



**TITLE: Policy to address City staff parking downtown.**  
**POLICY NO.: ADM 2019-14**



## CITY OF BEND

### City Staff Parking Policies Policy No. ADM 2019-14

Bend Code Chapter 1.450 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:

A blue ink signature of Eric King, consisting of a stylized 'E' and 'K'.

Eric King  
City Manager

Dated: 6-4-19

Reviewed by Legal Counsel:

A blue ink signature of Mary Winters, featuring a large, circular flourish.

Mary Winters  
City Attorney

Dated: 6-7-19



**Purpose:** The purpose of this policy is to define the appropriate parking spaces in downtown for City staff using a variety of vehicle and parking permit types.

## **Section 1. Vehicles with City logos and/or e-plates**

**Section 1(a). Authorized parking locations.** City of Bend employees driving to the downtown campus in a vehicle with a City e-plate or logo are authorized to park in parking stalls at the downtown campus signed for "Visiting City Staff" and "Authorized City Vehicles" or in accordance with posted parking signs in the downtown parking district.

**Section 1(b). Restrictions on City vehicles.** Vehicles with a City logo or e-plate must comply with posted parking signs, including time limitations.

**Section 1(c). Failure to Comply.** Failure to comply with the proper parking policy may result in a parking citation issued by Diamond Parking, payable by the vehicle operator.

## **Section 2. Red Tag Permits**

**Section 2(a). Process.** The City Manager may authorize city-issued red tag parking permits for use in designated parking stalls at the downtown campus.

Red tag parking permits are typically assigned to City staff at the Director level that work outside the downtown area and drive their personal vehicles to attend meetings downtown during business hours.

**Section 2(b). Authorized parking locations.** Red tag permits can be used in any parking stall at the downtown campus signed for "Visiting City Staff" or "Authorized City Vehicles" or in accordance with posted parking signs in the downtown parking district.

**Section 2(c). Restrictions on red tag permit.** Red tag permits are not authorized for any spaces other than the designated spaces specified in Section 2(b). Red tag permits do not allow parking in excess of the posted parking time limits anywhere in the downtown parking district.

**Section 2(d). Failure to Comply.** Failure to comply with the proper usage guidelines for red tag permits may result in a parking citation issued by Diamond Parking, payable by the vehicle operator.

## **Section 3. Temporary Parking Passes**

**Section 3(a) Process.** Authorized City staff may provide City Hall Business temporary parking passes to conduct short-term City business in the downtown area.



**Section 3(b). Guidelines for the use of temporary parking passes.** Temporary parking passes may be used in designated parking stalls as specified on the Temporary Pass Parking map managed by the Human Resources Department. Temporary parking passes may be used by volunteers, committee members, consultants, contracted employees and offsite City staff to attend City business meetings downtown. Temporary parking passes should be used only for the day of the meeting, and typically for no more than 30 minutes before and 30 minutes after the scheduled meeting time.

**Section 3(c). Restrictions on temporary parking passes.** Temporary parking passes should not be used in lieu of formal parking permits.

**Section 3(d). Failure to Comply.** Failure to comply with the proper usage guidelines for temporary parking passes may result in a parking citation issued by Diamond Parking, payable by the vehicle operator.

#### **Section 4. "Authorized City Vehicle" and "Visiting City Staff" Parking Spaces**

**Section 4. Guidelines for the use of "Authorized City Vehicle" and "Visiting City Staff" parking spaces.** Only vehicles with City logos, e-plates, or red tag permits may use parking stalls signed for "Visiting City Staff" and "Authorized City Vehicles". Failure to comply with the proper usage guidelines for parking passes may result in a parking citation issued by Diamond Parking, payable by the vehicle operator.