

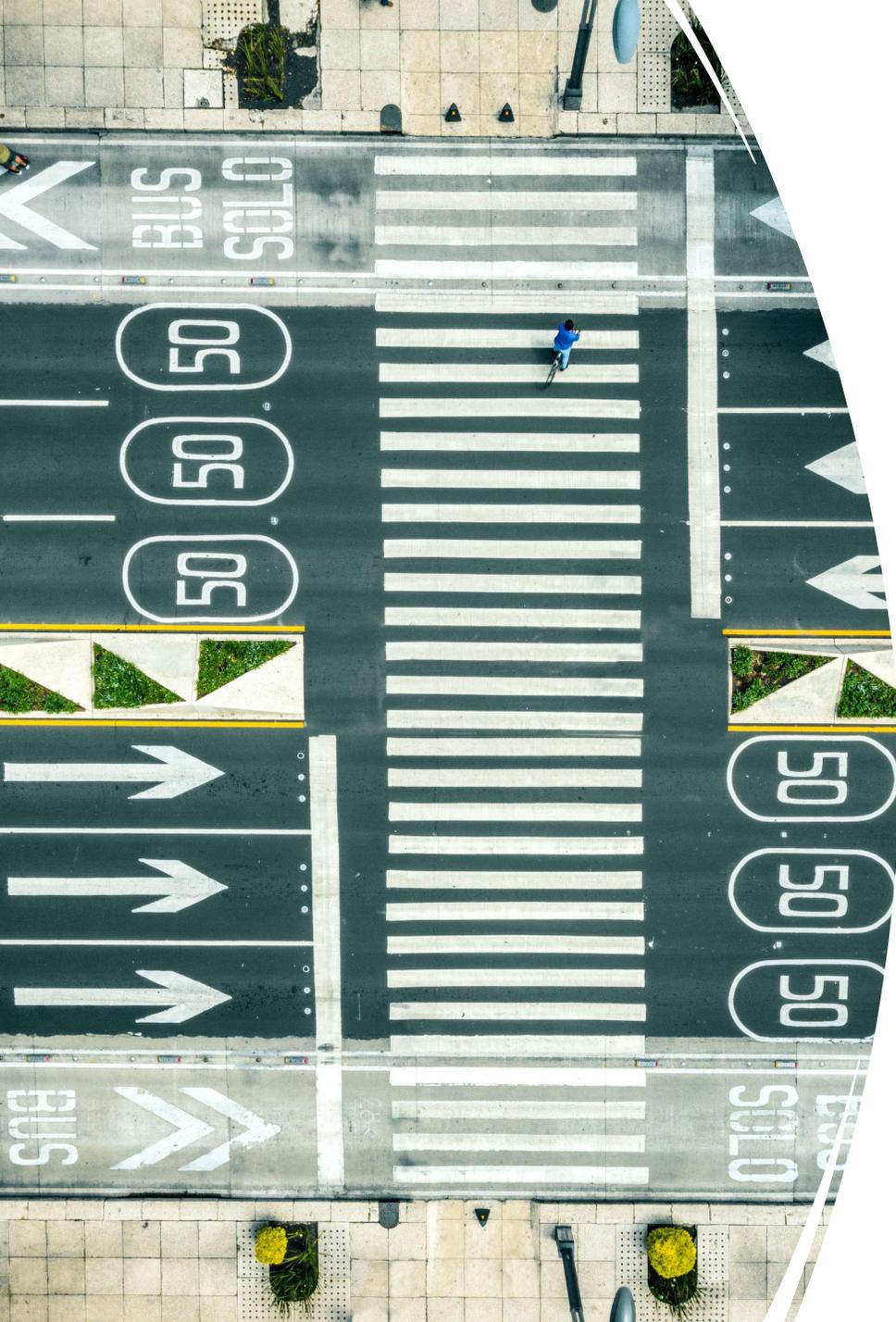


Community Services Standing Committee: Reviewed on 12/3/25 @ 5pm

City Hall Parking Plan: Implementation and Management

Recommendations for effective
parking management at City Hall

1/26/26



Agenda Overview

- Background
- Overview of current City Hall Parking challenges
- Current Inventory
- Recommendations
- Timeline/Cost Estimate
- Questions & Answers

Parking Project Background

- Parking impacts began after COVID.
- The SPPD relocation will create more parking demands.
- City Staff was surveyed to understand their parking/commuting needs and reviewed results.
- Many spots are used by county staff/patrons.
- Met with County Health to discuss upcoming parking demands.
- Researched nearby local agencies and their city hall parking plans.
- Assembled a parking committee to assess the situation and formalize recommendations.





Current Parking Challenges

- The current parking layout features some designated parking spots for City Hall staff, elected officials, ADA, and EV vehicles.
- **The Issue:** Only 5-10 open parking stalls are available in the City Hall parking lot during business hours. This leaves **MINIMAL PARKING** for other non-city hall staff and/or patrons who arrive at City Hall for business and meetings.
- The parking issue needs to be addressed before the new San Pablo Police Department/Regional Training Facility officially opens.



Current Parking Inventory

Category	City Hall	CCC Health Garage	WIC	PD Regional Training	Total
# of Stalls	120	345	42	21	528
# of Staff (max)	70	130	10	<i>Will be housed in PD parking lot (fenced in)</i>	210
Spaces left for patrons/other staff	50	215	32	15	<i>297 (not counting PD stalls, those will be PD only)</i>
Current Avg. # of open stalls	10	55	30	<i>PD requesting 19 stalls for training only</i>	n/a

All other non-designated City Hall parking stalls are heavily utilized by county staff, patrons, and city hall staff and patrons.

Whereas, County and Women, Infant, & Children (WIC) lots on average have a combined 60 open stalls between the parking garage and WIC parking lot.

Current City Hall Current Parking Lot



All unmarked parking above is currently undesignated and is being heavily utilized by County Health staff and patrons Monday-Friday.

Recommendations – Phase I

#	Description 120 total parking spots in City Hall lot	Department	Projected timeline	Projected Cost
1	-Post signage and stripe stalls in and around City Hall that prohibit unauthorized vehicles from parking (i.e., City Hall Employee and Authorized Vehicles Parking Only signs). To be placed in the entrance to the parking lot.	Public Works	8 weeks	In-house estimated cost on future slide
2	Designate 2-hour parking stalls for all city business users/patrons (in green = 21 stalls)	Public Works	8 weeks	In-house estimated cost on future slide
3	Create the same permitted parking signs in front of City Hall (CM/elected area), 13 stalls (7 for elected, 6 for ELG)	Created by PW, monitored/changed by PD	8 weeks	In-house estimated cost on future slide
4	Relocate half the city fleet to Annex. Corral Area (16 total stalls in corral), leaving 8 for fleet / 8 for staff.	TBD (CSD-Paratransit, other vehicles)	Happens when PD relocates	No cost
5	Provide temporary parking passes for patrons to place in their car window for events, meetings, or when anticipated to be parked longer than 2 hours. (i.e., Bingo, EDC trainings, Finance meetings, etc.). Leaves 70 stalls open for all remaining staff and users	CSD, EDC, any city departments that is hosting a large event	Immediate when signage and striping done	In-house. Will be handled by and absorbed by CSD
6	Have SPPD monitor/enforce the parking situation after striping and new signage is installed, temporary event parking passes	San Pablo PD	TBD	In-House. Will be handled by and absorbed by SPPD
7	Parking Agreement with Mr. Pakpour to secure 10 stalls in the Wallgreen's Parking Lot (<i>designated for PD Parking only</i>) refer to diagram	City Manager	8 weeks	In-house estimated cost on future slide

City Hall Parking Lot – Phase I

Annotated Plan



Plaza San Pablo & City Hall Parking Plan

Color	Parking Designation	Regulations	Number of Spaces
Red	Elected Officials Parking	24/7	10
Orange	ELG Parking	7am-6pm M-Fri	11
Blue	ADA Parking	24/7	6
Yellow	Electric Vehicle Charging	4hrs - 7am-6pm M-Fri	10
Green	2 Hour Visitor Parking	2hrs - 7am-6pm M-Fri	21 (16 on-street)
Tan	City Employee Parking	7am-6pm M-Fri	62
Purple	Police Department Parking	24/7	10 (at Walgreens lot)

SPPD Facility Parking Lot/Recommendations



By securing 10 parking stalls in the Walgreens Parking lot (nearest to Chatteleton Lane), the total number of designated “SPPD Training Only Spots” will be 19. See Parking Plan on next slide.

Phase I & Phase II SPPD Parking



- Phase I recommendation to secure 10 additional parking stalls in the Walgreens lot. Dedicated for the PD training facility only, via Revocable Parking Agreement between property owner and City (TBD).
- Phase II Add 2-4 hour parking spots along Chatleton and Luna. Additional discussion needs to be made for overnight parking

Cost Estimates & Timeline

	Maintenance Division	Sign			Striping	
		Number of signs	Cost (Labor + Material)	Sign Total	Striping (Labor + Material)	
	Elected Officials Parking	3	\$800	\$2,400	\$5,500	
	ELG Parking	6	\$800	\$4,800		
	2 Hour Visitor Parking	10	\$800	\$8,000		
1	Staff Parking	24	\$800	\$19,200		
2	Restrictive Entry Sign	2	\$1,200	\$2,400		
3				Subtotal	\$42,300	
4	Engineering Division					
5	Work Order				Subtotal	\$900
7				Total	\$43,200	

Conclusion

Enhanced Parking Management & Reallocation

The City Hall Parking Plan focuses on improving the management of parking facilities to optimize space usage and efficiency.

The new 2-hour parking stalls will support efficient access for residents and visitors conducting business at City Hall.

The SPPD & Regional Training Facility already has designated parking for their staff and fleet. Additional dedicated parking will be in front of PD for PD patrons, with 19 additional dedicated stalls for the training facility.

Strategic Signage Implementation & Designated Parking Areas

Implementing clear and strategic signage (English & Spanish) will guide users to available parking options, reducing confusion and enhancing user experience.

The primary purpose of the signage is to deter unauthorized parking for non-City Hall and/PD users, thus ensuring that designated parking spaces are available to them during business hours.

Monitoring, Estimated Cost, & Timeline

SPPD will actively monitor parking to ensure compliance with regulations, particularly during M-F business hours.

Designated Parking Passes will be coordinated by CSD staff who are responsible for authorized rentals/users.

Most of the new cost in the materials and some additional staff time in monitoring and temporary permit distribution.

6-8 weeks timeline for materials, with implementation ideally beginning after January 2026.

Staff Recommendations:

- 1). Receive presentation; Authorize the City Manager to proceed with implementation of the new City Hall Parking Plan (Phases I and II) to accommodate all parking users, City officials, City employees, and the public; and
- 2). Authorize one-time funding allocation from FY 2025-26 GFDR (Fund 110) Operating Reserve for all capital expenses under the City Manager's Budget Authority or formal bidding for Public Contract Code compliance (if required); and
- 3). Reallocation and appropriation from GFDR Fund 110 for \$50,000 to Fund 200; and
- 4). Authorize the City Manager to develop a Revocable Parking Agreement (i.e., MOU) with the property owner of Walgreens' site for Police Department-designated parking (i.e., 10 spaces)

*Please note: The Community Services Standing Committee reviewed and approved the item on 12/3/25 to come forward to the City Council for formal review and consideration.



Questions?