



LA CROSSE COUNTY
 Exceptional services. Extraordinary place.

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PARKING POLICY & PROCEDURES

La Crosse County downtown campus parking lots are monitored Monday – Friday, 8 a.m. – 4:30 p.m. Pine Street Parking Ramp is monitored 24/7. All vehicles parked in the permit parking areas in the downtown campus require proper display* of a valid parking permit during monitored times. Permit authorizes parking in those areas designated for the type of permit issued. Possession of a parking permit does not guarantee the availability of a parking space. Parking must be in full accordance with all lot/ramp signage and these written regulations.

Parking permits are distributed by the Facilities Department (Facilities), Room 1800, in the Administrative Center. A Request of Information Form must be completed in full and returned to Facilities. Permit will not be issued if form is missing any of the requested information. Permit will not be issued without payment of fee, if applicable.

NOTE: Permit Holder may register more than one vehicle but only one vehicle can be parked in the parking lots/ramp at one time. Pine Street Ramp Permits allows registration of two (2) vehicles only.

Various parking areas as well as various permit types are available. Each parking area and each permit type has its own unique requirements. Permits are issued at the discretion of Facilities after assessment of the individual’s need. Parking permit holders are responsible for being aware of the requirements pertinent to the type of permit they possess.

* Pine Street Ramp does not require display of permit. Ramp is monitored via license plate recognition by the City of La Crosse.

* Proper display is defined as having the permit displayed from the rearview mirror facing out towards the front windshield. Nothing should be blocking the county issued permit from being seen.

PARKING LOCATIONS and PERMIT TYPES

Downtown Campus Parking Locations include:

- Lot ANorth side of the Law Enforcement Center
- Lot DSouth side of the Health & Human Services Building
- Lot EEast side of the Administrative Building
- Lot F.....Corner of 7th and Vine Streets; entry via Vine Street
- Belle SquareBetween 3rd and 4th Streets; lot entry via State Street or Vine Street
 Parking spaces have an “LC” painted on the ground
- Pine Street Ramp.....Between 2nd and 3rd Streets; ramp entry via Pine or Vine Streets, Floors 1 - 6

Permit types include:

- Regular Valid in Lot A, Lot D, Lot E and Lot F
- Transient Valid in Transient Parking areas of Lot D and Lot E; and
 Regular parking areas of Lot A, Lot D, Lot E and Lot F
- Belle Square Valid ONLY in Belle Square
- Pine Street Ramp..... Valid ONLY in Pine Street Ramp
- Daily/Temporary Valid per Permit Directive

PERMITS

- Permits vary by color and style.
 - Hangtag: The hangtag must be displayed from the vehicle’s rear-view mirror facing the windshield.
 - Electronic permit (e-permit): The e-permit must be displayed from the driver’s side window facing out.
 - Card: The card must be placed on the dash of the vehicle in front of the steering wheel print side up.

- Only vehicles registered for a parking area will be allowed to park in that area.
- Overnight parking is NOT allowed without prior authorization from Facilities.
- During winter months, refrain from parking next to any big piles of snow as you may be called asking you to move your vehicle so that staff can remove the snow.
- If required, vehicle must display the designated permit assigned to the parking area.
 - Display of Permit required in Lot A, Lot D, Lot E, Lot F and Belle Square
 - Display of Permit NOT required in Pine Street Ramp
- An employee is issued only one permit. The permit is transferrable between employee’s registered vehicles.
- If employee sells registered vehicle, purchases a new vehicle or if license plate information changes for any reason, Facilities is to be notified within the first working day of change.
- If employee parks a vehicle in any of the monitored locations that is not registered with the permit, Facilities must be notified immediately upon arrival to work to avoid a parking citation. Failure to notify Facilities may result in a parking citation that will not be voided.
- Employees with a valid parking permit are not required to display said permit on their motorcycle if the motorcycle is registered with Facilities. 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 areas of designated parking locations only. The permit does not validate parking in no parking zones, fire lanes, handicap spots or meters. A valid parking spot is defined as being parked in between two yellow lines.
- 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.

PERMIT FEES (see Appendix A for current fee list)

Employee..... Monthly fee is charged. Payroll deduction (first pay period of each month) is required for employees paid by La Crosse County. Employee is required to sign an Authorization for Payroll Deduction Form. Employees not paid by La Crosse County will be invoiced monthly.

Temp. Employee/Intern.... Monthly fee is charged and must be paid in advance of permit issuance.

Bailiffs..... Annual fee is charged. Bailiffs are invoiced annually.

County Board Members... Annual fee is charged. County Board Members are invoiced annually.

Daily/Temporary..... Daily or Monthly fee as applicable is charged.

Non-Employee..... Daily or Monthly fee as applicable is charged.

NOTE: Other individuals may be issued a parking permit to park within a designated permit area. The sponsoring County Department shall be the contact to Facilities to discuss the need.

Permit requests by County Department will be issued at no charge for the following:

- 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
- Election officials
- Blood Drive personnel

- United Way and Wellness Permits

Permit requests by County Department will be issued at a fee for the following:

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

TRANSIENT EMPLOYEE PERMITS

La Crosse County has designated a specific permit parking area in both Lot D and Lot E for Transient Parking Permits ONLY. Transient parking permits will only be issued to employees who meet the following criteria:

- A La Crosse County employee who comes and goes within a two-hour consecutive period 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 must be exchanged for a regular permit if an employee's job duties change to the point employee is no longer eligible for permit.
- Contracted/Limited Term employees, interns, and temporary employees do not qualify for transient permits.
- Transient Parking Permit can park in regular parking permit areas of Lot A, Lot D, 7th & Vine and Administrative Center.

➤ **TRANSIENT PARKING AREA ENFORCEMENT**

- Parking is limited to two-hour increments. If employee will be on campus for more than two consecutive hours, then the employee is required to park in a regular permit parking spot.
- It is a violation of policy to move from one transient spot immediately into another transient spot.
- A ticket is issued for this violation and will not be voided.

PINE STREET PARKING RAMP

- La Crosse County has leased parking stalls from the City of La Crosse in this city-owned parking ramp.
- Permits are processed through Facilities. All changes to permit information is processed through Facilities.
- Ramp is monitored via license plate recognition thus NO permit is issued for display.
- Vehicle registration is limited to two (2) license plates.
- Permit holders must immediately notify Facilities regarding any changes to their license plates (new car, loaner vehicle, etc.). Any citations issued because of failure to notify Facilities of changes, etc. will be considered valid.
- Ramp is monitored by the City of La Crosse and subject to ticketing by the City of La Crosse.

OFFICIAL LAW ENFORCEMENT VEHICLE PARKING ONLY

- Lot A - located north of the Law Enforcement Center. The area is designated via signage.
- For official law enforcement vehicles performing official business within the County Campus Buildings.
- No permits will be issued 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.

HEALTH FLEET VEHICLES

- On a seasonal basis (May through October), an employee's personal vehicle may be parked in the stall of the fleet vehicle they are using until the fleet vehicle is returned. Employee must transfer the temporary hangtag from the fleet vehicle to their personal vehicle and once they return, must then transfer it back to the fleet

vehicle. Employee cannot have their own permit displayed while parked there otherwise a ticket will be issued.

FORGOTTEN/LOST PERMIT

- Notify Facilities immediately upon arrival to work to avoid receiving a parking citation. Contact is acceptable in person, via phone/voicemail or email. Provide the make, model, color, license plate number and location of the vehicle. **NOTE:** This is a courtesy offered to employees and will be monitored for abuse. It is not a substitute for your permit. Requests from employees who are identified as habitually forgetting their permits will not be honored. **Habitual is defined as SIX (6) or more times in a calendar year.**
- 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 if Facilities is notified of the ticket within three (3) business days of issuance. This can be done **no more than TWO (2) 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

TERMINATION OF PERMIT

- Employees must RETURN parking permit to Facilities Department upon termination of employment OR if you wish to discontinue the permit.
- The Stop Payroll Deduction Form must be signed to stop payroll deduction. Permit Holder will continue to be charged until both the permit is returned to Facilities and the stop payroll deduction form is completed.
- There are no retroactive refunds for the permit fee.
- Outstanding and unpaid parking tickets is reason for the Facilities Department to terminate an existing parking permit.
- Late payment of parking permit fees can also terminate an existing parking permit.

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 Facilities and report the vehicle license plate number, make, model, color, and location. An attempt will be made to locate the vehicle owner.
- On occasion, a client needs to be hospitalized upon visit to La Crosse County for services and his/her vehicle is parked in the lots. Facilities will not ticket these vehicles upon notification by County staff with the understanding the vehicle will be removed from the lots within two days. If Facilities is not notified within one business day of the client's hospitalization, client will be held responsible for payment of parking tickets. Failure to remove vehicle may result in vehicle being towed from the lot at the owner's expense.
- The decision to ticket and/or tow abandoned vehicles will be made by the Facilities Director.

DISABLED PARKING

- Vehicles with disabled license plates, hangtags or stickers can park in any "disabled" marked parking spots in the Campus County parking 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. Thus, these vehicles can park in metered spaces when the time limit is one-half hour or more at no charge.
- If a vehicle is parked in a handicap parking spot and does not have a handicap permit, Facilities 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 does NOT issue State handicap/disabled parking stickers.

LOADING ZONE PARKING / SIGNED TIME PARKING SPACES

- Timed (15 minute) parking spaces are available in Lot D for loading/unloading. These parking spaces are monitored. If you park longer than the assigned time, a parking ticket will be issued.

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 whether or not a permit is displayed.
- Twelve (12) hour meters are located in Lot A and Lot D.
- If a parking meter is not working properly, please contact Facilities. 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.

PARKING TICKETS

City of La Crosse monitors the Pine Street Ramp.

- Parking tickets in the Pine Street Ramp are issued by the City of La Crosse. City of La Crosse Parking Utility is the contact for questions regarding these parking tickets.
- The process to appeal a parking ticket issued by the City La Crosse can be found online: www.cityoflacrosse.org/parking

County of La Crosse monitors Lot A, Lot D, Lot F, Lot E and Belle Square Parking lots.

- Parking tickets in these areas are issued by Facilities. 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 statute, parking tickets may be issued in 2-hour intervals. Facilities will issue no more than two tickets per vehicle in one day.
 - Parking ticket fees are payable to Facilities, Room 1800, 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 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 Facilities until the process is complete. The vehicle registration will not be suspended during this process. The Facilities Director reviews the form and makes the decision whether or not to void the ticket. Facilities 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 and 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 Facilities; on the La Crosse County Employee Extranet and online at the County's website: <https://www.lacrossecounty.org/departments/facilities/services.asp>

SPECIAL CIRCUMSTANCES/REQUESTS

"Temporary Disabled" permits allowing an employee to park in a specified area may be issued under special circumstances. Each request is considered on an individual basis.

- Requests must be made to the Facilities Director. The request will be kept confidential and must include all the following:
 - Explanation of why the existing parking opportunities will not accommodate the employee.

- Detail of the special circumstance and request. Be sure to include dates; how long is this circumstance expected to last.
- Supporting documentation to include a letter from a medical doctor if the request is because of a medical condition.
- Must be an employee with an active permit and current on all parking related fees and tickets.
- If approved, a temporary type of permit will be issued for a specified area and limited amount of time only. This permit is not meant to replace a state authorized handicap permit.

TRAILERS & BOATS

- NOT Allowed.

WAITING LIST FOR BELLE SQUARE AND PINE STREET RAMP PARKING PERMITS

Facilities has a limited number of parking spots available for the Belle Square lot and the Pine Street Parking Ramp.

- Facilities has established a waiting list for Belle Square and the Pine Street Ramp parking lot
- Employee must contact Facilities via emailed request to be placed on the waiting list.
- Vacancies will be filled via lottery from the waiting list.

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.)
- Marked and unmarked law enforcement vehicles

CONTACT INFORMATION:

Facilities Department:

Phone: 608-785-9770

Address: Administrative Center, 212 6th Street North, room 1800, La Crosse, WI

Email: Facilities@lacrossecounty.org