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

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September 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 NEW VEHICLE PARKING PERMITS (NO  
PARKING PERMITS HAVE BEEN ISSUED IN AUGUST 2025)**

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**RECOMMENDATION:**

That the Board of Parking Place Commissioners receive and file the information that there were zero (0) new vehicle parking permits issued in August 2025, and no ratification is necessary.

**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 typically formalizes and ratifies the issuance of these permits. In this case, there were no permits issued, and no ratification is required this month.

**FISCAL IMPACT:**

No Fiscal Impact has occurred as no new permits were sold.

**DISCUSSION:**

As the sale of parking permits involves public funds, the VPD Commission must ratify the issuance of each new permit. This ensures transparency, impartiality and provides a documented record of active VPD parking permits. During this reporting period, zero (0) new parking permits were sold.

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 would be included as Attachment No. 2. While there is sufficient parking to accommodate additional permit holders, no new permits were requested in the month of August.

Prepared by:

Sylvia Gonzales, Management Analyst

**ATTACHMENT(S):**

Attachment No. 1 – Parking Inventory Summary Sheet