



CITY OF BEND

## **Reduced Price Parking Permit Policy Policy No. ADM 2021-3**

**TITLE: Guidelines for Permit Group Pricing**  
**POLICY NO.: ADM 2021-3**

## **Reduced Price Parking Permit Policy** **Policy No. ADM 2021-3**

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards.


Authorized by City Manager:

DocuSigned by:  
  
409FF33EB4E64D3...

Eric King  
City Manager

Dated: 8/25/2021 \_\_\_\_\_

Reviewed by Legal Counsel:

DocuSigned by:  
  
F0C300DD345A438...

Mary Winters  
City Attorney

Dated: 8/25/2021 \_\_\_\_\_

## CITY OF BEND

# Reduced Price Parking Permits

Policy No. ADM 2021-3

Department/Division: Transportation & Mobility / Parking Services Division

**Purpose:** Guidelines for the City of Bend parking services division and the parking management & enforcement contractor regarding reduced permit pricing for monthly parking permits in the Parking Districts, in accordance with the Fee Resolution adopted by City Council and the authority of the City Manager to adopt policies establishing group discounts.

### **Section 1. Reduced parking permit rates are available for the following groups:**

- In-District Employers
- Income Qualified Employees of downtown businesses

### **Section 2. Reduced rates for employer accounts**

Group discounts are available for businesses in Parking Districts that purchase 10 or more permits on a monthly basis for employees, to encourage owners and employees to utilize monthly parking permits. The cost of each permit is 75% the rate established in the Fee Resolution adopted by City Council.

An employer account in the City of Bend's online parking system is required to purchase group-rate parking permits for employees. Employers that purchase and provide parking permits to their employees have access to employer permit accounts to administer all their parking permits. It is the responsibility of the account holder to maintain and update permits and related vehicle information.

### **Section 3. Income- Qualified Reduced Price Parking Permit**

Reduced cost monthly permits are available to people who park within the Downtown Parking District and **whose household income is 50% of area median income (AMI) or less ("Very Low Income")**, based on the then-current AMI for the Bend-Redmond Metropolitan Statistical Area, as established by the federal Department of Housing and Urban Development. The cost of each permit for a qualified applicant is 50% the rate established in the Fee Resolution adopted by City Council.

Applicants for an Income-Qualified Reduced Price Parking Permit must submit income verification on an annual basis.

Reduced price permits may be revoked and a full-price permit required if the City determines an applicant has provided inaccurate income information.

**2021 AMI:** (The FY 2021 income limits are included in this policy for convenience only. The current 50% AMI limits will apply for years after FY 2021.)

			Persons in Family							
FY 2021 Income Limit Area	Median Family Income	FY 2021 Income Limit Category	1	2	3	4	5	6	7	8
		Very Low (50%) Income Limits (\$)	\$ 28,150	\$ 32,200	\$ 36,200	\$ 40,200	\$ 43,450	\$ 46,650	\$ 49,850	\$ 53,100

Source:

<https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>

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	Bend, OR 97703
	kduddy@bendoregon.gov
	IP Address: 98.142.36.35

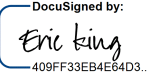
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 eking@bendoregon.gov  
 City Manager  
 City of Bend  
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 Company Name: City of Bend CMO

Mary Winters  
 mwinters@bendoregon.gov  
 Security Level: Email, Account Authentication (None)

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In Person Signer Events	Signature	Timestamp
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Certified Delivery Events	Status	Timestamp
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Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	8/25/2021 10:04:22 AM
Signing Complete	Security Checked	8/25/2021 10:04:36 AM
Completed	Security Checked	8/25/2021 10:04:36 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Bend (we, us or City) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you may be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below. Paper copies may also be requested from City by contacting Procurement.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **Notices and disclosures may be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. You can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact the City:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

#### **To advise the City of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number.**

#### **To withdraw your consent with the City**

**To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:**

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;**
- ii. send us an email to [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number.**

#### **Required hardware and software**



**The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here:**  
**<https://support.docusign.com/guides/signer-guide-signing-system-requirements>.**

**Acknowledging your access and consent to receive and sign documents electronically**

**To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.**

**By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:**

- You can access and read this Electronic Record and Signature Disclosure; and**
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and**
- Until or unless you notify the City as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by the City during the course of your relationship with the City.**