

**EXHIBIT A - As Amended**  
**PARKING PERMIT SURCHARGE REVENUE ALLOCATION GUIDELINES**

**What**

Parking permit surcharge is added to the base cost of an area parking permit with dual purposes of:

- managing parking demand using price, and
- raising funds for Transportation Demand Management (TDM) strategies and programs in that parking district and potentially capital projects.

**Section I****Advisory Committee Mission, Formation and Function**

The mission of a Parking Stakeholder Advisory Committee (SAC) is to advise the City on transportation and parking issues, with the goal of efficiently managing parking and reducing reliance on the single-occupancy automobile.

**Recommended SAC structure includes residents and business owners/representatives of an area and at-large community members who volunteer to serve on the committee.** The mission and activities of the SAC are intended to support neighborhood and City land use and transportation goals, objectives, and policies; as well as, provide guidance for the development of more detailed projects, programs and activities within a Permit Zone.

The SAC will meet regularly as a committee, working with the broader neighborhood association members to compile a list of recommended programs and projects for proposed revenue expenditure. All SAC meetings are open to the public and are subject to public records law. PBOT staff works with the SAC to identify eligible projects and programs. Once a list of projects and programs for the year is finalized an annual work plan will be developed to document how the funds will be used. The SAC will work with PBOT staff to develop a plan for quarterly reporting on the progress of the work plan including a detailed accounting of expenditures and the associated accomplishments.

PBOT staff will attend SAC meetings, support the SAC activities and promote TDM programs and efforts to further the mission and goals.

**Section II****Use of Parking Permit Surcharge Revenue Allocation (PSR)**

All parking Permit Surcharge Revenue (PSR) dollars collected are public funds. All programs and projects funded by surcharge funds will be evaluated against the city's **Equity Goals and Strategies** to alleviate transportation burdens on low income, underserved communities and communities of color.

Permit Surcharge Revenue shall be used to encourage mode shift away from single occupancy vehicles. The PSR shall be used for TDM outreach programs and regularly scheduled on-street parking data collection and analysis and capital projects. (Eligible projects and programs are outlined below in Section III).

PBOT leads the data collection effort with input from the SAC. The SAC uses the data collection and analysis to determine if any parking management changes are needed to improve the function of the system and makes recommendations to PBOT. The permit

surcharge rate should be driven by parking occupancy and turnover data, as well as neighborhood goals.

Permit Surcharge Revenue shall not be used to pay for non-city personnel. Any consultants, contractors or the like hired using PSR funds, must adhere to City of Portland procurement and contracting practices.

All Permit Surcharge Revenue (PSR) dollars are subject to auditing.

### **Section III**

#### **Eligible PSA Programs and Projects**

PBOT staff will review the proposed list developed by the SAC to confirm project feasibility ensuring that timing does not conflict with other associated activities planned to occur in the area; such as: larger transportation projects or utility infrastructure.

Examples of projects/programs could include:

- TriMet Universal Pass program to provide transit passes to district employees and residents
- Free transit passes to low income residents and employees.
- Transit tracker kiosks to provide arrival and departure information
- Area walking maps and installation of pedestrian wayfinding signs
- Design and installation of curb extensions and Installation of Rapid Flash Beacons
- Design and installation of new sidewalks/filling sidewalk gaps
- Carshare memberships
- Permit opt-out incentive that allows residents to choose other transportation options, such as a transit pass or BIKETOWN membership, if parking permit is not renewed
- Company or district-wide ridesharing networks with incentives to carpool
- Free day and week passes on TriMet to encourage people to try transit
- District-wide BIKETOWN zones that allow commuters and customers to park at any bike rack without paying a fee
- Bike parking on public and/or private property
- Free and/or reduced bicycling and walking safety accessories, such as lights, locks, and rain gear
- Enhanced transit service in partnership with TriMet and/or Portland Streetcar
- Transportation analysis related to future TSP projects to determine impact
- Awareness campaign & education materials and services, such as graphic design and printing for promoting TDM related projects and programs
- Evaluation and analysis, such as travel behavior and parking opinion surveys  
TDM programs, collateral and events that provide information, incentives, and encouragement to district employees and residents to walk, bike, carpool and use transit more often
- Any project identified in the adopted Transportation System Plan (TSP)
- Increasing public supply of off-street parking through development of shared use of existing supply and finding opportunities to share new parking supply in the future. Added parking supply should be in conjunction with TDM efforts to minimize the demand on parking