

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT EVAN V. JONES PARKADE VALIDATED PARKING TICKETS	Number 45.15	Issue 3	Page 1 of 5
	Effective Date December 7, 2018		

1. PURPOSE

- 1.1. To establish the policies, regulations, and procedures concerning the procurement, issuance, use, and control of *Evan V. Jones Parkade Validated Parking Tickets*.

2. SCOPE

- 2.1. This Administrative Regulation applies to all City of San Diego (City) Departments.

3. DEFINITIONS

- 3.1. *Evan V. Jones Parkade (Parkade)* – City owned multilevel parking structure located at 1265 1st Avenue, San Diego, CA 92101.
- 3.2. *Members of Boards, Commissions, and Committees* – Citizens serving in a volunteer capacity on a City board, commission, or committee as described in San Diego Charter Sections 41, 41.1, and 43.
- 3.3. *Validated Parking Tickets* – Tickets authorizing 20 minutes, one hour, or all-day parking at no cost to the ticket holder.
- 3.4. *Parkade Operator* – A vendor under contract with the City to provide management services for the *Parkade*.
- 3.5. *Control Record* – Document used to track *Validated Parking Tickets* on hand including the balance, date, receipts, serial number, number of tickets issued, number of tickets remaining, the name/department or activity to which tickets were issued, and the reason for issuance.
- 3.6. *Type CP* - As defined in Administrative Regulation 45.10.
- 3.7. *Volunteer* – As defined in Council Policy 300-01.

(Supersedes Administrative Regulation 45.15, Issue 2, Effective June 15, 1983)

Authorized

Signature on File

Chief Operating Officer

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.15	Issue 3	Page 2 of 5
EVAN V. JONES PARKADE VALIDATED PARKING TICKETS	Effective Date December 7, 2018		

4. POLICY

- 4.1. Generally, individuals using the *Parkade* shall pay to park unless they qualify for *Type CP* authorization or as otherwise described in Section 4.2.
- 4.2. The following categories of individuals qualify for *Validated Parking Tickets*:
 - 4.2.1. Personnel Department Clerical Pool employees.
 - 4.2.2. City interns with work locations in the Community Concourse area.
 - 4.2.3. City employees with work locations other than the Community Concourse area who are required to attend meetings or conduct other City business in the Concourse area.
 - 4.2.4. City employees with work locations other than the Community Concourse area temporarily assigned to working the Community Concourse area.
 - 4.2.5. Citizen volunteers and *Members of Boards, Commissions, and Committees* when their attendance is requested or required at meetings called by the City in the Community Concourse area.
 - 4.2.6. City employees working approved overtime.
 - 4.2.7. Representatives of other governmental agencies conducting official business.
 - 4.2.8. Members of escorted tours (scouts, school groups, etc.) when so recognized by Council on the Council Meeting Agenda.
 - 4.2.9. Private citizens meeting with City officials on official City business at the request of the City official.
- 4.3. *Validated Parking Tickets* will not be issued to the following:
 - 4.3.1. Private citizens conducting personal business, including business at the Community Concourse that is not related to official City business, or not connected with an employee, vendor, or volunteer's performance of his or her job duties and responsibilities on behalf of the City.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.15	Issue 3	Page 3 of 5
EVAN V. JONES PARKADE VALIDATED PARKING TICKETS	Effective Date December 7, 2018		

- 4.3.2. Contractors, Consultants, Independent Agencies, Lessees, Special Use Permittees, Vendors, and the like unless their contract provisions state otherwise.
- 4.3.3. Contractor under contract with the City to perform maintenance.
- 4.3.4. Personnel from agencies under contract with the City of San Diego, such as:
 - a. Operating agencies for the community Development Block Grant Program.
 - b. Organizations receiving funding through City special promotional programs.
- 4.4. Nothing in this policy shall preclude the option of reimbursing users of the *Parkade* from petty cash if the users qualify under this administration regulation.

5. RESPONSIBILITY

- 5.1. Purchasing & Contracting Department, Central Stores
 - 5.1.1. Requests supply of *Validated Parking Tickets* printed from *Parkade Operator* for use by City of San Diego only.
 - 5.1.2. Receives *Validated Parking Tickets* and records quantity received in the SAP inventory management system.
 - 5.1.3. Issues *Validated Parking Tickets* as requested by City departments.
 - 5.1.4. Receives monthly billing for redeemed *Validated Parking Tickets* from *Parkade Operator* and processes payments.
 - 5.1.5. Inventories *Validated Parking Tickets* and reconciles to records quarterly.
 - 5.1.6. Receives obsolete *Validated Parking Tickets* returned by City departments due to price or system changes, credits each department for value of *Validated Parking Tickets* returned, inventories *Validated Parking Tickets*, and reconciles to records.
 - 5.1.7. Destroys obsolete *Validated Parking Tickets*.
- 5.2. Requesting Department
 - 5.2.1. Requests *Validated Parking Tickets* as needed through Central Stores SAP reservation process. *Validated Parking Tickets* will not be purchased directly from *Parkade Operator*.
 - 5.2.2. Issues *Validated Parking Tickets* to authorized individuals for elapsed parking time only, not to exceed the maximum number of *Validated Parking Tickets*

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.15	Issue 3	Page 4 of 5
EVAN V. JONES PARKADE VALIDATED PARKING TICKETS	Effective Date December 7, 2018		

required for all day parking.

- 5.2.3. Maintains *Control Record* of receipts, issues, and balance of *Validated Parking Tickets* on hand for the department.
- 5.2.4. Inventories *Validated Parking Tickets* monthly; reconciles to *Control Record* and retains for audit.
- 5.2.5. Returns to Central Stores all obsolete *Validated Parking Tickets* for credit.
- 5.2.6. Makes appropriate entries in the *Control Record* on the effective date of the parking fee price change.
- 5.2.7. Safeguards *Validated Parking Tickets* in a locked location.
- 5.3. Department of Finance
 - 5.3.1. Performs monthly review of posted *Validated Parking Tickets* to verify amount posted is correct.
 - 5.3.2. Requests certification from Purchasing and Contracting Central Stores of *Validated Parking Tickets* on hand at the end of each fiscal year.
 - 5.3.3. Reconciles certified number of *Validated Parking Tickets* on hand to *Validated Parking Tickets* in SAP and posts adjusting entries when applicable.
- 5.4. *Validated Parking Ticket* User
 - 5.4.1. Inserts *Validated Parking Ticket* into payment kiosk upon exiting the *Parkade*.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.15	Issue 3	Page 5 of 5
EVAN V. JONES PARKADE VALIDATED PARKING TICKETS	Effective Date December 7, 2018		

APPENDIX

Legal References

Charter Sections 41, 41.1, and 43

Council Policy 300-01 – (Utilization of Volunteers)

Administrative Regulation 45.10

Forms

NA

Subject Index

Community Concourse
Parking

Administering Department

Purchasing and Contracting