



4.40a Parking - Regulation

Regulation Owner

Code and Compliance Resources

Purpose

This regulation was created to promote consistent treatment towards all employees and to communicate the City's rules and standards to effectively distribute the limited City Hall parking garage spaces.

Scope

This regulation applies to all regular employees who primarily work at City Hall, regardless of their position or bargaining unit status. The City may discontinue or amend any portion of this regulation at its sole discretion, and without giving prior notice.

Process for Parking Permits and Eligible Employees

No Department or its representative shall imply that parking is a benefit of employment, as such an assertion would conflict with this regulation.

- A. Eligible for Parking Permit or Parking Garage Privileges. The following employees, appointed officials, and elected officials are eligible for City Hall parking garage permits or privileges:
 1. The Mayor, the assistants to the Mayor, the department directors, and the Deputy Chief's of Staff may each be issued one (1) electronic parking permit for their personal vehicle that will allow them to park at City Hall.
 2. City Council shall have three (3) parking spaces in the basement of City Hall designated for the exclusive use by City Council members. All Council members may park at City Hall for evening Council sessions, but should coordinate amongst themselves for daytime use of their three (3) parking spaces. For Council meetings occurring prior to three o'clock (3:00) p.m., the Parking Services Office

may authorize additional vehicles to utilize the overflow parking area should the council need more than three (3) spaces. Authorizing additional Council parking in the overflow parking area during daytime meetings is, however, subject to availability and requires prior approval from Parking Services.

3. Board and commission members shall be granted parking access to the City Hall garage while conducting official City business. All board and commission members shall park in the designated overflow parking spaces in the basement of the garage.
 4. General Employees may request a City Hall monthly parking permit, which shall be granted based on two factors: (1) seniority; and (2) priority for those employees who work full-time, in-person, onsite in City Hall.
 5. Employees who carpool daily with at least two (2) other City employees are eligible to receive a City Hall garage parking permit to use as space permits.
 6. Disabled Parking. The City shall make reasonable accommodations for employees with disabilities in possession of an accessible license plate or placard issued by the State of Idaho. Employees with disabilities who are issued a City Hall garage parking permit shall be charged the monthly permit fee.
 7. City Fleet Vehicles. All City-owned vehicles shall park on the west side of the basement garage.
- B. Parking Permit/Privileges Procedure. The following are general City Hall parking permit/privileges procedures and requirements:
1. The Parking Services Office (“Parking Services”) is responsible for issuing and maintaining City Hall parking permits, as well as enforcement of the rules outlined in this regulation.
 2. Waitlist for Employee Monthly Parking Permits. The Department of Human Resources shall maintain a “waitlist” of City Hall staff who have requested a monthly parking permit and publish this list on the City’s Inside webpage. Seniority shall be determined based on the employee’s current hire date (i.e., the most recent hire date in a regular employment position). Temporary employment positions do not count toward parking waitlist seniority. Any regular employee who is currently assigned to City Hall (or who has transferred work locations to City Hall) may request to have his or her name placed on the parking waitlist. An employee who has transferred work locations to City Hall

may be added ahead of other employees currently on the parking waitlist based on the respective current hire dates of the employees.

C. Carpool Permits:

1. Carpool permit holders must provide quarterly written verification to Parking Services that they are qualified for the carpool permit. The carpool verification form shall include at minimum, the name and department of all City employee riders and their respective schedules. The carpool verification form is due on the first workday of the months of January, April, July, and October.
2. The monthly fee for the carpool permit shall be evenly split among the City employee carpool participants.
3. Parking Services will monitor all carpool parking permits and rescind such permit for noncompliance or in the event of a shortage of parking spaces. Employees who obtain and/or use a carpool parking permit under false pretenses are subject to employee disciplinary action.
4. If the carpool falls below three (3) City employees, the permit must be returned to Parking Services immediately.

D. Fees. A monthly fee shall be charged for all parking permit holders, and shall be consistent for each permit holder, except for elected officials (i.e., the Mayor and City Council members), who shall not be charged a monthly fee.

E. Parking in City Hall Garage without Permit/Privileges. Anyone who parks in any City Hall parking area without a permit or special parking credential shall be issued a parking citation. Employees who repeatedly continue to park in a City Hall parking area during the daytime without a parking permit may have their City Hall parking garage access deactivated and may be subject to employee disciplinary action.

Special Parking Credential (SPC)

Parking Services may issue special parking credential (SPC) hangtags to departments upon request. Employees are expected to use City motor pool vehicles for City business whenever available. If no motor pool vehicle is available, a Department Director may authorize an employee to use a department-issued SPC for travel to City Hall. Employees based outside City Hall who regularly visit City Hall may use an SPC to park in the designated overflow area in the basement of the City Hall parking garage.

SPCs are for official City business only and may not be assigned to a specific individual for exclusive use. Employees assigned to work from City Hall are not eligible to use SPCs. SPCs are subject to time limited parking and may be revoked for misuse or unauthorized use.

Special Events at City Hall

Due to limited parking at City Hall, any department that plans a large meeting or special event (i.e., retirement ceremony, swearing in of a new director/chief, holiday party, or other event) must first make arrangements with Parking Services to ensure that adequate parking is available. Parking Services may require carpooling or other alternative transportation based on attendance expectations.

Fleet Vehicles

All City Hall based fleet vehicles shall be assigned and use spaces in the basement. Fleet vehicles are identified by either a City license plate and/or a fleet vehicle decal provided by Parking Services. Parking services must be notified at least 60 days in advance of any new fleet vehicles being purchased which require parking at City Hall.

Motorcycles

Employee motorcycle parking is permitted in City Hall parking facilities only in areas specifically designated for motorcycles. Motorcycle parking permits may be issued to city employees based on availability; a waitlist may be created if demand exceeds supply. Permits will be electronic credentials tied to the motorcycle's license plate. Motorcycle parking is regulated under the same rules as the automobile parking program and a monthly fee will be charged to the permit holder for motorcycle parking. Regular car permit holders may park a motorcycle instead of a car, either in a designated motorcycle area or in an available space within their assigned area. However, Parking Services may restrict motorcycle parking to specific areas based on space availability.

Public Parking

No public parking is available in City Hall facilities.

After Hour Parking

All City employees, City board and commission members, and elected City Officials may access and use the City Hall parking facilities from five o'clock (5:00) p.m. to seven o'clock (7:00) a.m. weekdays, and all day on Saturdays, Sundays, and City-recognized holidays without a parking permit.

Monthly Parking Permits

The following requirements pertain to monthly parking permits:

- A. No physical permit will be provided. All parking shall be managed using vehicle license plate numbers, and enforcement shall be via license plate recognition technology used by Parking Services. All permitted employees shall provide Parking Services with the license plate number, make, model and color for any vehicle intended to be used by the permit holder. If a permit holder has more than one vehicle, Parking Services may add additional plates to a permit holder's account, but only one vehicle may be in the garage at a time.
- B. Parking permit holders may not add another City employee's vehicle to their permit for the purpose of sharing parking privileges. If an employee parks multiple vehicles from the same permit credential in City parking facilities at the same time, all such parked vehicles shall be cited for parking permit misuse. Repeated parking permit misuse or permits obtained under false pretenses may result in suspension or revocation of parking permit privileges and subject the permittee to employee disciplinary action.
- C. City Hall parking garage spaces may be assigned either on a "first come, first serve" basis or alternatively, in assigned locations. The methodology of City Hall parking space use shall vary depending on how to best maximize the limited parking facilities.
- D. A City employee, commission or board member, or elected official who is leaving City employment or service or is moving to a different primary work location (e.g., City Hall West), that individual shall notify Parking Services of their upcoming departure at the earliest opportunity.
- E. Parking privileges are non-transferable, unless otherwise permitted in this regulation, and are intended solely for the use of City employees, commission and board members, and elected City officials. Parking permits may not be purchased or used on behalf of, or for the benefit of another party.
- F. The monthly parking permit fee shall be deducted in advance from the employee's paycheck by automatic payroll withdraw. Parking Services will notify payroll to commence payroll withdraw transactions. No refunds will be issued for partially used months.
- G. The number of available parking spaces for personal vehicles may need to be reduced at times to accommodate the addition of new fleet vehicles. As spaces are needed, monthly parking permit holders shall be reduced on a "last in, first out" basis.
- H. All entrances into the parking facilities are controlled by electronic gates which require a City of Boise photo identification badge for access.

Vehicle Size

Parking Services reserves the right to prohibit any permit holder's vehicle that is deemed to negatively impact the City Hall parking areas. Parking Services shall solely determine if the size of a vehicle impedes the City Hall parking areas' traffic flow, access, or the number of available parking spaces. Several parking spaces on the 3rd floor of the City Hall garage are designated as priority for larger vehicles. Permit holders who drive smaller cars and SUVs should utilize other spaces before using a large vehicle parking space, to ensure maximum utilization of the parking areas.

Approval and Revision History

This document shall be reviewed annually and updated as necessary to reflect changes.

Version	Approval Date	Approver	Changes
1.0	07-13-09		Original release
2.0	02-14-11		
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