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**CITY OF POMONA  
VEHICLE PARKING DISTRICT  
BOARD OF PARKING PLACE COMMISSIONERS  
AGENDA REPORT**

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August 14, 2025

To: Vehicle Parking District Board of Parking Place Commissioners

From: Meg McWade, Public Works Director

Submitted By: Arnold Dichosa, City Engineer

**SUBJECT: AMENDMENT OF THE VEHICLE PARKING DISTRICT (VPD) DOWNTOWN POMONA OWNERS ASSOCIATION BOARD (DPOA) REPRESENTATIVE POLICY AND APPOINTMENT OF THE VPD BOARD OF PARKING PLACE COMMISSIONERS DPOA BOARD MEMBER REPRESENTATIVE TO COMPLETE THE TERM ENDING FEBRUARY 2027**

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**RECOMMENDATION:**

That the VPD Board of Parking Place Commissioners take the following actions:

- 1) Approve the amendment to the VPD DPOA Representative Policy; and
- 2) Open nominations for a Representative of the VPD Board of Parking Place Commissioners to serve on the Downtown Pomona Owners Association (DPOA, also known as Downtown Pomona District or DPD) Board and upon the closing of nominations take a vote to appoint a representative.

**EXECUTIVE SUMMARY:**

The VPD Downtown Pomona Owners Association Board Member Representative Appointment Policy (Attachment No. 1) stipulates that a representative must be appointed annually each February for a two-year term. Proposed amendments to the VPD DPOA Representative Policy (Policy) have been included in Attachment No. 2 which show proposed edits and in Attachment No. 3 if amended as proposed. Once approved, the DPOA representative can be re-nominated and re-elected for another term beginning in February 2027.

**DISCUSSION:**

On January 26, 2023, the Downtown Pomona Owners Association (DPOA) Bylaws were amended so the VPD DPOA Representative could serve a term of two years (Attachment No. 4). To ensure the Policy is aligned with the DPOA Bylaws, amendments to the Policy have been proposed. Approval of proposed amendments to the policy will allow for the appointment of the new VPD DPOA Representative to complete the term beginning in February 2025 through February 2027.

The City's Commission/Committee Bylaws are attached for information purposes and/or reference (Attachment No. 5).

To comply with the Policy, nominations shall be conducted every two years in February to appoint a new VPD representative on the DPOA Board. According to the Policy, the DPOA representative must be elected by a majority vote of the Commission. If a VPD Commissioner with less than one year on the VPD Commission is nominated, they may be appointed to serve upon a majority vote. The election process will proceed as follows:

- 1) The Chair will open nominations for the Chairperson position.
- 2) Commissioners will nominate candidates, and a second will confirm the nominations.
- 3) Once nominations are complete, the Chair will close them.
- 4) A roll-call vote will be taken, with each Commissioner entitled to one vote. The Commissioner receiving the most votes will be elected DPOA representative.

Upon completion of the elections, the new DPOA representative will immediately assume their duties until the next election in February 2027.

The Representative to the DPOA Board's duties include representing the Commission at DPOA meetings, functions, and events and to report back to the VPD at each VPD Commission meeting the DPOA's actions, plans, and communications. In the absence of the VPD DPOA Board Representative, the VPD Chairperson or Vice-Chairperson may attend the meeting as a member of the public.

Prepared by:

Sylvia Gonzales, Management Analyst

**ATTACHMENT(S):**

Attachment No. 1 - Original VPD DPOA Representative Policy 2022

Attachment No. 2 - Proposed VPD DPOA Representative Policy 2025

Attachment No. 3 - Proposed VPD DPOA Representative Policy 2025 (if Amended as Proposed)

Attachment No. 4 - Downtown Pomona Owners Association (DPOA) Bylaws 2023

Attachment No. 5 - City Commission/Committee Bylaws