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Chapter I. Introduction External Parking Process

INTRODUCTION - NEW REQUEST FOR PARKING SPACE

PARKING PROCESS - NEW APPLICATION

Applications for parking are available on the Administrative Services State/ Building Division Website http://das.nebraska.gov/building/. The completed form is sent to Administrative Services/State Building Division (AS/SBD) to the attention of "Parking" by interagency mail, USPS mail, the State's email system, assbd.parking@nebraska.gov or in person. The AS/SBD Parking Coordinator shall (1) confirm the requestor's service date with the HR Partner; (2) ensure required information is shown on the application; and (3) send an email acknowledgment to the employee and/or HR Partner that the form was complete and the request has been accepted or added to the lot or garage preference list. If the form is incomplete, it is returned to the HR Partner or the requesting employee noting changes that need to be made.

PARKING ASSIGNMENT

AS/SBD shall notify the, employee when a parking space is available. The employee shall within five working days respond back to the AS/SBD Parking Coordinator with a confirmation of acceptance or rejection of the need for parking.

For those who accept the parking assignment, they will receive an AVI sticker or a hang tag to allow access to the assigned parking space. The employee will be notified to pick up the AVI sticker or hang tag at AS/SBD Parking Coordinators office. The HR Partner shall be contacted to begin the payroll deduction. Available parking may not be open in the lots the employee indicates on their Parking Application, AS/SBD will offer parking in space where presently available. For those who reject the parking assignment offer, their name will be moved to the preference list for the garage/lot of their choice. For those that accept a parking assignment offer not of their preference, their name will remain on the Preference List.

For those who wish to terminate state parking altogether, they will be removed from all preference lists. Should they desire state parking in the future, they shall be required to complete a new Parking Application, subject to the 90 day policy and/or availability. (See Definitions and Terms-page 4)

CANCELLATION OF PARKING ASSIGNMENT

Upon termination of a parking assignment, the employee or HR Partner shall submit a Parking Cancellation Form to (AS/SBD) to the attention of the Parking Coordinator by interagency mail, USPS mail, the State's email system, or in person. Parking access to that assigned space shall cease at the end of the business day on the date of cancellation and the card shall be deactivated. Hang tags and prox cards shall be returned to (AS/SBD) to the attention of the Parking Coordinator by interagency mail, USPS mail, or in person by the end of the business day. The State Parking Coordinator will notify the HR Partner by emailing a scanned copy of the fully executed Parking Cancellation form to cease payroll deductions.

OTHER PARKING PERMITS

Special Use Parking Permits are for parking requests which will be used no more than four times per month in the 1731 Lot. The hang tag shall be placed on the dashboard of the vehicle or hung from the interior rearview mirror.

Temporary Parking Permit is a special tag which allows an employee access to the 1731 Lot. The hang tag shall be placed on the dashboard of the vehicle or hung from the interior rearview mirror. These spots are clearly marked in the Northeast corner of the parking lot.

Parking Tag Color Code

Teal Blue	1731 Lot	Special Use Permit
Blue State Seal	1731 Lot	Employees
Green	Lot D	Employees
Gold State Seal	521 EB Lot	Employees
Clear w/purple	T Level/South Garage	Directors, Commissioners & Administrators
Red	1604 Executive Lot	Legislative

Chapter II. Definitions and Terms

DEFINITIONS AND TERMS

Open Parking	Parking by any person with a parking permit in any open stall except those specifically marked and/or reserved.
Vehicle	Any and all motorized vehicles; including but not limited to: automobiles, vans, trucks, motorcycles, motor scooters, and/or motorized bicycles. Bicycles and Segway's are prohibited.
Preference List	A list of State Employees who have applied for, or have rejected a parking offer, but have not yet been offered parking in their preferred state-owned garage or parking lot.
90 Day Policy	Anyone who voluntarily relinquishes their parking assignment may reapply by completing a new Parking Application form, after 90-days from the date of relinquishment.

Chapter III. Parking Policy

THIS POLICY APPLIES TO ALL AS/STATE BUILDING DIVISION CONTROLLED PARKING FACILITIES

GENERAL POLICIES

(a) Parking hang tags must be visually displayed inside the vehicle either hanging from the rearview mirror or placed on top of the vehicle's dashboard and stickers must be permanently affixed to the windshield near the rearview mirror to enter into any AS/SBD parking garage/lot. In those instances when a hangtag is forgotten, a clearly dated note that includes your name and work phone number must be visibly placed on the dash of the vehicle. You are also required to email NSP.capitolsecurity@nebraska.gov *and* assbd.parking@nebraska.gov. If this is done, a ticket will not be issued for that day.

(b) Lost or stolen hangtags should be reported immediately to the AS/SBD Parking Coordinator; a replacement hangtag will be issued to the requester. The fee for the replacement tag will be processed in the form of a, one-time only, payroll deduction. (See appendix "B" for Rate Schedule).

(c) AS/SBD reserves the right to close either temporarily or permanently, any portion or all of any AS/SBD controlled parking garage or lot at any time.

(d) Enforcement of these policies shall be administrated by State Capitol Security Division of the Nebraska State Patrol and/or the Omaha State Office Building Security staff or other authorized law enforcement agencies.

(e) All open parking areas are operated on an oversell basis. The percentage of oversell is determined by the AS/SBD based on occupancy levels. No guarantees of a parking space shall be expressed or implied.

(f) Parking policies and fees shall be established by AS/SBD.

(g) Accessible parking is provided in designated areas for individuals with a DMV-issued handicapped permit or license plates, subject to availability.

(h) The use of any parking garage or lot shall be at the parker's risk. AS/SBD 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.

(i) All vehicles parked in any AS/SBD parking garage or lot shall be in compliance with State and local registration laws.

(j) Personal vehicles shall not be parked in their authorized AS/SBD parking garage or lot for more than 48 consecutive hours without an email notification of the estimated time, duration, and vehicle information to the State Capitol Security Division of the Nebraska State Patrol or Omaha State Office Building Security staff. NSP, capitolsecurity@nebraska.gov or 402-471-2400.

(k) Use of a TSB pool vehicle does not give parkers authorization to park their personal vehicle in the East Garage unless the personal vehicle is assigned to the East Garage.

(l) AS/SBD parking garages or lots shall not be used for non-emergency maintenance activities on vehicles.

PARKING SPACE/ASSIGNMENT/ISSUANCE

(a) Parking lists are maintained for future parking assignments by AS/SBD. Applicants are added to the wait list and parking is assigned based on service date and receipt of a fully executed Parking Application form.

(b) Parking assignments will be issued in the following order of priority:
1. State vehicles;
2. Elected officials and department directors; and
3. Permanent State employees.

NOTE: *Contract and temporary employees are at the discretion of the Administrator of the AS/State Building Division.*

(c) Anyone who voluntarily relinquishes their parking assignment may reapply by completing a new Parking Application Form, after 90-days from the date of relinquishment. Upon reapplication, employees will be added to the preference list according to their State continuous service date.

(d) Parking assignments may NOT be subleased to other individuals by the assignee.

(e) Parking assignments are NOT transferable, with the exception of car pools. (See Car Pools)

(f) Replacement hang tags, prox cards and/or stickers may be obtained from the AS/SBD by providing evidence that the current hang tag, prox card or sticker has deteriorated or is otherwise unusable. A replacement fee (see appendix "B" for Rate Schedule) may be assessed.

(g) Motorcycle parking is allowed in spaces designated for motorcycle parking, 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. Motorcycles should be doubled up in stalls where possible.

(h) Bicycle parking is allowed where appropriate bicycle racks are provided, not in a parking garage or lot.

RATES/PAYMENTS

The rates for all parking assignments shall be determined in accordance with Section 81-1108.17 of the Reissued Revised Statutes of Nebraska.

(*See Parking Forms - Rate Schedule*)

All assignments for State owned vehicles shall be billed to and paid for by the Agency through the Interagency Billing Transaction (IBT) process.

Individual employee parking assignments are paid by payroll deduction. New parking assignment payroll deductions shall start at the beginning of the next pay period.

An assignment may be terminated at any time during a pay period by submitting a fully executed Parking Cancellation form to AS/SBD "Parking," deductions shall cease at the end of the next pay period.

Parking assignments for employees personal vehicles shall NOT be billed to the employing agency.

TERMINATION OR REVOCATION OF PARKING PERMITS OR SPACES

Upon termination of State employment, a Parking Cancellation form must be submitted to AS/SBD Parking and parking privileges are automatically relinquished; the hangtag and prox card shall be returned to AS/SBD Parking. Failure to return the hangtag or prox card by the final day of employment shall result in a charge equal to the current replacement cost.

An employee relinquishing a parking space and not terminating State employment, must complete a Parking Cancellation form and shall return the hangtag or prox card to AS/SBD Parking within five (5) working days. Failure to do so will result in a one-time only payroll deduction equal to the current replacement value of the tag or prox card. An employee may reapply for a parking space after 90-days from the date of relinquishment by submitting a new Parking Application form. This does not apply to employees moving from their assigned stall to their preference lot or garage.

AS/SBD reserves the right to interrupt or terminate an employee's parking privilege at any time 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 or for repairs or renovations to the assigned space or lot or garage. Upon interruption or termination of an employee's parking privilege, the parking hang tag or prox card shall be returned to AS/SBD within five (5) working days. Failure to do so will result in a one-time only payroll deduction equal to the current replacement value of the tag or prox card.

VIOLATIONS

Violations of parking rules and/or policies shall include:

1. Parking without proper authorization;
2. Parking in a marked or signed No Parking area, including space, lot or garage;
3. Parking on a sidewalk, drive or other area for which parking is not authorized;
4. Driving the wrong direction;
5. Backing into a parking stall in a parking garage;
6. Driving in an unsafe manner;
7. Transferring or subleasing parking hangtag or prox card to someone other than the employee it was assigned to at the time of issue;
8. Duplication of parking hangtag;
9. Parking or attaching a bicycle, motorcycle, or similar vehicle to State property not specifically designed for such purpose;
10. Failure to park entirely within the lines of parking stalls;
11. Improper registration of vehicle;
12. Improper use of Voyager card. Use of a Voyager card grants access to the gas pumps ONLY.
13. Failure to prominently display the appropriate hangtag or sticker;

14. Failure to abide by posted vehicle height restrictions in each parking facility; and
15. Failure to abide by the posted speed limit.

ENFORCEMENT

Violations of parking facility rules and/or policies shall be enforced, as follows:

1. First Violation: Vehicle shall be ticketed and a violation record started. Written notification shall be given to the employee cited;
2. Second Violation: Vehicle shall be ticketed and written notification shall be given of the second violation to the employee cited.
3. Third Violation: Vehicle shall be ticketed and written notification shall be given to the employee and employee's Agency Director warning them of the severity of a fourth violation.
4. Fourth Violation: Vehicle shall be immobilized by use of parking boot or may be towed. The employee's parking permit shall be revoked for a period of time of not less than twelve (12) months or as determined by AS/SBD Administrator. The employee's Agency Director shall be notified of the revocation. When a parking boot is applied, a boot removal fee shall be assessed to the employee or violator. (*See Parking Forms - Rate Schedule*).
5. AS/SBD reserves the right to authorize a vehicle to be towed at any time, at the employee's expense, if such vehicle constitutes a hazard or is impeding State government functions.

SPECIAL USE PERMITS

Special Use permits are available in the 1731 Lot. These permits are only for use by agency, board, or commission staff, who are required to attend meetings or other State-related business for no more than four (4) days per month. Requests for Special Use permits shall be reviewed and approved on an individual basis by the AS/SBD Administrator. The Special Use hangtag shall be hung from the interior rearview mirror or placed on the dashboard of the vehicle at all times while parked in the 1731 Lot. The fee for a Special Use permits is established by AS/SBD and shall be paid through the IBT process. A replacement fee shall be assessed to the Agency for replacing a lost or damaged Special Use hangtag. (*See Parking Forms - Rate Schedule*)

HANDICAP OR DISABLED PERSONS PERMITS

Handicap parking hangtags or handicap plates must be displayed while the vehicle is parked in any AS/SBD handicapped marked stall.

AS/SBD 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. Every effort shall be made to accommodate specific needs.

STATE VEHICLES

AS/SBD reserves the right to assign or change designated parking areas for State vehicles.

CAR POOLS.

A car pool is defined as two (2) or more State employees who commute to work in the same vehicle on a regular basis and who mutually agree to share one garage or lot assignment. Violation of this policy will result in the revocation of ALL members of the car pool's parking privileges.

The employee to whom the Car Pool assignment is issued shall:

(1) be designated as the point of contact person for that car pool;
(2) be required to complete a car pool registration form;
(3) be responsible for the actions of all members of the car pool;
(4) have the parking fee deducted from his/her payroll;
(5) notify AS/SBD of any changes in membership of the car pool, and at such time, a new Car Pool registration form must be completed;
(6) all members must complete a parking application form.

The AVI sticker shall be permanently attached near the rear view mirror; or, the hangtag shall be placed on the dashboard of the vehicle or shall hang from the interior rear view mirror.

Each member of the car pool shall be subject to all parking policies. Violation of any parking policy may be assessed against the contact employee. These penalties are outlined in the parking policy. Up to and including revocation of parking privileges.

In order to be considered for reassignment, a car pool must consist of at least two (2) or more members and those car pool members MUST complete a Parking Application Form, submitted to AS/SBD Parking, and meet parking requirements as a permanent employee.

Car pools are not to be used as a basis for subleasing parking assignments.

CONTRACTORS

AS/SBD may authorize, on a case by case basis, construction contractors to park in any garage or lot upon request for such parking if space is available.

Chapter IV. Frequently Asked Questions

1. **What number am I on the preference list for parking?**
   Once an employee completes an application they are enrolled in the parking program and their name is placed on a preference list in order by their service date.

2. **What are my parking options?**
   The State of Nebraska has multiple parking lots and two garages.

3. **How do I get assigned to a handicap stall?**
   Handicap stalls are issued on a first come, first parked basis. Request must include DMV certificate and a copy of the handicap hangtag or DMV registration.

4. **Where are the State parking lots?**
   A map is available by going to our website
   http://das.nebraska.gov/building/buildingindex.html

5. **What do I do if I want to stop my parking deduction?**
   To stop a parking deduction when a parking assignment is cancelled, the employee shall complete a Parking Cancellation form and submit it to AS/SBD Parking; and return parking hangtags and prox cards on the last parking day. (See Parking Forms – Parking Assignment Cancellation form)

6. **If I give up my parking assignment, how long do I have to wait if I want to re-enroll?**
   State employees who voluntarily relinquish their parking assignment may reapply after 90 calendar days from the date of cancellation. Upon reapplication, employees shall be added to the preference list according to their service date.

7. **Once I submit a parking application then what happens?**
   Once an employee enrolls into the Parking Program, their name is placed on a preference list. Notification of available parking shall be sent to the Agency Contact Person, the employee, or the HR Partner.

8. **How long do I have to wait before I get an offer of a parking assignment?**
   The average waiting period varies by parking site from the date of submission.

9. **What do I do if I want to drive a motorcycle in the summer?**
   There are four parking lots in which motorcycle stickers are required. These locations are the East and South parking garages, 1731 Lot and Lot A. Motorcycle stickers may be obtained upon request by contacting the AS/SBD Parking Coordinator and shall only be given for the lot in which you are currently authorized to park.

10. **Why are parking facilities oversold?**
    Parking lots and garages are oversold to provide more State employees with parking. On any given day there are employees who are out due to illness or on vacation. Since they do not require a parking stall on that day it could be used by another employee. Occasionally the lots are full. When a lot is full there may be available stalls in another lot. Please use the call button on the gate access controller and Security shall grant you access into the overflow lot.

11. **Why are there "TSB-ONLY" stalls empty and State cars parked in other stalls?**

The stalls marked "TSB only" are for TSB motor pool vehicles. These vehicles come and go daily and that is why their spaces may be vacant from time to time. The State vehicles that are parked in other stalls are Agency leased.

NEBRASKA
Administrative Services
State Building Division

Chapter V. Statutes

81-1108.17. Department of Administrative Services; custodian of state property; director; administrator; powers and duties; Capitol Buildings Parking Revolving Fund; created; purpose; use.

(1) The Department of Administrative Services shall be the custodian of the state laboratory and laboratory grounds, the Governor's Mansion and grounds, and all other buildings and lands owned or leased by the State of Nebraska except as exempted under subsections (5) and (6) of section 81-1108.15 or as provided in the Nebraska State Capitol Preservation and Restoration Act.

(2) To aid in the performance of his or her duties, the Director of Administrative Services shall appoint an administrator. The administrator, under the direction of the director, shall have complete control and all powers necessary to properly maintain the state laboratory and laboratory grounds, the Governor's Mansion and grounds, and all other buildings and lands owned or leased by the State of Nebraska except as exempted under subsections (5) and (6) of section 81-1108.15 or as provided in the Nebraska State Capitol Preservation and Restoration Act.

(3) Except as provided in the act, the administrator, under the direction of the director, is authorized to (a) lease space or provide facilities for the parking of state officers' and employees' vehicles as well as state-owned vehicles, (b) lease, rent, or permit for use as apartments, dwellings, offices, and parking areas any or all of the property acquired for parking or for future building needs, (c) lease state property to the federal government or political subdivisions of the state using the system of charges in subsection (4) of this section, and (d) lease state property to a private entity to provide services necessary for state operations or for the convenience of state officers and employees when the space is not needed for public use. All leases shall contain the provision that upon notice that such property is needed for public use, the use or occupancy of the property shall cease. All money received as rent from any property acquired shall be remitted to the State Treasurer and credited to the State Building Revolving Fund, except that receipts from parking charges for employee, public, and state vehicle parking shall be credited to the Capitol Buildings Parking Revolving Fund, which fund is hereby created, for the purposes of providing and maintaining parking for state employees and visitors.

(4) The system of charges for state buildings and facilities shall include an amount sufficient to (a) accurately reflect operating costs, including routine maintenance and repair costs, and (b) fund building renewal projects under the Deferred Building Renewal Act and renovation, remodeling, and repair projects beyond the scope of the act. The proceeds received under subdivision (a) of this subsection shall be remitted to the State Treasurer for credit to the State Building Revolving Fund. The proceeds received under subdivision (b) of this subsection shall be remitted to the State Treasurer for credit to the State Building Renewal Assessment Fund. The administrator shall develop a system of equitable billings and charges for parking facilities under his or her control and used by state employees and state vehicles. The system of charges shall include an amount sufficient to cover the operating, maintenance, and repair costs associated with the parking facilities. The administrator, under policies and procedures established by the Director of Administrative Services, may expend funds from time to time credited to the Capitol Buildings Parking Revolving Fund for the purposes of obtaining, operating, and maintaining parking facilities for employees and visitors. All money derived from any source other than that to be credited to the State Building Revolving Fund, the Capitol Buildings Parking Revolving Fund, the

Department of Administrative Services Cash Fund, the State Building Renewal Assessment Fund, or other appropriate revolving fund shall be remitted to the State Treasurer and credited to the General Fund.

(5) The administrator shall see that all parts and apartments of the buildings leased are properly ventilated and kept clean and in order.

(6) The administrator shall at all times have charge of and supervision over the police, janitors, and other employees in and about the state laboratory and laboratory grounds, the Governor's Mansion and grounds, and all other buildings and lands owned or leased by the State of Nebraska except as exempted under subsections (5) and (6) of section 81-1108.15 or as provided in the Nebraska State Capitol Preservation and Restoration Act. The administrator shall institute, in the name of the state and with the advice of the Attorney General, civil and criminal proceedings against any person for injury or threatened injury to any public property in the state laboratory and laboratory grounds, the Governor's Mansion and grounds, and all other buildings and lands owned or leased by the State of Nebraska under his or her control, or for committing or threatening to commit a nuisance in or on the buildings or lands.

(7) The administrator shall keep in his or her office a complete record containing all plans and surveys of the state laboratory and grounds, the Governor's Mansion and grounds, and all other buildings and lands owned or leased by the State of Nebraska and of underground construction under such buildings and lands. This subsection shall not apply to the State Capitol and capitol grounds.

Source

Laws 1929, c. 192, § 1, p. 677;
C.S.1929, § 72-707;
Laws 1937, c. 161, § 1, p. 625;
Laws 1939, c. 94, § 1, p. 407;
Laws 1941, c. 144, § 1, p. 573;
C.S.Supp.,1941, § 72-707;
R.S.1943, § 72-706;
Laws 1955, c. 278, § 1, p. 879;
Laws 1961, c. 354, § 2, p. 1114;
Laws 1965, c. 436, § 2, p. 1388;
Laws 1965, c. 439, § 1, p. 1394;
Laws 1965, c. 538, § 23, p. 1711;
Laws 1967, c. 468, § 1, p. 1457;
Laws 1971, LB 675, § 1;
R.R.S.1943, § 72-706;
Laws 1974, LB 1048, § 8;
Laws 1976, LB 986, § 4;
Laws 1979, LB 576, § 3;
Laws 1981, LB 381, § 21;
Laws 1983, LB 607, § 3;
Laws 1993, LB 311, § 3;
Laws 1995, LB 530, § 7;
Laws 1997, LB 314, § 10;
Laws 1998, LB 1100, § 21;
Laws 2004, LB 439, § 19;
Laws 2008, LB744, § 1;
Laws 2009, LB207, § 3.

Cross References

Deferred Building Renewal Act, see section 81-190.
Nebraska State Capitol Preservation and Restoration Act, see section 72-2201.

81-1108.18. State Building Administrator; parking of motor vehicles; rules and regulations; violations; personal responsibility for violation.

In order to promote the public safety and welfare, the administrator shall adopt and promulgate rules and regulations governing the parking of motor vehicles on the (1) approaches to the capitol, in consultation with the State Capitol Administrator, and (2) lands owned or leased by the State of Nebraska and under the State Building Administrator's control. The rules and regulations may limit, restrict, or prohibit parking on such land. Notwithstanding the provisions of the Administrative Procedure Act, the rules and regulations shall become effective upon posting notice of the rules and regulations on or about the premises to be regulated. If any vehicle is found upon any regulated premises in violation of this section or the rules and regulations adopted pursuant to this section and the driver cannot be determined, the owner or person in whose name such vehicle is registered shall be held responsible for such violation.

Source

Laws 1955, c. 278, § 2, p. 880;
Laws 1965, c. 538, § 24, p. 1713;
Laws 1967, c. 468, § 2, p. 1459;
R.R.S.1943, § 72-706.01;
Laws 1974, LB 1048, § 9;
Laws 1976, LB 986, § 5;
Laws 1977, LB 39, § 303;
Laws 1979, LB 576, § 4;
Laws 1995, LB 530, § 8;
Laws 2004, LB 439, § 20.
Laws 1998, LB 299, § 2;
Laws 2001, LB 809, § 2;
Laws 2005, LB 274, § 226.

Cross References Administrative Procedure Act, see section 84-920.

72-2212. Motor vehicle parking; rules and regulations; enforcement:
To promote the public safety and welfare, the State Building Administrator, in consultation with the State Capitol Administrator, shall adopt and promulgate rules and regulations governing motor vehicle parking on the approaches to the State Capitol. Such rules and regulations may limit, restrict, or prohibit parking thereon. Notwithstanding the provisions of the Administrative Procedure Act, such rules and regulations shall become effective upon posting notice of the same on or about the premises to be regulated. If any vehicle is found upon any regulated premises in violation of this section, or the rules and regulations adopted pursuant thereto, and the driver cannot be determined, the owner or person in whose name such vehicle is registered shall be held responsible for such violation.

Source

- Laws 2004, LB 439, § 12.

Cross References

- **Administrative Procedure Act,** see section 84-920.

81-1108.15. State building division; functions and responsibilities; facilities planning, construction, and administration:

(1) Except as provided in the Nebraska State Capitol Preservation and Restoration Act, the division shall have the primary functions and responsibilities of statewide facilities planning, facilities construction, and facilities administration and shall adopt and promulgate rules and regulations to carry out this section.

(2) Facilities planning shall include the following responsibilities and duties:

(a) To maintain utilization records of all state-owned, state-occupied, and vacant facilities;
(b) To coordinate comprehensive capital facilities planning;
(c) To define and review program statements based on space utilization standards;
(d) To prepare or review planning and construction documents;
(e) To develop and maintain time-cost schedules for capital construction projects;
(f) To assist the Governor and the Legislative Fiscal Analyst in the preparation of the capital construction budget recommendations;
(g) To maintain a complete inventory of all state-owned, state-occupied, and vacant sites and structures and to review the proposals for naming such sites and structures;
(h) To determine space needs of all state agencies and establish space-allocation standards; and
(i) To cause a state comprehensive capital facilities plan to be developed.

(3) Facilities construction shall include the following powers and duties:

(a) To maintain close contact with and inspections of each project so as to assure execution of time-cost schedules and efficient contract performance if such project's total design and construction cost is more than fifty thousand dollars;
(b) To perform final acceptance inspections and evaluations; and
(c) To coordinate all change or modification orders and progress payment orders.

(4) Facilities administration shall include the following powers and duties:

(a) To serve as state leasing administrator or agent for all facilities to be leased for use by the state and for all state-owned facilities to be rented to state agencies or other parties subject to section 81-1108.22. The division shall remit the proceeds from any rentals of state-owned facilities to the State Treasurer for credit to the State Building Revolving Fund and the State Building Renewal Assessment Fund;
(b) To provide all maintenance, repairs, custodial duties, security, and administration for all buildings and grounds owned or leased by the State of Nebraska except as provided in subsections (5) and (6) of this section;
(c) To be responsible for adequate parking and the designation of parking stalls or spaces, including access aisles, in off-street parking facilities for the exclusive use of handicapped or disabled or temporarily handicapped or disabled persons pursuant to section 18-1737;
(d) To ensure that all state-owned, state-occupied, and vacant facilities are maintained or utilized to their maximum capacity or to dispose of such facilities through lease, sale, or demolition;
(e) To report annually to the Appropriations Committee of the Legislature and the Committee on Building Maintenance regarding the amount of property leased by the state and the availability of state-owned property for the needs of state agencies;
(f) To report monthly time-cost data on projects to the Governor and the Clerk of the Legislature;
(g) To administer the State Emergency Capital Construction Contingency Fund;

(h) To submit status reports to the Governor and the Legislative Fiscal Analyst after each quarter of a construction project is completed detailing change orders and expenditures to date. Such reports shall be required on all projects costing five hundred thousand dollars or more and on such other projects as may be designated by the division; and

(i) To submit a final report on each project to the Governor and the Legislative Fiscal Analyst. Such report shall include, but not be limited to, a comparison of final costs and appropriations made for the project, change orders, and modifications and whether the construction complied with the related approved program statement. Such reports shall be required on all projects costing five hundred thousand dollars or more and on such other projects as may be designated by the division.

(5) Subdivisions (4) (b), (c), and (d) of this section shall not apply to

(a) state-owned facilities to be rented to state agencies or other parties by the University of Nebraska, the Nebraska state colleges, the Department of Aeronautics, the Department of Roads, and the Board of Educational Lands and Funds,

(b) buildings and grounds owned or leased for use by the University of Nebraska, the Nebraska state colleges, and the Board of Educational Lands and Funds,

(c) buildings and grounds owned, leased or operated by the Department of Correctional Services,

(d) facilities to be leased for on-office use by the Department of Roads,

(e) buildings or grounds owned or leased by the Game and Parks Commission if the application of such subdivisions to the buildings or ground would result in the ineligibility for or repayment of federal funding,

(f) building or grounds of the state park system, state recreation area, state historical parks, state wildlife management areas or state recreational trails, or

(g) other builds or grounds owned or leased by the State of Nebraska which are specifically exempted by the division because the application of such subdivisions would result in the ineligibility for federal funding or would result in hardship on an agency, board, or commission due to other exceptional or unusual circumstances, except that nothing in this subdivision shall prohibit the assessment of bui8lding rental depreciation charges to tenants of facilities owned by the state and under the direct control and maintenance of the division.

(6) Security for all buildings and grounds owned or leased by the State of Nebraska in Lincoln, Nebraska, except the buildings and grounds described in subsection (5) of this section, shall be the responsibility of the Nebraska State Patrol. The Nebraska State Patrol shall consult with the Governor, the Chief Justice, the Executive Board of the Legislative Council, and the State Capitol Administrator regarding security policy within the State Capitol and capitol grounds.

(7) Each member of the Legislature shall receive a copy of the reports required by subdivisions (4)(f), (h), and (i) of this section by making a request for them to the State Building Administrator. The information on such reports shall be submitted to the division by the agency responsible for the project.

Source

- Laws 1974, LB 1048, § 6;
- Laws 1976, LB 1006, § 9;
- Laws 1979, LB 322, § 47;
- Laws 1981, LB 381, § 19;
- Laws 1987, LB 32, § 2;
- Laws 1992, LB 1241, § 21;

- Laws 1995, LB 530, § 5;
- Laws 1998, LB 299, § 4;
- Laws 2000, LB 1216, § 25;
- Laws 2001, LB 666, § 2;
- Laws 2001, LB 809, § 10;
- Laws 2004, LB 439, § 18;
- Laws 2004, LB 1092, § 8.

Cross References

Nebraska State Capitol Preservation and Restoration Act, see section 72-2201.

81-1108.22. State building division; responsibility; office space outside the State Capitol; rental; approval; required; lease contract; filed; administrator; duties; State Building Revolving Fund; created; use; investment; applicability of section, when.

(1) The division shall have the responsibility of providing office space in leased and state-owned buildings in the proximity of the State Capitol and in other locations.

(2) When any board, agency, commission, or department of the state government not otherwise specifically authorized by law desires to use funds available for the purpose of renting office space outside of the State Capitol, it shall submit a request to the Director of Administrative Services. If the director approves the lease, the terms and location shall be approved by the director and the administrator in writing and the leases shall be entered into and administered by the administrator on behalf of the board, agency, commission, or department. A copy of all such lease contracts shall be kept on file by the state building division and shall be open to inspection by the Legislature and the public during normal business hours.

(3)(a) The administrator shall develop a system of charges to cover basic rental, maintenance, renovations, and operation of such leased and owned properties. The charges to state agencies, boards, commissions, or departments of state government shall be paid from funds available for the purpose of renting space on a regular basis and placed, as applicable, in the State Building Revolving Fund and the State Building Renewal Assessment Fund. The administrator shall make payments for basic rentals, renovations, and maintenance and operational costs of all leased and owned buildings from the State Building Revolving Fund except for expenses relating to security provided by the Nebraska State Patrol as provided in subdivision (b) of this subsection.

(b) The State Building Revolving Fund is created. The fund shall be administered by the administrator. The fund shall consist of rental charges and other receipts collected pursuant to contractual agreements between the state building division and other entities as authorized by law. The fund shall only be used to support the operation of the state building division as provided by law, except that the Legislature shall make fund transfers each fiscal year through the budget process from the State Building Revolving Fund to the Capitol Security Revolving Fund to help pay non-general-fund costs associated with the operation of the state capitol security division of the Nebraska State Patrol. Any money in the State Building Revolving Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

(4) The charges for such leased and owned properties shall only be adjusted by the administrator on July 1. Prior to any adjustment in the system of charges, the Department of Administrative Services, on or before December 1 of the year preceding the effective date of such adjustment, shall provide written notification to the Committee on Building Maintenance, the Clerk of the Legislature, and the Legislative Fiscal Analyst of the proposed adjustment to the system of charges.

(5) Commencing on April 18, 1992, all leases of real property entered into by any state agency, board, commission, or department shall be subject to this section. Leases held by a state agency, board, commission, or department on such date shall be valid until the lease contract is terminated or is subject to renewal. The division shall monitor all such leases and determine when the lease is subject to renewal. Once the determination is made, the division shall cancel the lease as of the renewal date and shall treat the need of the agency, board, commission, or department as an original request for space and subject to this section. This subsection shall not apply to (a) state-owned facilities to be rented to state agencies or other parties by the University of Nebraska, the Nebraska state colleges, the Department of Aeronautics, the Department of Roads, and the Board of Educational Lands and Funds, (b) facilities to be leased for use by the University of Nebraska, the Nebraska state colleges, and the Board of Educational Lands and Funds, (c) facilities to be leased for non-office use by the Department of Roads, or (d) facilities controlled by the State Department of Education, which were formerly controlled by the Nebraska School for the Visually Handicapped, to be rented to state agencies or other parties by the department.

Source

Laws 1961, c. 353, § 1, p. 1113;
Laws 1963, c. 421, § 1, p. 1347;
R.R.S.1943, § 72-701.08;
Laws 1974, LB 1048, § 13;
Laws 1975, LB 359, § 13;
Laws 1979, LB 576, § 5;
Laws 1992, LB 1241, § 23;
Laws 1995, LB 530, § 11;
Laws 1998, LB 1100, § 22;
Laws 1999, LB 813, § 57;
Laws 2004, LB 439, § 22;
Laws 2004, LB 1092, § 9;
Laws 2007, LB322, § 26.

Cross References

Committee on Building Maintenance, see section 81-185.
Nebraska Capital Expansion Act, see section 72-1269.
Nebraska State Funds Investment Act, see section 72-1260.

81-1114. Department of Administrative Services; building division; powers, duties, and responsibilities:

The building division shall have the following powers, duties, and responsibilities:

(1) Shall prepare, for submittal to the Governor and to the office of the Legislative Fiscal Analyst, analyses of the cost of every desired land and building acquisition, new building construction, either underway or proposed, major repair or remodeling of new, newly acquired, or existing buildings, and each and every structural improvement to land, utilities, roads, walks, and parking lots, costing four hundred thousand dollars or more, but excluding right-of-way projects of the Department of Roads. The Department of Administrative Services shall adjust the dollar amount in this section every four years beginning January 1, 2002, to account for inflationary and market changes. The adjustment shall be based on percentage changes in a construction cost index and any other published index relevant to operations and utilities costs, as selected by the department;

(2) Shall record the relationship between the proposed capital facilities and the individual or departmental agencies' operating programs with particular attention to needs of immediate or future operations of the department or agency submitting such plan;

(3) Shall make recommendations to the Governor, the committee of the Legislature which shall from time to time have responsibility for preparing recommendations for appropriations, and the individual department or agency concerned, on the probable costs of such acquisition, construction, repair, or remodeling; and

(4) Shall require the submission by each department and agency of the state of copies of all written contracts for acquisition, construction, repair, or remodeling, including federal contracts, before such contracts are executed by the executive officer of the state authorized to execute such contracts, and shall maintain copies of such contracts on file for inspection by the Legislative Fiscal Analyst.

Source

- Laws 1965, c. 538, § 14, p. 1699;
- Laws 1967, c. 594, § 2, p. 2024;
- Laws 1969, c. 804, § 8, p. 3036;
- Laws 1981, LB 381, § 25;
- Laws 1998, LB 1129, § 22;
- Laws 2003, LB 410, § 10.

Chapter VI. Parking Forms

State of Nebraska
Administrative Services, State Building Division

MONTHLY PARKING AGREEMENT

AS/SBD Parking Services
1526 K Street Ste #200
Lincoln, NE 68508
(402) 471 - 3191

AS/SBD Parking Services
Omaha State Office Building
1313 Farnam St
Omaha, NE 68102
(402) 595 - 2115

OFFICE USE ONLY

Date Assigned _____

Facility/Stall _____ /_____

Parking Fee: _____

Service Date: _____

Bi-Weekly: _____ Monthly: _____

Carpool: Y _____ N _____

Prox Card No. _____ Fee: _____

Permit No. _____ Fee: _____

1st AVI Sticker No. _____ Fee: _____

2nd AVI Sticker No. _____ Fee: _____

3rd AVI Sticker No. _____ Fee: _____

Total: _____

Applicant Legal Name:

Agency No. and Name:

Office Address:

Employee email address:

AUTO 1: YR/Make/Model/Color:

AUTO 2: YR/Make/Model/Color:

Motorcycle: YR/Make/Model/Color:

Employee No:

Office Phone No.:

Driver's License (optional):

Service Date:

License Plate/State:

License Plate/State:

License Plate/State:

Upon our receipt of this form you will be offered parking in a garage/lot where space is available. You will be asked to decide at that time if you want the immediate parking space offered, or if you would like to wait for a spot in one of the garages/lots that you have marked on this form.

From the garages and lots listed below mark the top two (2) parking areas where you are most interested in obtaining parking. Then sign and scan the form to us assbd.parking@nebraska.gov.

Lincoln

- ☐ 1501 East Garage
- ☐ 1401 South Garage
- ☐ Lot A, 703 S 16th
- ☐ 1645 D Lot
- ☐ 1630 J Lot
- ☐ 521 EB Lot
- ☐ 501 Garage, 1331 K St
- ☐ 1526 K Lot
- ☐ 1731 K Lot
- ☐ Executive Lot

Omaha

- ☐ Omaha Park II
- ☐ OSOB Lower Level

The use of any assigned parking facility shall be at the permit or card holder's risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.
I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be deducted from my earnings each month. I am responsible for such fee(s) until said parking privileges are terminated or State employment ends.
I have read and understand the parking policy, including how to terminate my parking assignment and the process to stop payroll deductions.

Signature: _____ Date: _____

Submit via Email

State of Nebraska
Administrative Services, State Building Division

Parking Cancellation Form

Attention State Employee:
If you wish to terminate your parking assignment due to leaving State employment, you must complete this Parking Cancellation Form to complete the employee exit process with your HR partner and ensure the return to SBD all parking related tags, cards, permits, etc. on or before your last day of parking in a state garage or lot.

If you wish to terminate your parking assignment and are continuing State employment, you must complete this Parking Cancellation Form to stop the payroll deduction and ensure all parking related tags, cards, permits, etc. are returned on or before your last day of parking in a state garage or lot.

Upon receipt of this fully executed form, it will be forwarded to your current agency, board or commission and will be retained in the parking records of the State Building Division.

Employee ID#: *
Employee Name: *
Agency Name: *
Permit No: *
Prox Card No: *
AVI Sticker No(s): *
Cancellation Date: *
Parking Facility: * CHOOSE PARKING FACILITY
Employee Phone #:
State Email:
*Required fields for processing a parking cancellation request.

Signature: Date: _____

By signing this form electronically, you authorize DAS/State Building Division to make the necessary security access changes associated with your State ID card or other parking tag, card, or permit; and for your current agency, board, or commission, to stop your payroll deduction for parking and to ENSURE THE RETURN OF PARKING TAGS, CARDS, OR PERMITS.

Email this form to: assbd.parking@nebraska.gov

Return the tag, card, or permit to:
AS/State Building Division
1526 K St, Suite 200

Or mail to:
PO Box 98940
Lincoln, NE 68509
Office: (402) 471-0492 OR (402) 471-3191

SBD Parking Program Use Only:

- ☐ HR Partner Notified Date _____
- ☐ Db Record Cancelled Date _____
- ☐ AVI Sticker Deactivated Date _____
- ☐ Prox Card Deactivated Date _____
- ☐ Hangtag/Prox Card Returned Date _____
- ☐ CONTACTS Email Address Deleted Date _____
- ☐ Scanned App Status Changed Date _____

State of Nebraska
Administrative Services, State Building Division

CARPOOL REGISTRATION AGREEMENT

OFFICE USE ONLY
Date Assigned _____
Facility/Stall _____ /_____
Lot / Stall: _____
Prox Card / Hang Tag No. _____
1st AVI Sticker No. _____
2nd AVI Sticker No. _____
3rd AVI Sticker No. _____
4th AVI Sticker No. _____

AS/SBD Parking Services
1526 K St, Suite 200
Lincoln, NE 68508
(402) 471 - 0492

OSOB – Parking Services
1313 Farnam St
Omaha, NE 68102
(402) 595 - 2115

1. Applicant Legal Name: Employee No:

Agency No. and Name: Office Phone No.:

Office Address: Driver's License :

Employee email address:

CARPOOL MEMBERS:

2. Applicant Legal Name: Employee No:

Agency No. and Name: Office Phone No.:

Office Address: Driver's License :

Employee email address:

3. Applicant Legal Name: Employee No:

Agency No. and Name: Office Phone No.:

Office Address: Driver's License :

Employee email address:

4. Applicant Legal Name: Employee No:

Agency No. and Name: Office Phone No.:

Office Address: Driver's License :

Employee email address:

The use of any assigned parking facility shall be at the carpool permit holder and additional carpool members risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.
I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be deducted from carpool permit holder's earnings each month. I am responsible for such fee(s) until said parking privileges are terminated or State employment ends.
I have read and understand the parking policy, <u>including how to terminate my parking assignment and the process to stop payroll deductions</u>.

Signature: _____ Date: _____

<u>Print this form, sign and date legibly, then deliver the original to Parking Services, State Building Division.</u>

Please return this form to:

State Parking
State Building Division
1526 K Street, Suite 200
Lincoln, NE 68508

Accessible Parking Request Form

The State of Nebraska is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990 as amended.

Eligibility for accessible parking is based upon the applicant's current needs, which could be of a permanent or temporary nature. This may require a review of the applicant's current medical information.

To be completed by the applicant (Please print):

Agency Employed By: _____

Employee I am requesting an accessible parking permit for: Lot _____

Employee ID#: _____

Email: _____

Please include a copy of the letter or ID card from the DMV and a copy of the handicap hangtag that was issued to you.

Please provide a statement of your need for accessible parking:

I give the Department of Administrative Services State Building Division permission to contact my health care provider to clarify the information provided above if needed. I understand that this information is confidential and will only be used to assess my need for accessible parking.

Signature _____ **Date** _____