

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 500.03
SUBJECT: USE OF CITY FACILITIES	INITIAL EFFECTIVE DATE: 09/01/94
TITLE: EMPLOYEE PARKING	LAST REVISION DATE: 01/01/96

The purpose of this administrative directive is to ensure the accessibility of City facilities to the general public at the Service Center Complex, the Public Library, the Municipal Building, City Hall West, Denton Municipal Complex, and Central Fire Station.

SERVICE CENTER COMPLEX

Employees stationed at the Service Center Complex are required to park their personal vehicles in one of the employee parking lots, located at the north end of the main building and immediately behind the Garage.

Employees working after regular working hours may park their vehicles in the Visitor designated spaces inside of the Service Center compound after regular working hours.

Employees attending training sessions whose regular work station is not the Service Center may park in the Visitor designated spaces inside of the Service Center compound while attending training sessions.

DENTON MUNICIPAL COMPLEX

Human Resources and Information Services employees will park in the lot on the west side of the building (Railroad Rd.).

MUNICIPAL BUILDING/CIVIC CENTER

Employees who work out of or office in the Municipal Building or Civic Center are required to park their personal vehicles in the Civic Center parking lot during normal working hours. Parking is prohibited in the Post Office and County parking lots.

PUBLIC LIBRARY

Library employees are required to park their personal vehicles in the Library parking lot, located on the southwest side of the building.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

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PLANNING AND DEVELOPMENT AND FIRE DEPARTMENTS

Planning and Development and Fire department employees should park in the employee lot on the north side of McKinney Street.

POLICE DEPARTMENT AND MUNICIPAL COURT (CLERKS AND JUDGE)

Police department employees should park in the lot on the west side of the Denton Municipal Complex (DMC) or in their locations designated by the department head.

VISITOR PARKING

Employees housed in a particular facility are instructed not to use the Visitor parking lots at these facilities. Exceptions to this policy are as follows:

1. Health/Injury - with written permission of the City Manager.
2. Loading or unloading of personal vehicle - 30-minute time limit.
3. Employees from other City facilities - 2-hour time limit when visiting a facility other than their work place.
4. Employees attending training sessions at the Service Center.

Parking at any Municipal parking lot in the evening or on weekends is allowed, with the exception of the Planning and Development and Fire parking lots on the north side of McKinney Street and the parking lots of the Power Plants.