



## Legislation Text

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**File #:** 18-311, **Version:** 1

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RESOLUTION to add Title 8, Chapter 14 to the City of San Leandro Administrative Code, to establish guidelines for an Employee Parking Permit Program

**WHEREAS**, the City Council adopted an ordinance amending the City of San Leandro Municipal Code to establish an Employee Parking Permit Program to alleviate parking congestion in commercial areas; and

**WHEREAS**, it is necessary to establish guidelines for the establishment of on-street areas that will be subject to the Employee Parking Permit Program.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAN LEANDRO DOES RESOLVE AS FOLLOWS:**

1. Title 8, Chapter 14 is added to the City of San Leandro Administrative Code to read as follows:

### Chapter 14 Employee Parking Permit Program

#### §8.14.100: INITIAL PROCESS.

The addition of a designated employee parking permit area to the City's Employee Parking Permit Program may be initiated by the City Manager or the Engineering and Transportation Director pursuant to any administrative guidelines adopted by the City Manager or Engineering and Transportation Director.

#### §8.14.105: ESTABLISHMENT AND REVOCATION OF AN EMPLOYEE PARKING PERMIT AREA.

The City Manager or Engineering and Transportation Director may establish a designated employee parking permit area in a location that satisfies the requirements of any administrative guidelines established by the City Manager or Engineering and Transportation Director. A designated employee parking permit area that has been added to the City's Employee Parking Permit Program may be revoked by the City Manager or Engineering and Transportation Director utilizing administrative guidelines established by the City Manager or Engineering and Transportation Director.

#### §8.14.110: EMPLOYEE PARKING PERMIT.

(a) The City Manager or the Engineering and Transportation Director shall issue employee parking permits with a term not to exceed one year to employees that comply with the requirements set forth in this Chapter and any relevant administrative guidelines established by the City Manager or the Engineering and Transportation Director.

(b) An employee parking permit shall only be issued to an applicant who can demonstrate that he or she is currently an employee of the designated employee parking permit area, as determined by the City Manager or Engineering and Transportation Director, for which the permit is to be issued.

(c) Proof of motor vehicle ownership or vehicle use and control and valid registration shall be demonstrated in a manner acceptable to the City Manager or the Engineering and Transportation Director. Permits are not valid for non-motorized vehicles (i.e. trailers).

(d) The City Manager may limit the number of permits issued to any person if such limitation would further the goals of the Employee Parking Permit Program.

**§8.14.115: EMPLOYEE PARKING PERMIT ONLINE APPLICATION AND QUALIFICATIONS.**

(a) Applicants seeking an employee parking permit for a designated employee parking permit area must create an account using the City's online permitting system to purchase an employee parking permit.

(b) Applicant(s) must provide the following to qualify for an employee parking permit:

(a) Proof of employment, as defined by the City Manager and or the Engineering and Transportation Director.

(b) Proof of employment at a business that is eligible for a permit based on location in proximity to a designated employee parking permit area.

**§8.14.120: MAXIMUM NUMBER OF VEHICLES REGISTERED PER PERMIT.**

The maximum number of vehicles that may be registered by an employee per permit shall be established by the City Manager or the Engineering and Transportation Director.

**§8.14.125: PARKING PERMIT FEES.**

The annual fee and renewal fee for employee parking permits, or any other parking permit designated by the City Council, shall be established by City Council resolution.