



Administrative Policy

Title: Parking Regulations - City Hall & Corporation Yard				
Administered By: Public Works				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
09100.002	07-15-91 (07-07)	01-03-17	<i>[Signature]</i>	<i>[Signature]</i>

This Policy had been numbered Policy 100.08. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 100.08
Issued: 07-15-91
Revised: 07-07

ADMINISTRATIVE POLICY

PARKING REGULATIONS, 100.08, JULY 15, 1991

REV: MARCH 2006

POLICY:

Designated parking areas have been established for employees, carpools, City vehicles, and visitors in order to adequately distribute the demand for parking.

PROCEDURES:

1. Employees shall have a City supplied parking permit displayed in order to park in a designated permit parking space. New employees are to obtain this permit on their first day during orientation from the Human Resources Department.
2. Employees shall park their personal vehicles in the designated permit area north of the City Hall building. All areas designated as: visitor, city car pool, fire, police, or special permit are reserved for that specific purpose.
Employees are expressly prohibited from parking their personal vehicles in these areas.
3. City employees who are “visiting City Hall from another work location i.e. the corporation yard etc. can not use the visitor parking spaces. All City employees should have a parking permit to use when coming to City Hall for meetings or other business and should park in employee parking spaces only. Driving a City Vehicle does not give you the privilege of parking in visitor parking.
4. The parking lot will be monitored and violators cited by the Corona Police Department.