



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

March 12, 2026

To: Vehicle Parking District Board of Parking Place Commissioners

From: Meg McWade, Public Works Director

Submitted By: Arnold Dichosa, City Engineer

**SUBJECT: RECOMMENDATION TO THE CITY COUNCIL TO REVISE THE
VEHICLE PARKING DISTRICT CONTRIBUTION POLICY FOR
CLARIFICATION AND ADMINISTRATIVE CONSISTENCY**

RECOMMENDATION:

It is recommended that the Board of Parking Place Commissioners recommend to the City Council the revised VPD Contribution Policy.

EXECUTIVE SUMMARY:

The Vehicle Parking District (VPD) Contribution Policy establishes standards and procedures for reviewing and approving requests for financial contributions from nonprofit organizations and community groups. The proposed revisions to the VPD Contribution Policy are intended to improve consistency and fiscal accountability. The revisions do not expand the VPD Commission's authority but formalize existing practices and provide clearer guidance to applicants, Commissioners, and Staff.

FISCAL IMPACT:

There is no fiscal impact associated with revising the updated VPD Contribution Policy.

Future fiscal impact would occur only if the VPD Commission approves contribution requests, and only to the extent that funds are available within a City Council approved VPD contribution budget allocation. All contributions remain subject to annual budget approval and available appropriations.

DISCUSSION:

Occasionally the VPD Commission receives requests from nonprofit organizations and community groups seeking financial support for events or programs. While prior policy language allowed for such contributions, certain provisions lacked specificity, particularly regarding contribution limits and timing. The proposed revisions address these issues by:

- Clarifying that the \$1,000 contribution limit applies per fiscal year, per nonprofit organization;
- Requiring that requests be submitted in writing at least fourteen (14) calendar days prior to the VPD Commission meeting at which the request is to be considered (generally the second Thursday of each month), with late submissions scheduled for a subsequent meeting only if the event will occur after Commission consideration;
- Clarifying that retroactive funding is prohibited and that requests are ineligible if the event or program occurs prior to Commission consideration;
- Clarifying that approval is conditioned upon City Council approval of a designated VPD contribution budget line item and availability of funds within that allocation; and
- Affirming that approval of a contribution in one fiscal year does not create an expectation or obligation for future funding.

These revisions are intended to strengthen fiscal oversight, ensure consistent application of standards, and clearly communicate expectations to requesting organizations.

Adoption of the revised Policy will provide clearer administrative guidance while preserving the VPD Commission's discretion to approve limited contributions that provide a demonstrable benefit to VPD operations and the downtown parking system.

Prepared by:

Lindsay McElwain, Senior Management Analyst

ATTACHMENT(S):

Attachment No. 1 – VPD Contribution Policy Revision Effective April 16, 2026 – Clean Version

Attachment No. 2 – VPD Contribution Policy Revision Effective April 16, 2026 – with Track Changes

Attachment No. 3 – Existing VPD Contribution Policy