

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 87(R)

June 20, 2006

TO: All Departments, Boards, Agencies, and Commissions

FROM: Charles L. Rice, Jr., Chief Administrative Officer

SUBJECT: CITY HALL PARKING

I. PURPOSE.

This revised memorandum notifies all Departments, Boards, Agencies, and Commissions of the revised parking regulation and procedures for officials and employees parking in designated spaces in the City Hall garage or in other specified areas in close proximity to City Hall.

II. PROCEDURES.

A. Parking for City Hall is under the jurisdiction of the Department of Property Management. This Department's Director has the responsibility and the authority to regulate the operations of the garage. The number of spaces and the location of the spaces are allocated by the Department of Property Management to each Department.

Each Department's Appointing Authority designates parking spaces to individuals within their Department.

B. There is a magnetic swipe card system in place. Only those persons who have a swipe card will be allowed to park in the garage.

C. There are no specifically assigned visitor parking spaces for an individual or a Department.

D. The Director of Property Management will review annually the assignment of the parking spaces. All requests for assignment of additional parking spaces by a Department must be sent, in writing, to the Director of the Department of Property Management.

E. Each Appointing Authority is responsible for timely providing written notification to the Director of Property Management when a departmental parking space is affected by a change in employment status of the person assigned to that specific slot.

Some examples of status change meriting notification are as follows: termination or suspension of employment; an inter-departmental

transfer; retirement; any type of leave in excess of forty-five (45) days.

Any Appointing Authority who fails to comply with the change-in-status notification process may be subject to the loss of this designated parking space to the department.

- F. Each Appointing Authority must appoint a Parking Coordinator from their department who shall be responsible for coordinating all parking activities with the Department of Property Management.

III. ACTUAL PARKING OPERATIONS.

- A. In order to receive a swipe card, each individual who has been approved by his/her current Appointing Authority must present a current, valid LA driver's license, proof of current liability insurance and proof of vehicle registration, along with a signed copy of the attached parking agreement prior to receipt of the swipe card. Swipe Cards will be issued only after furnishing these documents to the Department of Property Management Personnel. Swipe Cards are available in Room 5W08 of City Hall, unless otherwise advised.
- B. All areas are self-park.
- C. Persons who are parked in the center section of each floor must make cooperative arrangement with the owner blocking ingress or egress to have those vehicles moved when necessary.
- D. Persons who have authorized City Hall parking spaces will display courteous and safe driving habits. Careless driving, speeding (greater than five (5) miles-per-hour) or other behavior which could consequently cause damage to City property or personal injuries, will be grounds for revocation of parking privileges.
- E. The City is not responsible for personal property left in vehicles parked in the City Hall Parking Garage.
- F. Employees shall have access to the garage Monday through Friday - 7:00 a.m. - 8:00 p.m. unless, due to special circumstances, modified times are required. The garage is not accessible on weekends.

IV. VIOLATIONS.

- A. Anyone who violates the provisions of this Policy memorandum will be subject to possible revocation of parking privileges and disciplinary action.

B. The appropriate Appointing Authority will be notified in writing of an employee committing a violation. Written warnings will be issued for minor offenses. Major repeated offenses may cause revocation of a person's parking privileges.

C. A replacement cost of \$20.00 is required for any lost or misplaced swipe cards.

V. **INQUIRIES.**

Questions concerning this memorandum should be addressed to the Department of Property Management at (504) 658-3600.

CLR,Jr./PMRC/rth

Attachment: City Hall Parking Agreement