



ADMINISTRATIVE MEMORANDUM

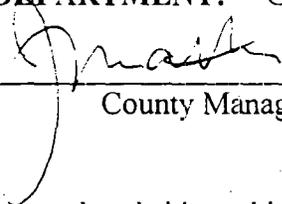
COUNTY OF SAN MATEO

NUMBER: B-7

SUBJECT: Use of Public Parking Spaces

RESPONSIBLE DEPARTMENT: County Manager

APPROVED:



County Manager

DATE: August 28, 1998

Metered and non-metered curbside parking spaces near county buildings are not intended for all-day employee parking. They are for transient public parking and for residents who live in the area.

County employees should park their vehicles in the county parking lots or in designated public all-day metered spaces. Employees taking time out from their work during the day to "feed the meter" or to move their cars from restricted parking zones, misuse county time as well as the residential space and transient parking space designed for use by the public we serve. Department heads who are aware of employees parking in public spaces, or to whom such parking is reported, should take steps to assure it is discontinued.