ABAG-MTC Local Parking Policy Technical Assistance **| Parking Policy Playbook FINAL**

APPENDIX B

Sample Staff Reports & Council Resolutions

**[ 1 ]**

RESOLUTION NO.

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AUTHORIZING AN INCREASE IN PARKING USER FEES

WHEREAS, Nelson/Nygaard Consulting Associates, Inc. (Consultant) completed a study of the City’s Parking Program and presented its findings and recommendations in a final report entitled *Santa Rosa Citywide Progressive Parking Management Strategy*, dated February, 2017; and

WHEREAS, the Finance Department has reviewed the Consultant’s report and recommends adoption of new and changed fees as detailed in the Schedule of Parking User Fees, attached as Exhibit A; and

WHEREAS, on June 6, 2017, the Council held a duly noticed public hearing on the proposed revised fees, at which all those wishing to be heard were allowed to speak or present written comments; and

WHEREAS, the proposed user fees are consistent with the Consultant recommendations and are designed to improve access to high demand parking areas, and balance use of the parking inventory, while providing an affordable parking option for low wage employees.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa finds and determines that the adoption of the fees set forth in Exhibit A is for the purpose of improving parking accessibility while also meeting operating expenses and obtaining funds for capital projects necessary to maintain service within existing service areas and therefore is exempt from the requirements of the California Environmental Quality Act pursuant to Section 15273a of the CEQA Guidelines.

BE IT FURTHER RESOLVED that the Council adopts the proposed Schedule of Parking User Fees, attached hereto as Exhibit A, and authorizes the Chief Financial Officer to implement the fees in accordance with Exhibit A.

BE IT FURTHER RESOLVED that the Council authorizes the Chief Financial Officer to adjust the parking meter fees set forth in Exhibit A as follows:

A target metered parking space occupancy rate of eighty-five percent (85%) in the Central Business District and Railroad Square parking meter zones is established. The Chief Financial Officer shall make appropriate adjustments to parking meter fees to achieve the target occupancy rate, subject to the following limitations and guidelines:

1. Parking meter fees may be adjusted no more than once per six-month period.
2. Parking meter fees may be set between $0.25 and $3.00 per hour.
3. Parking meter fees may be either flat or variable rates.
4. Parking meter fees may be adjusted by increments no greater than $0.25 per hour.
5. Adjustments to parking meter fees shall be based on metered parking occupancy data collected in each meter rate area and at each surface lot.
6. Adjustments to parking meter fees shall be posted by the Chief Financial Officer to the City’s website.

This fee schedule is adopted pursuant to Chapter 11-24 of the Santa Rosa City Code. IN COUNCIL DULY PASSED this day of , 2017.

AYES:

NOES: ABSENT: ABSTAIN:

ATTEST: APPROVED:

City Clerk Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit A – Schedule of Parking User Fees