

**CITY OF WESTMINSTER
CIVIC CENTER PAY PARKING SYSTEM POLICY AND PROCEDURES
EFFECTIVE APRIL 24, 2006**

It is the policy of the City of Westminster that visitors of the Civic Center, not conducting City business, pay for parking on two City-owned parking lots. The City Hall North Parking Lot and Community Services Parking Lot are metered by a Pay and Display Parking System. Four pay stations have been installed in the Civic Center located adjacent to the City Hall North Parking Lot and Community Services Parking Lot. The stations meter a total of 367 parking spaces; 217 parking spaces in the City Hall North Parking Lot and 150 parking spaces in the Community Services Parking Lot.

1. TYPICAL PAY STATION

An efficient and tested pay & display procedure has been developed by the manufacturer and has become an industry standard:

- Park Your Car
- Walk to Pay Station
- Pay for Desired Parking Time
- Take Receipt from Pay Station
- Place on Dashboard
- Return to Car Before Time has Expired to Avoid a Citation

Pay stations are the color yellow to increase visibility and are accompanied by proper signage to alert the patron of their location.

Warranty: Each pay station purchase includes one-year shop labor, one-year parts coverage and regular preventative maintenance. Coverage beyond the first year is offered by the manufacturer for an additional fee.

2. CITY HALL & COMMUNITY SERVICES VISITOR PARKING

Individuals conducting business at either City Hall or Community Services are not expected to pay for parking. The City Hall North Parking Lot and Community Services Parking Lot provide 20 spaces (10 spaces per lot) designated for 30-minute visitor parking. Visitors who exceed the 30-minute time limit may request a special parking pass from the City Hall, Community Services or Senior Center Receptionist. The parking pass shall be clearly displayed in the vehicle.

3. CITY OF WESTMINSTER EMPLOYEE PARKING

City Hall, Community Services, Senior Center and Police Department employees must park in their designated parking lots. In the event of a parking lot overflow, employees will be allowed to migrate to other employee parking lots until parking in their designated lots becomes available. For this reason, employees of each facility will be issued the same type of parking permit.

CITY HALL EMPLOYEE PARKING

All City Hall employees are required to park in the City Hall South Parking Lot. Employees must display a City issued parking permit at all times to avoid a parking citation. City owned vehicles must also be parked in the City Hall South Parking Lot.

COMMUNITY SERVICES & SENIOR CENTER EMPLOYEE PARKING

All Community Services and Senior Center employees are required to park in the Community Services Parking Lot; a total of 24 designated signed marked spaces are available for employees. Community Services and Senior Center Employees will also receive a City issued parking permit.

POLICE DEPARTMENT EMPLOYEE PARKING

All Police Department employees are required to park in the Police Department Parking Lots (north and south of the Police Department building). Police Department employees will also receive a City issued parking permit.

4. SENIOR PARKING

Patrons of the Senior Center are not expected to pay for parking. Regular visitors will be issued a seasonal parking permit to be clearly displayed in the vehicle. Seniors visiting the Senior Center, who do not regularly visit the Senior Center, are also exempt from paying. These individuals may request a special parking pass from the Senior Center Receptionist to be clearly displayed in the vehicle.

5. DISABLED PARKING

Disabled individuals are not expected to pay for parking within the Civic Center. Anyone who parks in a disabled space must adhere to the designated City requirement for disabled parking. If a disabled person is parked in a permitted lot, the owner must have an official disabled placard clearly displayed to avoid a citation. A total of 17 disabled parking spaces are available in the City Hall North Parking Lot (7 spaces) and Community Services Parking Lot (10 spaces).

6. CONTRACTOR PARKING

All contractors employed by the City to perform work in the Civic Center area, shall park in the City Hall North Parking Lot or Community Services Parking Lot and must obtain a special parking pass from the City Hall or Community Services Receptionist to be clearly displayed in the vehicle. The City reserves the right to allow contractors to park in Fire Lanes and/or service drives close to buildings where work is being performed at its discretion.

7. HOURS OF OPERATION

Initially, 7AM to 5:30PM, Monday through Friday, with quarterly reviews for possible changes.

8. PROPOSED FEES TO BE CHARGED

The City of Westminster proposes to charge for parking time in the City Hall North Parking Lot and Community Services Parking. Individuals conducting non-City business may pay for desired parking time in 30-minute increments for a cost of 50 cents per 30 minutes or a maximum of four dollars per day.

9. COLLECTION OF FEE AND MANAGEMENT OF THE SYSTEM

The City of Westminster Finance Department is responsible for the collection of funds. All receipts accruing to the City from the operation of the pay parking system shall be expended for the acquisition, installation, operation, maintenance, repair and replacement of parking meters, parking meter collection and enforcement and expenses incidental thereto; the acquisition by purchase, condemnation or lease, installation, improvement, operation, maintenance, repair and replacement of off-street parking facilities and expenses incidental thereto. Excess revenue not expended for the foregoing purposes shall be kept as reserves in the city's parking services fund or expended for any lawful purpose as allocated and approved by the Mayor and City Council.

On-site operation, maintenance and troubleshooting training are included with the purchase of each pay station. Maintenance personnel with mechanical aptitude and responsibility, enforcement personnel, and finance representatives are trained on specifics in regard to each area.

The Public Works Department Building Maintenance Division will be responsible for the overall maintenance of the paid parking system.

10. ENFORCEMENT

The City of Westminster Police Department is responsible for the enforcement of the pay parking system. The parking control officer is in charge of enforcing the parking regulations in the City Hall North Parking Lot and Community Services Parking Lot. Enforcement personnel need only visually inspect each vehicle occupying a stall. Based on the printed information shown, enforcement personnel is able to determine which vehicles are in expired stalls or failed to purchase a permit.

11. PENALTIES AND ADMINISTRATIVE FEES AND TOWING FEES

The following penalties are in effect per Resolution No. 3977

- A. \$38--Each parking violation, unless otherwise specified.
- B. \$100--Securing parking privileges through misrepresentation or fraud.
- C. \$356--Parking illegally in a designated disabled area.
- D. \$100--Altering the date on a parking receipt or parking permit.
- E. \$10--A processing fee will be charged for parking violations in which a permitted vehicle is cited.
- F. \$10--A processing fee will be charged for parking violations in which a permitted vehicle is cited for improperly displaying said permit.
- G. Unauthorized vehicles parked in fire lanes or in disabled areas may be towed without notice.
- H. Failure to comply with the regulations or to pay parking fines shall result in towing at the vehicle owner's expense and risk. Parking privileges may also be cancelled.
- I. If towed, vehicle owner will be held responsible for any and all towing fees, including parking fines.
- J. Fines must be paid before vehicle is released to owner.

Pay Parking System Mechanical Malfunction

Individuals are not expected to pay for parking in the event of a mechanical malfunction. Such malfunctions may be reported to the Public Works Department; parking will be free until the problem is resolved. If an individual is cited unintentionally during a system malfunction, the Police Department will have the ability to waive any such fines; a processing fee will not be charged.

12. PAYMENT OF FINES

Fines must be paid as indicated on the citation and collected in the special fund and account to be established by the Finance Department.

13. APPEALS PROCESS

Individuals who feel that a notice of violation has been improperly issued may submit, within twenty-one (21) days of receipt of a parking citation, a written appeal to the address indicated on the citation. No appeal will be accepted after twenty-one (21) days from the date of the violation.

14. LIMITATION OF LIABILITY

Persons with parking privileges are entitled to the use of appropriate parking spaces. Acceptance of parking privileges (special employee, visitor, senior, etc.) constitutes an agreement between the holder and the City and that the City shall not be responsible for the loss or damage to the vehicle, its accessories or contents, resulting from theft, fire, collision or any other cause.