

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

**CURRENT**

SUBJECT: COMMUNITY PARKING DISTRICT  
POLICY NO.: 100-18  
EFFECTIVE DATE: July 16, 2015

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, City-owned nonprofit, or a nonprofit managing a City-assessment district may submit to the Mayor or 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 Mayor or City Manager shall convey all such requests, along with the Mayor's or City 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 Mayor or 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.

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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 Mayor or City Manager or by a qualified private traffic engineer who would be required to submit his/her data and findings to the Mayor or 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 Mayor or 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 nonprofit managing a City-assessment district, a City-owned nonprofit, a community development corporation, or other nonprofit corporation approved by the City Council. A wide representation of community interests within the proposed geographic area 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 and five year budget.

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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 Mayor or City Manager.

**B. Revenues Subject to Allocation to a Community Parking District**

1. Annually, the costs of administering the Community Parking District Program, including the services of dedicated Transportation Engineer(s), and parking meter operations costs shall be subtracted from the total parking meter revenue prior to the calculation of the revenue subject to allocation to the Community Parking Districts.
2. A percentage of the total parking meter revenues, less the administrative and parking meter operations costs described in Section B.1 above, 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.
3. 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;

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- 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.
4. 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.
5. Community Parking District revenues allocated to each Community Parking District will be disbursed pursuant to the adoption and approval of an Annual Plan & Budget submitted to the City Council, as provided in sections C and D below. The Mayor or City Manager shall maintain relevant data indicating 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.

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6. The Mayor or City Manager 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 estimate used for the approved Annual Plan & Budget, 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 expended for regulation, management, and control of the parking of vehicles and management and control of traffic (including vehicular, bike and pedestrian), which affects or is affected by the parking of vehicles in the parking meter zones pursuant to San Diego Municipal Code sections 82.08 and 82.09. Such expenditures shall be focused on improvements and activities that increase the availability, supply, and effective use of parking for residents, visitors, and employees within the adopted Community Parking Districts. The purpose of the expenditures may include, but is not limited to, the following:
    - a. Increasing the parking supply (e.g., lease, purchase, or construction of additional on-street or off-street parking accessible to vehicles, including bikes) through means such as self-parking or valet-parking, and generally available to all users. If a subsidy is provided to users (directly or indirectly), the Annual Plan & Budget shall demonstrate (not merely assert) that the subsidy is limited to a reasonable amount which corresponds to a material effect on parking in the parking meter zones and serves a public purpose . Also, every proposed activity which is targeted to specific users, such as an employee parking program, shall demonstrate in the Annual Plan & Budget that such an activity shall not violate general principles of equal protection by ensuring that protected classes of people are not discriminated against. Eligible expenses include the acquisition of land, project design, financing, construction, and/or operation of public parking facilities, but do not include special event parking.

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- 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, reducing excessive red curb, removal of abandoned driveways and replacement with matching sidewalk, curb, and gutter, and mitigation of any adverse effects resulting from the implementation of such program(s). Every program that proposes to provide a subsidy to a user, (e.g. employees) shall demonstrate (not merely assert) that the subsidy is reasonable and equally available to all such users in the parking meter zone (within ¼ mile radius, see Section C.2.i) and shall not favor any one stakeholder, such as a business. Further, the management program shall not violate general principles of equal protection by ensuring that protected classes of people are not discriminated against.
- c. Providing mobility (parking and access) information through wayfinding signage or media (maps, videos, apps or other tools), which communicates the location, availability, cost, and other pertinent information of district-wide parking options and provides navigation in and between parking meter zones within the Community Parking District. The public information being provided may include costs for ribbon-cuttings, press conferences, or like events to communicate information about parking and access. However, any costs associated with promotion of business communities, specific businesses, or special events in the Community Parking District shall be funded by other sources.
- d. Providing funding for community shuttles or circulator systems within the boundaries of the Community Parking District to reduce parking demand in parking meter zones or to assist in the mobility of those parked in parking meter zones. Shuttle service or circulator systems may be leveraged for community or special events within the Community Parking District if the additional cost is covered and accounted for by other funding sources.
- e. Enhancing mobility within the Community Parking District and facilitating the use of alternative forms of transportation to reduce parking demand (e.g., community shuttles, public transit, bicycling, and walking) through activities and improvements including, but not limited to, designing and installing: bike and pedestrian amenities (bike parking, corrals, and bike lanes; pedestrian ramps, crossings, pop-outs, sidewalks, countdown indicators, rectangular rapid flashing beacons); signage; and shuttle stops.

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- f. Providing for extraordinary maintenance and landscaping activities (including, but not limited to landscaping and upkeep of such which provides a necessary safety barrier between vehicles, bikes and pedestrians) and security activities (including, but not limited to safety services at shuttle stops or security for parking areas) as required by law or necessary for the safety or proper functioning of the improvements or activities listed above. “Extraordinary” means beyond what is ordinary or is funded and provided for by other funding sources and the maintenance, landscaping and/or security activity is considered necessary for the related improvements or activities which address parking or controls and manages traffic (including vehicular, bicycle, or pedestrian traffic) which affects or is affected by the parking of vehicles in the parking meter zones.
- g. Providing pedestrian or vehicular safety, comfort and convenience, e.g. through activities and improvements which provide separation or enhance safety for pedestrians and vehicles such as wheel stops, curbs, landscaped areas and lighting. Other eligible expenses may include urban design activities in a particular area, district, or neighborhood that relate to parking or the control and management of traffic (including vehicular, bicycle, or pedestrian traffic) which affects or is affected by the parking of vehicles within parking meter zones.
- h. Inclusion of eligible City Capital Improvement Projects which meet one or more of the above purposes shall be encouraged. City staff shall identify such eligible projects and provide a list of those projects to the respective Community Parking District advisory boards or groups which may select none, one or more to be funded as part of the Annual Plan & Budget. Also, City staff shall work collaboratively with Community Parking District advisory board or groups on identifying projects where the City’s share of parking meter revenue may be used and provide such recommendations for inclusion in the City’s annual budget.

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- i. Parking meter revenue shall be spent within parking meter zones. However, since the impacts from metered parking and related traffic management and control occur in areas adjacent to parking meter zones, parking meter revenue may also generally be expended within a one-quarter (¼) mile radius from a parking meter zone for parking or traffic control and management purposes (including pedestrian and vehicle safety, comfort and convenience) which affects or is affected by vehicle parking in the designated parking meter zones in accordance pursuant to San Diego Municipal Code sections 82.08 and 82.09. Activities or improvements which are primarily aesthetic in nature are not eligible uses of parking meter revenue.
  3. Community Parking District revenues shall supplement, and not supplant, existing or proposed City or public funding sources and program revenues that are earmarked for existing or proposed improvements or activities within a district, such as a Maintenance Assessment 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 & Budget 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 Plan & Budget which shall identify proposed improvements and activities and the associated budget, as required by Section D.2. below. Approval of the Community Parking District Plan & Budget shall rest with the City Council. Such approval may be granted by authorizing the Mayor or 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.



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2. Each Community Parking District Annual Plan & Budget shall include the following:
  - a. How community input is obtained and incorporated into the management of the District;
  - b. A one year and five year budget, including Community Parking District funds and other sources of funding. The budget shall follow a standard template provided by the Mayor or City Manager.
  - c. A narrative which indicates:
    - i. Estimated annual costs for the next five fiscal years for each activity and improvement and whether there is an unfunded need;
    - ii. The proposed timing of the use of reserve funds per fiscal year for the five fiscal years;
    - iii. Whether the proposed expenditure is for an activity, non-CIP Improvement, or a Capital Improvement Project;
    - iv. Whether Community Parking District Advisory Board staff or City staff shall be responsible for implementing the proposed activity or improvement;
    - v. How the proposed activity or improvement will address the District's parking impacts and is an eligible use of Community Parking District funds (as identified in Section C2 above); and
    - vi. The source and amount of other funds proposed to be leveraged.

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The narrative shall follow a standard template provided by the Mayor or City Manager.

- d. Metrics for tracking performance and outcomes.
3. In addition to proposed improvements, if any, the Annual Plan & Budget may include recommendations regarding the following:

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- 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;
  - e. Activities which promote effective parking management; and
  - f. Any other relevant matters pertaining to the effective management of parking demand within the District.
4. Each Community Parking District Advisory Board, or its designated parking advisory group, shall cause to be prepared annually, a Performance Report to be provided to the Mayor or City Manager by January 15 each year (or at a later date as directed by the Mayor or City Manager) and presented to a City Council Committee between February and March each year. The annual Performance Report shall follow a standard template provided by the Mayor or City Manager and shall include for the most recently completed fiscal year and the first six months of the current fiscal year:
- a. Sources and uses of Community Parking District funds and other funds previously included in the Annual Plan & Budget for that fiscal year.
  - b. Metrics on performance and outcomes comparing projected and actual results.
5. Each Community Parking District Advisory Board or its designated parking advisory group, in collaboration with City staff, shall monitor and analyze parking meter utilization, and may monitor and analyze non-metered on-street parking utilization. Each Board or advisory group may also make recommendations to City staff on meter locations, rates, time limits, hours of operation, and new parking meter technology in order to more efficiently manage on-street parking, consistent with achieving the Council-established target utilization rate of 85 percent of all metered parking spaces.

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Each Board or advisory group may request that City staff undertake analysis of parking meter utilization and non-metered on-street parking utilization and provide information to the Board or advisory group for the Board or advisory group to make its recommendations to the Mayor or City Manager.

Recommendations on changes to meter rates, time limits, or hours of operation shall be considered by the Advisory Board or its designated parking advisory group as a discussion item during a meeting prior to submission to the Mayor or City Manager.

6. 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.
7. 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

Amended by Resolution R-306675 – 03/18/2011

Amended by Resolution R-309826 – 07/16/2015

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