

POLICY NUMBER
APM 2-78

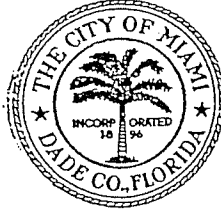
CITY OF MIAMI

REVISIONS

SHOW REVISED SECTION &
DATE OF THE REVISION

DATE: Effective
April 16, 1978

JED BY: CITY MANAGER



ADMINISTRATIVE POLICY

SIGNATURE

[Handwritten Signature]

SUBJECT: Parking of City Vehicles on Official Business

PURPOSE: To outline a comprehensive policy for all city employees parking cars in the City of Miami while on official city business. This policy does NOT apply to emergency vehicles which are operating during bona fide emergencies. This policy will also describe a procedure concerning citations for parking violations.

THE POLICY WILL BE AS FOLLOWS:

I. City employees parking vehicles while on official City business are subject to all parking restrictions that are applicable to the general public.

II. PAYMENT OF PARKING VIOLATION FINES

City employees are responsible for payment of parking tickets. However; in the event an employee receives a parking ticket because his job prevents him from meeting the requirements of the law, the City will pay the fine for the violation. For example, the City would pay the fine if an employee, such as an inspector, were to park his car in a metered spot with the intention of completing his duties in the time allowed on the meter, but because of the nature of his work was not able to return to the car before the meter expired.

III. DEPARTMENT HEAD RESPONSIBILITIES

Determining the validity of excused circumstances is the responsibility of the Department Head whose signature of approval must accompany the written request for City payment. All requests must be in writing and must be addressed to the Director of Finance, whose approval is necessary before the City will pay any parking ticket.

IV. Any request for payment received by the Finance Director after five working days from the date of the ticket shall be returned for personal payment by the employee who received the citation.