), to approve the appropriation, not to exceed \$13,500, for Yearly Vehicle Parking District Payment Kiosks Credit Card Processing and Back-Office Electronic Operations / Communications Services from T2/Digital Parking Technologies.**

Chair Showalter asked for a timeline on the new machines.

Kirk Pelser responded they would be installed in the first quarter of 2019 to avoid any disruptive processes happening during the holiday period. At that time staff will communicate to the public about the new machines and provide a transitional period for training the public, Police, and staff.

Joaquin Wong stated that typically the Police provide a 30-day grace period.

6. APPROVAL OF A RESOLUTION ADOPTING A VEHICLE PARKING DISTRICT POLICY FOR REQUIRED DOCUMENTATION TO QUALIFY TO PURCHASE A VPD RESIDENTIAL PARKING PERMIT.

Joaquin Wong spoke about the current policy requirements and stated the reason staff is bringing this to the Commission is because the residential parking permit is highly subsidized, at \$10 per month, as opposed to an employee parking permit at \$30 per month or a commuter parking permit at \$40 a month. He reported staff has noticed a lot of residential parking permits being sold, however, the leases do not indicate if it is a residential, live-work, or commercial lease. He stated many of the commercial tenants leasing a work-live loft do not live onsite and purchase residential permits when they should be purchasing an employee permit. He stated the policy presented for adoption requires more documentation for proof of real residency downtown and includes a lease, legal government picture ID and copies of utility bills, cell phone bill, USPS change of address requisition, or passport application which demonstrates an individual lives at an address in the downtown.

Chair Schowalter clarified that staff is looking for documents with an individual's name on it, versus a company name.

Joaquin Wong responded that is correct unless they have two other documents that prove they also live there.

Commissioner Van Allen asked why the VPD is subsidizing parking.

Joaquin Wong replied that when the fee schedule was set all the stakeholders and business owners were part of the process. He stated that as a resident one does not have a choice of where to park so they are given a discount, however, there are free employee lots that people typically do not use because they do not want to walk that far.

Kirk Pelser stated the VPD and City Council set the current rate structure and suggested this item be included in the overall rate structure analysis that will occur sometime in the next year.

Chair Schowalter clarified the resident parking program was based on a request from the downtown property owners.

Commissioner Davis asked about multiple tenants living in one unit and how a person would get a permit if they do not have a utility bill in their name.

Joaquin Wong replied the tenant all should be able to provide proof of residency via a USPS change of address form or cell phone bill or any other combination of documents.

Teresa Chen added that on Page 2 of the policy, under sub-section B, it says "the VPD staff may sell additional residential permits to multiple tenants on one residential lease" and that requires an amendment or documentation from the landlord or the property owner.

**Motion by Commissioner Diaz, seconded by Lustro ,carried by a unanimous vote of the members present (7-0-0-0), to approve the Resolution Adopting a Vehicle Parking District Policy for Required Documentation to Qualify to Purchase a VPD Residential Parking Permit.**

STAFF COMMUNICATION:

Ms. Chen, Legal Counsel, reported this will be her last meeting serving as Deputy City Attorney for the City of Pomona, as she moving to Orange County and will be working for Aleshire & Wynder, also doing public agency law. She thanked the Commission.

Kirk Pelser reported that the Garage RFP has been stuck with the Deputy City Attorney, who has too many other things going on and has not given it the attention it needs, so he and the City Manager spoke to the principal of the firm today and have been promised the issue will be resolved in the next few days. He stated the Maya Theatre project is still predicated on a New Market Tax Credit and that is supposed to be a November-December process. He reported that the various other lots with preliminary agreements to sell are still in the Exclusive Negotiation Agreement stage and it will be awhile before staff knows for sure if these projects will be consummated.

Chair Schowalter inquired about the election and the impact on the existing members at the November meeting.

Kirk Pelser responded the County will not serve the results of the election until the end of November and the change of seats will occur in January, so it will be business as usual.

Chair Schowalter stated they changed seats in December last time.

Kirk Pelser stated the Commissioners should plan on a regular November meeting. He reported City Council has adopted a new policy with details of how those procedures will work to avoid the strange process that occurred two years ago.

Joaquin Wong reported that at the last Ad-Hoc meeting there were concerns about the lighting in Lot 14 and since then staff has made additions and adjustments. He pointed out the specific changes with a visual aid and stated he has scheduled an arborist to trim the trees to allow more light through.

COMMISSIONER COMMUNICATION:

Commissioner Davis reported that Councilwoman Ontiveros-Cole requested an update on the security camera installation.

Chair Schowalter requested to add this update to the next agenda.

Kirk Pelser responded that the November meeting would include a staff report to approve the DPOA's request for the next installment of funds to continue the security camera installation and upgrade program. He stated staff could provide a submission on this topic for the City Council Friday Report.

Commissioner Davis continued that Councilwomen Ontiveros-Cole asked him to inquire if staff believes that there should be more security downtown, besides police and security patrol.

Kirk Pelser responded this item was discussed at the Ad Hoc level, because in an ideal world, the City would like have more security, but it is a cost issue. He stated there are not enough funds to significantly increase the private security and that if this is something City Council wants to see happen, then there would need to be an evaluation from a cost perspective to see what it would do to VPD revenues.

Joaquin Wong commented it is the downtown a whole and that the VPD is only mandated to manage the parking lots.

Chair Schowalter shared that on Thursday, November 1, 2018, the Historic Society is having a book signing and art show at the Palomares Adobe with the works of Milford Zornes.

ADJOURNMENT: At **6:25 p.m.**, Chair Schowalter moved to adjourn the Vehicle Parking District Commission meeting to the next scheduled meeting of November 8, 2018, in the City Council Chambers.

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Chair Schowalter  
Vehicle Parking District Commission