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| <b>Subject:</b> Parking Policy – Visitor Temporary Permits         | <b>Number:</b> 7-4   |
|  | <b>Date Issued:</b> October 30, 2003<br><b>Date Revised:</b> June 11, 2015 |
| <b>Responsible Department:</b> Development and Resource Management | <i>Geneva Smith</i><br><b>Approved:</b>                                    |

**Purpose**

To establish a uniform policy and procedure for parking visitors, volunteers, contractors, consultants, commission/committee members, and City staff from outside the downtown area, for visiting City offices while in conjunction with a City function or event, or the conducting of City business on the south and east sides of downtown.

**Policy**

To obtain a temporary visitor parking permit, the requesting City department must complete and submit a Visitor Parking Permit Application for approval by the Parking Manager.

**Procedures**

Annual and daily visitor permits may be issued after application approval by the Parking manager, based on the following criteria:

1. Outside consultants who work more than 60 total days of the year at City Hall or are under written contract with the City.  
  
Cost: \$180 per year, per permit, or \$15 per month
2. City department staff from outside the downtown area who use private vehicles for City business at City Hall (limit 5 permits per department).  
  
Cost: \$50 per year, per permit
3. Other governmental agencies conducting business at City Hall. These agencies include the County Board of Supervisors, County Administrative Office, District Attorney, Council of Governments, etc. The City Manager or designee can waive this fee.

Cost: \$2 per day, per permit

4. Other users approved by the Parking Manager based on review of the request and need.

Cost: \$2 per day, per permit

The requesting City department will be billed through interdepartmental charges based on the above.