

**City Hall Parking****Section 1.6.4****POLICY****4th & St. John Parking Garage (Employee Parking Garage)**

Once the Employee Parking Garage is completed, the majority of City employees located in City Hall will park in this Garage. Until then, employees have been assigned an interim parking location.

**On-Site Parking**

The primary use of the City Hall on-site parking facility is to provide parking to members of the public conducting business at City Hall.

On-site parking is also provided to the Mayor, members of the City Council, the City Manager, the City Attorney, the City Auditor, the City Clerk, Department and Office Directors with offices in City Hall, and a limited number of other employees designated by the City Manager or designee.

In addition, visiting City employees with primary work locations other than City Hall will be provided validations.

**PARKING VALIDATION**

Parking validation machines have been provided to offices and departments for the purpose of validating parking for members of the public and off-site employees who come to City Hall to conduct business. Departments and Offices with validation machines are responsible to ensure that validated parking is provided only in situations that are consistent with this policy.

**Members of the Public**

Members of the public who come to City Hall to conduct business or to attend public meetings, such as Council Meetings, may park in the onsite garage and have their parking validated. Free or validated parking is not available to the public attending privately sponsored meetings or events unless the meeting/event organizers have arranged for validation for attendees. In addition to the onsite garage, validation can also be provided for the 3rd Street, 4th Street, and the Market Street Garages. Parking validation should only be provided by the department in which they are visiting to conduct business or by the department responsible for the public meeting.

**Off-Site Employees**

The majority of City employees work in locations other than City Hall, but may need to come to City Hall to conduct business on a regular or occasional basis. If the purpose of their visit to City Hall is to conduct official City business, these employees are authorized to park in the on-site garage for short-term visits or the 3rd Street or Market Street Garages for longer visits and have their parking validated by their department or the department in which they are conducting business at City Hall. Validation is to be provided only when conducting official City business at City Hall.

**City Hall Parking****Section 1.6.4****City Hall Employees**

Employees who work in City Hall and who are not authorized to park in the onsite garage have been assigned an interim parking location until the Employee Parking Garage is completed and ready for occupancy. Validation shall **not** be provided to City employees who work in City Hall with the limited exception of employees parking for short-term (30 minutes or less) loading and unloading only in designated spaces.

Employees with disabilities who are located at City Hall and who request a parking accommodation are to be directed to the Office of Employee Relations. The Office of Employee Relations, in collaboration with the Department of Transportation, shall review the request for a parking accommodation and determine the parking location for that employee. Any parking accommodation provided to an employee in a facility in which they are not normally assigned to park is subject to availability and periodic review.

**Loading/Unloading Zones**

Loading/unloading zones in the onsite garage may be used by the public as well as City employees. City employees who work in City Hall are allowed to use these zones however, parking in these zones is limited to thirty (30) minutes. An employee using the loading/unloading zone may request validation from their department or the department for which they are utilizing the loading/unloading zone. This validation must be recorded on the Validation Record Sheet as use of a loading/unloading zone. If the employee is found to have improperly used their validation for the loading/unloading zone in order to park in a non-time restricted space or was found to have parked in the loading/unloading zone for longer than thirty (30) minutes, the employee may be required to pay for parking.

**City employees who park in a facility in which they are not entitled to park must pay the posted parking rates.**

**Loss of Parking Access Card**

If an employee's parking access card is lost, the employee is to report the lost card to the parking staff located at their assigned parking facility. Until the parking garage staff is able to provide the employee with a replacement access card, the employee is to pull a parking ticket and continue parking in their assigned parking facility. The employee's department will provide validation for the employee's parking until the employee is provided with a replacement parking access card. The employee will be provided a replacement parking access card within 24 hours.

**Per the parking contract, if an employee loses their parking access card for any assigned parking garage, the employee is responsible to pay a \$10 replacement parking access card fee.**

**VALIDATION RECORD SHEET**

Each Department and Office that has been provided a validation machine is responsible for recording each parking validation they provide, accurately and completely, on the Validation Record Sheet. Each Department Director will be responsible for assigning administrative staff to review the accuracy and thoroughness of the Parking Validation Record Sheet and compare

**City Hall Parking****Section 1.6.4**

it to a monthly automated report (Parking Validation Use Report) provided by the Department of Transportation. Any significant discrepancies in the Parking Validation Record Sheet and the automated monthly report are to be reported to the Department Director. Abuse or improper use of validation machines may be cause for disciplinary actions up to and including dismissal.

**EVENING PARKING IN THE ONSITE GARAGE (AFTER 5PM)**

Until the Employee Parking garage is completed, employees will be allowed to use the onsite City Hall parking garage on weekdays after 5pm and only with prior approval of their Department. To gain access without paying fees, employees will need to provide a completed evening parking authorization form to the parking attendant upon exiting the garage. The form must have an original authorized signature from the employee's department. Each authorization form is valid for one day only. The form only authorizes free parking after 5pm. If the employee enters the garage before 5pm, the employee must pay the posted parking rates up to 5pm.

Approved:

/s/ Mark Linder  
Assistant City Manager

June 30, 2006  
Date