

Subject: Parking Policy – Eligibility for Employee Parking Permits	Number: 7-1
	Date Issued: December 1, 1998 Date Revised: June 9, 2010
Responsible Department: Public Works	Approved: 

Purpose

To establish a uniform policy and procedure concerning employee parking by City employees in the downtown area bounded by the two complex areas identified below. From time-to-time, various changes in parking locations in the downtown area may occur due to construction or loss of a parking lot. Employees may be moved to other parking locations as close as practical to their work location during these times. Employees will be contacted before the actual move date and briefed on parking options.

Policy

To obtain an Employee Parking Permit:

1. An employee must have his/her permanent work site in the established downtown area.
2. An employee must request a parking permit in writing by completing the Employee Parking Permit Request Form provided by the Parking Section of the Public Works Department.
3. An employee may only obtain a permit for the parking lot zone within the employee's work site. Zone "A" is the City Hall Complex area and Zone "B" is the Water Tower Complex area.
4. At the time the request is made, if stalls are not immediately available in parking lots within the employee's work site, the employee's name will be placed on a waiting list, which determines the priority for the next available parking stall. A waiting list will be established for each employee lot in close proximity to the employee's workplace in either the City Hall Complex area, referred to as Zone "A", or the Water Tower Complex area, referred to as Zone "B". An employee can be offered a parking permit in the Stadium Lot or Boxcar Lot provided with shuttle service. The Stadium Lot is located at Kern and "H" Streets, and the Boxcar Lot is located at Fresno and "H" Streets.

Procedures

Zone A City Hall Complex - Work Site: City Hall

Promenade Lot: south side of Tulare between railroad tracks and "R" Street

Zone B Water Tower Complex - Work Sites: FPD Headquarters, City Hall Annex, Veteran's Building.

"A" Lot - south side of Merced between "N" and "O" Streets, behind the Veteran's Bldg.

"C" Lot - west of the metered Federal Lot, at "O" Street, between Fresno and Mariposa Streets.

"N" Lot - east side of "N" Street, between Fresno and Mariposa.

"T" Lot - north side of Tulare, between "N" and "O" Streets.

Convention Center Garage – corner of Inyo and "O" Streets

2. **Waiting List**

The Parking Section of Public Works will maintain a waiting list for each Zone area. It shall be established on a first-come, first-served basis and by the date the employee signed the Employee Parking Permit Request or Wait List form. When an employee parking permit becomes available in a parking lot in a Zone area, it will be offered to the person heading the waiting list for that Zone. If the employee declines the permit, he/she will have one additional opportunity to accept a permit. If the employee turns down the permit a second time, his/her name shall be placed at the bottom of the waiting list. At the time of each denial, a Parking Permit Denial Form must be completed by the employee to establish a record of the declined permit offer.

3. **Permits**

At the time of issuance, a qualified employee will receive one (1) hang tag parking permit, a City of Fresno parking permit map, and a Rules bulletin. The employee must read and sign the Rules bulletin acknowledging receipt of this information. The hang tag permit is to be displayed in accordance with this administrative policy. The permit will be numbered and identified by lot or car pool stall.

No additional permits will be issued for secondary vehicles. The hang tag is designed for quick removal and placement in another vehicle. In the event a temporary replacement is required, one-day permits are available and may be issued for up to a maximum of one week.

If the permit is lost or stolen, an employee may purchase a replacement permit. The stolen or missing permit number will be removed from the hang tag parking permit inventory. The lot designation and hang tag number will be forwarded to parking control who will periodically inspect the parking locations and attempt to locate the missing hang tag permit.

4. **Permits for Designated Stalls**

If an employee has been assigned a designated parking stall for his/her use only, a special permit will be issued that is maintained by the responsible department. The employee must pay a monthly rental fee.

5. Display of Parking Permit

The hang tag permit is valid only in the assigned lot or stall assigned. It is required that the hang tag permit be properly displayed when the employee's vehicle is parked in the assigned lot or stall, and it is the employee's responsibility to ensure that the hang tag permit is properly displayed. A properly displayed permit is as follows:

- Hang tag permits must be displayed within the vehicle on the front rearview mirror and must be visible, or on the front dash within the vehicle, on the driver's side.
- Temporary permits must be displayed on the front dash within the vehicle, on the driver's side.

6. Car Pool Permits

Permits for a designated car pool stall will be assigned on a first-come, first-served basis and based upon availability. All carpool applicants must be permanent City employees assigned to the Zone A or Zone B work areas. Priority will be given to applications where 2 or more employees are assigned to City Hall. In the event a car pool stall is not available, a car pool waiting list will be maintained.

Car pooling exists when one vehicle is used to transport more than one employee to his/her work location in the downtown area, a minimum of three times a week.

A car pooling arrangement may be established by completion of a Car Pool Application Form, signed by all car pool participants. The application must be submitted and approved by the Parking Manager. One designated parking stall will be assigned for the vehicles in the approved car pool and one hang tag parking permit will be issued for all participants.

City employees issued Official Vehicle Parking permits or assigned to City vehicles, or those having been issued a permit for another City lot, may not be considered part of the car pooling arrangement or assigned a car pool permit.

7. Fees and Charges

City employees will pay a monthly rental fee when granted an employee parking permit or a designated parking stall. It is required that the method of payment shall be through City payroll deduction from the employee's regular paycheck. Persons under contract with the City who are not paid through the City's payroll system must pay the monthly fee directly to the Parking Section of Public Works at the beginning of each month's use. All parking permit fees will be established by the City Council, provided, however, that the effective date of any new monthly fee shall be the first of the month following Council action.

8. Failure to Display Parking Permit

Vehicles without valid, properly displayed parking permits are subject to citation under Section 14-1014 of the Fresno Municipal Code, or to payment of a penalty fee in the amount established in the Master Fee Schedule. For citations issued, each employee shall be allotted one void every 12 months under administrative action when cited for failing to display parking permits. Any violation of this section over the one void allocation will result in fine and/or loss of parking permit privileges.

9. Non-transferability

Parking permits are non-transferable, may not be traded or sub-leased, and are for the employee's use only.

10. Relinquishment of Employee Parking Permit

A parking permit hang tag is City property and employees are required to turn in the hang tag permit upon separation from City employment, change in qualifying work location, or when an employee becomes ineligible according to this administrative policy. The hang tag permit must be turned in to the Parking Section of the Public Works Department, and the employee must complete the appropriate form to discontinue payroll deduction for parking fees.

11. Non-eligibility

City employees assigned a City vehicle on a permanent or overnight basis are not eligible for employee parking permits but may park their vehicles in the Promenade Lot in the areas designated for official vehicles by posted signage. City employees who are authorized to use their own vehicles on City business and are provided with an Official Vehicle Parking permit are not eligible for employee parking permits. City employees having work areas outside of the downtown area are not eligible.

12. Loss of Parking Privilege

Any employee not abiding by these procedures or any parking regulations established by the City Manager may, upon the recommendation of the Public Works Director and Parking Manager, and with approval of the City Manager, lose all employee parking privileges.

13. Relocation of Permittee

The Public Works Director and/or the Parking Manager, or his/her designee, reserves the right to relocate permittees from one lot to another lot, but will do so only with due cause and will attempt to do so on the basis of seniority in a lot, or seniority on the waiting list.

14. Relocation of Permittees Due to Loss of Parking Facility

The Public Works Director and/or the Parking Manager, or his/her designee, will attempt to relocate permittees from a lot that is being taken out of service, into a lot as close as possible to the permittee's assigned work location. Care shall be taken to ensure that seniority of the person in the parking program is maintained and utilized in the decision making when establishing the new location of placement of the permittee.