

SOUTH SAN FRANCISCO PARKING RATE POLICY

Approved by the Parking Place Commission April 11, 2017

The intent of the City of South San Francisco parking rate policy is to establish guidelines for adjusting rates within the Downtown Parking District to maximize access to customers, visitors and employees. Rate adjustment is a standard operating practice within the overall parking management system. The rate policy establishes the procedure by which parking rates are adjusted for both on-street and off-street hourly and off-street permit parking within the parking district.

Annually, the City Council shall adopt hourly and permit parking fee ranges in the Master Fee Schedule. The Parking Place Commission has the authority to modify the rates for hourly and permit parking within the rate schedule established by the annual Master Fee Schedule. In addition, the Parking Place Commission is authorized to adjust parking time limits within the Downtown Parking District.

No later than May of each year or at a time established by the Parking Place Commission, there will be a review of on-street and off-street parking occupancy rates, a review of the district's operating costs, and a review of comparable business areas parking costs. The comparable business areas shall be approved by the Parking Place Commission and revised as needed.

The standard threshold of occupancy shall be 85 percent within a designated block, parking lot, or parking zone. If the occupancy is higher, rates may be adjusted up and if the occupancy is lower, rates may be adjusted down in order to achieve the desired 85 percent occupancy. The rates may be adjusted by block, parking zone, or lot. The rates will be higher in high demand areas and lower in low demand areas.

Parking occupancy data will be collected at least every 24 months. The Parking District staff shall utilize a consultant or perform the occupancy audit in-house using the latest technology available including license plate readers for both on-street and off-street occupancy data. The occupancy count will occur on at least one weekday and one Saturday from the hours of 8 am to 8 pm with counts performed every hour for on-street spaces and every two hours for off-street spaces.

Rates may be adjusted to maintain the normal operating costs of the parking inventory. Costs include supplies, operating fees, maintenance, support and operation of the on-street pay-to-park system. Rates may also be adjusted to include the reasonable cost of financing debt incurred by equipment purchases, upgrading technology and/or other factors necessary for the growth and improvement in operating the Downtown Parking District. The operating cost adjustment does not include the cost of enforcement.

A. Hourly Parking Rates (on and off-street)

- The Parking Place Commission can approve a resolution to adjust the rates at any regularly scheduled Parking Place Commission meeting. The new hourly rates will be posted on-line at www.ssf.net for at least 30 days after the rate is adopted before the new rates take effect.

- The minimum and maximum hourly rates are established by the Master Fee Schedule.
- Rate adjustments for occupancy shall be increments up to \$0.25.
- Rates may be based on demand, where certain times of day charge a higher cost per hour than other times.
- Rates may be adjusted in accordance to the rate range established in the Master Fee Schedule.

B. Parking Permits

- The Parking Place Commission can approve a resolution to adjust parking permit rates at any regularly scheduled Parking Place Commission meeting. The new permit rates will be posted on-line at www.ssf.net for at least 45 before taking effect.
- The minimum and maximum permit fees are established by the Master Fee Schedule.
- Annual permits will be eliminated as online permit payment systems become available.
- Monthly permit rates may be adjusted in increments up to \$10.00 per month.
- Costs of maintaining an online permit system may be included in the monthly permit rates.