



## **Administrative Regulations**

### **Office of the Mayor**

**Title:** EMPLOYEE PARKING SPACE

**A.R. Number:** 6.1 **Effective Date:** 9/1/2000 **Page:** 1 of 1

**Supersedes:** Employee Parking Spaces **A.R.:** N/A **DATED:** 2/1/1979

#### **I. POLICY**

The City of Richmond has a limited number of parking lot and deck spaces available for employee parking. The Director of Public Works shall make the allocation of parking spaces among City agencies.

Specific assignment of parking spaces to employees shall be left to the judgment and discretion of the applicable Department/Agency Director.

#### **I. PROCEDURE**

##### **A. Short Term Parking - City Hall**

Short-term parking is available on a limited basis in City Hall "A" Deck. Persons requiring such parking should contact the City Hall Motor Pool Dispatchers to advise them of the time and the spaces required.

##### **B. Car Pool Parking**

Car pooling is encouraged. Spaces are assigned to employees not already having a space. Only City of Richmond employees are eligible for this car pool program. Applications may be requested from Department of Public Works.

##### **C. Illegal Parking**

The Public Works Department will be responsible for monitoring parking at City facilities. Any vehicle found to be parked in a space not assigned or not registered will be ticketed. Continued violations will result in towing and/or loss of parking space assignments. Illegally parked vehicles or vehicles parked in designated fire lanes will be towed from City premises.

#### **II. REGULATION UPDATE**

The Office of the Mayor and the Department of Public Works shall be responsible for modifications to this Policy.

**APPROVED:**

**MAYOR**