



---

---

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

---

---

December 11, 2025

To: Vehicle Parking District Board of Parking Place Commissioners

From: Meg McWade, Public Works Director

Submitted By: Arnold Dichosa, City Engineer

**SUBJECT: RATIFICATION OF THE SALE OF THREE (3) NEW VEHICLE  
PARKING PERMITS ISSUED IN OCTOBER AND NOVEMBER 2025**

---

**RECOMMENDATION:**

That the Board of Parking Place Commissioners approve the ratification of three (3) new vehicle parking permits issued in the months of October and November 2025.

**EXECUTIVE SUMMARY:**

To ensure the timely processing of VPD parking permit sales, the VPD Commission has authorized staff to issue permits to qualified applicants immediately upon receipt of their application and payment. The Commission's action formalizes and ratifies the issuance of these permits.

**FISCAL IMPACT:**

The VPD received a total of \$160.00 for the sale of three (3) new parking permits.

**DISCUSSION:**

As the sale of parking permits involves public funds, the VPD Commission must ratify the issuance of each new permit. This ensures transparency and impartiality, providing a documented record of active VPD parking permits. During this reporting period, three (3) new parking permits were sold in October and November. A summary of new parking permits issued can be found below.

*Residential Parking Permits*

1. Richard Leal – Issued 10/13/2025 - \$45.00
2. Vivian Dang – Issued 11/3/25 - \$45.00
3. Eli Shamp – Issued 11/20/25 – 70.00

Renewals of existing parking permits do not require additional ratification beyond the approval of the initial issuance and ratification by the Commission. These purchases are documented in the parking inventory summary sheet (Attachment No. 1), which details the available spaces in each VPD parking lot, the number of permits issued, and the number of permit holders who did not renew for information only.

If new permits have been issued, corresponding applications are included as Attachment No. 2. At present, there is sufficient parking to accommodate the additional permit holders.

Prepared by:

Sylvia Gonzales, Management Analyst

**ATTACHMENT(S):**

Attachment No. 1 – Parking Inventory Summary Sheet

Attachment No. 2 – New Permit Application(s)