

---

**1140.2 SUBJECT: PARKING REGULATIONS FOR CITY HALL**

:1 OBJECTIVE:

Provide effective control for employees and public parking.

:2 AUTHORITY:

This procedure amended by City Council July 19, 2004, Item A6.

:3 DIRECTION:

Parking Division Manager, as an appointed official serves at the pleasure of the Mayor, and receives directions through the Public Works Director.

:4 FUCTIONS:

A. Definitions:

1. Rideshare/Carpool – Two or more City employees who ride together to and from work at City Hall.
2. Transit Benefit – Payment to an individual electing not to participate in the Parking Program. This benefit is included in taxable income.
3. Appointed Officials – Officers of the City appointed pursuant to Section 3, Chapter 2 of the City Charter and Section 2.05 of the City Code, consisting of Executive and Senior Management.
4. Parking Program – is a qualified transportation fringe benefit under IRC 132(a) available to employees who elect to park their personal vehicle in the City Commons Garage. This benefit is excluded from gross income and is a non-cash transaction.
5. Parking Program Benefit – are the benefits and regulations pertaining to the Parking Program, which will be reviewed annually by the Office of Management and Budget. Employees can change their benefit annually or if there is a major change in life style.
6. Validation Program – provides free or discounted parking for the visitors to City Hall. This program is only offered for those individuals conducting business at City Hall. Validations stamps are available in 1, 2, or 3-hour books of one hundred stamps.
7. Access Card – is a plastic card with picture ID, which will allow an employee access into the garage and City Hall. If an employee elects to receive the transit benefit, the access card can only be used to enter City Hall.
8. Reserve (Gold) - an area of parking reserved on a first come – first served basis for appointed officials who work at City Hall.

B. Method of Operation:

1. Human Resources Division will issue access Cards to the City Commons Garage to the employee upon completion of the election form.

2. City employees shall not park or cause their vehicle to be parked in any unauthorized area in the garage.
  3. The City is not responsible for theft, accident, damage or loss of personal property.
  4. Employee's family members are not entitled to use the employee's parking privilege unless accompanied by the related employee.
  5. City vehicles that are assigned to employees at City Hall are to be parked in the Garland and South Street Lot, except for those vehicles that are assigned to park in a designated area of the garage. If no spaces are available, these vehicles must park at Sylvia Lane lot.
  6. Motor Pool vehicles will park in the designated motor pool area within the garage.
  7. Those individuals who qualify for the Rideshare/Carpool will be entitled to a designated parking area on the 4<sup>th</sup> level within the garage.
  8. Employees from satellite offices visiting or attending meetings at City Hall can utilize the access card purchased by their department/division or have their parking ticket validated by the relevant department or division at City Hall.
  9. All employees from satellite offices attending training or educational programs at City Hall whether in a City or personal vehicle must park at the Sylvia Lane lot.
- C. Issuance and Accountability of City Hall Parking Access Cards
1. Employees with offices at City Hall may elect to participate in the Parking Program or receive the transit benefit. An election form must be submitted to Human Resources Division in order to either receive an access card or the transit benefit.
  2. Upon receipt of the completed form, the Human Resources Division shall either (1) furnish the appropriate access card to the employee or (2) employees will begin receiving the transit benefit, which will be added to their paychecks.
  3. City employees shall be held accountable for use of the access card. Any abuse of the access card may result in the suspension of the parking privileges in the garage.
  4. Replacement of any lost or stolen access card will be the responsibility of the employee. A replacement fee will be required to replace the prior card.
  5. Employees leaving City service or moving to a satellite office must return their access cards to the Human Resources Division.
  6. All appointed officials from satellite departments or divisions will receive an access card. Providing the funding is available, each satellite department or division can purchase up to a maximum of two additional access cards from the Parking Division.

D. Validations

1. City Hall visitors will be allowed to park in the City Commons Garage free of charge, if their parking tickets are validated, for a period of one (1) hour. Any visitor that exceeds the one (1) hour period can have their ticket validated at the discretion of the department, office or division that was visited.
2. Departments, offices or divisions can order validation stamps from the City Commons Garage manager's office located on the first floor of the garage. Charges will be assessed to their program upon order.
3. It shall be the responsibility of the departments, offices and divisions to examine their operations and determine their needs for the validation of parking for visitors conducting business at City Hall within their areas. Each department, office and division is required to control and account for the validation stamps disbursements.
4. Special arrangements must be made in advance with the garage operator for any validation that meets or exceeds eight (8) hours with approval of the department/office head.

E. Visitor Parking

1. Parking in the designate lot across the street from City Hall will be use for visitors to City Hall. No employee parking will be allowed during normal working hours.
2. This lot will operate on a two-hour time limit and will be strictly enforced seven (7) days a week.

F. South Lot

1. Parking in the South Lot will be controlled with reserved spaces for both CNL group and City Hall. The City will have a total of nine (9) spaces that will be assigned by the CAO.

G. Flex-Time

1. It will be the discretion of each director/office head to determine and implement the employee flex time that best suits their operation to help alleviate the peak traffic to and from the garage.

:5 FORMS:

Employee Parking Garage Election Form

:6 COMMITTEE RESPONSIBILITIES:

None

:7 REFERENCE:

This procedure effective July 26, 1993; amended by City Council August 23, 1999, Item 9CCC; amended August 5, 2002, Item B15; amended July 19, 2004, Item A6.

:8 EFFECTIVE DATE:

This procedure effect July 19, 2004.

## **Parking Program**

The Parking Program is for those City employees who work in City Hall and elect to park in the City Commons Garage. The following are the benefits and regulations of the Program:

1. Employees who work in City Hall are eligible for either a taxable cash transit benefit of \$45 a month or can choose to participate in the Parking Program.
2. Employees will be allowed to use the access card 24/hrs per day, 7 days a week, to park a vehicle in the garage.
3. A ten-dollar (\$10) fee will be charged to replace a lost access card.
4. Parking spaces are not reserved or assigned and are available on a first come - first served basis, except for designated areas.
5. The access card is programmed to allow a vehicle to enter (access) and exit (egress) the parking garage in sequence. An access card can enter/exit as many times in one day as necessary as long as the sequence is not broken. Individuals who attempt to pass their access card to another vehicle will immediately lose the right of further usage.
6. An employee leaving City service or moving to a satellite office must return their access card to their department, office or bureau in which employed.
7. Any employee who does not have an access card upon entering or exiting the garage must pay the appropriate daily parking rate.

- - - -

**City Commons Parking Garage**

**Election Form**

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Please Print

Department: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Number: \_\_\_\_\_

Work Location: \_\_\_\_\_ Floor: \_\_\_\_\_

**Election:**

\_\_\_\_\_ I accept:  
(a) Parking Access Card Number \_\_\_\_\_  
(b) Responsibility and accountability for the card

\_\_\_\_\_ I refuse the Parking Access Card privilege and accept  
the Monthly Taxable Cash Transit Benefit of \_\_\_\_\_.

This election will be in effect until such action that changes my City Hall status.

\_\_\_\_\_  
Employee Signature                      Date                      Employee Number

Approved: \_\_\_\_\_  
Director/Division Manager                      Date