

POLICIES AND PROCEDURES

Parking Department



FY'2023

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OVERVIEW

The Parking Department oversees the operations of the Parking Enforcement Division to provide a safe, effective, and efficient use of City parking resources. The Parking Enforcement Division performs the following services:

- Maintain pay stations located throughout the city.
- Issue parking tickets for parking violations throughout the City.

The basis for this document is Florida and Madeira Beach ordinances.

The Madeira Beach employee handbook takes precedence over anything written in this document.

special parking exemptions

On occasion, special parking exemptions are given by the City Manager or staff. An up-to-date list will be maintained in the parking supervisor's office and distributed to the enforcement staff. Some examples of special exemptions are as follows, Saturday morning Yoga, AA meetings, Fantasy Planet staff, and veteran's boat rides.

EMPLOYEE OVERVIEW

Enforcement Officers

Will wear Madeira Beach-issued parking attire and maintain a professional appearance while patrolling/interacting with the public.

Enforcement Officers will use care when interacting with the public. Officers will not engage in confrontations with the public. You will always have the Parking Supervisors' business cards on hand and give the card to any public member who has a dispute with you.

Officers will err on the side of caution and leave a situation before it has a chance to escalate.

Vehicles and Maintenance

City-owned vehicles are for business use only. Cars are not to be driven to and from eating establishments during breaks. Unless expressly authorized by the Parking Supervisor, city vehicles will not be driven past the maintenance barn (across the bridge on Bay Pines Blvd into St Petersburg).

Before breaks, return the city vehicle to city hall, keys, and handheld to the parking supervisors' office.

Pay station maintenance will occur according to the schedule posted in the supervisor's office.

Vehicle maintenance will be coordinated with the public works department.

SECURITY

Keys will not be left unattended in the vehicle.

Two keys are used to open various compartments of the pay stations. A white key is used to open the top compartment to access all electronic components and primarily to refill ticket paper. A blue key is used to open the bottom compartment to gain access to the battery.

Handhelds

1. Stored on the charger in the parking supervisor's office when not used.
2. Will be kept from the vehicle during breaks/lunch.

PARKING LOTS/SPACES

City owned parking spaces FY'23	HOO	No. of kiosk	Zone #	Paid spaces	Disabled	Comp. spaces/motorcycl	City workers only	Employees	Pay-to-park signs	
ARCHIBALED PARK	6AM-12AM	3	110093	129	6	0	1	2	44	
KITTY ST PARK	24/7	1	110094	14	1	2	0		3	
136TH W	24/7	1	110094	7	1	0	0		4	
135TH W	24/7	1	110094	5	0	0	0		4	
134TH	24/7	1	110094	9	0	0	0		5	
134TH E	24/7	1	110094	7	1	0	0		4	
133RD W	24/7	1	110094	5	0	0	0		6	
133RD E	24/7	1	110094	12	1	0	0		6	
132ND W	24/7	1	110094	26	2	0	0		17	
131ST W	24/7	1	110094	6	0	0	0		4	
130TH A&B	24/7	2	110094	75	2	0	0		20	
129TH SOUTH BEACH	6AM-12AM	3	110092	98	10	0	0		37	
VILLAGE BLV	6AM-12AM	9	110090	109	3	0	1		100	
JPL	6AM-12AM	3	110091	53	3	0	1	2	30	TOTAL SPACE
TOTAL		29	4 TOTAL ZONES	555	30	2	3	4	284	594

John's Pass Village parking lot at Village Boulevard and 129th Avenue East. John's Pass Park (South Beach on the northwest side of John's Pass Bridge), Gulf Boulevard and 129th Avenue West. 130th Ave is located west of Gulf Boulevard at 130th Avenue.

City parking lots – Located on the west side of Gulf Boulevard at 131st, 132nd, 133rd, 134th, 135th and 136th Avenues, and on the east side of Gulf Boulevard at 133rd and 134th Avenue E.

Archibald Memorial Beach Park, 15100 Gulf Boulevard

PARKING FEES AND EXEMPTIONS

Madeira Beach only uses pay stations to collect parking fees of \$3:00/hr. Seven days a week unless specified.

Handicap parking permits or tags must be displayed appropriately and only used when the vehicle is transporting the person to whom the displayed permit is issued. If the permit holder is not exiting the vehicle, then the permit may not be used. A permit is valid at any metered parking space without any time restrictions. All other rules of the spaces/lot must be followed.

Military / Veteran Plates

The following exemptions are statutory and can be referenced in the city (Sec. 66-71) and the state ordinance section of this document.

- 1 Ex-prisoner of war
- 2 Pearl Harbor survivor
- 3 Medal of Honor
- 4 Purple Heart
- 5 Disabled Veteran

PARKING FINES

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.

4. End of day reporting. Follow cash handling process on

E. Parking fines and penalties. Parking fines and penalties shall be as follows:

(Res. 06.29, 11/28/2006; Res. 04.09, 08/10/2004; Code 1983, §5-19)

(1) Overtime Parking	\$60.00
(2) Double Parking	\$80.00
(3) Parking in a "NO PARKING" Zone	\$90.00
(4) Other Improper Parking	\$90.00
(5) Delinquency Fee(15/d)	\$30.00

SUPERVISORS RESPONSIBILITY

Record Keeping

The parking supervisor will maintain all records in accordance with established standards set by the city clerk.

Revenue tracking

Disputes

- *Close/dismissed ticket – void tickets.*
- *Ticket file – list of written tickets in a chosen time frame.*
- *Entry – manually enter a ticket. Usually written by sheriffs.*
- *Dec Fine – decrease a fine amount / remove late fee. Will only last until midnight then returns to original amount.*
- *Hold – set a timeframe for decreased tickets.*

Side menu /Main Formats

- The supervisor will maintain a digital and posted schedule for enforcement officers. Intent of schedule is to ensure at least one enforcement officer is on duty seven days per week.

City Ordinances

Sec. 66-52. - Public and private parking spaces for disabled persons.

a) Parking spaces for disabled persons. Parking spaces for the exclusive use of those severely physically disabled individuals who have permanent mobility problems which substantially impair their ability to ambulate shall be specially designed and marked in accordance with the provisions of Florida Statutes § 316.1955. (b) Violation. It is a violation of this section to stop, stand, or park a vehicle within any such specially designated and marked parking space pursuant to subsection (a) of this section unless such vehicle displays a parking permit issued pursuant to Florida Statutes § 320.0848 (exemption entitlement parking permit issued to handicapped persons by the state department of highway safety and motor vehicles) or Florida Statutes § 316.1958 (special license plate or parking permit issued to a handicapped person by any other state provided such state grants reciprocal recognition for handicapped residents of Florida), and such vehicle is transporting a person eligible for the parking permit, except that momentary parking in such a space for the purpose of unloading a disabled person is permitted. (c) Penalty. The civil penalty for noncriminal traffic infraction pursuant to a violation of Florida Statutes § 316.1955 or for parking in violation of subsection (b) of this section shall be \$250.00.

Sec. 66-53. - Parking on unpaved lots or unpaved portion of lots in commercial districts prohibited.

(a) Prohibited parking. It shall be unlawful for any person to park a motor vehicle, trailer, boat, recreational vehicle, motor home or motorized equipment on that portion of any lot in a commercially zoned district which does not have parking spaces which meet or exceed the parking requirements of chapter 110, article VII of this Code. (b) Exceptions. This section shall not apply to: (1) Motor vehicles owned or leased by the owner or lessor of the lot; and (2) Motor vehicles, trailers and motorized equipment necessarily placed upon the lot during construction. (c) Vacant lots in commercially zoned districts. Property owners of vacant lots in commercially zoned districts will be responsible for posting of signs which will notify the public of the provision of this section. These signs will be required to be posted within 60 days of the enactment of the ordinance from which this section is derived. (d) Penalty. Any person violating

this section shall be cited for improper parking and upon conviction shall be punished as provided in section 1-16 of this Code.

DIVISION 2. - METERS

Sec. 66-71. - Purpose, applicability and hourly rate.

(a) The purpose of this division is to establish uniform standards for parking of motor vehicles in city-owned and operated metered parking lots and beach access easements. The requirements established in this division are applicable to the following parking locations. (1) Metered parking beach access lots, 130th Avenue, West through 136th Avenue, West. (2) City parking lot, 130th Avenue, West and Gulf Boulevard. (3) City parking lot, 132nd Avenue, West and Gulf Boulevard. (4) City parking lot, 133rd Avenue, East and Gulf Boulevard. (5) John's Pass Park at 129th Avenue, West and Gulf Boulevard. (6) Archibald Memorial Beach at 152nd Avenue and Gulf Boulevard. (7) John's Pass Village metered parking lot. (b) The hourly rate to be charged for metered parking at the following locations shall be \$2.00 per hour: (1) Metered parking beach access lots, 130th Avenue, West through 136th Avenue, West. (2) City parking lot, 130th Avenue, West and Gulf Boulevard. (3) City parking lot, 132nd Avenue, West and Gulf Boulevard. (4) City parking lot, 133rd Avenue, East and Gulf Boulevard. (5) John's Pass Park at 129th Avenue, West and Gulf Boulevard. (6) Archibald Memorial Beach at 152nd Avenue and Gulf Boulevard. (7) John's Pass Village metered parking lots. (c) A municipal parking fee exemption shall be provided to any veteran whose vehicle displays one of the following special veterans license plates issued by the state division of motor vehicles: (1) Ex-prisoner of war; (2) Pearl Harbor survivor; (3) Medal of Honor; (4) Purple Heart.

Sec. 66-72. - Limitations on parking in city parking lots and beach access easements.

Parking of any type motor vehicle is allowed in the city parking lots and beach access easements subject to the following limitations:

(1) All vehicles must park within the designated metered spaces; (2) No part of the vehicle may extend beyond the limits of the marked parking space; (3) Backing of vehicles into metered spaces is prohibited; (4) Parking is only allowed during the hours of 6:00 a.m. to 12:00 midnight, unless otherwise posted; (5) Meters are in effect on all lots during the allowable hours of operation, seven days a week; and (6) Parking is prohibited in all areas during the hours of 12:00 midnight to 6:00 a.m. daily, unless otherwise posted.

Sec. 66-73. - Resident parking permits.

(a) Definitions.

Resident means a person who owns or leases real property within a residential area of the city and who maintains either a voting residence or bona fide occupancy or both at that address, as evidenced by a voter's registration card, real estate tax bill, lease agreement, or other proof of residency satisfactory to the city.

Resident parking permit means a special permit issued under this section for the privilege of parking in selected metered parking lots of the city without paying the hourly rate for the meter.

(1) A resident parking permit shall not guarantee or reserve to the holder of the permit a parking space within a designated parking lot or beach access easement. (2) A resident parking permit shall not authorize the holder to stand or park a motor vehicle in such places or during such times as the stopping, standing or parking of a motor vehicle is prohibited or set aside for specified types of vehicles, nor shall it exempt the holder from the observance of any parking regulations posted in a designated parking lot or beach access easement. (3) No person, other than the permittee named on the permit shall use the resident parking permit or display it on a vehicle operated or parked, and any such use or display by a person other than the permittee shall constitute a violation of this division by the permittee and by the person who so used or displayed such parking permit. (4) It shall constitute a violation of this division for any person to falsely represent himself as eligible for a resident parking permit or to furnish any false information on the form to obtain a resident parking permit. (5) The city is authorized to revoke the resident parking permit of any permittee found to be in violation of this division and, upon written notification thereof, the permittee shall surrender such permit to the city. Failure, when so requested, to surrender a resident parking permit so revoked shall constitute a violation of this division. (6) Any permit issued under this division is nontransferable to another person or another vehicle. (7) The city shall be authorized to adopt all reasonable rules and regulations necessary for the enforcement and administration of this division, including rules and regulations providing for specific time and day parking restrictions.

(b) Residents will be issued annual permits by the city upon showing proof of residency, as described in the definition of resident, and vehicle ownership. Resident parking permits will be issued free of charge. Resident parking permits will only be valid in the: (1) City parking lot at

130th Avenue West and Gulf Boulevard; 6:00 a.m. to 12:00 midnight. (2) John's Pass Village; 6:00 a.m. to 12:00 midnight. (3) City parking lot, 133rd Avenue, East and Gulf Boulevard; 6:00 a.m. to 12:00 midnight. (4) Along the street-end beach access easements on the west side of Gulf Boulevard, only during the hours of 6:00 a.m. to 12:00 midnight. (5) City parking lot, 15100 Gulf Boulevard (at Archibald Memorial Beach/Park); 6:00 a.m. to 12:00 midnight. (6) City parking lot, 12801 Gulf Boulevard (John's Pass Park); 6:00 a.m. to 12:00 midnight. (c) The city parking lot at 14400 Gulf Boulevard (County Park) is excluded from this section.

Sec. 66-74. - Public parking permits.

Privately owned motor vehicles, up to 18 feet in length, will be permitted to park in the following city parking lots:

(1) City parking lot, 130th Avenue, West and Gulf Boulevard. (2) City parking lot, 131st Avenue, West and Gulf Boulevard. (3) City parking lot, 132nd Avenue, West and Gulf Boulevard. (4) City parking lot, 133rd Avenue, East and Gulf Boulevard. (5) City parking lot, 133rd Avenue, West and Gulf Boulevard. (6) City parking lot, 134th Avenue, West and Gulf Boulevard. (7) City parking lot, 135th Avenue, West and Gulf Boulevard. (8) City parking lot, 136th Avenue, West and Gulf Boulevard. (9) City parking lot, John's Pass Park (South Beach) at 129th Avenue, West and Gulf Boulevard.

Subject to the following limitations:

(1) A public parking permit shall not guarantee or reserve to the holder of the permit a parking space within a designated parking lot or beach access easement. (2) Vehicle owners may purchase a parking permit from the city. (3) Parking permits must be properly displayed as directed at the time of issuance. (4) The city reserves the right to limit the number of available permits at any one time. (5) Monthly and weekly permit fees will be as provided in the city fees and collection procedure manual. (6) The city manager may issue special parking permits on a case-by-case basis. (8) Permits will not be issued for boats and recreational vehicles in excess of 18 feet in length or commercial vehicles. (9) Sleeping within any vehicle parked in the lot will not be permitted. (10) Permit holders will be provided copies of these parking regulations as part of the permitting process.

Sec. 66-75. - Enforcement.

Citations in a form approved by the designated law enforcement agency for violations of this division may be issued by both law enforcement officers and properly qualified parking enforcement officers of the city.

Sec. 66-76. - Penalties.

Penalties for violations of this division are provided in the fees and collection procedures manual.

DIVISION 3. - NONMETERED PARKING SPACES

Sec. 66-96. - Purpose and applicability.

The purpose of this division is to establish uniform standards for parking of motor vehicles on city owned nonmetered property in John's Pass Village. The requirements established in this division are applicable to the following parking locations:

- (1) Nonmetered parking spaces on Gulf Boulevard East from 128th Avenue to 130th Avenue. (2) Nonmetered parking spaces on 129th Avenue East and West.

Sec. 66-97. - Limitations.

Parking motor vehicles are allowed at the noted locations subject to the following limitations:

- (1) All vehicles must park within the designated nonmetered space; (2) No part of the vehicle shall extend beyond the limits of the marked parking space; (3) Parking in areas marked by diagonal yellow lines is strictly prohibited; (4) Parking in designated spaces will be limited to a total of three hours during the period of 6:00 a.m. to 11:00 p.m. daily.

Sec. 66-98. - Reserved spaces; identifying authorized users; revocation or amendment.

(a) One parking space will be reserved and marked for the exclusive use of the occupant residing in the apartment located at 13003 Gulf Boulevard, East. (b) Property owners will be responsible for identifying authorized users. Violators who unlawfully use these designated parking spaces will be subject to the penalty provisions of this section. (c) The city, at its sole discretion, may revoke or amend the provisions of this section. This section does not create any right, title, interest or property interest on the part of affected property owners and affected property owners shall have no legal recourse against the city or its agents, employees, officers and officials as the result of any revocation or amendment of this section.

Sec. 66-99. - Enforcement.

Citations in a form approved by the designated law enforcement agency for violations of this division may be issued by both law enforcement officers and properly qualified parking enforcement officers of the city.

Sec. 66-100. - Penalties.

Penalties for violations of this division are provided in the fees and collection procedures manual.

State Ordinances

Florida Statutes 316.1964 – Exemption of vehicles transporting certain persons who have disabilities from payment of parking fees and penalties

(1) A state agency, county, municipality, or any agency thereof, may not exact any fee for parking on the public streets or highways or in any metered parking space from the driver of a vehicle that displays:

(a) A disabled parking permit or a license plate issued under s. 316.1958 or s. 320.0848;

316.1945 Stopping, standing, or parking prohibited in specified places.

(1) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, no person shall:

(a) Stop, stand, or park a vehicle:

1. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

2. On a sidewalk.

3. Within an intersection.

4. On a crosswalk.

5. Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless the Department of Transportation indicates a different length by signs or markings.

6. Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic.

7. Upon any bridge or other elevated structure upon a highway or within a highway tunnel.

8. On any railroad tracks.

9. On a bicycle path.

10. At any place where official traffic control devices prohibit stopping.

11. On the roadway or shoulder of a limited access facility, except as provided by regulation of the Department of Transportation, or on the paved portion of a connecting ramp; except that a vehicle which is disabled or in a condition improper to be driven as a result of mechanical failure or crash may be parked on such shoulder for a period not to exceed 6 hours. This provision is not applicable to a person stopping a vehicle to render aid to an injured person or assistance to a disabled vehicle in obedience to the directions of a law enforcement officer or to a person stopping a vehicle in compliance with applicable traffic laws.

12. For the purpose of loading or unloading a passenger on the paved roadway or shoulder of a limited access facility or on the paved portion of any connecting ramp. This provision is not applicable to a person stopping a vehicle to render aid to an injured person or assistance to a disabled vehicle.

(b) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:

1. In front of a public or private driveway.

2. Within 15 feet of a fire hydrant.

3. Within 20 feet of a crosswalk at an intersection.

4. Within 30 feet upon the approach to any flashing signal, stop sign, or traffic control signal located at the side of a roadway.

5. Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of such entrance (when property signposted).

6. On an exclusive bicycle lane.

7. At any place where official traffic control devices prohibit standing.

(c) Park a vehicle, whether occupied or not, except temporarily for the purpose of, and while actually engaged in, loading or unloading merchandise or passengers:

1. Within 50 feet of the nearest rail of a railroad crossing unless the Department of Transportation establishes a different distance due to unusual circumstances.

2. At any place where official signs prohibit parking.

(2) No person shall move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such a distance as is unlawful.

(3) A law enforcement officer or parking enforcement specialist who discovers a vehicle parked in violation of this section or a municipal or county ordinance may:

(a) Issue a ticket form as may be used by a political subdivision or municipality to the driver; or

(b) If the vehicle is unattended, attach such ticket to the vehicle in a conspicuous place, except that the uniform traffic citation prepared by the department pursuant to s. 316.650 may not be issued by being attached to an unattended vehicle.

The uniform traffic citation prepared by the department pursuant to s. 316.650 may not be issued for violation of a municipal or county parking ordinance.

316.1964 Exemption of vehicles transporting certain persons who have disabilities from payment of parking fees and penalties.

(1) A state agency, county, municipality, or any agency thereof, may not exact any fee for parking on the public streets or highways or in any metered parking space from the driver of a vehicle that displays:

320.084 Free motor vehicle license plate to certain disabled veterans. —

(5) A county or municipality, or any agency thereof, may not impose upon any person who is issued a license plate with the international accessibility symbol, under this section, any fee or penalty for parking in any metered or timed parking space.