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

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September 14, 2023

Agenda Item No. 09-14-04

To: Vehicle Parking District Board of Parking Place Commissioners

From: Kirk Pelsner, Deputy City Manager *Pelsner*

Submitted By: Joaquin Wong, Sr. Project Manager

**SUBJECT: AMENDED BY-LAWS, COMMISSION ATTENDANCE REQUIREMENTS**

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**RECOMMENDATION:**

That the Vehicle Parking District Board of Parking Place Commissioners receive and file the informational Commission By-Laws attendance requirement update.

**EXECUTIVE SUMMARY / DISCUSSION:**

To eliminate confusion of tracking Commissioners meeting attendance requirements, the standard unified City Commission By-laws, specifically the process of keeping Commissioners attendance was amended. The amendment simplifies Commissioner attendance requirements. Commissioners attendance will now be tracked on a "calendar year" basis. Each Commissioner will be allowed three (3) absences, excused or un-excused, within a calendar year (January through December). If more than three absences are accumulated with the calendar year, the Commission Secretary shall place on the agenda a report for the Commission to consider recommending to the City Council removal of those Commissioners with three or more absences within the calendar year. This Amendment will take effect on January 1, 2024.

Prepared by:

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Joaquin Wong  
Senior Project Manager