

**COUNTY OF SAN DIEGO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject**

Parking Regulation for County-Owned or Leased Parking Lots

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Purpose

To set forth a Board of Supervisors' policy that establishes priorities for parking at County-owned or leased parking lots and that facilitates car pools and van pools by providing priority parking for car pool and van pool vehicles.

Background

The Board of Supervisors is empowered by the Vehicle Code of the State of California, Section 21113, to impose conditions and regulations for vehicle use on County property. The Board of Supervisors has recommended that further steps be taken to control the use of County-owned or leased parking lots in order to ensure the parking policy supports the provision of services to the public and the environmental goals of the County.

Policy

It is the policy of the Board of Supervisors that:

- A. Free parking for County employees on County-owned or leased parking lots is subject to availability of such lots.

Parking fees may be established for general employee parking at any County-owned or leased parking lots subject to the requirements of the Government Code of the State of California, Section 3500, *et seq.* (Meyers-Milias Brown Act). Such fees shall be established by Board of Supervisors Resolution. If parking fees are established for County-owned or leased parking lots, they shall be based on market rates. County Departments and Agencies shall pay for parking fees established for any parking spaces designated for the department or agency's employees, and the parking fees shall be paid for out of their operational budget.

- B. Designated parking on County-owned or leased parking lots shall be provided on a priority basis in the following order:

1. ADA (Americans with Disabilities Act)
2. The Public (while conducting County business)
3. Car pools and van pools
4. Alternative fuel vehicles
5. County-owned vehicles
6. Official County business transient (e.g., Mail Services, including private vehicles)
7. County employees required to use their private vehicle to conduct County business

The terms "car pooling" or "van pooling" refer to the use, on a regularly scheduled daily or weekly basis, of a private vehicle to transport two or more employees to and from their residence and County work location. Parking for car pools and van pools shall be

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designated and physically located as conveniently as possible for the employees concerned.

Reserved spaces for County vehicles that are associated with employees who leave at opening of business and return at close of business shall be located on the perimeter of the facility or site, where feasible.

- C. When designated priority parking in paragraph B has been reasonably accommodated, further priorities for designated parking spaces for County employees' private vehicles shall be based on the operational requirements of the specific position (e.g., high in-and-out activity due to frequent meetings outside the office, a need to transport large amounts of files, etc.). Designated parking for County employees' private vehicles may be designated as an employee benefit, provided that all operational requirements have been satisfied for positions at that County facility.

At locations where multiple departments occupy the facilities, designations for employee designated parking spaces shall be in the following priority order:

1. Elected Official
  2. Chief Administrative Officer/Assistant Chief Administrative Officer/Deputy Chief Administrative Officers
  3. Department Head
  4. Assistant/Deputy Director
- D. It shall be the responsibility of the Chief Administrative Officer to ensure that the provisions of this policy are implemented by establishing appropriate administrative procedures, preparing appropriate resolutions for specific County-owned or leased parking lots, and instituting such regulatory mechanisms as may be necessary and authorized by law.
- E. **Site-Specific Parking Policies**  
Site-specific parking policies may be developed at multiple department occupied regional and operations centers by a Site Occupants Committee consisting of representatives of all occupant departments. The Director of the Department of General Services shall enforce parking policies established by and at the request of the Site Occupants Committee. The enforcement authority for the Department of General Services is specifically outlined within the San Diego County Code of Regulatory Ordinances, Title 7, Highways and Traffic, Division 3, Parking on County Property.

Sunset Date

This policy will be reviewed for continuance by 12-31-2020.

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Board Action

5-17-77 (79)

11-13-84 (19)

7-26-88 (43)

12-12-89 (49)

6-05-90 (43)

9-25-90 (41)

9-26-00 (16)

02-27-07 (10)

12-09-08 (33)

08-06-13 (8)

CAO Reference

1. Department of General Services
2. Department of Human Resources, Labor Relations