

DEPARTMENT OF ADMINISTRATIVE SERVICES

REVISED PARKING FACILITY POLICIES

Effective October 1, 2004

THIS POLICY APPLIES TO ALL DAS/ BUILDING DIVISION CONTROLLED PARKING FACILITIES

(1) DEFINITIONS

- (a) The term "vehicle", as used in these policies, shall mean any and all self-propelled vehicles; including but not limited to, automobiles, vans, trucks, motorcycles, motor scooters, and/or motorized bicycles and any and all non-self propelled vehicles such as bicycles.
- (b) The term "open parking", as used in these policies, shall mean parking by any person with a parking permit in any open stall except those specifically marked and/or reserved.

(2) GENERAL POLICIES

- (a) Parking permits and stickers must be visually displayed inside the vehicle either hanging from the rearview mirror or placed on top of the vehicle's dashboard to enter into any DAS parking garage/lot. In those instances when a permit is forgotten, a clearly dated note should be visibly placed on the dash of the vehicle to inform Security personnel. If this is done, a ticket will not be issued for that day only. Telephone calls to Security regarding forgotten permits will not be accepted. Lost or stolen permits should be reported immediately to Security and to DAS/Building Division so a replacement can be issued (see appendix "B" for Rate Schedule).

Access cards must be used to enter any DAS parking garage/lot where a permit is not required.

- (b) DAS/Building Division reserves the right to close either temporarily or permanently, any portion or all of any DAS/Building Division controlled parking garage or lot.
- (c) Enforcement of these policies shall be administrated by State Capitol Security Division of the Nebraska State Patrol/Omaha State Security or authorized law enforcement agencies.
- (d) All open parking areas are operated on an oversell basis. The percentage of oversell is determined by the DAS/Building Division, based on occupancy rate surveys. No guarantees of a parking space is expressed or implied.

- (e) Parking Policies and fees will be established by DAS/Building Division, in consultation with the Labor/Management Parking Advisory Committee.
- (f) "Handicap parking" is provided in designated areas and is reserved for individuals with authorized permits which have been assigned by DAS/Building Division.
- (g) The use of any parking garage or lot shall be at the permit or card holders risk. DAS/ Building Division shall not be responsible for personal injuries or liability for loss resulting from fire, theft, vandalism or damage to any vehicle or article left therein.
- (h) All vehicles parked in a DAS parking garage or lot shall be in compliance with State and Local registration laws.
- (i) Personal vehicles shall not be parked in any DAS parking garage or lot for more than 48 consecutive hours without written permission from [the State Capitol Security Division of the Nebraska State Patrol/Omaha State Security](#).
- (j) DAS parking garages or lots shall not be used for non-emergency maintenance activities on vehicles.

(3) PARKING SPACE / ASSIGNMENT / PERMIT ISSUANCE

- (a) Waiting lists are maintained for future parking assignments by DAS/Building Division. Applicants are added to the waiting list according to their state service date.
- (b) Parking permits will be issued in the following order of priority.
 1. State employees [that are eligible under the ADA guidelines and qualify](#) for State parking.
 2. State Vehicles
 3. Elected Officials and Department Directors
 4. Lease Agreement Commitments
 5. Permanent State Employees
 6. Public

NOTE: Contract and temporary employees are not eligible for State parking privileges.

- (c) Permit holders will be assigned to specific parking facilities or areas as determined by DAS/Building Division based on space availability.
- (d) Employees who decline an offer of parking may reapply for a parking permit at any time. Upon reapplication, employees will be added to the waiting list according to their state service date.

- (e) Permit holders who voluntarily relinquish their parking permits may reapply for a parking permit after three (3) months from the date of relinquishment. Upon reapplication, employees will be added to the waiting list according to their state service date.
- (f) Parking permits may NOT be subleased to other individuals by the permit holder.
- (g) Parking permits are NOT transferable, with the exception of car pools. (See Item #10 for complete car pool policy.)
- (h) Replacement permits and/or access cards may be obtained from the DAS/Building Division by providing evidence that the current permit or access card has deteriorated or is otherwise unusable. A replacement fee (see appendix "B" for Rate Schedule) may be assessed if the permit and/or the access card is lost, stolen, or damaged due to neglect of the card/permit holder.
- (i) Motorcycle parking is allowed in spaces where designated for motorcycles only, unless all designated motorcycle stalls are unavailable then another vacant stall may be used, excluding the designated handicap stalls. Stickers and fees for such spaces are required.
- (j) Bicycle parking is allowed where appropriate bicycle racks are provided. Permits and fees are not required.

(4) RATES / PAYMENTS

The rates for all parking permits will be determined according to the requirements and guidelines of section 81-1108.17 of the Reissue Revised Statutes of Nebraska. (See Appendix "B" for Rate Schedule).

All spaces and/or permits shall be billed to and/or paid for by the user or using agency. State vehicles spaces/permits shall be billed to the appropriate state agency.

Individual permits or spaces may be paid via payroll deductions or cash payment. Individuals who are newly assigned to a parking facility, will be assigned by DAS/Building Division and parking deductions via payroll will start on the beginning of the Employing agency's next pay cycle. An individual who wishes to terminate their parking deduction may give notice at any time, but parking rates will be pro-rated to the end of the employing agency's pay cycle at the time the parking deduction is given notice to stop.

Special exceptions for parking requests set forth by agencies will be subject to the approval of the DAS Building Division Administrator and reviewed on a case by case basis.

Parking spaces or permits used by individually-owned vehicles will NOT be billed to the employing State agency.

Cash payments must be paid in advance. Payment is due no later than the 5th day of each month for that month. If payment is not received by that day, the access card for parking will be inactivated. Individuals may pay for parking for a period of no more than six months at one time. Any required refunds will be paid by warrant through [DAS Central Finance](#).

Employees will be assessed a fee by DAS/State Building Division for any insufficient fund checks returned to the State Treasurer's Office. If more than two checks are returned as insufficient funds, all future payments must be made in cash.

(5) TERMINATION OR REVOCATION OF PARKING PERMITS

- (a) Persons terminating State employment automatically relinquish all parking privileges and must return the issued parking permit or access card (if applicable) to the DAS/ Building Division.
- (b) An employee relinquishing a parking space and not terminating State employment must return the access card and/or parking permit to DAS/Building Division as a prerequisite to stopping the payroll deductions for parking fees. An employee may reapply for a parking permit after three (3) months from the date of relinquishment.
- (c) Employees (with DAS parking privileges) that are relocated from their current work site may be required to relinquish their parking privileges. Relinquishment will be at the discretion of the DAS/Building Division.
- (d) Any agency reassigning an employee (with DAS parking privileges) away from their current work site shall notify DAS/Building Division.
- (e) DAS/Building Division reserves the right to interrupt or terminate an employee's parking privilege at any time for non-payment, or when it is determined that the employee has abused this privilege or attempted to defraud the State with regard to parking, or has violated any parking policies. The access card and/or parking permit must be relinquished when parking privileges are terminated.

(6) VIOLATIONS

Violation of parking facility rules and/or policies shall include but is not limited to:

1. Parking motor vehicles in the wrong area.
2. Parking without proper authorization.
3. Parking in a "No Parking" area.
4. Parking on a sidewalk, drive or other area for which parking is not authorized.
5. Driving the wrong direction.
6. Backing into a parking stall in parking garages.
7. Driving in an unsafe manner.
8. Improperly transferring/subleasing parking permit or access card.

9. Duplication of parking permits.
10. Parking or attaching a bicycle, motorcycle, or similar vehicle to property not specifically designed for such purpose.
11. Failure to park entirely within the lines of parking stalls.
12. Improper registration of vehicle.
13. Improper use of access control card (see attached access card policy).
14. Failure to prominently display the appropriate permit/sticker.
15. Failure to abide by posted vehicle height restrictions in each parking facility.
16. Failure to abide by the posted speed limits.

ENFORCEMENT

All records of violations/offenses for the concluding calendar year will be obsolete on the last workday of each year and cleared.

- (a) First Offense: Vehicle will be ticketed and a parking violation record started. Personal notification will be given to the owner/driver of the vehicle in violation.
- (b) Second Offense: Vehicle will be ticketed and personal notification of the second offense will be given to the owner/driver of the vehicle in violation.
- (c) Third Offense: vehicle will be ticketed and owner will receive notification of the severity of a possible fourth offense. The employee's agency Director will be notified.
- (d) Fourth Offense: Vehicle may be immobilized by use of parking boot or towed. The violator's parking permit will be revoked for a period of time not less than 12 months or as determined by DAS/Building Division. The employee's agency Director will be notified. If a parking boot is applied, a boot removal fee will be assessed (see appendix B).
- (e) DAS/Building Division reserves the right to authorize a vehicle to be towed at anytime, at the owner's expense, if such vehicle constitutes a hazard or is impeding state government functions.

(8) SPECIAL USE PERMITS

Special Use permits are available for use by agency board or commission members that are required to attend meetings or other agency related business on an occasional basis. Special Use Permits will not be issued if the anticipated use is more than four days per month. Requests for Special Use Permits for other than board or commission members will be reviewed on an individual basis.

Charges for Special Use Permits/validations are established by the DAS/Building Division. Charges may be prorated during the first year of issuance. These permits/validations must be paid for at the time of issuance. Replacement of and/or changes of the Special-Use

Permit may result in a replacement fee as determined by DAS/Building Division. (See appendix AB@ for Rate schedule.)

(9) PARKING FOR HANDICAP OR DISABLED PERSONS

Applications for handicap parking assignments by permanent State employees, may be made to the DAS/Building Division by submitting a parking application and proof of a current or valid handicap parking permit or license plate issued by the Department of Motor Vehicles or appropriate city or county official as provided in section 60-311.14 or 18-1736 through 18-1742 of the Reissue Revised Statutes of Nebraska. Handicap parking permits or handicap plates must be displayed while the vehicle is parked in any DAS parking garage/lot.

DAS shall comply with the ADA Standards for Accessible Design as published by the U.S. Department of Justice and shall create handicap spaces according to the table in Section 4.1.2 (5) of these standards.

Handicap parking assignments will be made on a space available basis. Every effort will be made to accommodate specific needs; however, no handicap stalls will be created in excess of those required as noted above once all handicap stalls are assigned. A handicap waiting list will be created if needed, and a space will be assigned to the next individual on the list once a stall is available. Specific facility assignments are at the discretion of the DAS/Building Division. Handicap parking stalls are assigned to and must be paid for by the individual named on the handicap permit. Handicap permits are NOT transferable.

Proof of renewal of disabled license plates and/or permits, is required for continuation of handicap parking assignments. Failure to provide evidence of renewed permits or license plates shall be grounds for termination of parking privileges.

(10) STATE VEHICLES

All state vehicles are required to have an appropriate parking sticker affixed to a clear hangtag, visibly hanging from the rearview mirror, for access to any parking garage/lot. The DAS/Building Division reserves the right to provide and/or change designated parking areas for State Vehicles.

State stickers on clear hangtags may be issued to State agencies for State vehicles and/or for temporary sign out to State employees conducting State business in the downtown area and will be billed to the employing agency. There will be a restriction to the number of stickers handed out based upon the agency's size and at the discretion of the DAS/Building Division.

(11) CAR POOLS

(a) A car pool is defined as 2 or more persons who commute to work together on a regular basis. Any employee who possesses or is issued a parking permit and commutes to work with another individual on a REGULAR BASIS may form a car pool. Car pools are not to be used as a basis for "subleasing" parking permits.

The employee who possesses the parking permit will be designated as the contact person, the one who will be responsible for the actions of the car pool. That person will have the parking fee deducted from his/her payroll and will be responsible for collecting any \$shares from members of the car pool. If there are any questions or problems, that person will be the one through which all communications will be accomplished. The contact person for each car pool will be required to complete a car pool registration form. It will also be that person's responsibility to notify DAS/Building Division of any changes in membership of the car pool. If such changes occur, a new car pool registration form must be completed.

Each car pool will be issued one \$Carpool access card and one parking permit (if required). This access card may be used by any members registered in the car pool. It will be the responsibility of members of the car pool to ensure the availability and proper use of the access card and permit on a daily basis. The access card must be used to enter the DAS parking garage/lot and the permit (if required) must be properly displayed while the vehicle is parked in the DAS parking garage/lot.

The members of the car pool will be subjected to the DAS Parking Facility Policies. Violation of parking policies or of rules governing car pools may subject the contact person to penalties as outlined in policy, including revocation of parking privileges.

- (b) Preferential treatment may be given to car pools by allowing reassignment of the parking permit to another pool member in order to keep a car pool operating. The proposed recipient must be a State employee housed in a facility which falls into the priority category for that parking facility. The DAS/Building Division reserves the right to deny such request for preferential treatment and /or require documentation of car pool members.

In order to be considered for reassignment, a car pool must consist of at least 3 members and the pool members MUST be registered with the DAS/Building Division for at least (6) months prior to such request.

(12) CONTRACTORS/VENDORS

Construction contractors and/or service vendors may be authorized to park in any of the parking facilities by the DAS/Building Division. Requests for such parking will be considered on a case by case basis.

APPENDIX "A"

DAS PARKING FACILITIES WHERE FEES ARE ASSESSED

EFFECTIVE OCTOBER 2004

LINCOLN PARKING FACILITIES

If any lots/garages fill to capacity on any particular day, employees may be allowed to park in another facility on a space available basis, with the exception of any parking facilities that have reserved stalls.

- (a) South parking garage (parking permit or sticker and/or access card required for entry)
 - 1. Level 1 is reserved for State Agency Directors on an open parking basis. Permits may also be issued to other administrative State personnel as authorized by DAS/Building Division.
 - 2. All other levels provide open parking for authorized state employees.
- (b) East parking garage (parking permit or sticker and/or access card required for entry)
 - 1. Level 2 is reserved for state vehicles, both TSB pool cars and other permanently assigned or agency-owned vehicles. Only TSB Motor Pool vehicles are allowed in stalls marked "TSB Pool Cars Only" on the South side of Level 2.
 - 2. All other levels provide open parking for authorized state employees. Other State permanently assigned or agency-owned vehicles may park on other levels during the occurrence of an overflow when no parking stalls are available on Level 2.
- (c) Lot "A" (parking permit or sticker and/or access card required for entry)
 - 1. Provides open parking for authorized state employees.
 - 2. Provides parking for state owned vehicles in designated areas only.
- (d) Lot "D" (parking permit required)
Provides parking for authorized State Employees and state vehicles.
- (e) Executive Lot (access card required for entry)
Provides reserved parking for elected officials and authorized personnel.
- (f) Capital North Drive
Provides reserved parking for constitutional officers and authorized personnel.

(g) TSBC (access card required for entry)
Provides reserved parking for authorized State employees and State vehicles.

(h) IMS Garage (access card required for entry)

Provides reserved parking for State vehicles, state employees located in the Executive Building and the IMS Building, and lease agreements for tenants of the Executive Building. Any extra stalls may be assigned to employees housed in the Nebraska State Office Building/Capitol Complex.

OMAHA PARKING FACILITIES

(a) Omaha Park II (access card or public parking ticket for entry)

Provides open parking for authorized State employees, Chamber of Commerce employees, UNO employees, PK Conference Center employees, Agency clients, public ADA, general public and lease agreement commitments.

(b) Omaha State Office Building Lower Level (access card required for entry)

Provides open parking for authorized State employees and State vehicles.

PARKING RATES AS OF 10-1-2004

Lincoln:	South Parking Garage	\$30.00 per month
	East Parking Garage	\$30.00 per month
	TSBC Parking Garage	\$30.00 per month
	IMS Parking Garage-bottom level	\$50.00 per month
	IMS Parking Garage-top level	\$40.00 per month
	Capitol North Drive	\$24.00 per month
	Executive Parking Lot	\$24.00 per month
	Parking Lot A	\$24.00 per month
	Parking Lot D.	\$24.00 per month
Omaha:	OSOB Garage	\$30.00 per month
	Omaha Park II	\$30.00 per month

Special Use Parking Permits: \$5.00 each per month
 \$60.00 each per year

Replacement Fees:

Permits	\$10.00 each
Stickers	\$ 2.00 each
Access Cards	\$15.00 each
Boot Removal Fee	\$35.00 per occasion