



CITY OF POMONA

VEHICLE PARKING DISTRICT

STAFF REPORT

October 10, 2019

Agenda Item No. : 10-10-05

To: Chair and Board of Parking Place Commissioners

Submitted by: Kirk Pelser, Deputy City Manager

Prepared by: Joaquin Wong, Sr. Project Manager

Subject: **REQUEST FROM KINGDOM OF GOD REVELATION MINSTRIES TO USE VEHICLE PARKING DISTRICT LOT 10 AND OFFICER SHAUN DIAMOND PLAZA ON SATURDAY, OCTOBER 19, 2019, AND WAIVE THE DAYTIME PARKING FEES (12 NOON TO 6 PM) FOR A FREE MUSIC CONCERT AND MENTAL HEALTH SYMPOSIUM**

SUMMARY

Recommendation – That the Vehicle Parking District Board of Parking Place Commissioners approve Kingdom of God Revelation Ministries' request to use Lot 10 and Officer Shaun Diamond Plaza and waive daytime parking fees from 12 noon to 6pm for a free music concert and mental health symposium.

Fiscal Impact – By waiving the partial daytime parking fees on Saturday, October 19, 2019, from 12 noon to 6 pm the VPD could plausibly forego approximately \$310 in daytime daily parking revenues. This estimate is based on the assumption that all 155 parking spaces in Lot 10 are purchased (full capacity) and patrons plan to stay for more than two hours. However, even on a busy day, it is highly unlikely that the entire parking lot would be fully parked at any one time. As the request is not for the exclusive use of Lot 10, most of the permit holder and commuters who utilize the lot would have already paid. Night-time users will usually park after 8 pm; therefore the VPD would not lose primetime parking fees morning or late evening.

BACKGROUND/ DISCUSSION

Staff received a request from Pastor Amos J. Young Sr. to utilize VPD parking Lot 10 and Officer Shaun Diamond Plaza for a free public music concert and mental health symposium. Parking fees are requested to be waived from 12 noon to 6 pm.

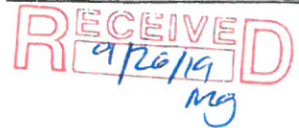
Set-up will proceed from 12 noon to 1 pm with the actual event taking place from 2 pm to 4 pm. Clean-up will conclude by 6 pm. A \$250 refundable deposit will be collected, and returned if the parking lot and Shaun Diamond Plaza are returned to their original condition.

Use of Lot 10 and Shaun Diamond Plaza for Free Music Concert.
October 12, 2017
Page 2 of 2

The event is free and open to the public and the host expects 200 to 300 participants to attend. Kingdom of God Revelation Ministries' goal for the event is to promote mental health awareness and suicide prevention. The event will also bring people to the Downtown at an hour that will promote the use of local lunch venues after the event and therefore benefit the City and VPD.

Although the event will end at 4:00 pm, if the VPD waives parking fees until 6 pm attendees can park an additional two (2) hours until 8 pm to visit the Downtown without having to pay for parking. Charging for parking earlier would be confusing for attendees and inadvertently lead to unintentional parking citations. The regular fee schedule will commence after 6 pm for club goers and nighttime Downtown patrons

Attachment: Request Letter & Special Event Application



City of Pomona | Community Services

499 E. Arrow Hwy

Pomona, California 91767

Phone: (909) 620-2301 | Fax: (909) 624-8752 | E-mail: roberto_curiel@ci.pomona.ca.us

www.ci.pomona.ca.us

Special Event Permit Application

Pomona City Code Sec. 24-3 provides that a completed Special Event Permit application, including all required documents such as proof of insurance, must be filed with the Community Services Department a minimum of **30 days prior** to the date of the event to allow for processing. Special Event Permits are required for events occurring on public property, either in part or whole. Events occurring on private property may require a Temporary Use Permit from the Planning Division.

An application must be reviewed and be approved by various City departments, including the Fire and Police Departments, before a permit can be issued. A Special Event Permit application that does not allow the administrative time required to process is subject to review by staff. An approval or denial recommendation by staff is made based on the complexity of the event and will be the final decision. Submission of application does not guarantee approval.

Submissions can be made in person, e-mail, or fax. E-mail and in-person submissions are preferred.

Event Title: FREE CONCERT in support of MENTAL HEALTH WELLBEING AND SUICIDE PREVENTION
 Location: 197 E 2nd St Pomona SHAWN DIAMOND PLAZA
 Organization: THE 30 DINNER PROJECT & KINGDOM OF GOD REVELATION MINISTRIES
 Contact Name: AMOS J. YOUNG SR Title: PASTOR
 Address: P.O. BOX 2123 POMONA, CA 91769
 Phone: _____ Cell: 909-719-9894 Fax: _____
 E-mail: KOGRMINISTRIES@gmail.com
SCSCANY@gmail.com

Event Dates/Times

Setup:	Date: <u>10-19-2020</u>	Time: <u>1:00 PM</u>	Day of Week: <u>SAURDAY</u>
Event Starts:	Date: <u>10-19-2020</u>	Time: <u>2:00 PM</u>	Day of Week: <u>"</u>
Event Ends:	Date: <u>10-19-2020</u>	Time: <u>4:00 PM</u>	Day of Week: <u>"</u>
Cleanup done by:	Date: <u>10-19-2020</u>	Time: <u>5:00 PM</u>	Day of Week: <u>"</u>

Event Description (required): A CONCERT FREE TO THE COMMUNITY WITH A FEW SPEAKER HIGHLIGHTING THE DESTIMATIZATION OF MENTAL HEALTH CHALLENGES AND SUICIDE PREVENTION WE WILL HAND OUT GIFT BAGS FULL OF MENTAL HEALTH/SUICIDE PREVENTION AND SOCIAL SERVICES INFO.

Estimated Attendance: Per Day: 300 Total: 300 Admission: \$ 0

Event Last Held: Date: NEW EVENT Location: N/A or ☒ First-Time Event

PLOT PLAN - REQUIRED

PLEASE ATTACH A PLOT PLAN OR GOOGLE™ AERIAL INDICATING YOUR SETUP WITH AS MUCH DETAIL AS POSSIBLE. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A PLOT PLAN.

FOOD AND BEVERAGES

A Temporary Health Permit is required anytime food or beverages will be served, whether sold or free, pre-packaged or prepared onsite. Please contact the Los Angeles County Department of Environmental Health at (626) 813-3326 for more information.

- 1) Will food or beverages be served at this event: YES ☒ NO
- 2) Please circle all that apply: Food Beverages Served Sold Pre-packaged Prepared Onsite
- 3) Type of food/beverage: N/A
- 4) Preparation method(s): N/A
- 5) Will you provide a three-compartment sink? YES ☒ NO
- 6) Number of food booths present: N/A

ALCOHOL

If serving alcohol, an Alcoholic Beverage Control (ABC) permit is required. Pomona Police officers and/or additional security may be required. A copy of the ABC permit must be provided to Community Services and the Pomona Police Department. Liquor Liability Insurance must also be provided.

Alcohol to be served/sold: YES ☒ NO Type: N/A Service Times: —

BOOTHS/VENDORS/CONCESSIONAIRES

A list of all vendors must be submitted at least two (2) weeks prior to the event.

How many food booths/vendors will be present? N/A

How many information booths/tables will be present? 4

How many non-food vendors/merchants will be present? N/A

STREET CLOSURES & PARKING

Street/Lane Closures

All street and lane closures will require either:

- Hiring Pomona Police officers at \$90.00/hour/officer
- Implementation of a professional Traffic Control Plan (TCP) drafted by a certified traffic engineer. Plans must have a wet signature and seal, signed by the engineer. All TCP's will be reviewed by Public Works Engineering and may incur plan check review fees. Barricades must be placed at each intersection of the street closure and must be staffed at all times in the event of an emergency. Barricades must be removed immediately upon conclusion of the event or completion of clean up.

Notification/Signatures

All closures will require notification and signatures to be obtained from affected residents and businesses, to be submitted at least two (2) weeks prior to the event. Signature sheets can be obtained from the Community Services website.

"No Parking" Signs

Type C3A signs indicating "ROAD CLOSED TO THRU TRAFFIC" AND "NO PARKING" signs must be obtained by applicant. The signs must be posted 72 HOURS PRIOR TO EVENT.

- 1) Street/Lane Closure: YES ☒ NO ☐ N/A
- 2) Location: _____
- 3) Closure Time(s): _____
- 4) What kind of traffic control device be used (circle one)? ☒ Pomona Police Officers ☐ Traffic Control Plan
Volunteers (12) PLAIN CLOTH SECURITY 2 or 3

Parking

Where will event attendees/organizers/vendors park? VPD LOT USAGE PERMIT REQUEST

If a City-owned VPD Lot (Vehicle Parking District) is requested for downtown events, a VPD Lot Usage Request Form must be submitted, and can be obtained on the Community Services website. Please note that approval is not guaranteed, and all requests must be approved by the VPD Commission and/or its authorized representatives.

POLICE, SECURITY AND EMERGENCY MEDICAL PERSONNEL

Based on the nature of your event, the Pomona Police Department may require Pomona police officers and/or licensed security guards to be present at your event.

Will you be hiring licensed and bonded security guards? ☒ YES ☐ NO Qty: 2 or 3 Times: 1-5
Will you be having emergency medical personnel present? ☒ YES ☐ NO Company: _____

CANOPIES, TENTS, STAGES, AMPLIFIED SOUND, AND GENERATORS

Canopies: YES ☒ NO ☐ Qty: _____ Size(s): _____ Tents: YES ☒ NO ☐ Qty: _____ Size(s): _____

Canopies/tents greater than 200 square feet in area will require a tent permit from Fire Prevention, (909) 620-2216.

Portable Stage: YES ☒ NO ☐ Qty: _____ Dimensions (required): _____

Stages higher than 30 inches will require an inspection and permit issued by Building and Safety, (909) 620-2371

Amplified Sound: ☒ YES ☐ NO

Depending on event location, notification to affected neighbors may be required at least two (2) weeks prior to event.

Type (Music/Movie/Speaking/Other): Jazz, Gospel, Gospel/Rap Genre: _____

Start Time: 2:00 PM End Time: 4:00 PM

Please describe the sound equipment that will be used for your event:

Jazz Band will use typical music instruments and sound equipment, most guest artist will have sound tracks

Generator: YES ☒ NO ☐ Qty: _____ Wattage: _____ (Please include on plot plan)

RESTROOMS, TRASH, AND CLEAN-UP

Restrooms

Portable restroom facilities may be required for your event, especially events with food/beverages. The quantity and location of facilities will be determined by Community Services staff.

Will you be providing portable restroom facilities? ☒ YES ☐ NO Qty: 2 or 3

Delivery: Date: 10-19-2020 Time: 1:00 PM Pickup: Date: 10-19-2020 Time: 5:00 PM

Restroom Company: TO BE DETERMINED Phone: _____

Trash Receptacles

Additional trash receptacles and dumpsters may be required for your event, especially events with food/beverages.

Will you be providing additional trash receptacles? ☐ YES ☒ NO Qty: _____

Will you be providing a trash dumpster? ☒ YES ☐ NO Qty: _____

Trash Company: BURRTEC Phone: _____

Delivery: Date: 10-19-2020 Time: 1:00 PM Pickup: Date: 5:00 PM Time: 5:00 PM
10-19-20

The applicant will be responsible for the following:

- Supplying additional trash cans and/or dumpsters (if required)
- Making arrangements for clean-up and/or special trash pick up
- Applicable fees charged for trash clean-up and/or special trash pick up

Refundable Clean-Up Deposit

The City of Pomona reserves the right to require a refundable cleanup deposit, which may be kept when excessive trash is left after an event. Refundable cleanup deposit requirements will be determined by Community Services staff.

ADVERTISING

Application submission does not guarantee event approval. Please do not advertise your event until you have received event approval or preliminary approval for advertising.

How and when will event be advertised? SOCIAL MEDIA/NEWS PRINT

INSURANCE (REQUIRED)

All approved Special Events will require the submission of liability insurance at least two (2) weeks prior to the event.

Insurance will be (circle one): ☐ Provided by Applicant

☒ Purchased through the City

If insurance will be provided by the applicant, the two following documents are required:

- 1) **Certificate of Liability Insurance:** With a General Liability Limit of at least \$1,000,000 and a General Aggregate Liability Limit of at least \$2,000,000, with the City of Pomona named as Certificate Holder as follows:

*City of Pomona
P.O. Box 660
Pomona, CA 91769*

- 2) **Additional Insured Endorsement:** As a second page attachment, with the City of Pomona named as Additional Insured as follows:

"The City of Pomona including elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors."

If insurance will be purchased through the City, please inquire with Community Services for a quotation.

NOISE ORDINANCE AGREEMENT

There will be no violation of the City's Noise Ordinance (Article VII of Pomona City Code). If two (2) complaints of noise are made, and the second meter verifies that the noise is excessive; there will be no more amplification. Each violation after the first warning will result in a separate citation.

PARKING/TRAFFIC AGREEMENT

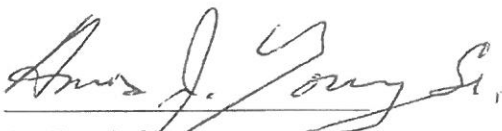
Sufficient off-road parking will be provided to prevent a traffic problem to the surrounding area.

STATEMENT OF UNDERSTANDING

I fully understand the time requirements for processing a Special Event Permit application. I agree to accept the decision of approval or denial by City staff if the minimum time required (30 days) has not been allowed for approvals.

HOLD HARMLESS AGREEMENT

The applicant and its successors in interest shall indemnify, protect, defend (with legal counsel reasonably acceptable to the City), and hold harmless the City of Pomona and any agency or instrumentally thereof, and its elected or appointed officials, directors, officers, employees, agents, volunteer, or contractors from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively "Claims") arising out of or in any way relating to this event, any discretionary approvals granted by the City related to the development of the project. If the City Attorney is required to enforce any conditions of approval, all costs, including attorney's fees, shall be paid for by the applicant.


Applicant's Signature

10-18-2020
Date

AMOS J. YOUNG SR.
Applicant's Name (Print)

FREE CONCERT in support of Mental Health

WELLBEING & SUICIDE PREVENTION

Popstar
Popstars
2 or 3

VRD LOT

ARTIST STAGING SPACE

Right
Back
TABLE 1

CB1
2

Stage

CB13

CB14

Sharp Diamond Plaza

2nd Street

CONCERT

(Signature)

905-719-9894