

## OFFICIAL MINUTES

### VEHICLE PARKING DISTRICT (VPD) COMMISSION

APRIL 12, 2018

CALL TO ORDER:

The Vehicle Parking District Board of Parking Place Commissioners meeting was called to order by Vice Chair Schowalter in the Council Chambers room at 6:01 p.m.

FLAG SALUTE:

Chairperson Schowalter led the flag salute

ROLL CALL:

Roll was taken by Joaquin Wong

COMMISSIONERS PRESENT:

Vice Chair Lustro; Commissioners Alas, Davis, Diaz Van Allen; Chairperson Schowalter

COMMISSIONERS ABSENT:

STAFF PRESENT:

Deputy City Manager Kirk Pelsner (absent), Senior Project Manager Joaquin Wong, and Deputy City Attorney Lakhani

---

**PUBLIC PARTICIPATION:    None**

---

CONSENT CALENDAR:

1. APROVAL OF MARCH 8, 2018, VEHICLE PARKING DISTRICT BOARD OF PARKING PLACE COMMISSIONERS COMMISSION MEETING MINUTES.
2. APPROVAL OF VEHICLE PARKING DISTRICT REVENUE AND EXPENDITURE REPORT.
3. RATIFY FOUR (4) NEW VEHICLE PARKING DISTRICT PARKING PERMITS FOR THE MONTH OF MARCH 2018.

Motion by Vice-Chairperson Lustro, seconded by Commissioner Van Allen, carried by a unanimous vote of the members present (6-0-0-0) approving the consent calendar.

---

OLD BUSINESS:

4. REVIEW OF VEHICLE PARKING DISTRICT (VPD) BOARD OF PARKING PLACE PROJECT LIST

Joaquin Wong stated there is nothing to report on the project list to report on.

---

NEW BUSINESS:

5. AWARD OF SOLE SOURCE CONTRACT FOR VEHICLE PARKING DISTRICT (VPD) PARKING LOT SWEEPING SERVICES TO THE DOWNTOWN POMONA OWNERS ASSOCIATION (DPOA) IN THE ANNUAL AMOUNT NOT TO EXCEED \$40,560.

Joaquin Wong gave a brief report on this agenda item; DPOA has provided sweeping and landscaping services for 6 years, contract expired Dec. 2017, currently on month to month contract expiring in April; stated the RFP was submitted to meet Department of Industrial relations (DIR) and Public Works requirements; DPOA no longer qualifies for landscaping services as they do not have a C27 landscape license; recommends VPD Commission make a recommendation to City Council to award the sweeping contract to DPOA; noted it is a three (3) year contract with two annual renewals, totaling 5 years; spoke about DPOA's good performing history and the benefit to the City.

Discussion ensued regarding contract amount, RFP responses, procurement of landscaping with existing City contracts.

Mr. Eagan, DPOA, was present to answer questions; spoke about trashcans in the parking lots; responded to Commissioner Van Allen's question, stating the quote is \$100 less than his 2014 bid and includes sweeping 7 days a week; the bid is broken down per lot based on actual time needed.

Joaquin Wong referred Commissioner Davis to exhibit B of the contract for a breakdown of the cost for each lot.

Motion by Commissioner Diaz seconded by Commissioner Van Allen, carried by a unanimous vote of the members present (6-0-0-0), approving award of sole source contract for Vehicle Parking District Parking lot sweeping services to the Downtown Pomona Owners Association.

6. APPROVAL TO UTILIZE OFFER SHAUN DIAMOND PLAZA AND LOT 10 ON FRIDAY, MAY 4, 2018, FOR THE HISPANIC CHAMBER OF COMMERCE CINCO DE MAYO CELEBRATION AND WAIVE THE PARKING FEES FOR THE DAY

Joaquin Wong gave a brief report on this agenda item; stated that policy requires the Commission must find that this event is a benefit to the district to waive fees and use public funds; noted the event is 3:00-10:00 PM, however, the Chamber is requesting parking to be waived all day, 10:00 AM – 11:00 PM; shared DPOA is in support and providing portable bathrooms, trash receptacles and labor; stated the VPD is taking a \$500 refundable deposit.

Commissioner Van Allen expressed concerns about VPD waiving parking fees and commented that the \$2.00 daily fee would not deter people from attending.

Chair Schowalter confirmed this is a potential loss of \$300; spoke about the larger benefit for the downtown community and that the use of the parking lot is more about room for setup and event staff; stated he supports waiving the parking fees for this event.

Davis stated he likes the community being able to use the parking lots for free and would rather see the City focus on fee collection in other areas.

Motion by Commissioner Diaz seconded by Commissioner Davis, carried by a unanimous vote of the members present (6-0-0-0), found that the Hispanic Chamber of Commerce Cinco De Mayo event is a benefit to the community.

Motion by Commissioner Diaz seconded by Commissioner Lustro carried by a unanimous vote of the members present (6-0-0-0), to approve the staff report.

---

#### STAFF COMMUNICATIONS:

Joaquin Wong spoke about budget preparation; stated the need to appoint and convene VPD subcommittee in the coming weeks.

Chair Showalter and Vice Chair Lustro agreed to serve on the VPD budget subcommittee.

Joaquin Wong provided an update on the parking machines; stated the City is able to sole source, however, the installation labor will need to meet DIR prevailing wage requirements; noted the sole sourcing will decreased procurement time and Purchasing is currently working on contract to bring to the VPD Commission for approval to recommend to City Council; spoke about new software, training periods and the impact on fee collection; estimates procurement and installation in approximately 2-3 months.

Vice Chair Lustro inquired about the new parking machine features, specifically the ability to add time after expiration.

Joaquin Wong confirmed that the current machines and new machine have the ability to add time from any machines, however, currently fees are structured so you only pay once with a daily rate; spoke about changing to charge by the hour and the ability to renew by phone; noted this would be additional a-la-carte software.

---

---

COMMISSIONER COMMUNICATIONS:

---

Commissioner Diaz expressed concerns about the timeline of the parking structure that is associated with the Mayan Theatre. Joaquin Wong stated they are still in negotiations and referred Commissioner Diaz to Deputy City Manager Kirk Pelser.

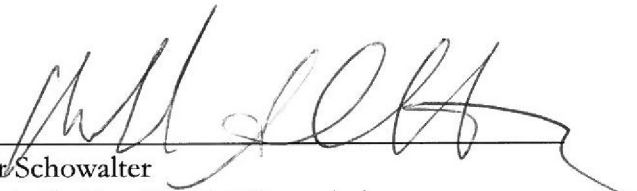
Chair Showalter agreed with Commissioner Diaz' frustration and asked for an update. Joaquin referred Chair Showalter to Deputy City Manager Kirk Pelser.

Commissioner Van Allen reminded Commission that CicLAvia is coming through Pomona on Sunday, April 15 from 9-4 pm and that a portion of Arrow Highway will be closed.

---

ADJOURNMENT:

At 6:29 p.m., Chair Schowalter moved to adjourn the Vehicle Parking District Commission meeting to the next scheduled meeting of May 10, 2018, in the City Council Chambers.



---

Chair Schowalter  
Vehicle Parking District Commission