

OFFICIAL MINUTES

VEHICLE PARKING DISTRICT (VPD) COMMISSION MAY 10, 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 6:10 p.m.

FLAG SALUTE: Chairperson Schowalter led the flag salute

ROLL CALL: Roll was taken by Kirk Pelser

COMMISSIONERS PRESENT: Chairperson Schowalter, Commissioners Alas, Davis, Diaz, Van Allen.

COMMISSIONERS ABSENT: Vice Chairperson Lustro, Commissioner Mendoza

STAFF PRESENT: Deputy City Manager Kirk Pelser, Senior Project Manager Joaquin Wong (absent)

PUBLIC PARTICIPATION: None

CONSENT CALENDAR:

1. APPROVAL OF APRIL 12, 2018, VEHICLE PARKING DISTRICT COMMISSION MEETING MINUTES
2. APPROVAL OF VEHICLE PARKING DISTRICT REVENUE AND EXPENDITURE REPORT.
3. RATIFY THE FIVE (5) NEW VEHICLE PARKING DISTRICT PARKING PERMITS FOR THE MONTH OF APRIL 2018.

Motion by Commissioner Diaz, second by Alas, carried by a unanimous vote of the members present (5-0-0-2) approving the consent calendar.

OLD BUSINESS:

4. REVIEW OF VEHICLE PARKING DISTRICT (VPD) PROJECTS LIST

Kirk Pelser stated there is nothing to report on the project list this month.

NEW BUSINESS:

5. VEHICLE PARKING DISTRICT (VPD) \$24,500 CONTRIBUTION TO THE DPOA FOR DOWNTOWN PURCHASE AND INSTALLATION OF ADDITIONAL SECURITY CAMERAS AND SUPPORTING EQUIPMENT.

Kirk Pelser reported this is the fourth time the VPD has contributed and a continuation of a successful collaboration between the VPD and the DPOA to provide additional security cameras throughout the downtown and VPD lots; noted the images and video recorded are often used by our Police Department and the VPD in the identification of persons involved with crimes and act as a deterrent; stated the staff recommendation to continue with this endeavor and recommend the expenditure to City Council.

Commissioner Van Allen asked about replacing obsolete cameras and the lifespan.

Larry Eagan, Executive Director DPOA responded that items do evolve in the high tech world, first three sets of cameras were analog, required DSL Line and are still working, however, it's the goal to replace those, those have to fixed to a building and a DVR has to installed in that building (issues with no access to rooms in buildings); goal is to not be dependent on property owners; this phase eliminating cameras in the Founders Building on the 5th floor (and DVR); evolution in June technology can sort video by specific criteria for 24 hours and these are cheaper; exciting to have a 360 degree camera now, no off camera issues any longer.

Commissioner Davis asked Larry Eagan if the equipment includes lighting.

Larry Eagan replied that it does not; noted they had to get a licensing agreement from the City to attach to street lights.

Commissioner Diaz asked if an RFP is issued for the project and inquired about the placement of the cameras and their ability to reach the far end of the parking lots.

Larry Eagan responded they get bids, but no official RFP; noted the company they are using is based in Chino and clients include the City of Laverne, LA County Sheriff's Department Jail, Fox Theatre, Penske Car Lots nationally; shared the new cameras have the ability to zoom in 16x on the play back.

Motion by Commissioner Diaz, seconded by Van Allen Commissioner, carried by a unanimous vote of the members present (5-0-2-0), to approve the recommendation for the Vehicle Parking District (VPD) \$24,500 contribution to the DPOA for downtown purchase and installation of additional security cameras and support equipment.

6. CONTRACT AWARD RECOMMENDATION FOR THE PROCUREMENT AND INSTALLATION OF 17 NEW CALE AUTOMATED PARKING PERMIT PAYMENT KIOSKS

Kirk Pelser reported that this recommendation is a culmination of many hours of discussion between the Ad Hoc, Joaquin Wong, Janis Rhodes, purchasing, legal departments; stated that staff's recommendation is to approve for the City Council June 4th agenda; noted the overall cost estimated to be \$200,400 covers initial procurement and installation and 3 year operational support; commented that the technology is better and the cost is less with many benefits for the city; asked Janis Rhodes, consultant, to provide background and details of the recommendation.

Janis Rhodes spoke about extra banking fees for transactions on current machines and the capability of the new machines to integrate into the City's existing payment systems for improved revenue; shared details of the merger between Cale and Parkeon in December, into a new company named Flowbird; stated the combined company is still selling each of their own product lines and will guarantee support for a 10 year period; spoke about the ability to continue with existing fee structure and the flexibility to change over time; noted the proposal includes what the vendor calls a "plug and play" equipment package which means they will provide kits for City Staff to repair or upgrade quickly, so there will be less downtime and increased transactions and revenue collection.

Chair Schowalter asked for confirmation that this budget includes removing the old machines and any modifications required to install the new machines; inquired if these are solar powered.

Janise Rhodes responded that the vendor will be doing the removal and disposal; confirmed they use solar power to recharge the batteries; noted the new machines will use the existing pads with a 2 day installation for all 17 units.

Commissioner Van Allen asked about the age of the equipment being replaced and the estimate lifespan of the new equipment.

Janise Rhodes replied; spoke about change of technology with credit card processing security; predicts that changes that may occur in the Cale 10 year life cycle will be much easier to address with their "plug and play" capability.

Commissioner Alas asked about additional service fees after the three year initial period of operational support.

Ms. Roads responded that the VPD will want to renew the service contract to receive software upgrades to keep machines current; noted if the City does not have a service contract then they will have to buy modules and in other technologies which can be more costly.

Commissioner Alas asked what percentage of the \$200,000 is hardware versus software and if the contract is scalable should the number of kiosks change.

Ms. Roads responded that the City has the option to renegotiate; noted most of \$200,000 is initial hardware and installation fees; noted City's often reemploy equipment to new locations as they expand number of pay stations.

Kirk Pelser stated he will ask Flowbird about a reduction in price for less Kiosks.

Chair Schowalter spoke about outdated equipment and the inability to protect credit cards so technically creating a liability.

Commissioner Diaz asked if the new machines will be more visible than the old machines.

Janis Rhodes replied that the City will have color options to choose from that would make them more visible.

Larry Eagan asked if the new kiosks are able to take payment by phone through an app.

Janis Rhodes that the Cale Kiosks are designed to do a walk up transaction with payment by coins, bills or credit card; there are a number of other systems available the City may want to consider, however, Flowbird currently does not offer this option; noted that the new machines will have the ability to extend time from your phone if you have already paid with a credit card.

Chair Schowalter commented that the current fee structure is daily so this feature doesn't apply.

Janis Rhodes and Kirk Pelser spoke about the timeline; shared that once the order form with City specifics is submitted to Cale it will be 6 weeks to deliver and 2 days to install; Kirk Pelser stated the approval will go to City Council on June 4, he will then work with purchasing to have the order submitted by mid-June, and estimates installation in early September.

Motion by Chair Schowalter, second by Commissioner Van Allen carried by a unanimous vote of the members present (5-0-2-0), to accept the recommendation of staff to award the contract for the procurement and installation of 17 new Cale automated parking permit payment kiosks.

7. REQUEST FROM WE RUN POMONA TO REDUCE VEHICLE PARKING DISTRICT (VPD) PARKING FEES FROM TWO DOLLARS A DAY TO ONE DOLLAR FOR THE DAY AND THE USE OF OFFICER SHAUN DIAMOND PLAZA ON SATURDAY, OCTOBER 20, 2018, FROM 6 AM TO 3 PM FOR THE SECOND ANNUAL 5 KILOMETER RUN/WALK EVENT

Kirk Pelser reported that Elmer Vidana from We Run Pomona was present to answer questions.

Elmer Vidana, president and Founder of We Run Pomona stated they will collect the parking fees and estimate 1,000 registered participants plus 2,000 spectators, totaling 3,000 people downtown.

Kirk Pelser commented, if needed in the future, the new equipment can be calibrated to charge \$1 a day.

Commissioner Van Allen thanked Mr. Vidana and We Run Pomona for paying a fee parking.

Discussion ensued about the race map and length of the run.

Motion by Commissioner Van Allen, second by Commissioner Davis, carried by a unanimous vote of the members present (5-0-2-0), to approve the request from We Run Pomona to reduce parking fees from two dollars a day to one dollar on Saturday, October 20, 2018 from 6 AM – 3 PM from the second annual 5K Run/Walk event.

STAFF COMMUNICATIONS:

Kirk Pelser provided an update on the parking structure RFP and the Maya Cinema project; stated his goal was to get the Maya Cinema Amended Development Agreement approved by City Council this past Monday, however, he is still working through details with the City Attorney's Office, therefore date has been delayed to June 4th for Council approval; the RFP is almost finished, himself, Janis Rhodes, and the City Attorney reviewed today and the goal is to publish within a week after the approval of the Amended Development Agreement.

Kirk Pelser reported that the Charles Company project submitted a preliminary set of plans that has been circulated through Planning, Engineering, and the Water Departments; shared that a preliminary plan review meeting took place a couple of weeks ago and the developers paying architects and engineers to revise their submittal; commented he is encouraged to forward movement with their proposed project, which includes 300 apartments along 2nd Street and a parking garage.

Chair Schowalter asked about the land swap with the Charles Company.

Kirk Pelser responded that there is a bookend parcel on the west side of Park Street that is approximately the same size as Lot 5 that they plan to swap; noted the Charles Company would pay for the improvement of their parcel to replicate Lot 5, however, this has not been formally documented and he still need to bring an agreement before VPD and City Council.

Kirk Pelser shared he is working on the sales of VPD Lots 1 and 2; stated he is discussing price and replacement parking obligations for Lot 1 and that the concept shared in closed session is still very much alive; reported that City Council has approved the sale of the Garden Parcels and they will go into escrow next week, as well as, staff are working on an exclusive negotiation agreement that will then cover the potential sale of the four housing authority parcels that are directly west of the garden and the VPD Lot 2.

Commissioner Van Allen asked how much the Garden Parcels sold for.

Kirk Pelser shared the appraised value was \$312,000, current fair market value.

Chair Schowalter asked if VPD Lot 2 is a similar size and if they can expect a similar selling price.

Kirk Pelser replied yes, Lot 2 is similar in size and they will get appraised for value, noted it may be a little smaller.

Kirk Pelser reported that Lot 14 was restriped on Tuesday by Marino Engineering and it cost \$2,999; noted it was done on an emergency basis as suggested by the Ad Hoc Committee and was a sole source contract because it was under the \$3,000 threshold; stated an RFP is being prepared to restripe several other VPD lots; shared these will be a Public Works project due to the scope and size and he will have an update at the next Ad Hoc.

Chair Schowalter asked about additional repairs to Lot 13 to include landscaping and repairs; Kirk Pelser stated he will look into it and add to Ad Hoc Committee agenda.

COMMISSIONER COMMUNICATIONS:

Commissioner Van Allen reported that Saturday is Pomona Beatification Day and invited everyone to the Civic Center at 7:00 AM to help clean the City.

Commissioner Schowalter spoke about the \$1 dollar parking for the We Run Pomona event being a positive revenue source for the City.

Chair Schowalter mentioned visiting Historic Sites to beatify this Saturday.

ADJOURNMENT:

At 6:51 p.m., Chair Schowalter moved to adjourn the Vehicle Parking District Commission meeting to the next scheduled meeting of June 14, 2018, in the City Council Chambers.



Chair Schowalter
Vehicle Parking District Commission