

CITY OF HAMILTON, OHIO

No. 113

ADMINISTRATIVE DIRECTIVE

Effective Date: 3-7-16

Supersedes: City Manager Memorandum dated 5/23/77,
12/13/68, and 1/21/66, Administrative Directive
No. 113 dated 9/23/92, 7/18/01

Approved by: Joshua A. Smith,
City Manager

SUBJECT: PARKING OF CITY VEHICLES

PURPOSE: To establish rules which shall apply to the parking of City vehicles.

1. Policy.

- a. General Parking – All vehicles shall be legally parked whenever possible. When work performance requires that a vehicle be parked in a different manner, every effort shall be made to park in a way that will least impede traffic flow or cause an unsafe condition. Standard traffic warning signs, controls and lane closures shall be utilized in accordance with the Ohio Manual of Uniform Traffic Control Devices. Contact the Transportation and Traffic Division for assistance.
- b. One Renaissance Center Parking (parking on south side of High Street and the north side of Court Street is prohibited)
 - i. Short-term parking for periods of 30 minutes or less - use Court Street reserved parking adjacent to One Renaissance Center. There are two restricted spaces, one for Municipal Court and one for building maintenance. Two other spaces are available for any City vehicle on a first come basis for persons loading/unloading or visiting One Renaissance Center. Additional short-term space is available in the Government Services Center garage which offers free parking for 30 minutes or less.
 - ii. Long-term parking - when drivers need long-term parking (greater than 30 minutes), they shall use the municipal parking lot at Martin Luther King, Jr., Boulevard and High Street.
 - iii. Parking Meters - the use of street parking meters in the area is prohibited due to the high parking demand in the area. Exception - employees temporarily working in One Renaissance Center that require their vehicle to be close by due to tools, materials and equipment needed to perform their work as permitted to park at a parking meter after first notifying the Transportation and Traffic Division
- c. No Parking Zones - at no time shall City vehicles be parked illegally, i.e., on the sidewalk, double parked, where signs prohibit parking, etc.
- d. Business Districts - City cars parked in metered spaces in the business districts will be issued regular parking tickets when the meter is on violation. Such tickets must be immediately turned in to the appropriate department head with an explanation written on the ticket and signed by the driver, indicating that the car at the time of the issuance of the ticket was on legitimate City business. If the department head is satisfied that the car was being used on City business, he will initial the ticket and turn it in to the City Manager for cancellation. Otherwise, the employee must pay the ticket.
- e. Responsibility - all Directors and Chiefs will bear the final responsibility for the parking violations of their employees.