

# La Crosse County, Wisconsin

LA CROSSE COUNTY ADMINISTRATIVE CENTER  
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## PARKING POLICY & PROCEDURES

### PERMITS

County parking lots are monitored Monday – Friday, 8 a.m. – 5 p.m. All vehicles parked in the permit parking areas of all County parking lots at the Downtown County Campus require possession and proper display of a valid parking permit at all times. Possession of a parking permit does not guarantee the availability of a parking space. Parking is authorized only in those areas designated for the type of permit issued. Parking must be in full accordance with the signs posted and/or these written regulations.

- Parking permits are distributed by the Facilities Department, Room 1370, in the Administrative Center. Permits are issued to employees, temporary employees, interns, volunteers, bailiffs, County Board Members, jurors, vendors and witnesses. Permits may be issued to other individuals at the discretion of the Facilities Director.
- Three styles of parking permits are issued by the Facilities Department – a hangtag, an electronic permit (e-permit) and a card. The hangtag must be placed on the vehicle's rear view mirror facing the windshield. The e-permit must be placed on the driver's side window. The card must be placed on the dash of the vehicle in front of the steering wheel.
- Employee must register their vehicles' make, model and license plate number with the Facilities Dept. before a permit will be issued. Employee may register more than one vehicle but only one vehicle is allowed to be parked in the parking lots at one time.
- An employee is issued one permit. The permit is transferrable between employee's registered vehicles.
- Employees with a valid parking permit are not required to display said permit on their motorcycle as long as the motorcycle is registered with the Facilities office. If not registered, the motorcycle will be cited. La Crosse County provides signed designated areas within the parking lots for "motorcycles only" and encourages motorcyclists to park in these areas.
- A permit is valid in permit parking locations only. The permit does not validate parking in no parking zones, fire lanes, handicap spots or meters.
- County Employees are NOT allowed to park their vehicle at a meter in Lot D. Whether or not the vehicle displays a permit and/or has time on the meter, during monitored hours the vehicle will be cited. (These citations are Not Voidable.)
- A Permit will NOT be issued to employees with outstanding parking tickets issued by La Crosse County.
- Two types of permit parking areas are available: transient permit parking and regular permit parking.
  - Permits of a specific color/style will be assigned to the permit parking areas.
  - Only vehicles displaying the designated permit assigned to the parking area will be allowed to park in that area. NOTE: Vehicles displaying the transient parking permit will be allowed to park in both types of parking areas.
  - Permits will be issued according to the parking area the individual is eligible to park.
- TERMINATION OF PERMIT
  - Employees must RETURN parking permit to Facilities Department upon termination of employment OR if you wish to discontinue the permit.
  - An outstanding and unpaid parking ticket is reason for the Facilities Department to terminate existing parking permits.

➤ **FORGOTTEN/LOST PERMIT**

- Facilities Dept. must be informed immediately upon arrival either in person, via phone/voicemail (785-9770) or email (FAC) to avoid receiving a parking citation. Provide the make, model, color, license plate number and location of the vehicle.
- If you are properly parked in a permit area but a parking citation is issued because the permit was not properly displayed for whatever reason, Facilities will void the citation as long as Facilities is notified of the ticket within three (3) business days of issuance. This can be done **no more than TWO times per calendar year**. **NOTE**, you must contact Facilities to request this void. If notice is received more than three (3) business days after date of issue, Facilities reserves the right to not void the ticket.

➤ **REPLACEMENT PERMIT**

- Broken permits must be returned to the Facilities office for replacement.
- Lost permits are replaced for a fee of \$10.00

➤ Special needs or circumstances should be brought to the attention of and will be addressed by the Facilities Director.

**TRANSIENT EMPLOYEE PERMITS**

La Crosse County has designated specific permit parking areas for transient employees. Transient employees will be issued a hangtag designated for transient parking permit areas. Transient parking permits will only be issued to employees who meet the following criteria:

- A La Crosse County employee who comes and goes from the downtown county campus two or more times per day at least three or more days per week, on a consistent basis, to perform routine work (does not include leaving the county campus for lunch.)
- Employee must use own vehicle for travel.
- Permit eligibility is subject to approval by both Department Head and Facilities Director.
- Eligibility for transient parking permit is subject to review on a periodic basis as determined by the Facilities Department.
- Other transient permits may be issued at the discretion of the Facilities Director.
- The transient parking permit should be returned to Facilities Department should an employee's job duties change to the point employee is no longer eligible for permit.

**PERMIT FEES**

<i>Employee:</i>	Monthly fee is charged. The fee is directly deducted from the employee's first paycheck of the month. The employee is required to sign a form authorizing (or canceling) this deduction. A hangtag permit is issued. See Appendix A for current fee list.
<i>Temp. Employee/Intern:</i>	Monthly fee is charged. A hangtag or card permit is issued. See Appendix A for current fee list.
<i>Bailiffs</i>	Annual fee is charged. Bailiffs are billed annually. A hangtag permit is issued. See Appendix A for current fee list.
<i>County Board Members:</i>	Annual fee is charged. County Board Members are billed annually. A hangtag permit is issued. See Appendix A for current fee list.
<i>Juror/witness:</i>	There is no fee for the permit. Jurors/witnesses are issued yellow or blue permits through the District Attorney or Clerk of Courts offices.
<i>Daily:</i>	Daily Fee is charged. A hangtag, card or e-permit may be issued. Permits may be purchased in the Facilities Department. See Appendix A for current fee list.

**NOTE:** Other individuals may be issued a monthly or daily parking permit to park within a designated permit area. These individuals will be issued a card/e-paper permit. The sponsoring County Department shall contact the Facilities Department for the permit.

There will be no fee charged for the following permit types. Permits must be requested by the County Department.

- Vendors/contractors performing work for La Crosse County within the downtown county campus
- Volunteers performing work for La Crosse County within the downtown county campus
- Volunteers on committees/commissions/boards of the County Board who receive no pay will receive a parking permit card to display giving the date and time of parking.
- Election officials

- Blood Drive personnel
- United Way and Healics Drawing

There will be a fee charged for the following permit types. Permits must be requested by the County Department.

- Contracted employees
- Aramark employees
- Teachers
- Lessees of office space
- Jail Chaplain

## **PERMIT PARKING LOCATIONS**

- Regular Permit Parking is available in these locations:
  - Lot A - located north of the Law Enforcement Center and next to Dee's Muffler Shop
  - Lot C - located south of the Law Enforcement Center
    - NOTE: Overnight parking is NOT allowed in Lot C from November 1 - April 1, 2 a.m. – 6 a.m.
  - Lot D – located south of the Health & Human Services Building
  - North side of the Administrative Center
- Transient Permit Parking is available in these locations:
  - Lot D – located south of the Health & Human Services Building
  - East side of the Administrative Center
- Official Law Enforcement Vehicle Parking Only
  - Location: Lot A located north of the Courthouse and Law Enforcement Center. The area is designated via signage.
  - This designated area in Lot A is for official law enforcement vehicles performing official business within the County Campus Buildings.
  - No permits will be designated for parking within this designated-area in Lot A.
  - Personal vehicles, with or without a permit, are not allowed to park in this designated area in Lot A. Personal vehicles identified within this designated area in Lot A will be ticketed during monitored times.

## **LOADING ZONE PARKING / SIGNED TIME PARKING SPACES**

- Timed (15 minute) parking spaces are available in Lot D and between the Health & Human Services Building and the Administrative Center for loading/unloading. These parking spaces are monitored. If you park longer than the assigned time, a parking ticket will be issued.

## **DISABLED PARKING**

- Vehicles with disabled license plates, hangtags or stickers can park in any “disabled” marked parking spots in the County lots. A parking space not displaying the official traffic sign is not an authorized disabled parking space.
- Vehicles displaying disabled license plates, hangtags or stickers are exempt from any parking ordinance imposing time limits of one-half hour or more, but is otherwise subject to the laws relating to parking. These vehicles can park in the County parking lots without payment in metered spaces when the time limit is one-half hour or more.
- If a vehicle is parked in a handicap parking spot and does not have a handicap permit, Facilities Department can issue a ticket indicating “permit parking” as the violation. As this is a state violation, Department procedure is to contact the City Police Department with the request to ticket the violator.
- Facilities Department does NOT issue handicap/disabled parking stickers.

## **METERS**

- County employees are NOT allowed to park in metered parking spots in Lot D ONLY. These spots are to be left open for County customers and clients. Any county employee vehicle, with or without a county parking permit, parked at a meter in Lot D will be issued a parking ticket.
- Vehicles parked at an expired meter will be issued a parking ticket.
- Meters Locations:
  - 2 hour meters are available in Lot D; and the first row of meters facing 4<sup>th</sup> Street in Lot A.
  - 12 hour meters are located in the second row of meters in Lot A facing 3<sup>rd</sup> Street and in Lot C facing 3<sup>rd</sup> Street, 4<sup>th</sup> Street and Vine Street.

- Short term parking meters with a time limit of 60 minutes are available between the Administrative Center and the Health & Human Service Building.
- If a parking meter is not working properly, please contact the Facilities Department. Provide the meter number and lot location. To avoid receiving a parking ticket, it is very important that this information is provided timely.
- Facilities Department staff is not allowed to make change or plug meters when patrolling the lots.

### **TRAILERS & BOATS**

- Allowed on an occasional basis and as space allows. Vehicle must display valid permit.
- You may be requested to move if the parking lots are full.

### **ABANDONED VEHICLES**

- If a vehicle without a valid permit is parked in the same spot for more than two days, it is considered abandoned. Contact the Facilities Department office staff with the vehicle license plate number, make, model, color and location. An attempt will be made to locate the individual with the intention of having the vehicle removed from the lot.
- On occasion, a client needs to be hospitalized upon visit to the Human Services Department and his/her vehicle is parked in the lots. The Facilities Department will not ticket these vehicles upon notification by Human Service staff with the understanding the vehicle will be removed from the lots within two days.
- The decision to ticket and/or tow abandoned vehicles will be made by the Facilities Director.

### **PARKING TICKETS**

- Parking tickets are issued by the Facilities Department. See Appendix A for current fee list. Failure to pay the parking ticket within 45 days subjects the vehicle registration to suspension by the State of Wisconsin.
  - Per state statutes, parking tickets may be issued in 2 hour intervals. The Facilities Department will issue no more than two tickets per vehicle in one day.
  - Parking ticket fees are payable to the Facilities Department, Room 1370, in the Administrative Center.
  - Vehicle registration suspension is put on hold when a parking ticket is contested. The suspension process will resume if the parking ticket is not voided and there is a balance due.
- ***HOW TO CONTEST A TICKET:*** Facilities Department staff is NOT allowed to void parking tickets. A Parking Ticket Contest Form must be completed to contest the ticket. The ticket will remain at the fee set by its age on the date the completed contest form is received by the Facilities Department until the process is complete. The vehicle registration will not be suspended during this process. The Facilities Director reviews the form and a decision is made whether or not to void the ticket. The Facilities Department will notify you whether the ticket is voided by the Facilities Director. If the ticket is not voided, the form will be sent to the District Attorney's Office. The District Attorney's office will notify you via mail of a hearing date to meet to discuss the ticket. A decision on the status of the ticket will be made at the hearing. Non-attendance at the hearing results in a default and the ticket must be paid. If full payment is made on the parking ticket at any time during this process, the process will stop and the ticket will be considered satisfied.

The Parking Ticket Contest Form is available in the Facilities office; on Countyview under "Forms" and online at the County website: <http://www.co.la-crosse.wi.us/departments/facilities/services.asp>

### **EXCEPTIONS TO REGULAR PERMIT PARKING POLICY & PROCEDURES:**

The following vehicles may park in the regular permit parking areas without a county permit:

- County vehicles marked with a county emblem may park in the regular permit parking areas.
- Emergency vehicles (ambulance, fire truck, etc.)
- Unmarked law enforcement vehicles