



Downtown Parking Program Policy for Downtown Employees with Mobility and Financial Limitations

Purpose:

The purpose of this policy is to provide a waiver to downtown employees who face both mobility and financial limitations, for whom the paid parking program will cause a financial hardship, allowing them to park in downtown City-owned public parking lots at no cost.

Program Benefits:

Eligible employees will receive a parking waiver that allows access to downtown lots only, at no charge. Spaces are on a first-come, first-served basis and not guaranteed at any specific time or location.

Eligibility:

To qualify for the parking program under this policy, applicants must meet all of the following criteria:

1. Employment Verification:

- The applicant must be an employee of the downtown area and provide valid proof of employment within the designated parking district. Examples of accepted forms of verification include:
 - Current pay stub
 - Letter from downtown employer verifying employment
- City Staff will review and confirm proof of employment submitted and may contact the employer for verification.

2. Walking Limitations:

- The applicant must have a physical condition that severely limits their ability to walk to or from the City's free public parking locations:
 - Documentation from a licensed healthcare provider confirming physical limitations is required.

3. Financial Limitations:

- The applicant must demonstrate that the cost of parking would cause a financial hardship. Employees will qualify if their income falls under 300% of the Federal Poverty Level as described below.

FAMILY SIZE	MAX ANNUAL INCOME	MAX MONTHLY INCOME
1	\$45,180	\$3,765
2	\$61,320	\$5,110
3+	\$77,460	\$6,450

Calculations are based on National averages and poverty guidelines.

- This can be established by:



- Submission of proof of income (e.g., pay stubs, tax returns, government assistance documentation).
- Proof of eligibility for any need-based public assistance programs (e.g., SNAP, Medicaid, SSI).
- City Staff will review and confirm eligibility of income. All personal documents will be returned to the applicant. No personal records will be kept by the City.

4. Vehicle Ownership Verification:

- Validation of vehicle ownership is required for registration in this program. Vehicles must be registered to the applicant or an immediate family member within the same household.
- Examples of accepted forms of verification include:
 - Title
 - Registration
 - Lease agreement

Application Process:

1. Submission of Application:

- The application can be obtained online or from the City Clerk at City Hall and submitted to the City Clerk at City Hall or in one of the City Hall drop boxes.
- Downtown Employees applying for a waiver under this policy must submit a completed application, including:
 - Proof of employment;
 - Documentation of physical limitations (healthcare provider documentation); and
 - Documentation of financial limitations (proof of income or eligibility for public assistance).

2. Review and Approval:

- Upon receipt of the application and supporting documentation, City staff will review the materials to ensure the applicant meets the eligibility requirements.
- If approved, the applicant will receive a parking waiver granting them access to downtown lots at no cost, based on the specific provisions of the program.

Terms and Conditions:

- **Use:** The parking waiver issued under this policy is valid for use only by the approved employee and is non-transferable. The waiver is only valid in designated downtown parking lots and is subject to availability.
- **Program Duration:** Participation in the program is subject to annual review. Employees must reapply each year to continue their participation.



- **Program Abuse:** Any misuse of the waiver, including but not limited to fraudulent claims, falsification of documentation, or unauthorized use, will result in immediate termination from the program and possible penalties.

Liability: The City assumes no responsibility for any loss, damage, or injury occurring to the waiver holder's vehicle or personal property while using the parking lots. Waiver holders park their vehicles at their own risk.

Compliance with Regulations: All parking ordinances, regulations, and policies, including those governing time limits, restrictions, and enforcement, must be followed. Violators may face fines, towing, or revocation of the parking waiver.

Termination or Revocation: The City reserves the right to revoke or suspend waivers for any violation of parking ordinances, regulations, and policies; or violations of this policy, including but not limited to falsification of documents, misuse, or any other behavior that interferes with the orderly functioning of the parking program.

Confidentiality: All personal information submitted as part of the application will be kept confidential and will only be used to determine eligibility for the Downtown Parking Program. All documentation with personal financial and medical information will be returned to the applicant and will not be retained by the City.