1. Purpose of Policy

The efficiency of the Department of Public Health (DPH) is improved if staff are able to avoid paying parking meters, or processing reimbursement requests for small dollar amounts spent on parking meters when conducting official City business.

2. Policy

When on official City business, DPH staff may park City-owned vehicles or their privately-owned vehicles in metered spaces without paying the meter fee when using a parking permit. Alternatively, employees may be provided with pre-paid parking cards to pay the parking meter. Parking permits and pre-paid parking cards provided by DPH are to be used for official City and County of San Francisco (CCSF) business only. This policy does not authorize DPH staff to use these permits for personal errands. Whether using a parking permit or a pre-paid parking card, vehicles remain subject to the maximum time limits posted on the meter. Parking permits allow exemptions from parking meter payment only; all other parking is subject to posted limits and restrictions.

Individual DPH divisions and programs that utilize parking permits and/or pre-paid parking cards may implement their own parking permit/pre-paid parking card policies supplemental to this policy to address ordering, distribution, tracking, and other specific programmatic needs.

3. Definitions

a. **Official City Business**: The performance of duties within the scope of the employee’s position with DPH.

b. **City-Owned Vehicle Parking Permit**: A parking permit issued by the San Francisco Metropolitan Transportation Agency (SFMTA) for use in City-owned vehicles that allows the vehicle to be parked in a metered space without paying the meter fee up to the time...
limit posted on the meter. City-owned Vehicle Parking Permits are not valid in privately-owned vehicles.

c. **Private/Personal Vehicle Parking Permit:** A parking permit issued by the SFMTA for use in private vehicles that allows the vehicle to be parked in a metered space without paying the meter fee up to the time limit posted on the meter. Private/personal vehicle parking permits are not valid in City-owned cars.

d. **Pre-paid Parking Card:** A card issued by SFMTA for use in single-space and multi-space electronic meters in San Francisco. The pre-paid parking cards work in all San Francisco meters except those on Port of San Francisco property.

e. **E-plated vehicles:** Vehicles owned or leased by the U.S. Government, state agencies, cities and counties, or special districts that are exempt, and include pick-up trucks, maintenance vehicles, and non-passenger panel vans or trucks.

4. **Procedures**

a. According to SFMTA policy, permits are required for passenger vehicles only. E-plated vehicles are exempt from permit and meter payment requirements, though they remain subject to posted time limit and other restrictions.

b. Labor union memoranda of understanding (MOUs) with CCSF may contain provisions that affect access to parking for DPH employees while on official City business. Managers should consult DPH Human Resources to determine relevant labor union MOU provisions, if any.

c. Special parking permits that allow for parking beyond the posted time limits may be available for certain programs (e.g., Health at Home, Maternal, Child and Adolescent Health), subject to approval by SFMTA.

d. Employees may be responsible for parking citations and replacement of lost parking permits or pre-paid parking cards, unless the applicable MOU states otherwise or in the case of an emergency.

e. Program units may directly order prepaid parking cards by using the SFMTA Internal City and County Agency Form and submitting it to SFMTA for processing. Once the cards are claimed, the program unit must provide copies to DPH’s Fiscal Unit the properly completed and signed order form, SFMTA invoice signed by the authorized signatory, or any applicable receiving document to support payment in FAMIS.

f. Program units may also place an order by submitting a properly completed Requisition Form to the Fiscal Unit on or before the 15th day of the prior month of its intended use.

g. Program units must institute internal control measures on the use of prepaid parking cards based on established criteria and requirements.
4.1 **Annual Parking Permits or Placards**

a. CCSF employees must complete the online “[Official City Business Parking Permit Application](#)” to secure a parking permit. Please follow these instructions when completing the application:
   - Ensure that the applicant’s name is different from the person approving the payment.
   - Provide the correct index code and the grant or project code that is associated with your project.
   - Applicants are required to use the following sub-object code: 02302.
   - Non-grant funded applicants use Myrna Boongaling as the Accounting contact; while grant-funded applicants use the project’s grant accountant.
   - Under the comments section, write the name of the person to which the permit will be assigned. In the case of multiple individuals, indicate “refer to list” and attach the list to the application.

b. SFMTA will send an e-mail confirmation to the applicant about the pick-up date for the parking permits or placards.

c. The program unit shall provide DPH’s Fiscal Unit with a copy of the following documents to support payment:
   - A print out of the online application form (Appendix A)
   - SFMTA Application Receipt/Order Number form (Appendix B)
   - SFMTA City Dept. Parking Permit Invoice with date and signature of the staff who claimed the placards (Appendix C). A signature of the authorized signatory is also needed to approve payment in FAMIS. In case the invoice is not provided, the program unit must contact SFMTA [here](#) to get the invoice.
   - List of authorized personnel assigned to the permit together with the permit’s serial numbers, city vehicle ID, and license plates.

d. Payments for the parking permits are processed in FAMIS through a journal entry initiated by SFMTA and then go through a series of approval paths including DPH.

5. **Attachments**

   A. SFMTA “Internal City & County Agency Order Form”
   B. Requisition Form
   C. Internal Control Requirements
   D. Appendix A – Online Application Form
   E. Appendix B – SFMTA Application Receipt/Order Number form
   F. Appendix C – SFMTA City Dept. Parking Permit Invoice
Policy & Procedure Title: Parking Permits/Pre-paid Parking Cards (FSC5)

Attachment C: Internal Control for Parking Permits and Prepaid Parking Cards

This is a friendly reminder that Programs should comply with the following Internal Control requirements:

(1) Expenditures must meet Program requirements;

(2) Expenditures must meet eligibility requirements;

(3) Requested items must be kept in secure place;

(4) Program must maintain logbook of how these items are distributed or used;

(5) Program must keep records and supporting documents onsite for 5 years and maybe subject to audit.
<table>
<thead>
<tr>
<th><strong>Applicant Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant Position</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department Head</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative Contact Name</strong></td>
<td>(enter &quot;n/a&quot; if applicant will pick up permits)</td>
</tr>
<tr>
<td><strong>Administrative Contact Phone</strong></td>
<td>(enter &quot;n/a&quot; if applicant will pick up permits)</td>
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</table>

<table>
<thead>
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<th><strong>Payment</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Index Code</strong></td>
<td>(Enter &quot;n/a&quot; if paying by check or other payment form)</td>
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<tr>
<td><strong>Sub-Object</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Payment Type (if applicable)</strong></td>
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</tbody>
</table>
Accounting Contact

Accounting Contact Phone

Accounting Contact Email

Number of Permits and Payment

Number of City Owned Vehicle Permits Requested

Number of Private Vehicle Permits Requested

Total Fee ($1,820/permit) - please calculate

Comments

☐ I certify that Official City Business Parking Permits are only valid while performing official City and County business within San Francisco.
OFFICIAL CITY BUSINESS PARKING PERMIT – CUSTOMER COPY

Application Receipt/ORDER Number: 382
Applicant Name: Joshua Nossiter
Applicant Department: SFDPH-MCAH
Admin Contact: Serena Chuong
INDEX CODE: HCHPMADMINGF

Vehicle Permits:
# Private Vehicle
Permits 2

DPH Permit Number(s) Issued: PH140073 - PH140074

1/15/2014 19:33 1/17/14  Date: Picked up

"APPENDIX B"
SFMTA
1 South Van Ness, 6th Floor
San Francisco, CA 94103
415-701-4593

City Dept Parking Permit Invoice
Invoice #: 55640

"APPENDIX C"

Invoice Date: 10/7/2013
Terms: Net 30

<table>
<thead>
<tr>
<th>Description</th>
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<th>Unit Price</th>
<th>Serial Numbers</th>
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<tr>
<td>SFMTA City Parking Permit FY 2014 - On-Street Parking Permits</td>
<td>2</td>
<td>1,820.00</td>
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<td>3,640.00</td>
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<td>Index Code - HCHACEXECTGF</td>
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<tr>
<td>Subobject# - '</td>
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<tr>
<td>Lech Walesa St., north side, from approx. 151 feet to 196 feet west of Polk St.</td>
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Total $3,640.00

Payments/Credits $0.00
Balance Due $3,640.00

Signature for Pick-up: 
