

APPROVED Karl W Kassel

JUANITA HELMS ADMINISTRATION CENTER PARKING

I. GENERAL

This policy ensures that the Juanita Helms Administration Center (JHAC) parking lot is a safe and environmentally compliant area to park employee and visitor vehicles.

II. PURPOSE

The intent of this policy is to allow for the environmentally sound and safe parking/maneuvering of all vehicles in and around the Juanita Helms Administration Center (JHAC) parking lot.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.
- D. The General Services Department is responsible for management of the parking lot and any related parking issues.

IV. POLICY

- A. Only those parking spaces that contain nameplates are assigned. All other spots are available on a first come first serve basis.
- B. During the warm weather months when the use of plug-ins is not required, vehicles shall be parked between the painted lines. Full size extended and crew cab pickup trucks, full-size SUVs, etc. shall park diagonally in the area of the parking lot designated for this purpose.
- C. During the cold weather months when the use of plug-ins is required (20 degrees F and below), full size extended and crew cab pickup trucks shall park diagonally, passenger front side of the vehicle to the rail, in the Northwest corner of the JHAC parking lot.
- D. No JHAC employees shall park in the visitor parking spaces during normal business hours.
- E. The loading zones will be used for unloading and loading.
- F. Parking lot "rage" or other aggressive acts over parking spaces in the JHAC Parking Lot will not be tolerated. If anyone becomes the victim of parking lot "rage", they should let their Director know what happened as soon as possible. Further action will be taken as appropriate.

V. PROCEDURE

A. None

VI. SUPPLEMENTAL INFORMATION

A. References – None

B. Definitions –

1. Parking Lot “Rage” - The manifestation of anger and frustration resulting in harmful driving and post parking activities.
2. Designated Parking Spaces – As determined by the Mayor and his/her designee.

C. Attachments – None

D. Revision History

Supersedes Policy No.	Effective Dates
60.01	12-17-02