

EXECUTIVE ORDER NO. 74

TO: All Employees Under the Mayor
FROM: Michael B. Hancock, Mayor
DATE: June 7, 2023
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"Parking by Employees While on Official City Business, as well as all Memorandum Attachments, is hereby cancelled and superseded by this Executive Order.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 to providing free parking for certain personnel while engaged in the performance of City business. Those mechanisms consist of the following;
 - a. Reimbursement as an expense from the user department or agency.
 - b. Use of an Official City Business (OCB) permit as described in paragraph 3.0. These permits may not be used to provide free, all-day, on-street parking, such as for the purpose commuting to or from assigned workplace.
 - c. Use of an official City vehicle. City vehicle use must follow permit rules as described in paragraph 3.0.
 - d. Emergency vehicles responding to emergencies as outlined in Section 54-61 of the Revised Municipal Code for the City and County of Denver.
- 3.0 **Description of OCB Permits:** The City & County of Denver has implemented use of the Official City Business (OCB) permit. There are two (2) types of Official City Business Permits.
 - a. The type "A" permit is issued to City & County of Denver Elected Officials, Members of the Metro Mayors Caucus and Members of the Colorado Consular Corps.
 - b. The type "B" permit 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 paid or time-restricted parking zones.

NOTE: Official City Business permit "A" allows unlimited time at on-street paid parking or time restricted parking spaces. Official City Business permit "B" authorize parking for up to 4-hours at on-street paid and unpaid parking spaces. Excludes all loading zones and restricted parking spaces under 1-hour in duration.

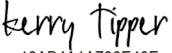
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- 4.0 **Location for Use of OCB Permits:** OCB permit "B" are not valid at meters with "Public Parking decals which are intended to facilitate public access to City buildings.
- 5.0 **Duration of Permit:** Official City Business permits are valid for one year and expire on December 31st of each calendar year. Renewals are facilitated and authorized through the Department of Transportation & Infrastructure.
- 6.0 **Citations:** Employees who receive parking citations while on Official City Business shall either pay the citation with personal funds or dispute citation through the Parking Magistrate. City funds cannot be used for payment of a parking 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 an advance or a reimbursement for the cost of parking from their agency.
- 8.0 **Other Persons Performing Official City Business:** Vendors, contractors, solicitors, jurors, and citizens serving the City & County of Denver are responsible for paying for parking and parking citations and are not eligible for Official City Business permits. Exception may be granted by the Executive Director of the Department of Transportation & Infrastructure.
- 9.0 **Internal Enforcement:** Agencies requesting employee use of Official City Business permits must have an internal policy that provides clear rules for use and ensure OCB permits are not misused.
- 10.0 **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, Department of Transportation & Infrastructure, shall have the authority to issue procedural Memorandum attachments relative to this Executive Order.

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Approved for Legality:

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Kerry Tipper
City Attorney

Approved:


DocuSigned by:


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Michael B. Hancock
MAYOR

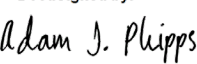
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Executive Director of Transportation and Infrastructure

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Laura E. Aldrete
Executive Director of Community Planning and
Development

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Memorandum No. 74A

To: All Agencies Under the Mayor
FROM: Michael B. Hancock
DATE: June 7, 2023
SUBJECT: Parking by City Employees While on Official City Business (OCB)

This Memorandum shall be attached and become part of Executive Order No. 74, dated, June 7, 2023, titled, Parking by City Employees While on Official City Business (OCB)

Attached

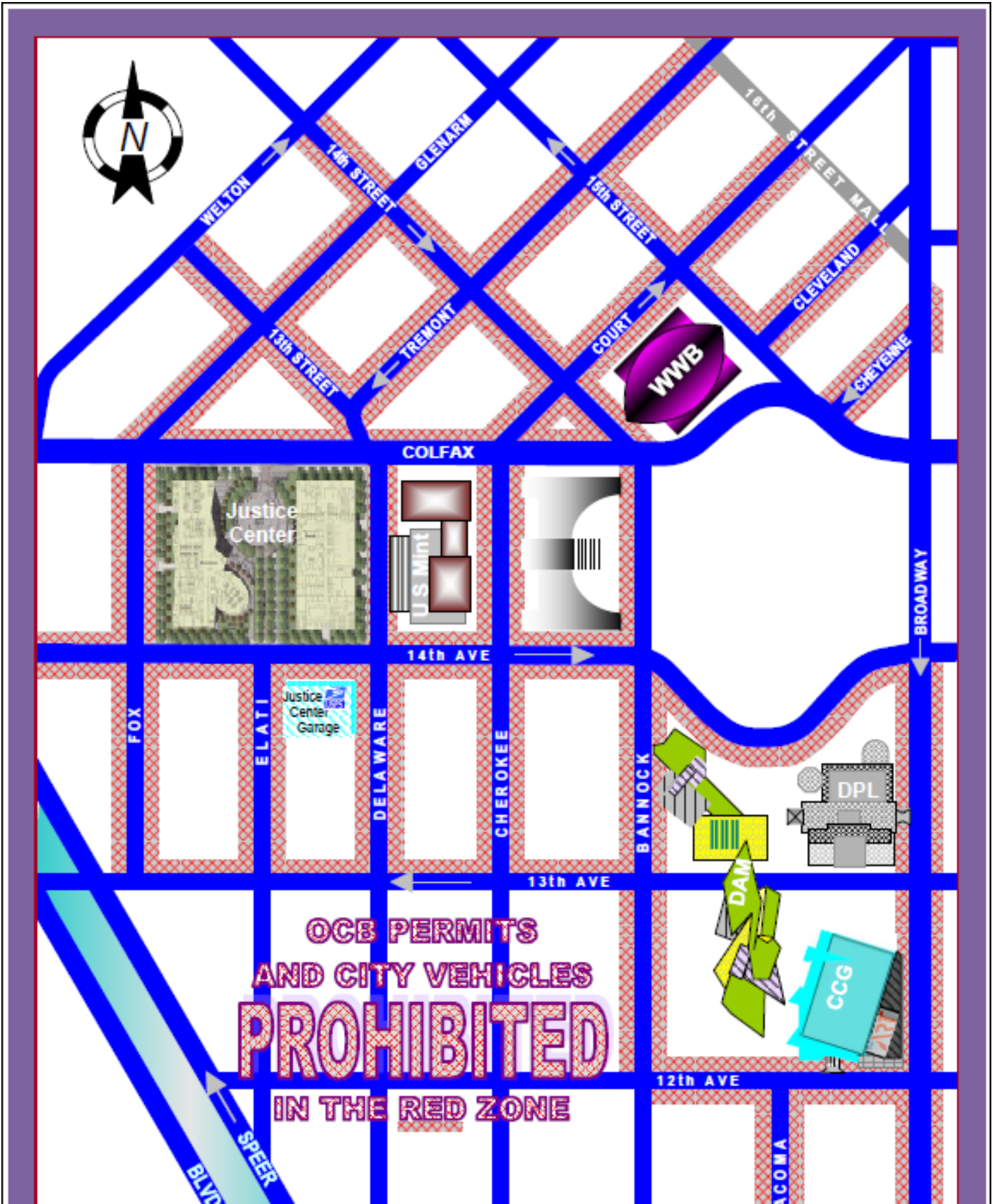
OCB "B" Permit - Parking Application Instructions

OCB Street Map

This information is subject to change from time to time as authorized by the Department of Transportation & Infrastructure. The current application is available through the Manager of Curbside & Parking, Department of Transportation & Infrastructure.

OCB 'B' Permit Application Process

1. OCB Applications are found on DenverHub and are an electronic application.
2. Physical permits are not issued, authorized license plates are added to an official database which will be available to Right of Way Enforcement personnel.
3. An authorized vehicle observed on the right-of-way will be noted and will be allotted 4-hours of parking in accordance with the rules of this permit.
4. Permits expire on December 31 annually; users must resubmit applications each year.
5. It is the responsibility of the authorized employee to report plates that may be used as well as any plate changes in a timely manner.
 - a. License plate changes may take 48 business hours to update once notification has been received by the Official City Business parking permit staff.
 - b. Please note that until a confirmation email has been sent notifying the employee that their permit has been approved, the vehicle does not possess a valid OCB permit.
6. OCB Applications are subject to employee's Supervisor/Director approval if, Inspector, is not part of the employee's job title.
7. Agencies must affirm Internal Enforcement policy for use of the OCB permit by agency employees.
8. OCB Permit Application Information required
 - a. *Employee Name*
 - b. *Employee ID*
 - c. *Department of Agency*
 - d. *Job Title*
 - e. *Email*
 - f. *Justification for OCB Permit*
 - g. *Supervisor/Director Approval*
 - i. *Supervisor/Director Name*
 - ii. *Supervisor/Director Department or Agency*
 - iii. *Supervisor/Director's Title*
 - h. *Vehicle Information*
 - i. *Make/model of vehicle*
 - ii. *License Plate Number*
 - iii. *License Plate State*



OCB PERMITS
AND CITY VEHICLES
PROHIBITED
IN THE RED ZONE