

VPD CONTRIBUTION POLICY

1. Purpose

The Vehicle Parking District Board of Parking Place Commissioners (VPD Commission) in the City of Pomona may receive requests from nonprofit organizations and community groups seeking financial contributions for events and programs.

The 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 and is authorized to manage, operate, repair, maintain, and otherwise control such parking facilities, and enforce all necessary regulations for the use of the VPD parking lots.¹ 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, limited contributions to nonprofit community events and programs may provide a benefit to the VPD and fall within the VPD Commission's operational authority.

The VPD Commission's authority to approve contributions is expressly conditioned upon:

- A. City Council approval of a VPD budget line item specifically designated for such contributions; and
- B. Availability of funds within that approved VPD contribution budget allocation.

This Policy and any amendments thereto shall require approval by both the VPD Commission and the City Council.

3. Requests for Contributions

All Requests for Contributions must meet all of the following criteria:

- A. Requests shall be submitted in writing to VPD 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.
- B. Requests shall not be considered retroactively. 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)
- E. 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.

4. VPD Commission Criteria for Reviewing Requests

In reviewing the requests, the VPD Commission shall consider the following:

- A. Whether the contribution results in a demonstrable benefit to the operation, management, or maintenance of the VPD parking lots;
- B. Whether the contribution supports services that complement services provided by the VPD;
- C. Whether the contribution supports services that the VPD could provide, but does not currently provide; and
- D. Whether sufficient funds are available in the approved VPD contribution budget.

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.
- 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

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)

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