

## ADMINISTRATIVE POLICY

RE: UTILIZATION OF CITY-OWNED OR LEASED PARKING FACILITIES IN  
CONJUNCTION WITH THE CITY HALL PARKING PROPOSAL

POLICY: #413

APPROVED BY:



ORIGINAL POLICY DATE: 9/94

REVISION DATES:

### 1. Purpose

To utilize city-owned or leased parking facilities at or near City Hall by implementing recommendations outlined in the City Hall Parking Proposal dated August 1994.

### 2. Effective Date

This policy shall take effect October 1, 1994. It may be modified or cancelled at any time by the Administration with 15 days notice.

### 3. Policy

- 3.1 A permit system to regulate the use of the four parking lots surrounding City Hall shall be created.
  - a. City Hall/South Side (Lot A)
  - b. City Hall/East Side (Lot B)
  - c. A portion of Comerica Bank lot on Fifth Ave. on Washington St. (Lot D)
  - d. The gravel lot on Fifth Ave. at Ann St. (Lot D)
- 3.2 Parking assignments shall be based on an individual's status as:
  - a. Elected city official
  - b. Positions as identified in the Executive Pay Plan
  - c. Job need (some employees are required to use city or personal vehicles as part of their job responsibilities such as frequency of visits, length of stay, vehicle/employee security and employee convenience.)
- 3.3 Permits shall be issued that distinguish between all day and short-term transient parkers.
- 3.4 The permits will be issued in approximately two-year increments.
- 3.5 Permit holders shall comply with the following rules:
  - a. Do not park above your letter
  - b. You may park at or below your letter
  - c. If you have a "T" designation, observe time limits
  - d. Short-term parking is available in carports managed by the DDA

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- 3.6 The Downtown Development Authority (DDA) has agreed to allow up to four hours parking at DDA-operated carports for city employees who are conducting city business. Vehicles must display a valid City Hall permit or an official City of Ann Arbor seal. A personal vehicle utilized by a city employee on city business must have written authorization from the City Administrator to park at DDA-operated carports. Upon exiting the structure, the employee must do the following:
- a. Sign the spitter ticket
  - b. Include vehicle or permit numbers
  - c. Include employee's department and phone number
  - d. Employees must pay for parked time in excess of four hours and seek reimbursement from his/her department
- 3.7 Abuse of this policy may result in termination of parking privileges.
- 3.8 The administration of this program shall be the responsibility of the Public Services Department.

## 4. Procedure

- 4.1 Initial parking space assignments shall be made according to the assignment list in Appendix 6 of the City Hall Parking Proposal, August 1994.
- 4.2 Modifications to the assignment list shall be made as follows:
- a. The employee, department head or department head designee may initiate a change (e.g. adding or deleting a vehicle) by writing a memo which addresses the reasons for the request.
  - b. The department head or designee shall submit the request to the Parking Systems Manager, Transportation Division, Public Services Department. The Parking Systems Manager shall evaluate the request against the criteria in Section 3.2 and make a recommendation to the City Administrator.
  - c. The City Administrator shall approve, modify, or deny the request and notify the Parking Systems Manager in writing of the action taken.
  - d. Upon receipt of notice from the Administrator, the Parking Systems Manager shall notify the person requesting the permit of the Administrator's decision. If the request was approved, the Parking System Manager shall also notify the person requesting the permit of the need to execute a Parking Permit Agreement. (attached)

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- e. Once the Parking System Manager has received an approved Parking Permit Agreement, a permit shall be issued. The Parking System Manager shall also notify the Human Resources Department.
- f. The assignment list shall be maintained by the Parking System Manager.

PARKING PERMIT AGREEMENT  
APPENDIX 5

I understand that the Parking Permit Agreement I have signed covers designated parking lots which are specifically reserved.

I understand that permits will be issued on a two-year basis and an updated Parking Permit Agreement must be current and on file at all times.

As the recipient of permit # \_\_\_\_\_, I agree to the following:

- A. To properly affix the decal as instructed on the back of the permit;
- B. To obey posted time limits and requirements;
- C. To park only in designated parking lots (see General Location Map, page 5).
- D. I assume full responsibility for parking citations received in accordance with APR 407 if parked in a non-designated area or for violating time limits.
- E. I shall surrender my permit upon demand and prior to request for replacement.

I further understand that this permit is for my use only and is subject to revocation if loaned out or used improperly. I understand and agree that this permit shall be returned when I cease serving the City of Ann Arbor or when it is no longer necessary for me to visit City hall to conduct City business on a regular basis. I also understand that I may be required to change lots or terminate this agreement upon demand.

I have received a copy of the Parking Permit Guidelines and understand and agree to the terms and conditions:

\_\_\_\_\_  
NAMES (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DESIGNATED PARKING LOCATION

\_\_\_\_\_  
DATE ISSUED

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
YEAR & MAKE OF VEHICLE

\_\_\_\_\_  
LICENSE NUMBER

\_\_\_\_\_  
VEHICLE NUMBER