

**Parking Control Department
Standard Operating Procedures
Section: 4.1
Subject: Monthly Parking Permit Rates**

I. Monthly Parking Permit Rates

- A. The Unified Government offers standard, employee and bulk permit rates:
1. A monthly standard rate of \$25.00 per month is charged for parking at Unified Government owned surface lots which require a permit, with the exception of “temporary” surface lot #5 which are a standard rate of \$15.00 per month. The monthly standard rate for multi-level or garage parking is \$35.00.
 2. Unified Government employees are afforded a discounted rate of \$18.75 for parking in (non-reserved) surface lots and \$26.25 for (reserved) parking in multi-level garages.
 3. A monthly bulk rate is given to businesses or agencies that purchase in excess of 25 spaces. Businesses or agencies are required to pay for all of the spaces at one time, with one check, unless an alternative method of payment is agreed upon and approved by the Division Manager and Unified Treasurer’s Office.
 4. Customers have the option of being invoiced monthly, quarterly, semi-annually or annually for their parking.
 5. Parking Control does not pro-rate parking or issue refunds for unused permits.
 6. Replacement parking permits can be obtained at the original purchase price.
 7. Rates and fees are set by the County Administrator and can only be amended by the County Administrator or the County Administrator’s designee.

**Parking Control Department
Standard Operating Procedures
Section: 4.2**

Subject: Assignment of Reserved Parking Spaces

I. Assignment of Reserved Parking Spaces

- A. All Unified Government employees parking in a U. G. parking lot are required to pay for their respective space. The requirements outlined within this **Standard Operating Procedure** will be strictly enforced. The best and preferred method of payment for a parking space is through payroll deduction.
1. Those employees that currently have a reserved parking space are entitled to keep their space as long as they pay for that space, when payments is due, and otherwise comply with this policy. All monthly parking fees paid by cash are paid to the U. G. Treasurer's Office and are due by the 15th of the month. Any payments received beyond the 15th of the month are considered late. Anyone paying later than the 15th may have their parking privileges revoked and forfeit their space. Revoking of parking spaces will require the approval of the Department supervisor or division manager.
 2. Employees that wish to obtain a reserved parking space must apply to the Parking Control Department. Only the Parking Control Department will assign reserved spaces. If there are no reserved spaces available employees will have the option of placing their names on a waiting list. Employees with 10 years of service or more are also afforded the opportunity of having their names placed on the waiting list, should they wish to apply for a "choicer" parking space.
 3. The Parking Control Department will assign reserved spaces according to seniority. Seniority of employment will determine where you are placed on the waiting list, from the employee with the most seniority to the least. If at any time, should more than one employee with the same date-of-hire apply; birthdates will be used to determine seniority. If a senior employee should decline an available space and wish to remain on the waiting list, they will be passed over and come back to, when their name comes up again.
 4. The waiting lists for the Unified Government lots E-Reserved, D-Reserved and 2-Reserved, shall be accessible for review on the Unified Government webpage, "MYUG" and also posted on the 5th floor outside of the Parking Control Office, Rm. 503.
 5. Spaces in Lot F (formerly VIP lot) are designated for certain Unified Government positions and assigned by the City Administrator's office. If an employee in one of the designated positions does not wish to use the reserved space, then the City Administrator's office will reassign the parking space.

6. Upon assignment of any reserved space, a complete application will be filled out at that time, including license plate numbers of not more than two vehicles, which may be driven by the employee and parked in the reserved space. The UG identification badge will be used for entry to the reserved parking lot and shall remain the property of the Unified Government. Upon separation of employment the identification badge must be returned to Building & Logistics and Parking Control must be notified. Upon canceling of a reserved parking space for any reason Parking Control must be notified and a discontinue form must be completed.
7. No employee shall allow another to park in his/her reserved space in their absence, nor will any parking space be sub-leased. No employee shall be allowed to switch their reserved space with another employee reserved space. This will be grounds for immediate revocation of reserved parking.
8. Parking Control has the right to reassign parking spaces when deemed necessary by the division manager or administration.
9. Employees must obey all traffic regulations in Unified Government parking lots.
10. All employees must pay to park in Unified Government reserved parking lots, even if they are driving UG-owned "take home" vehicles or driving their own vehicle on UG business. Each permit, including those for reserved spaces, must be paid for at the rate applicable for the lot.
11. It is Parking Control policy not to pro-rate parking fees or issue refunds for unused permits or access cards. Refunds are not issued for partial monthly use. If a patron parks in a Unified Government lot for any portion of a month or has not canceled their monthly parking the month prior, they will owe for the entire month.
12. To avoid paying for a full month's use, the patron/employee must cancel their monthly parking the month prior.
13. Contact Building & Logistics with questions regarding the procedure to replace lost or stolen identification badges.

**Parking Control Department
Standard Operating Procedures
Section: 4.3**

Subject: Monthly Parking Permits and Access Cards

I. Assignment of Monthly Permits and Access Cards

- A. Unified Government employees or businesses that desire to park in U.G. parking lots will be issued either a monthly parking permit or an access card.
 1. A current monthly parking permit must be displayed by the 5th working day of every month. Permits must be displayed at all times so that the entire permit is visible. Permits are valid **ONLY** in the area assigned.
- A. The customer will have to come, in person, to the Parking Control Department. Once the appropriate paperwork is filed and the fee paid, the permit or card will be issued. The Unified Government is not responsible for lost or stolen permits or access cards. If the person loses their permit/access card, a new one must be purchased. Lost access cards will be disabled.
- B. The individual that uses an access card must use the access card entrance and exit of the parking facility it is issued for. If a person has trouble with their card, they will need to bring this to the attention of the attendant or contact Parking Control. The cardholder must enter and exit utilizing the card reader gates. If the cardholder uses an hourly ticket and then exits using his card, the card reader is going to consider this an unlawful transaction and your card automatically disabled. The same would apply if you use the card to enter the lot, but then exit by way of the attendant gate. The computer recognizes all programmed access card numbers as you enter and exit the parking lot. Any deviation from this pattern causes the computer to recognize it as an unlawful transaction and the card is shut down. The computer will reset, after 24 hrs. and the access card will become enabled again.
- C. The person will have to apply every month, in advance, for that month's parking permit or card. The person can forgo this mandate if he or she has the fee payroll deducted or deducted from their personal checking or savings account or is invoiced for parking; otherwise payment is due by the 5th working day of every month. Parking Control will request proof of the payroll deduction or of cash payment before the card or permit is issued. For accountability, access cards and permits will only be picked up at the Parking Control Office. The access card will remain active in the computer for as long as the employee/customer provides proof of payment.
- D. Any person who is issued a monthly parking permit or access card assumes the responsibilities incumbent upon this privilege. These privileges can be suspended or revoked for misuse. Misuse includes but is not limited to:

1. **Pass backs** – in which the cardholder allows others to use their card to enter the parking lot.
 2. **Selling** or otherwise allowing anyone other than the purchaser to use the permit or access card.
 3. **Unlawfully copying** the permit for use by others or making a facsimile or parking permits for use on UG owned and/or operated parking lots.
 4. **Late Payment** – in which the access cardholder's payment is not received by the due date, which is the 15th of the month for invoiced, ACH, and/or reserved parkers and the 5th working day of the month for month-to-month parkers paying by cash/check.
- E. There is a \$30 service fee for replacement of all lost or stolen access cards issued by Parking Control.
- F. Replacement parking permits can be obtained at the original purchase price.
- G. It is Parking Control policy not to pro-rate parking fees or issue refunds for unused permits or access cards. Refunds are not issued for partial monthly use. If a patron parks in a Unified Government lot for any portion of a month or has not canceled their monthly parking the month prior, they will owe for the entire month.
- H. To avoid paying for a full month's use, the patron/employee must cancel their monthly parking the month prior.