

OFFICE OF THE MAYOR NOV 14 2006
ADMINISTRATIVE ORDER 2006-2

An Administrative Order Establishing a City-Wide Policy on the Payment of Parking Fines Incurred on City Owned Vehicles and on City Employees' Vehicles Used During the Course of Employment. *Fine*

WHEREAS, it is the policy of the City of Atlanta to provide to certain employees City-owned vehicles for use during the course of their employment; and

WHEREAS, the Chief Operating Officer has requested that the City-wide policy regarding payment of parking citations issued to City vehicle be clarified; and

WHEREAS, from time to time these vehicles must be parked on City streets while the employees conduct City business; and

WHEREAS, from time to time City employees use their own vehicles while conducting City business; and

WHEREAS, on some occasions these City-owned and employees' private vehicles receive parking citations; and

WHEREAS, it has been the practice of Department Heads to manage the payment of parking citations incurred by their employees according to practices established within each Department;

WHEREAS, it is the desire of the Administration to establish a uniform general policy regarding how parking citations incurred during the conduct of official City business are handled; and

WHEREAS, it is the intention of this Administrative Order to set such uniform general policy and for the Department Head to continue to manage and administer the handling of parking citations that are incurred by employees within his/her Department in a manner consistent with this uniform general policy.

NOW, THEREFORE, BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF ATLANTA, pursuant to Sections 3-202(1) and (4) of the City of Atlanta Charter, 1996 GEORGIA LAWS P. 4469, *et seq.*, and Section 3-302 of the Charter and pursuant to the request of the Chief Operating Officer, it is hereby ordered as follows:

Section 1: City of Atlanta employees, who are driving vehicles in conjunction with their official duties, whether those vehicles are City owned or private, should comply with all parking regulations.

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Section 2: If, in the course of an employee's conduct of official City business, the vehicle driven by the employee receives a parking ticket, the employee shall notify his/her manager within 48 hours of receiving the ticket and provide an explanation as to why the ticketing of the vehicle occurred.

Section 3: Each Department Head shall determine whether the parking ticket could reasonably have been avoided. If the Department Head determines that the ticket could have reasonably been avoided, it shall be the responsibility of the employee to pay the ticket in a timely matter. If the employee fails to timely pay a parking ticket on a City-owned vehicle, such failure could result in disciplinary action. If the Department Head determines that the circumstances support a finding that the ticket was reasonably not avoidable, the Department will be responsible for payment of the ticket.

Section 4: All citations of City owned vehicles should be paid to the Court in a timely manner to avoid any additional penalties or expenses.

Section 5: In no circumstances will City funds be used to pay parking citations on City owned vehicles that are issued during non-work activities. Such citations shall be the responsibility of the City employee to whom the vehicle is assigned.

Section 6: Each Department Head should establish the rules and procedures for his/her departmental employees for reporting and tracking payment of parking citations.

Section 7: The Department of Finance shall establish procedures on how parking citations shall be paid in order to minimize the possibility of penalties for late payment.

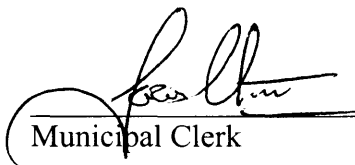
Section 8: This Administrative Order shall remain in effect until rescinded by the Mayor.

SO ORDERED this 15 day of November, 2006.



Shirley Franklin
Mayor

ATTEST:



Municipal Clerk