

## VPD CONTRIBUTION POLICY

### 1. Purpose

The Vehicle Parking District Board of Parking Place Commissioners (VPD Commission), ~~commonly referred to in the City of Pomona as the “Vehicle Parking District (VPD) Commission,”~~ ~~occasionally may~~ receives requests from nonprofit organizations and community groups ~~for seeking financial contributions to community for~~ events and programs.

The ~~VPD Commission requested a formal contribution policy to provide guidance in determining whether contributions to community groups are appropriate, and to support accountability and transparency in VPD operations and finances~~ purpose of this Policy is to:-

- A. Establish clear standards and procedures for reviewing contribution requests;
- B. Ensure that any contribution serves a legitimate and demonstrable benefit to the VPD’s parking operations, management, or maintenance
- C. Promote fiscal accountability and transparency in the use of VPD funds; and
- D. Ensure contributions are made consistently and in alignment with the VPD Commission’s statutory authority.

### 2. Authority

The VPD Commission ~~was~~ established pursuant to the Vehicle Parking Law of 1943 (California Streets and Highways Code Sections 31500 *et seq.*), and Chapter 58, Article VI of the Pomona City Code. Pursuant to Streets and Highways Code, the VPD Commission has control and supervision ~~over~~ parking places within the VPD. ~~The VPD Commission and~~ is authorized to manage, operate, repair, maintain, and otherwise control ~~parking places such parking facilities,~~ and enforce all necessary regulations for the use of the VPD parking lots.<sup>1</sup> The authority granted by California law and the City Code is general and broad.

The City Council and VPD Commission have determined that, within the parameters of this Policy, ~~certain limited~~ contributions to nonprofit community events and programs may ~~provide be beneficial a benefit~~ to the VPD. ~~The City Council and VPD Commission have also determined that said contributions are part of the and fall within the~~ VPD Commission’s broad operational authority ~~to manage VPD parking lot operations.~~

The VPD Commission’s authority to ~~grant requests for~~ approve contributions ~~shall be~~ expressly conditioned upon:

- A. the City Council’s approval of a VPD budget line item specifically designated for such contributions; and
- B. Availability of funds within that approved VPD contribution budget allocation. - Contributions shall be paid only from that portion of the VPD budget.

This Policy and any amendments thereto shall require ~~is~~ approved by both the VPD Commission and ~~by~~ the City Council. ~~Any amendments to this policy are subject to the review and approval of the VPD Commission and the City Council.~~

### 3. Requests for Contributions

All Requests for Contributions ~~must~~ shall meet all of the following criteria ~~listed below:-~~

~~1. Requests shall be submitted in writing to VPD Office no less than fourteen (14) calendar days prior to the VPD Commission meeting at which the request is to be considered. The VPD Commission generally meets on the second Thursday of each month. for placing on a future VPD Commission meeting agenda.~~

~~A.~~

~~B. Requests shall not be considered retroactively applied. If the event or program occurs prior to Commission consideration of the request, the request shall be deemed ineligible.~~

~~C. Requests must include the specific dollar amount requested.~~

~~D. Requests must include:~~

- ~~• A description of the organization, program, or event;~~
- ~~• Verification of nonprofit status (ie. 501(c)(3) or other qualifying status)~~

~~a. The request must describe the relationship, if any, between the organization/program/event and the VPD, including how the requested contribution would benefit the VPD parking lots or their operation.~~

~~E. <sup>1</sup>See also Streets & Highways Code Sections 31506, 31518, 31779, 31780, and 31827.~~

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~~1. Requests shall include the specific requested amount.~~

~~2. Requests shall provide a description of the organization/program/event, including verification of status as a nonprofit.~~

~~b. Request shall describe the organization's/program's/event's relation and benefit to the VPD parking lots, if the applicant is aware of any relation or benefit.~~

#### **4. VPD Commission's Criteria for Reviewing Requests**

~~The~~ In reviewing the requests, the VPD Commission shall ~~review requests for contributions and~~ consider the following ~~factors~~:

~~A.~~ Whether the contribution results in a demonstrable benefit to the operation, management, or maintenance of the VPD parking lots;

~~A.~~

~~B.~~ Whether the contribution ~~is applied~~ supports services that complement services provided by the VPD to a service complementary to services the VPD provides;

~~B.~~

~~C.~~ Whether the contribution supports services ~~is applied to a service~~ that the VPD could provide, but does not currently provide; and

~~C.~~

~~D.~~ Whether ~~the sufficient funds are available in the approved~~ VPD contribution budget ~~has sufficient funds to allow the contribution.~~

Approval of a contribution shall require a majority vote of the seated members of the VPD Commission.

#### **5. Contribution Limits and Frequency**

The VPD Commission may approved contributions of up to One Thousand Dollars (\$1,000.00) per fiscal year per requesting nonprofit organization.

Unless otherwise expressly approved by the City Council:

A. An organization may receive no more than \$1,000.00 in total contributions per fiscal year from the VPD.

B. Approval of a contribution in one fiscal year does not create any obligation or expectation of future contribution approvals.

~~a.~~ C. Approvals of contributions are conditioned upon availability of funds within the City Council approved VPD contribution budget allocation.

**6. Policy History and Effective Date** ~~If the VPD Commission considers the factors above and finds that the requested contribution is beneficial to the VPD's operation, management, or maintenance of VPD parking lots, then the VPD Commission may, by a majority vote of the seated members of the VPD Commission, approve a request for contribution up to \$1,000.00.~~

This Policy supersedes all prior versions of the VPD Contribution Policy.

This Policy shall become effective upon approval by the VPD Commission and the City Council and shall remain in effect unless amended or repealed by action of both bodies.

Revised and Approved by the VPD Commission: March 12, 2026

Revised and Approved by the City Council: April 16, 2026 (pending)

<sup>1</sup> See also Streets & Highways Code Sections 31506, 31518, 31779, 31780, and 31827.