


MIAMI BEACH

	STANDARD OPERATING PROCEDURE	SOP NO.
	<u>PARKING ADMINISTRATION</u>	
	CITYWIDE PARKING PERMITS	

PURPOSE: To provide guidance on the issuance of Citywide parking permits via the Parking Special Permits System

SCOPE: **Citywide Permit Categories:**
 Employee
 G" Permit
 Board & Committee
 Miscellaneous

PROCEDURES:

I. EMPLOYEE CITYWIDE PARKING PERMIT

The Employee Citywide Parking Permit allows the user to park at any meter (on-street/lots); residential zones; and at the City Garage (Employee's City ID is programmed to enable access to the City Hall Garage)

- Employee Citywide Parking permits are issued to any employee via approval by their Department Director via the Employee Parking Permit Request Form
- The Employee Citywide Parking Form is completed and signed by the employee; Department Director; and executed by City Manager or his designee
- Employee Parking Permits are valid for one year and are renewed on an annual basis (October 31st)
- Renewal Process: A list of existing permit holders is sent via email to the corresponding Department Director for approval. Once approval is received, the Employee Citywide Permit is renewed via the Parking Special Permits System.
- Additions and Deletions: Department Directors are responsible for updating and communicating to the Parking Department any additions and/or deletions on a timely basis
- Upon notification by the Human Resources Department via Munis, that an employee is no longer with the City, said parking permit will be terminated

II. "G" PARKING PERMIT

The "G" Parking Permit allows the user to park at any meter (on-street/lots); residential zones; all City Garages (an access card is provided to enable access at all garages/City ID will also enable this use); and reserved spaces located on the 3rd Floor of the City Hall Garage (G7)

- "G" Parking Permits are issued to: Mayor & Commissioners, City Manager, Assistant City Managers and Department Directors and other Staff, as approved by the City Manager's Office via the Employee Citywide Parking Permit Request Form
- "G" Permits are valid for one year and are renewed on an annual basis (December 31st)
- Renewal Process: A list of existing "G" permit holders is sent via email to the corresponding Department Director and/or City Manager or his designee, for approval. Once approval is received, the "G" Parking Permit is renewed via the Parking Special Permits System
- Additions and Deletions: Department Directors are responsible for updating and communicating to the Parking Department any additions and/or deletions on a timely basis
- Upon notification by the Human Resources Department via Munis, that an employee is no longer with the City, said parking permit will be terminated

III. BOARD & COMMITTEE CITYWIDE PARKING PERMIT

The Board & Committee Citywide Parking Permit allows the user to park at any meter (on-street/lots); residential zones; and at the City Garage (an access card is provided to enable access to the City Hall Garage)

- Board & Committee Citywide Parking is issued to any active member serving on any of the City's Board & Committees
- The Board & Committee Parking Form needs to be completed by the member and provided along with their appointment letter to their corresponding board/committee (this form is provided via the City Clerk's Office)
- Renewal Process: Board/committee appointment terms are specified on the appointment letter provided by the City Clerk's Office and said permits are validated on said terms
- On a semi-annual basis, a roster maintained by the City Clerk's Office of all current City board/committee members is used by Parking to cross reference the validity of board/committee members in the Parking Special Permits System, to confirm term limits and to renew/remove parking privileges, accordingly
- Notification by the City Clerk's Office via email to the Parking Department advising on the termination, resignation or any other factor, will be used to terminate citywide parking accordingly

IV. MISCELLANEOUS CITYWIDE PARKING PERMIT

The Miscellaneous Citywide Parking Permit allows the user to park at any meter (on-street/lots); residential zones; and at the City Hall Garage (an access card is provided to enable access to the City Hall Garage)

- Miscellaneous Citywide Parking is provided to former Mayors; Commissioners; State/Local Representatives (as approved annually via email by the City Manager or his designee); School Board District; The Clerk of Courts; and any other accommodation, as approved via agreement, etc.
- Renewal Process: The Miscellaneous Citywide Parking Permit is automatically renewed on an annual basis (December 31st). An email is sent annually to said permit holder to confirm their status and ensure the need for parking is still in effect. Failure to respond to the confirmation letter will result in parking permit being rescinded

It is important to note that it is the sole responsibility of the permit user to promptly advise of any changes to their vehicle information accordingly to avoid potential enforcement actions, including vehicle impoundment.

APPROVED BY:

Parking Director