CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

CURRENT

SUBJECT: COMMUNITY PARKING DISTRICT POLICY
POLICY NO.: 100-18
EFFECTIVE DATE: November 15, 2004

PURPOSE:

The intent of this Policy is to provide a mechanism whereby communities unable to meet existing parking demands may devise and implement parking management solutions to meet their specific needs and resolve undesirable parking impacts. This Policy anticipates that such communities, at their initiative, and with the approval of the City Council, can be responsible for establishing and managing a Community Parking District. This Policy specifies the procedures to be followed to establish a Community Parking District. This Policy also provides for, and specifies the procedures under which, certain parking management-related revenues earned by the City within the geographic boundaries of an existing or newly designated Community Parking District may be allocated to the Community Parking District to implement and manage improvements that address parking impacts. This Policy is not intended to reduce existing City revenue streams derived from various parking management-related fees, citations, permits, etc. Any references in this Policy to allocating a portion of parking meter or other parking management-related fees to Community Parking Districts is intended to apply only to new or prospective revenues. This Policy will be implemented in a manner that precludes any reduction or diminishment of City revenues.

POLICY:

A. Establishment of Community Parking Districts

1. A community planning group or a business improvement district may submit to the City Manager a request to form a Community Parking District when existing City mechanisms for implementing parking management solutions have been insufficient or such mechanisms do not exist within the community. The City Manager shall convey all such requests, along with the Manager's recommendation regarding each, to the City Council or any of its committees for its consideration. In the event that an organization submits a request that affects an existing Community Parking District, the City Manager will present the request to the board of the existing Community Parking District prior to forwarding the request to the City Council or any of its committees for action. A request to form a Community Parking District shall contain each of the following:

   a. A map or other description of the geographic area proposed to be designated as a Community Parking District.

   b. Data to verify that the proposed geographic area is in fact adversely impacted by parking demands. Such data may be provided by a parking study commissioned by the City Manager or by a qualified private traffic engineer who would be required to submit his/her data and findings to the City Manager for review; a

combination of project-specific parking studies which, in the aggregate, present credible information regarding parking impacts in the geographic area; or such other information as the City Manager may determine to be credible and persuasive.

c. A conceptual plan for how the Community Parking District will be managed, including, but not limited to:

(1) The legal entity proposed to be designated as the Community Parking District Advisory Board for the purpose of managing the District. The City Council may designate as the District Advisory Board the existing board of a business improvement district, a redevelopment corporation, a community development corporation, or other nonprofit corporation approved by the City Council. As wide a representation of community interests within the proposed geographic area as is possible shall be sought;

(2) How community input will be obtained and incorporated into the management of the District;

(3) The sources and amounts of District revenues;

(4) Examples of or proposed improvements that would address the District's parking impacts;

(5) Anticipated financing for these improvements, provided that no existing financing obligations or commitments shall be jeopardized or restricted; and

(6) A first year budget.

2. Prior to consideration of the proposal by the City Council or any of its committees, the requesting entity shall make the proposal publicly available for review and shall conduct a noticed public meeting for affected citizens in the proposed Community Parking District. The requesting entity shall also provide notice of this public meeting to all affected Community Planning Groups.

3. Geographic areas that, prior to December 31, 1997, were established as Parking Meter Districts are hereby now designated as established Community Parking Districts, and the organizations designated by the City Council as Parking Meter District Advisory Boards are hereby now designated as the established Community Parking District Advisory Boards.

4. The Community Parking District Program shall be administered by the City Manager. On an annual basis, 5% of the Community Parking District Program allocation as

listed in the City Budget will be allocated to the City Manager to be applied to the City's administrative costs of the program.

B. Revenues Subject to Allocation to a Community Parking District

1. A percentage of the total parking meter revenues generated within each Community Parking District shall be allocated to that Community Parking District on an annual basis. The percentage shall be forty-five (45%) each fiscal year. In addition to this 45% allocation, the City may allocate all or a portion of the parking management-related revenues to a Community Parking District on a case-by-case basis. Such additional revenues may be allocated to a Community Parking District so long as all of the following requirements are met:

   a. Any City administrative costs necessary to implement and collect the fees are fully recovered;

   b. The City conducts, or causes to be conducted, an analysis of the proposed use(s) of the additional parking management-related revenues, and the analysis indicates that the amount allocated, along with any other authorized revenues, is sufficient to implement and manage the proposed use(s);

   c. The amount allocated is no more than necessary to implement and manage the proposed use(s); and

   d. The City determines through a fiscal impact analysis that the Community Parking District's proposed use(s) is/are in the City's long-term best interest.

2. For the purpose of this Policy, City revenues which may be allocated to a Community Parking District in addition to parking meter revenue, if any, may include:

   a. Fees paid by users to park in a facility operated by the Community Parking District;

   b. Valet parking fees;

   c. Residential or shopper parking permit fees;

   d. Parking in-lieu fees levied on new development; and

   e. Any other authorized fees obtained to regulate parking in a Community Parking District.

3. Community Parking District revenues shall be allocated to each Community Parking District based on the percentage of average annual gross collections generated within each District. Monies collected will be disbursed pursuant to the adoption and

approval of an implementation plan submitted to the City Council, as provided in section C below. The Community Parking District Program Administrator shall maintain a map and other relevant data showing the location of each parking meter, revenue earned by each meter, and other revenue sources, for the purpose of projecting and verifying parking management-related revenues allocable to each District.

4. The City will conduct an annual fiscal year-end reconciliation of actual parking management-related revenues. To the extent that actual revenues are less than or greater than the approved budget estimate, the difference will be incorporated in the following fiscal year's Community Parking District allocation.

C. Use of Allocated Community Parking District Funds

1. An allocation of parking meter or other parking management-related revenue to a Community Parking District shall be made only from new or prospective revenues resulting from meter installations or the implementation of other parking management activities within the District, and the allocation shall not result in any reduction of current City revenues or anticipated increases in City revenues.

2. Community Parking District revenues shall be primarily used to address parking supply and mobility issues. Improvements and activities that increase the availability, supply, and effective use of parking for residents, visitors, and employees within the adopted Community Parking Districts shall be the principal focus of expenditure of the funds. Community Parking District revenues shall be used in accordance with Municipal Code §82.08 and §82.09 and may be used for such purposes as, but not limited to, the following:

   a. Increasing the parking supply (e.g., self-parking, valet-parking, on-street parking, surface parking, and structured parking lots). This may include the acquisition of land, project design, financing, construction, and/or operation of public parking facilities.

   b. Managing the existing parking inventory, including such measures as, but not limited to, parking evaluations, reconfiguration of existing on-street parking inventory, residential permit parking programs, employee parking programs, enforcement, and/or mitigation of any adverse effects resulting from the implementation of such program(s).

   c. Providing mobility information such as signing, marketing, and communicating the location, availability, cost, etc. of district-wide parking options.

   d. Providing funding for community shuttles within the boundaries of the Community Parking District.

e. Promoting alternative forms of transportation to reduce parking demand (e.g., community shuttles, public transit, bicycling, and walking).

f. Providing for extraordinary maintenance and landscaping activities associated with or required by any of the activities listed above.

g. Providing for extraordinary security activities associated with or required by any of the activities listed above.

3. Community Parking District revenues shall supplement, and not supplant, existing City funding sources and program revenues for each District.

4. The cost of new meters or other parking related equipment and their installation in existing and proposed Community Parking Districts will be shared between the City and the Community Parking District based upon the percentage by which the meter revenues are shared as described in sections B above, unless otherwise proposed in the Community Parking District plan and approved by the City Council.

5. The use of solar-powered parking technology shall be encouraged.

D. Community Parking District Management

1. Annually, each Community Parking District Advisory Board shall develop, through community input, and recommend to the City Council an annual improvement/ implementation plan and budget for the next year. Approval of the Community Parking District plan and budget shall rest with the City Council. Such approval may be granted by authorizing the City Manager to execute a written Agreement between the City and each Community Parking District Advisory Board, or through the annual citywide budgetary approval process.

2. A Community Parking District plan shall include each of the following:

a. How community input will be obtained and incorporated into the management of the District;

b. A budget, including the sources and amounts of District revenues and how each are proposed to be used; and

c. Proposed improvements to address the District's parking impacts, and their proposed financing.

3. In addition to proposed improvements, if any, the plan may include recommendations regarding the following:

a. Parking meter rates, hours of meter enforcement, parking meter time limits, and additions or removals of parking meters;

b. Establishment or removal of time limited parking areas;

c. Implementation of valet parking fees, residential or shopper permit parking fees, and in-lieu fees;

d. The acquisition of any private property for a public purpose necessary to implement the plan; and

e. Any other relevant matters pertaining to the effective management of parking demand within the District.

4. Each Community Parking District Advisory Board shall comply with all State and Federal laws and regulations pertaining to nonprofit corporations, including making its annual filing of IRS Form 990 available to the public, and shall comply with State public records and open meeting laws with regard to the use of Community Parking District funds.

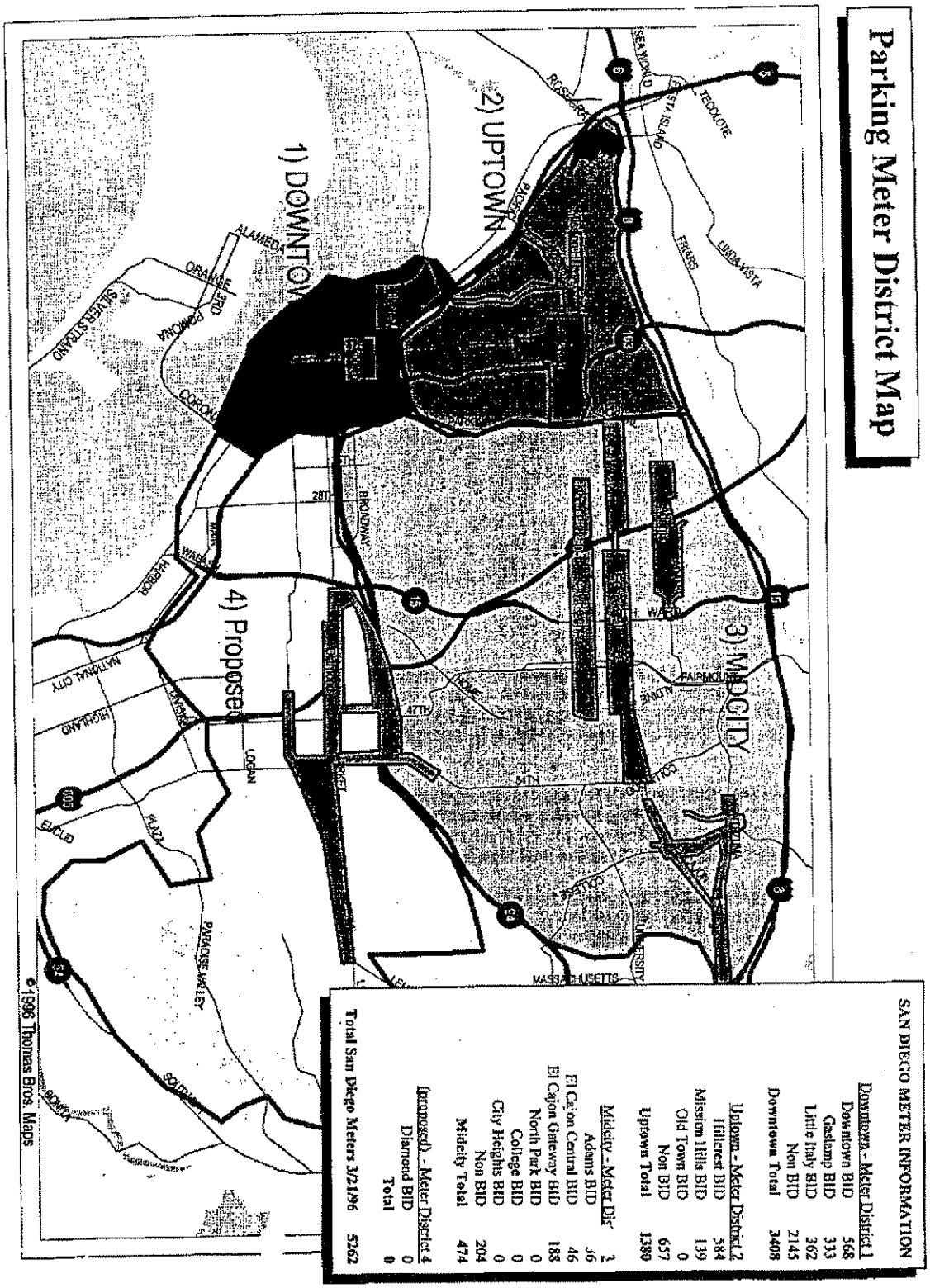
5. Each Community Parking District shall be provided a seat on the City's Parking Advisory Board, and each Community Parking District Advisory Board shall recommend a member of its board to fill the seat.

HISTORY:

Adopted by Resolution R-288408 03/04/1997
Amended by Resolution R-299836 11/15/2004

CURRENT

Parking Meter District Map



SAN DIEGO METER INFORMATION

Downtown - Meter District 1	
Downtown BID	568
Gaslamp BID	333
Little Italy BID	362
Non BID	2145
Downtown Total	**3408**
Uptown - Meter District 2	
Hillcrest BID	584
Mission Hills BID	139
Old Town BID	0
Non BID	657
Uptown Total	**1380**
Midcity - Meter Dis	
Adams BID	3
El Cajon Central BID	46
El Cajon Gateway BID	188
North Park BID	0
College BID	0
City Heights BID	0
Non BID	204
Midcity Total	**474**
(proposed) - Meter District 4	
Diamond BID	0
Total	**0**
Total San Diego Meters 3/21/96	**5262**