



# CITY OF LA CROSSE PARKING UTILITY BOARD

400 LA CROSSE ST  
LA CROSSE WI 54601-3396

## POLICY for the ISSUING & CHARGING FOR ACCESS CARDS

revised 10-24-13

Parking Utility Board Approved: \_\_\_\_\_

- 1) Access cards will be issued by the parking utility to all monthly parking permit holders for the purpose of gaining access to and egress from parking ramps without the need to take time-stamped tickets upon entry or pay fees upon exit. Permittee's initial card will be issued at no charge. (*PUB approved 11-27-13*)
- 2) Permittee's are responsible for proper care and safeguarding of their access card(s). Proper care and safeguarding shall be defined as that needed to maintain a card in good working condition for a period of 3 years.
- 3) If a replacement card is requested by a permittee sooner than 3 years after issuance, a \$10 card replacement fee shall be paid by the requesting permittee prior to a replacement card being issued. (*PUB approved 11-27-13*)
- 4) If a duplicate card is requested by the permittee, a \$10 duplicate card fee shall be paid by the requesting permittee prior to a duplicate card being issued. Duplicate cards shall be issued for shared parking stalls only and not for convenience. (*PUB approved 11-27-13*)
- 5) Replacement and duplicate card fees shall not be refundable under any circumstances.
- 6) Access cards may be issued at no cost to maintenance, police, fire and other personnel at the discretion of parking utility management.