

ADMINISTRATIVE REGULATIONS

Number: 105
Sections: 1-7
Effective Date: June 13, 1989
Revision: December 14, 1989

SUBJECT: CIVIC CENTER PARKING REGULATIONS

1. Purpose. This regulation provides for the designation of parking spaces in the Civic Center parking lot.

2. Authority. Charter of the City of Huntington Beach, Section 401.

3. Application. This regulation shall apply to all employees using the Civic Center parking lot.

4. Responsibilities:

4.1 The Parking Committee shall determine the classifications and employees to be assigned a reserved parking space, and areas to be designated for reserved parking.

4.2 The Parking Committee shall determine permit parking areas, public parking areas, and areas for city vehicle parking.

4.3 The Police Department, Traffic Bureau shall be responsible for providing all employees who are eligible for parking permits with a permit, map of parking locations and a copy of this regulation at the time of processing.

5. Definitions:

5.1 Reserved Parking. Parking spaces reserved for the City Council, City Attorney, City Treasurer, City Clerk, Department Heads, Division Heads and City Administrator.

5.2 City Vehicle Parking. Spaces reserved for pool cars and other City-owned vehicles.

5.3 Permit Parking. Spaces reserved for City employees and official visitors on a one-day basis.

5.4 Public Parking. Spaces reserved for non-employee public parking.

5.5 Carpool Parking. Spaces reserved for employees participating in the City's carpool program.

6. Policy:

6.1 Parking Committee. The Parking Committee shall consist of the Public Works Director, Deputy City Administrator/Administrative Services, and the Community Services Director.



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6.2 Parking Areas and Reserved Parking. The Parking Committee shall assign reserved parking spaces and designate areas for reserved parking, City vehicle parking, carpool parking, permit and public parking. Exhibit A attached hereto is the approved list of designated reserved parking for Division Heads. Exhibit B attached hereto designates parking areas.

6.3 Permit Parking:

6.3.1 Non-Reserved Parking. All City permanent or temporary employees assigned to work regularly in the Civic Center area, who are not assigned a reserved parking space, shall be assigned numbered parking permits.

6.3.2 Division Heads. Division Heads authorized to park in the reserved parking area (Exhibit A) shall be assigned numbered parking permits distinguishable from permits issued under 6.3.1 above.

6.4 Numbered parking permits will be hung from the vehicle's rear view mirror. Numbered parking permits for employees who drive roadsters or similar type open vehicles may be issued as decals to be permanently affixed to prevent theft.

6.5 All employees shall park in the designated restricted permit parking spaces.

6.6 Public parking areas shall not be used for employee parking or for parking of City vehicles..

6.7 Employee parking permits will be limited to one per employee.

6.8 The parking spaces are reserved exclusively for parking motorized vehicles.

6.9 All parking rules and vehicle code regulations shall be observed. The issuance of a parking permit does not give the holder of such permit any right or privilege to violate customary parking rules.

6.10 All permits remain City property.

6.11 Replacement of lost permits will cost the employee \$10.00 for the first replacement, \$20.00 for the second.

7. Procedures:

7.1 The Parking Committee shall meet at least annually to review Exhibits A and B and determine any modifications or changes.

7.2 Division Heads requesting a reserved parking space shall first submit such request to the Department Head and the Department Head shall forward the request to the Parking Committee with comments, if any.

7.3 Requests for modification to Exhibit B, whether it be from employees, members of the public, City commissioners or other individuals, shall be referred to the Parking Committee for review and action.



City Administrator



City Of Huntington Beach