

City of Topeka Policy

City Parking

CITY OF TOPEKA EMPLOYEE PARKING POLICY

Purpose: To establish a policy for the issuance of parking permits.

Applicability: To all city employees & Council Members.

Effective Date: April 17, 2006

I. Introduction

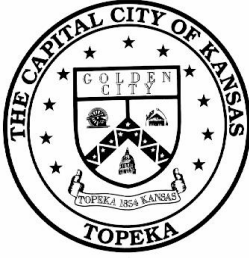
The City of Topeka through Public Works and its management staff is authorized by City ordinance to establish parking rules and regulations and to provide penalties for infractions of these regulations. Any motorized vehicle operated in the downtown area is subject to all regulations governing parking in downtown Topeka.

Permits provide employees with parking space when visiting City Hall, or conducting business in the Central Business District.

The Parking Office is located on the 1st floor at 620 SE Madison. The Parking section grants approval of all parking applications and is the final authority concerning parking issues. Permits may not be transferred or used by non-city personnel. Black office hangtags can be transferred between office personnel.

II. General Parking Information

- A. You must have the permit displayed from your rearview mirror, or you will be ticketed. The tag number or legend must face towards the front of the vehicle and not be obstructed by other items. The numbers must be visible to the Parking Control Officer. When parking downtown employees must observe the posted time limits. If an employee parks beyond the posted time they will be issued a ticket. Parking tickets issued to employees will not be rescinded unless they are cleared through their Department and with approval from the Parking Office.
- B. Employees found abusing these parking regulations may be cited and lose their black tag permit. Lost or stolen permits can be replaced at the price of \$ 5.00 each.
- C. If your vehicle is locked in the garage, call 633-5290 to reach a member of the maintenance staff who will come to the garage and help you retrieve the car.



City of Topeka Policy

City Parking

III. Obtaining a Parking Hang Tag

- A. Applications can be picked up at the Parking Office or on the parking website. The Parking Office will issue hangtags to employees after processing and verification of all applications. Departments are not authorized to reassign parking tags. Upon separation from employment the Department must return the hangtags to the Parking office.

The Parking Office is open from 8:00 AM to 5:00 PM Monday through Friday. The Parking Office is located on the 1st floor at 620 SE Madison.

B. Hang Tags

1. Black- City Employee Hang Tags

The black city employee hangtags will be available for those employees that are required to use their personal vehicle routinely on a daily basis and are not currently assigned a city vehicle. In order to be issued a black tag, we ask that an application be completed by each employee and approved by his or her department head.

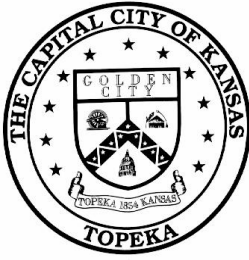
The non-metered parking on the Eastside of City Hall, in the 700 block of Monroe, is reserved for employees displaying the black tag. All Parking in this area should be of duration of 3 hours or less. If any employee needs to be there longer than 3 hours, then they should park in the City employee parking lot across Monroe Street, East of City Hall, or in the Park-N-Shop garage on Quincy. The non-metered parking area, as well as the metered spaces will be monitored.

Employees parking in the North lot in the parking meters adjacent to City Hall while displaying the black tag permit, will be allowed to park free only for the posted time limit. Over-time parking tickets will also be issued to vehicles parking beyond the posted time limits within the central business district.

2. Orange- City Council Hang Tags

City Council members must comply with the same provisions as the black hang- tags. Members will be allowed to park in the North parking lot of City Hall and 700 block of Monroe (Eastside of City Hall) with no time limit.

Members parking within the Central Business District displaying the city council hang tag will be allowed to park free only for the posted time



City of Topeka Policy

City Parking

limit. Overtime parking tickets will be issued to vehicles parking beyond the posted time limits.

3. Dark Green- Executive Hang Tags

The dark green executive hangtags are issued to selected city staff members. City staff members are provided reserved parking in the West City Hall Lot or reserved spaces only. The City Hall lot is located at 215 SE 7th on the Westside of City Hall. All reserved parking spaces will be assigned by the City Manager.

4. Green- Cyrus K. Holliday Hang Tags

The green Holliday hangtags are for city employees who work at 620 SE Madison. This permit is valid for the Holliday lot only, which is located in the 700 block of Jefferson, just Southeast of the building.

Employees are restricted from using the green CK Holliday hangtag in any other areas of the city. Vehicles found in violation of an expired meter or parking beyond the posted time limit, are subject to a ticket being issued.

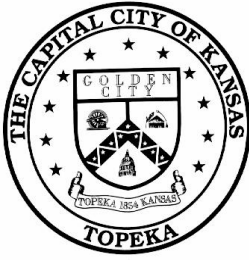
5. Blue- Topeka City Employee Hang Tags

The blue city employee hangtags are for city employees who work at City Hall and Municipal Court. This permit is valid for the 700 Monroe Lot only.

Blue city employee hangtags are also used for Wellness Center participants to park in the Monroe lot. Employees are restricted from using the blue city hangtag in any other areas of the city. Vehicles found in violation of an expired meter or parking beyond the posted time limit, are subject to a ticket being issued.

6. Yellow-Temporary Hang Tags

To support special events, civic activities and tourism, the Parking Office will issue yellow paper tags that can be used to park in the Central Downtown Business District. These tags will be issued in rare but necessary occasions, and will be authorized by the Parking Manager or the Superintendent of Facilities Management Division. Temporary parking hangtags give outside contractors, vendors or others that are working for the city special parking considerations, but for a limited amount of time.



City of Topeka Policy

City Parking

7. White- City of Topeka Press Pass Hang Tags

An important part of City government involves giving timely information to the public. The news media is one avenue city government works with to publicize events and give critical details about government actions.

The white tags are exempt from parking meter and overtime violations.

IV. **Cyrus K. Holliday Parking**

- A. Visitors at 620 SE Madison may park on the first (1st) level parking area adjacent to the South side of the building or at the meters located on 600 and 700 Madison. Employee parking is strictly prohibited in this area. Violators will be ticketed.
- B. On-Street parking (2-hr time limit) is available on the Eastside of the building for field crews/staff vehicles requiring daytime access to the building.
- C. Select city vehicles and staff members including handicapped employees with placards will be provided parking access to the garage (lower level). They will be issued a garage card for the lower level garage. All requests should be made through the respective Department Head.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO SPECIAL PARKING PERMITS.

Approved:

Norton N. Bonaparte, Jr. City Manager
April 17, 2006