



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: City Vehicle Metered Parking Policy

Creation Date: October 13, 2015

Revision Date:

Prepared By: City Manager's Office

Approved By: City Manager

Legal Review:

POLICY: CITY VEHICLE METERED PARKING POLICY

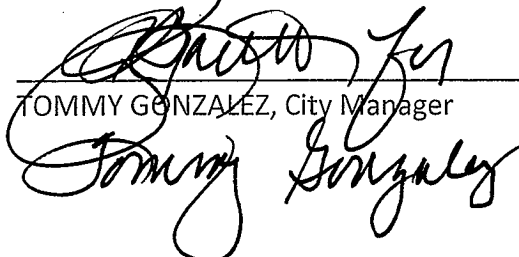
The City of El Paso has established a City Vehicle Metered Parking Policy designed to allow designated City employees, driving a City-owned Code Compliance vehicle, to park at City-controlled parking meters while conducting official City enforcement business, by using a City-issued Procurement Card ("P-card") to pay for the parking meter costs.

The Department Director shall be responsible for determining which Health Inspector and Code Compliance Inspector employees will be issued a P-card for purposes of this policy, and for monitoring all P-card use and costs incurred by the designated employees.

Employees assigned a P-card under this policy must comply with all policies and procedures set forth in the City's Procurement Card (P-card) Manual. Any citations received by an employee for improperly parking in violation of this policy or City Code provision will be the responsibility of the employee, not the City of El Paso.

Any use of a P-card in violation of this policy will result in disciplinary action, up to and including termination.

APPROVED BY:


TOMMY GONZALEZ, City Manager

DATE: December 17, 2015