



Office of the City Auditor Policies and Procedures

Number: 7.4.1

Title: Parking Permits

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Approved By:

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I. Policy

- A. When on official City business, staff of the Office of the City Auditor may park their privately-owned vehicles in metered spaces without paying the fee, when using a parking permit.
- B. The vehicle may park in the metered space for the time limit posted on the meter without paying; exception: the vehicle may park in a 10-hour space not more than 5 hours.
- C. The permits are to be used for official City business only. This policy does not authorize OCA staff to use the permits for personal errands. In addition, the permits should be used when no other parking is available. The Office of the City Auditor discourages use of the permits for convenience only, particularly if such use would inconvenience our customers, the citizens of Austin.

II. Purpose

The efficiency of the Office of the City Auditor is improved if staff are able to avoid paying parking meters, or processing reimbursement requests for small dollar amounts spent on parking meters when conducting official City business.

III. Definitions

- A. **Permanent Permit** - A permanent permit is one which is assigned to an individual permanently, and does not require check-out and return to the administrative staff.

- B. **Temporary Permit** - A temporary permit is maintained in the administrative offices and is checked out (using a parking permit log) for use. Temporary permits must be returned within 24 hours after being checked out.

IV. Procedures

A. Permanent Permits

1. A maximum of one permanent permit will be assigned to each permanent, full-time professional audit staff member.
2. When employment is terminated, the audit staff member will return the permit along with keys and City identification badges.

B. Temporary Permits

1. Temporary permits are to be checked out through use of a permit log (see sample attached), and returned immediately following their use.
2. If the user requires the temporary permit for longer than one day, the permit must be renewed separately each day.

V. Responsibilities

A. Administrative Staff

1. Responsible for issuing permanent permits to new full-time staff, and for obtaining the permits upon termination of the staff member's employment.
2. Responsible for maintaining the log of temporary permits, and for safeguarding the permits when not in use.

B. Employees

1. Part-time staff are responsible for promptly returning temporary permits after use, and for renewing permits when using them for more than one day.
2. Each individual staff member is responsible for safeguarding his or her permit, and will pay the replacement fee charged by Public Works (\$50 as of the date of this policy) if the permit is lost or stolen. Each staff member is responsible for promptly reporting the loss of the permit.
3. Each individual staff member is accountable for complying with the restrictions associated with the use of the parking permits, including using them only on official City business, and using them only in metered parking spaces. Illegal parking is not authorized by the use of these permits.

C. Executive Management

The City Auditor and the Assistant and Deputy City Auditors are responsible for promptly acting on any allegations of misuse of the permits. If it is determined that an employee has used a parking permit for personal business, the employee's right to use a parking permit may be removed.