



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

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## STAFF REPORT

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July 9, 2020

Item No. 07-09-03

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

From: Kirk Pelser, Deputy City Manager

Submitted By: Joaquin Wong, Senior Project Manager

**SUBJECT: RATIFY THE SALE OF SEVEN (7) NEW PARKING PERMITS  
ISSUED IN THE MONTH OF JUNE 2020**

### SUMMARY:

**Recommendation** - That the Vehicle Parking District (VPD) Board of Parking Place Commissioners approve the subject action above.

### EXECUTIVE SUMMARY:

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. The Commission's action ratifies the sales of these permits.

### FISCAL IMPACT:

The VPD received a total of \$315 for the sale of seven (7) parking permits.

### DISCUSSION:

As the sale pertains to public parking (public funds), the VPD Commission must ratify each new parking permit sold. This makes the process transparent, impartiality while providing a record of active VPD parking permits.

In June of 2020, seven (7) new parking permits were sold to the following persons:

**RESIDENTIAL PARKING PERMITS**

Raina Hodge

Jevon McGlory

Kim Rios

Ricardo Hernandez

Vanessa Dao

Lorraine Salazar

**COMMUTER PARKING PERMITS**

Jeff Hubatka

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

Prepared by:

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Luma Fakhoury  
Administrative Office Assistant

**CITY OF POMONA**  
**VEHICLE PARKING DISTRICT (VPD)**  
**PARKING LOT INVENTORY**  
**7/9/2020**

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	0	1	N/A	0	152	0	0	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	0	0	N/A
Lot 5	35	2	0	0	N/A	0	33	0	0	N/A
Lot 6	103	6	0	0	N/A	0	97	0	0	N/A
Lot 7	114	5	2	0	20	0	87	2	0	N/A
Lot 8	54	3	0	0	N/A	0	51	0	0	N/A
Lot 9	53	2	33	0	13	0	3	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	0	0	N/A
Lot 13 *	27	2	2	0	N/A	0	23	0	0	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	0	0	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
<b>TOTAL</b>	<b>2,312</b>	<b>84</b>	<b>1,163</b>	<b>10</b>	<b>111</b>	<b>3</b>	<b>1,018</b>	<b>1,100</b>	<b>5</b>	<b>9</b>

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	25	175	N/A
All Lot Non- Specific	N/A	70	0	N/A
24-Hour Super Pass	100	0	0	100
Commuter	60	3	57	57

\* 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

6/29/2020



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: 06/24/2020

LAST NAME: Hodge Royale FIRST NAME: Raina

CITY OF RESIDENCE: Pomona ZIP CODE: 91766

DESIRED LOT NO.: 7 LOCATION: 252 S. Main Str.

NUMBER OF SPACES: 2 total ALTERNATE LOT: 11

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

DESIRED DATE TO BEGIN PARKING: May 1, 2020

Applicant Signature: [Signature: Raina Hodge Royale]

**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: 6/30/20  
Signature

☐ **APPROVED**  
☐ **APPROVED W/ CONDITION**  
☐ **DENIED**

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
Date:	<u>6/30/20</u>
Initial:	<u>[Initials]</u>

Comments for approval/denial: \_\_\_\_\_



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: 6 / 24 / 20

LAST NAME: McGlory

FIRST NAME: Devon

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

DESIRED LOT NO.: 11

LOCATION: W 3rd St

NUMBER OF SPACES: 1

ALTERNATE LOT: 7

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

DESIRED DATE TO BEGIN PARKING: 6/25/20

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: 6 / 30 / 20  
Signature

☐ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

Comments for approval/denial: \_\_\_\_\_

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
Date:	<u>6/30/20</u>
Initial:	<u>[Initials]</u>



# 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: 6 / 8 / 20

LAST NAME: Rios

FIRST NAME: Kimberly

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

NUMBER OF SPACES: 1

(Maximum number of Residential spaces: 2)

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Park my car in resident area

DESIRED DATE TO BEGIN PARKING: 6/8/20

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: 6 / 30 / 20

- ☐ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: \_\_\_\_\_

Signature

Date:   /  /  

Comments for approval/denial: \_\_\_\_\_

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	
Date: <u>6/16/20</u>	Initial: <u>[Initials]</u>



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: 06/09/2020  
LAST NAME: Hernandez FIRST NAME: Ricardo  
CITY OF RESIDENCE: Pomona ZIP CODE: 91766  
DESIRED LOT NO.: Lot 11 LOCATION: S. Thomas St  
NUMBER OF SPACES: 1 ALTERNATE LOT: \_\_\_\_\_  
PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: New Resident  
(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)  
DESIRED DATE TO BEGIN PARKING: 6/12/2020  
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] Date: 6/30/20  
Signature

☐ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

Comments for approval/denial: \_\_\_\_\_

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	
Date: <u>6/11/20</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



# POMONA

Vehicle Parking District Commission

## Residential Lease Request

VPD Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 15

\$15.00



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: 6/3/20

LAST NAME: Dao FIRST NAME: Vanessa

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 residence

DESIRED DATE TO BEGIN PARKING: 6/3/20

Applicant Signature: [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: [Signature] Date: 6/3/20  
Signature

☐ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

Comments for approval/denial: \_\_\_\_\_

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
Date:	<u>6/9/20</u>
Initial:	<u>RS</u>



THE CITY OF  
**POMONA**

Vehicle Parking District Commission

**Residential Permit Request**



**VPD LOTS: 1, 2, 3, 4, 5, 6, 7, 9, 10, 12 & 15 (MONDAY-SUNDAY 7AM-7PM)**

**RATE OF \$15 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$45 PER QUARTER), UPON APPROVAL**

**APPLICANT INFORMATION**

DATE: 6 / 11 / 2020

LAST NAME: SALAZAR FIRST NAME: LORRAINE

CITY OF RESIDENCE: POMONA ZIP CODE: 91766

BUSINESS / INSTITUTION ORGANIZATION: \_\_\_\_\_

BUSINESS / INSTITUTION ADDRESS: 175 W 2ND ST UNIT E

DESIRED LOT NO.: \_\_\_\_\_ NUMBER OF SPACES: 1 ALTERNATE LOT: \_\_\_\_\_

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

DESIRED DATE TO BEGIN PARKING: \_\_\_\_\_

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] Date: 06 / 30 / 20  
Signature

☐ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature

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

VPD STAFF ONLY	
Num. Of Permits Renewed:	<u>1</u>
Date:	<u>6/11/20</u>
Initial:	<u>RS</u>

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: 06 / 24 / 2020

LAST NAME: HUBATKA FIRST NAME: JEFF

CITY OF RESIDENCE: CAREMONT ZIP CODE: 91711

BUSINESS / INSTITUTION ORGANIZATION: \_\_\_\_\_

BUSINESS / INSTITUTION ADDRESS: \_\_\_\_\_

LOT NO.: 10 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: July 1, 2020

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] Date: 6 / 30 / 20  
Signature

☐ APPROVED  
☐ APPROVED W/ CONDITION  
☐ DENIED

By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature

VPD STAFF ONLY	
Num. Of Permits Renewed: <u>1</u>	
#003	Initials: <u>PS</u>
Date: <u>6/24/20</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