

**EXECUTIVE ORDER NO. 74**

**TO: All Employees Under the Mayor**  
**FROM: Wellington E. Webb, Mayor**  
**DATE: April 7, 2003**  
**SUBJECT: Parking by City Employees While on Official City Business (OCB)**

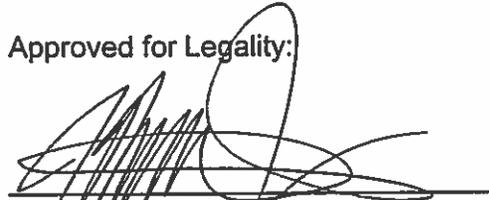
**Purpose:** This Executive Order establishes the policy of the City and County of Denver as to parking of personal vehicles while on Official City Business. Executive Order No. 74, dated June 17, 1969, subject "Parking by Employees While on Official City Business," as well as all Memorandum Attachments, is hereby cancelled and superseded by this Executive Order.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive order No. 74, is found in Section 2.2.10 of the 2002 Charter Revised and Section 54-421 of the Revised Municipal Code of the City and County of Denver.
- 2.0 **General Policy:** It is the policy of the City and County of Denver to provide a mechanism for providing free parking for certain personnel while engaged in the performance of City business. Those mechanisms consist of the following;
  - a. Reimbursement as a petty cash expense from the user department or agency.
  - b. Use of an Official City Business (OCB) tag described in paragraph 3.0 These tags may not be used to provide free all day on-street parking.
  - c. Use of an official City vehicle which must follow hang tag rules as described in paragraph 3.0
  - d. Emergency vehicles responding to emergencies (exempt from parking rules)
- 3.0 **Description of OCB Tags:** The City & County of Denver has implemented use of the Official City Business (OCB) hang tag. There are three (3) types of Official City Business Tags.
  - a. The type "A" tag is issued to City & County of Denver Elected Officials.
  - b. The type "B" tag is issued to Cabinet members, officials appointed by the Mayor, agency heads, and to those inspectors, investigators, and other City employees who regularly must use their private vehicle when performing job duties in metered zones.
  - c. The type "C" tag is issued to agencies for shared use by City employees who occasionally must use their private vehicle when performing job duties in metered zones.

**NOTE:** Official City Business tag "A" allows unlimited time at on-street metered or signed parking spaces. Official City Business tags "B" and "C" authorize parking for the designated time posted.

- 4.0 **Location for Use of OCB Tags:** OCB permits "B" and "C" are not valid at meters with "Public Parking" decals, which are intended to facilitate public access to City buildings. Tags must be properly displayed and visible as described in the memorandum attachment.
- 5.0 **Duration of Tag:** Official City Business tags are valid for one year and expire on December 31<sup>st</sup> of each calendar year. Renewals are facilitated and authorized by the Director of Parking Management.
- 6.0 **Citations:** Employees who receive parking citations while on Official City Business shall either pay the citation, go before the Parking Magistrate, or schedule a court date to contest the citation.
- 7.0 **Privately Owned Parking:** Employees parking on privately owned property while performing Official City Business shall pay for parking. Employees may either seek a petty cash advance or a reimbursement for the cost of parking from his/her agency.
- 8.0 **Other Persons Performing Official City Business:** Vendors, solicitors, jurors, and citizens serving the City & County of Denver are responsible for paying for parking and parking citations. Payment and dispute information is outlined on the citation.
- 9.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order, may be defined by Memorandum Attachments to the Executive Order which shall become a part of the Executive Order. Further, Parking Management shall have the authority to issue procedural Memorandum attachments relative to this Executive Order.

Approved for Legality:

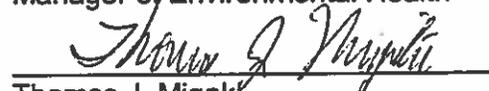
  
J. Wallace Wortham, Jr.  
City Attorney for the City and County  
Of Denver

Approved:

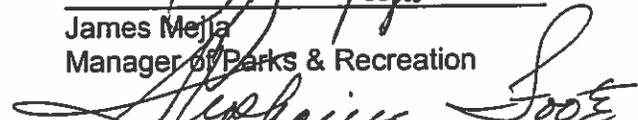
  
Wellington F. Webb  
MAYOR

  
Bruce Baumgartner  
Manager of Aviation

  
Chris Veasey  
Manager of Environmental Health

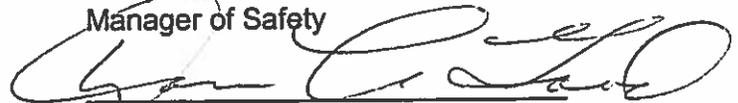
  
Thomas J. Migaki  
Manager of General Services

  
James Mejia  
Manager of Parks & Recreation

  
Stephanie Foote  
Manager of Public Works

  
~~Gheryl D. Cohen-Vader~~ Steven E. Hutt  
*Deputy* Manager of Revenue

  
Tracy Howard  
Manager of Safety

  
Donna Good  
Manager of Human Services

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**Memorandum No. 74A**

**TO: All Agencies Under the Mayor**  
**FROM: Wellington E. Webb, Mayor**  
**DATE: April 7, 2003**  
**SUBJECT: Parking by City Employees While on Official City Business (OCB)**

This Memorandum shall be attached to and become a part of Executive Order No. 74, dated, April 7, 2003 titled Parking by City Employees While on Official City Business (OCB)

Attached are sample parking request form and instructions. This form is subject to change from time to time as authorized by the Parking Management Office. The current application form is available from the Director of Parking Management.

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*Attachment 1*

OCB TAG B - Parking Application Form/Instructions

OCB TAG C - Parking Application Form/Instructions

OCB Street Map



WELLINGTON E. WEBB  
Mayor

# CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

PARKING MANAGEMENT  
SECTION  
201 W COLFAX AVENUE - DEPT  
706  
DENVER, COLORADO 80202

## Individual Tag

Official City Business  
Application for the Year 2003 "B" OCB Tag

The type "B" tag is to be issued to Cabinet members, City employees or officials appointed by the Mayor, to agency heads, and to those inspectors, investigators, and other City employees whose jobs involve field work in the downtown area.

An Official City Business (OCB) tag is designed for short term (two hours or less) use.

Please type or write legibly in the following information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Make and Model of Primary Vehicle \_\_\_\_\_ License Plate # \_\_\_\_\_

Alternative Vehicle \_\_\_\_\_ License Plate # \_\_\_\_\_

Alternative Vehicle \_\_\_\_\_ License Plate # \_\_\_\_\_

Please justify your need for an Official City Business tag; and why you cannot share a tag: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(please attach sheet if more space is required for an agency)

OCB tags may only be used in a legal, marked parking space. OCB permits are invalid and will not be honored in those spaces marked "NO PARKING", "PUBLIC PARKING", "LOADING ZONE", "PASSENGER LOADING ONLY", "HANDICAPPED" (unless accompanied by a current valid Handicap Placard or license plate) or other illegal or unsafe positions. The City and County of Denver's use of an OCB tag does not at any time authorize free all-day parking or an ability to park illegally.

I acknowledge that by signing this form that I agree to abide by all Official City Business permit procedures and regulations.

Signed: \_\_\_\_\_ (Employee signature)

Signed: \_\_\_\_\_ (Agency Head)

Date \_\_\_\_\_

Please return completed and signed form to: Parking Management  
Attn: Regina Padilla, Administrative Assistant, 201 W. Colfax Avenue, Dept 706, Denver, CO 80202

..... **BELOW FOR PARKING MANAGEMENT ONLY** .....



WELLINGTON E. WEBB  
Mayor

# CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

PARKING MANAGEMENT  
SECTION  
201 W. COLFAX AVENUE – DEPT  
706  
DENVER, COLORADO 80202

- Shared Tag -

## Official City Business Application for the Year 2003 "C" OCB Tag

The type "C" tag is to be issued to each agency for shared use by City employees who use private vehicles for City Business. One "C" tag will be issued for approximately 4 – 5 employees. This tag enables the individual to park free of charge at parking meters up to the time limit posted on the meter or sign, and outside the "Public Parking" No OCB zone.

An Official City Business (OCB) tag is designed for short term (two hours or less) use.

Please type or write in the following information:

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Department \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Authorized Users (Names Only)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Signature)  
\_\_\_\_\_ (Signature)  
\_\_\_\_\_ (Signature)  
\_\_\_\_\_ (Signature)

Please justify your need for an Official City Business tag:

\_\_\_\_\_

(please attach sheet if more space is required for an agency)

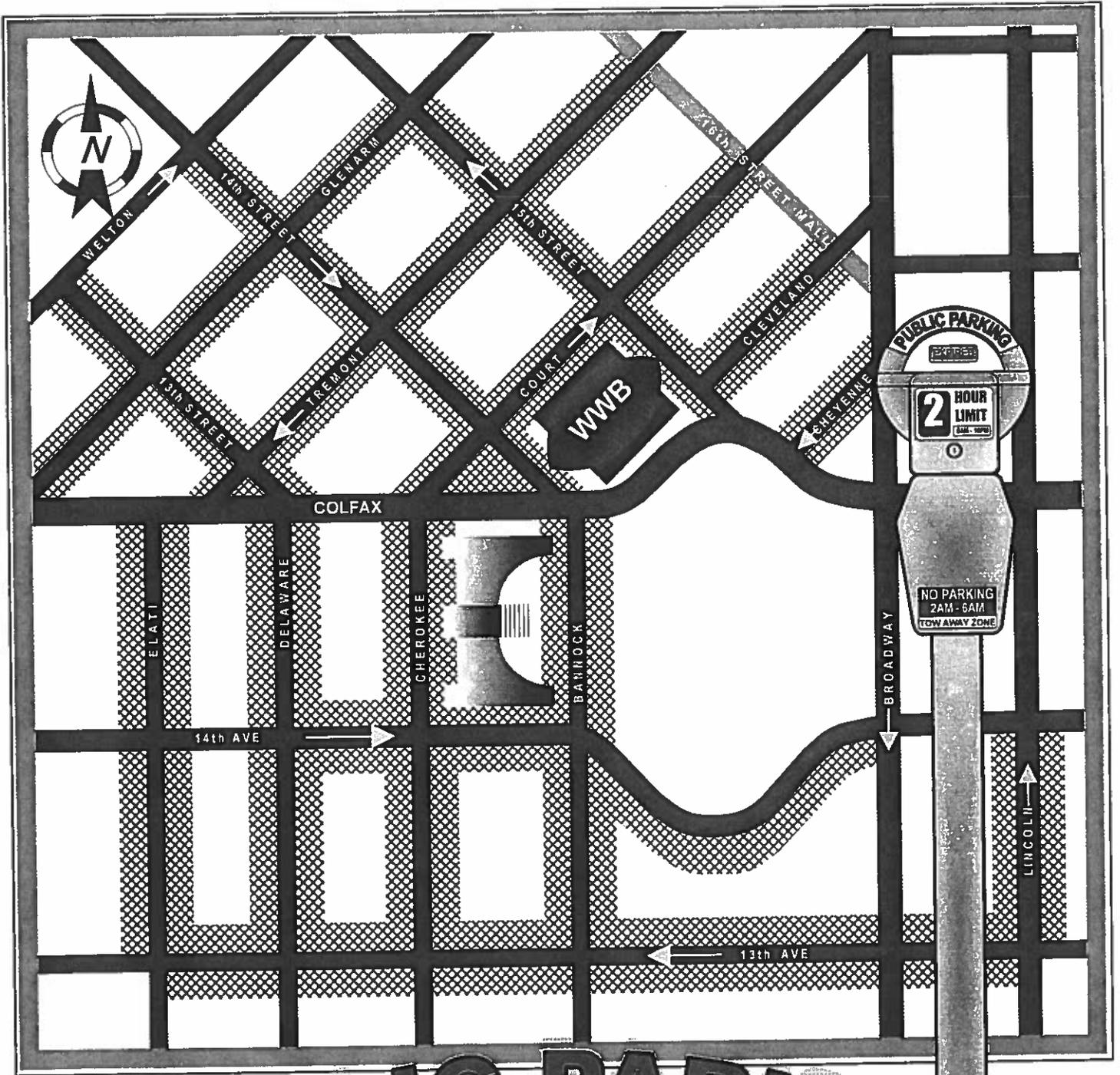
OCB tags may only be used in a legal, marked parking space. OCB permits are invalid and will not be honored in those spaces marked "NO PARKING", "PUBLIC PARKING", "LOADING ZONE", "PASSENGER LOADING ONLY", "HANDICAPPED" (unless accompanied by a current valid Handicap Placard or license plate) or other illegal or unsafe positions.. The City and County of Denver's use of an OCB tag does not at any time authorize free all-day parking or the ability to park illegally.

I acknowledge that by signing this form that I agree to abide by all Official City Business permit procedures and regulations.

Signed: \_\_\_\_\_ (Principal Contact)  
Signed: \_\_\_\_\_ (Agency Head)  
Date \_\_\_\_\_

Please return completed and signed form to: Parking Management  
Attn: Regina Padilla 201 W. Colfax Avenue, Dept. 706, Denver, CO 80202

..... **BELOW FOR PARKING MANAGEMENT ONLY** .....



# PUBLIC PARKING NO OCB ZONE

OCB permits are NOT valid at meters marked with PUBLIC PARKING decals on streets indicated above.