



ADMINISTRATIVE ORDER NUMBER 7-6

SUBJECT: PARKING PERMITS AND REGULATIONS

Responsible Department: Planning and Development Department
Date Issued: 8/27/2020
Date Revised:
Approved: *(Signature on file)*

RELATED ADMINISTRATIVE ORDERS

This Administrative Order supersedes the following:

- 7-1 Eligibility for Employee Parking Permits
- 7-2 Parking Policy City Parking Facilities
- 7-3 Official Vehicle Permit Program
- 7-4 Parking Policy – Visitor Temporary Permits

Related Administrative Orders:

- 2-2 Transportation Allowance and Mileage Reimbursement Policy

PURPOSE

This Administrative Order is intended to provide implementation direction regarding certain parking permits issued pursuant to FMC 14-1014 with rates identified in the Master Fee Schedule. Parking permits are issued to certain City staff, visitors, volunteers, contractors, consultants, and commission/committee members for parking at an employee's worksite or when necessary to conduct City business.

PERMIT TYPES & LOCATION PRIVILEGES

“A” Lot Permit – This permit is issued to City employees and allows for parking in the A Lot, located on the north side of Veterans Memorial Auditorium, at 2433 Fresno Street. On-street overflow parking is available, as described on the permit.

“C” Lot Permit – This permit is issued to City employees and only allows for parking in the C Lot, located west of the Water Tower lot, at 1100 “O” Street.

“N” Lot Permit – This permit is issued to City employees and only allows for parking in the N Lot,

located on the east side of “N” Street, between Fresno and Mariposa Streets.

Promenade Lot Permit – This permit is issued to City employees and only allows for parking in the Promenade Lot, located at 1919 Tulare Street.

MSC Permit – This permit is managed and issued by the Department of Public Works. This permit is also valid in the portion of the Promenade Lot south of Inyo Street.

Carpool Permit – This permit is issued to City employees assigned to City Hall, who carpool with one or more employees, to park in designated spaces in the City Hall South Lot.

Official Vehicle Permit (South Lot) – This permit is issued to City employees to park in the City Hall South Lot and is valid for unlimited parking at green timed zones and metered zones only when conducting official City business. This permit is valid in City-owned downtown parking garages, except during events. Additional restrictions apply as noted on the permit.

Offsite Official Vehicle Permit – This permit is issued to City employees, with reporting worksites outside of City Hall. This permit is valid for unlimited parking at green timed zones and metered zones only when conducting official City business. This permit is valid in City-owned downtown parking garage, except during events. Additional restrictions apply as noted on the permit.

Partner Vehicle Permit – This permit is issued to contractors, consultants, and commission/committee members for visiting City offices while in conjunction with a City function or event, or while conducting City business in the downtown area. This permit allows parking at parking meters on “Q” street, Tulare, and “P” streets adjacent to City Hall as well as the City Hall North Lot when conducting City business.

Official Business Permit – This permit is issued to City staff from outside the downtown area and allows parking for the maximum time posted on a parking meter, time zone, and multi-space meter operated parking lots while conducting City business. This permit is also valid in all City owned and operated garages and lots open to the public. Permit is not valid in City employee lots, including the City Hall South Lot.

Temporary Visitor Parking Permit – This permit allows for daily parking in the City Hall North Lot or Promenade Lot. Access to the North Lot requires approval of the sponsoring department head or the Parking Division Manager.

None of these permit types are valid at the Fresno Yosemite International Airport.

POLICY

1. Forms. The Parking Division shall provide forms for requesting an employee parking permit.
2. Assignment & Waiting List. Employees shall be assigned a parking lot based work site location and availability. The Parking Division shall develop a procedure to maintain a waiting list for each permit type, as necessary.

3. Official Vehicle Permits. Official Vehicle Permits may be issued to employees when assignment of a City vehicle is not feasible, and they meet one of the criteria below:
 - a. The Mayor and three (3) Staff Assistants.
 - b. All members of the City Council and two (2) Council Assistant per district.
 - c. All Department Directors.
 - d. City employees using personal vehicles for official business and compensated pursuant to Administrative Order 2-2, Categories 1, 2 and 3 (excluding 4).
4. Carpool Permits. Carpooling exists when one vehicle is used to transport more than one employee to their work location in the downtown area, a minimum of three times a week.
5. Payment. Employees qualifying and approved for a parking permit will pay a monthly parking permit fee, as identified in the Master Fee Schedule. Payment shall be made via payroll deduction. It is the responsibility of the employee to discontinue their payroll deduction. Other parking permits will be interdepartmentally billed to requesting department or require direct payment to the Parking Division.
6. Permit Regulations. No additional permits will be issued for secondary vehicles. In the event a temporary replacement is required, a maximum of five one-day permits are allowed per year at no charge. If a permit is lost or stolen, a replacement may be purchased at the rate identified in the Master Fee Schedule.

Parking permits are non-transferable, may not be traded or sub-leased, are for the employee's official City of Fresno business use only, and must be surrendered upon separation.

7. Display of Parking Permit. The permit is valid only in the assigned area described in this Administrative Order and on the back of the permit. 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.

Vehicles without valid, properly displayed parking permits are subject to citation under Section 14-1014 of the Fresno Municipal Code. Each employee shall be allowed one courtesy dismissal every 12 months under administrative action when cited for failing to display the parking permit for their assigned lot.

8. City Vehicle Parking Near City Hall. One hour spaces reserved for City vehicles are located on Q Street behind City Hall. If no space is available, City vehicles may park at the parking meters along "Q", Fresno, or Tulare Streets, for up to one hour.

Long term parking of City is allowed in undesignated spaces in the portion of the Promenade Lot south of Inyo St.