



The City of **WORCESTER**

PARKING POLICY FOR USE OF WORCESTER CITY HALL PARKING GARAGE

PURPOSE

The purpose of this policy is to ensure that City Hall is easily accessible to residents and visitors who are conducting business with City Departments during regular business hours (8:30 a.m. – 5 p.m.).

SUPERINTENDANCE & REGULATIONS

The Office of the City Manager shall have the general superintendence of the City Hall Parking Garage and shall have the authority to adopt any rules and regulations he deems necessary to implement this policy.

VISITOR PARKING

- There shall be twenty-one (21) parking spaces reserved for members of the general public who are visiting City Hall to conduct business with City Departments.
- These spaces will be clearly marked with a sign that reads “Visitor.”
- Parking shall be limited to a 30 minute maximum during regular City Hall business hours (8:30 a.m. – 5 p.m.).
- Four (4) spaces shall be reserved ADA accessible.
- Two (2) spaces shall be equipped to charge electric vehicles. Only members of the general public who are visiting City Hall to conduct business may park in these spaces. While charging, electric vehicles are allowed to stay in these two spaces for a maximum of three (3) hours.
- City employees, or visitors, who are attending a meeting at City Hall may park in a visitor space for no longer than the 30 minute limit. However, if the guest knows ahead of time that the meeting will take more than 30 minutes they must indicate so to the Parking Attendant. At that time the guest will be issued a “Visitor Parking Pass” that will state the purpose of the meeting and the date. This pass must be placed inside the front window of the vehicle.

VIOLATION

- Parking Control Officers (PCO) shall monitor the City Hall Parking Garage for adherence to the rules, especially the 30 minute limit.
- Parking tickets will be issued to those found in violation of the 30 minute parking limit.
- Visitors are restricted from parking in any assigned reserved parking spaces.
- A PCO will be assigned to check in with the Parking Attendant and verify the log to check for cars parked on the guest spaces that exceed the 30 minute limit.

EMPLOYEE PARKING

- As determined by the City Manager, employees who had authorized assigned parking in City Hall Parking Garage prior to the re-structuring on January 1, 2016, may be provided a designated space within walking distance of City Hall. Only Cabinet Members, Mayor, City Clerk, and City Auditor will be assigned a parking space.
- These spaces shall be clearly labeled “Reserved.”
- The assignment of employee parking spaces and the issuance of authorized parking tags shall be authorized by the City Manager. Parking tags must be hung from the vehicle’s rear-view mirror. The City Manager may revise or revoke any assignments at any time, in his discretion.
- Four (4) spaces shall be reserved for City Councilors. If more than four spaces are needed, a City Councilor may park in a visitor space for longer than a period of 30 minutes.
- There will be one (1) space designated for a City-owned vehicle for employees to use when traveling for City business (i.e. Cable Services).
- One space shall be reserved for an employee within City Hall that has been recognized as the Employee of the Month. Every month, Department Heads may nominate an employee from their department for this designation. The Employee of the Month shall be determined by the City Manager and will be based on performance, work ethic, attendance record, dedication and commitment.

PARKING LOG

The purpose of the parking log is to track every guest vehicle that visits City Hall. It will record license plate number, reason of visit, time-in, and time-out. This will also serve as a tool to track the length of time a vehicle has been parked on the 30 minute guest parking space. All Garage Attendants must be active in logging in vehicles that enter the garage.

OTHER

- The City Manager has the authority to limit parking in reserved spaces and/ or visitor spaces, from time to time, to allow for maintenance or other activities within City Hall and/or City Hall Parking Garage.
- Maintenance and contractors performing work at City Hall are not allowed to park their vehicles in the City Hall Parking Garage. They must use the area commercial/loading zones.
- All temporary passes have a two (2) week limit. Further consideration is required for any request beyond the two week timeframe. Passes are contingent on approval from the Office of City Manager. Individuals must request a pass and provide proper documentation for the need to require a temporary pass.
- Employees are subject to the same rules and regulations as visitors in the City Hall Garage. Any employee that exceeds and continues to violate the policy will be subject to further employment discipline, to the extent of termination.

POSTING

- All Department Heads shall make their employees aware of this City Hall Parking Garage Policy.