



City of Bowling Green
Administrative Instruction No. 19

EMPLOYEE PARKING PERMITS

These Administrative Instructions set forth procedures for the issuance of parking permits to City employees who park privately owned vehicles in City-owned parking lots during scheduled working hours.

INSTRUCTIONS

The Bowling Green Police Division shall be responsible for the issuance of parking permits to City employees whose positions require privately owned vehicles to be parked between 9:00 A.M. and 6:00 P.M. in City-owned parking lots in the downtown area. The following areas are available for employee parking:

- a. Employee-designated spaces to the east of the Police Station
- b. Long-term (10-hour) parking meters in City Parking Lot #3 (located off South Church Street)
- c. Employee-designated spaces in the private parking area adjacent to City Parking Lot #4 (behind Pisanello's Pizza)
- d. Long-term (10-hour) parking meters in City Parking Lot #4 (this lot is bounded by North Church Street and West Court Street)
- e. Long-term (10-hour) parking meters on North Main Street between Clay Street and West Oak Street (both sides of the street)
- f. Designated spaces (Permit Only Parking) in City Lot #7. This lot is located on the northwest corner of the intersection of West Wooster and Church Streets. Park in the spaces facing Church Street or facing north. Do not park in any space marked as "24 hour reserved parking," which are the spaces facing westward.
- g. Should the City experience a temporary loss of any or all of the parking opportunities listed in Sections (a.) through (f.) above, then the Municipal Administrator will provide other approved parking opportunities for the City employees, who park privately owned vehicles in City-owned parking lots during scheduled working hours. Employees will be notified of same.

The numbered parking spaces designated as *Department Head* parking in the lot on the north side of the City Administrative Services Building will be assigned to specific management personnel.

Permits will be issued for vehicles owned and operated by the employee. Only one permit per employee will be authorized at any given time. These permits are detachable and may be transferred from one vehicle to another. The permit must be suspended from the rearview mirror of the vehicle with the lettering facing out through the front window. Employees are not to back into City provided parking spaces.

Upon retirement or termination of employment, the employee must turn in his/her parking permit before the final paycheck is issued.

Interns and other temporary employees may obtain a temporary parking permit from the Police Division that will expire upon termination of employment.

It is the employee's responsibility to report to the Personnel Department the loss of a parking permit. A replacement permit will be issued upon receipt of a written statement from the employee concerning any such loss of the parking permit. If an employee receives a parking ticket for failing to have his/her parking City-issued permit posted as required by policy, then the employee will be responsible for paying for the ticket. If an employee believes he/she has an extenuating circumstance, then they may submit a request for consideration to the Municipal Administrator. However, receiving a parking ticket for failing to have a parking permit posted properly in a personal vehicle will not normally be deemed an extenuating circumstance, since the Personnel Department can provide replacement permits.



John B. Quinn, Mayor

7-14-08

Date