

## City Operated Off Street Parking Stalls- Monthly Passes

### **Purpose:**

The purpose of this policy is to provide for a monthly parking program for City operated off street parking stalls.

### **Policy Statement(s):**

1. The number of parking stalls available in each lot will be determined by the Inspections and Licensing Manager after surveying the lot's peak period occupancy in relation to the lot's intended use (i.e. short or long term parking).
2. Parking passes will be sold monthly by the City Hall Cashier on a first come basis, and will become available for sale on the 20<sup>th</sup> of the month preceding which they become valid.
3. Payment for monthly passes must be made in full, regardless of whether the space is being used by the purchaser for the entire month or for only a portion thereof.
4. Monthly parking stall passes are sold for specific lots only and are not transferable between lots.
5. Monthly parking lot passes will not have assigned stall numbers and parking will be at random. There is no guarantee of a particular parking space.
6. Persons sold passes for lots where a parking attendant is on duty, will be required to stop and show the pass to the attendant upon entering and exiting the parking lot.
7. The parking pass is to be visibly displayed on the driver's side dash of the vehicle at all times when utilizing the parking lot for which the parking pass has been purchased.
8. The City will assume no liability whatsoever for any loss or damage, from any cause, to the parker's vehicle or other property.

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9. The City reserves the right:

- a. to make rate changes;
- b. to amend the number of parking passes available; and/or
- c. to terminate the pass program without written notice.

10. Notwithstanding clause 2 above, parking stalls may be leased for a period of up to six months and will be subject to all other provisions of this policy.

**Authority/Responsibility to Implement:**

The City Manager will ensure the policy requirements are met and updated as required.

The Inspections and Licensing Manager has the authority to make changes to this parking program, including pricing.

**Document History:**

Approved: September 9, 1996
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**Administrative Revisions:**

Date:	Revision:
March 12, 2010	New template
May 14, 2010	Policy number changed from 4411 to 6111