

## VPD CONTRIBUTION POLICY

### 1. Purpose

The Board of Parking Place Commissioners, commonly referred to in the City of Pomona as the “Vehicle Parking District (VPD) Commission,” occasionally receives requests from community groups for contributions to community 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.

### 2. Authority

The VPD Commission is 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 of parking places within the VPD. The VPD Commission is authorized to manage, operate, repair, maintain, and otherwise control parking places, 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 contributions to community events and programs may be beneficial to the VPD. The City Council and VPD Commission have also determined that said contributions are part of the VPD Commission’s broad authority to manage VPD parking lot operations.

The VPD Commission’s authority to grant requests for contributions shall be conditioned upon the City Council’s approval of a VPD budget line item specifically for such contributions. Contributions shall be paid only from that portion of the VPD budget.

This Policy is approved by 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

Requests for Contributions shall meet all of the criteria listed below.

- a. Requests shall be submitted in writing to VPD Office for placing on a future VPD Commission meeting agenda.
- b. Requests shall not be retroactively applied.

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

- c. Requests shall include the specific requested amount.
- d. Requests shall provide a description of the organization/program/event, including verification of status as a nonprofit.
- e. 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 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;
- b. Whether the contribution is applied to a service complementary to services the VPD provides;
- c. Whether the contribution is applied to a service that the VPD could provide, but does not provide; and
- d. Whether the VPD budget has sufficient funds to allow the contribution.

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.