



# **CITY OF POMONA VEHICLE PARKING DISTRICT BOARD OF PARKING PLACE COMMISSIONERS**

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## **STAFF REPORT**

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July 9, 2020

Agenda No: 07-09-04

To: Honorable Chairperson and Members of the Board of Parking Place Commissioners

Submitted by: Kirk Pelser, Deputy City Manager

Prepared by: Joaquin Wong, Sr. Project Manager

**Subject: ELECTION OF A NEW VEHICLE PARKING DISTRICT BOARD (VPD) OF PARKING PLACE COMMISSIONERS CHAIRPERSON AND VICE-CHAIRPERSON AND APPOINTMENT OF THE VPD AD-HOC COMMITTEE MEMBERS**

### **SUMMARY**

**Recommendation** – That the Board of Parking Place Commissioners:

1. Nominate candidates and elect a new Chairperson
2. Nominate candidates and elect a new Vice-Chairperson
3. Appoint two Vehicle Parking District Ad-Hoc Committee members

### **EXECUTIVE SUMMARY**

The Vehicle Parking District by-laws requires a new Chairperson and Vice Chairperson be nominated and elected annually. The new term begins in July. The process of election is stated in the recommendation above. Existing officers can serve two consecutive terms upon re-elected. The Chairperson and Vice-Chairperson can rotated office by majority vote of the Board. Below are the details of the process.

## DISCUSSION

The VPD by-laws state that the Commission/Board shall by majority vote, select a new Chairperson and Vice-Chairperson every year at its July meeting. The by-laws also allows the Chair and Vice-Chair to serve an additional one year term in their specific position. Currently the Chair and Vice-Chair have served a two year term.

Term limits applies to the current “position” held by the Commissioner, and does not preclude an officer to hold a different office for an additional two terms (pursuant to a yearly election). For instance, a term limited Chairperson could be elected as Vice-Chairperson and the Vice-Chairperson as a Chairperson. Additionally, a prior officer that has not served in their previous capacity can serve in that same office after a year of non-service. However, every effort should be made to allow all Commissioners the opportunity to serve as officers, provided they so desire and have served on the VPD Commission at least one (1) year. An exception to the rule can be made if the VPD Commission elects a member desirous of being an officer **not** having served one-year by a 5/7 vote.

The general role of the Chairperson is to represent the VPD Commission, lead the Commission and Committee meetings, communicate information from the Commissioners to staff and vice versa. The Chair also signs official Commission documents (such as meeting minutes) and set and cancel Commission meetings as necessary. Traditionally, the VPD Chair also serves as a VPD Ad-Hoc Committee member. The Ad-hoc Committee consists of the Mayor, the Councilmember whose District boundary includes the Downtown / Vehicle Parking District, and an Alternate Councilmember. The fourth Ad-Hoc Committee member is usually the VPD Vice-Chair (but does not have to be). An alternate is also appointed to fill in for the either of the two VPD Committee members in the instance they are not available. However, the Chair and Vice Chair may choose not to serve as AD-Hoc representatives whereby other Commissioners may volunteer to serve in their place (If there is more than one volunteer other than the Chair and Vice-Chair an election of the Board is held to select the representing Committee member(s)). The VPD Vice-Chairperson’s responsibility is to act as the Chairperson in the situation where the Chairperson is not available.

It is imperative for the VPD Commission to elect both a Chairperson and Vice-Chairperson as quickly as possible, both these officers normally chair the meetings and serve as the VPD’s representative to the VPD Ad-Hoc Committee (meetings are every fourth Tuesday). Upon election of the officers by the VPD Commission, the new Chair will promptly run the meeting. In the absence of both the Chair and Vice-Chair, the VPD Commissioner with the most seniority would run the meetings.

Prepared by:

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Joaquin Wong  
Senior Project Manager