



CAPITOL COMPLEX COMMUTER POLICY

I. INTRODUCTION

This policy is established by the Department of Administration (Admin) to provide for orderly and safe commuting for employees, vendors and the public while working at or visiting Capitol Complex buildings under the custodial control of Admin Plant Management Division (PMD) as well as the St. Paul Armory. For the purpose of this policy, the Capitol Complex is that part of the City of St. Paul defined in Minnesota Statutes Chapter 15B.02. For the purpose of this policy, employees are employees of the State Executive, Judicial and Legislative branches and the St. Paul Armory whose primary work location is in Capitol Complex buildings that are under the custodial control of Admin PMD.

The Commissioner of Administration will annually review and, if necessary, adjust rates to ensure the recovery of anticipated expenditures.

Commuter information is available on the PMD web site, www.mn.gov/admin.

A. Parking Facilities

In accordance with Minn. Statutes 16B.58, the Commissioner of Administration shall operate and supervise state-owned parking facilities that are under the custodial control of Admin.

1. Parking facilities administered by Admin include the 14th Street Lot, Lot AA, Lot C, Lot F, Lot G, Lot H, Lot I, Lot J, Lot K, Lot Q, Lot X, Park Street Lot, 14th Street Ramp, Admin Ramp, Cedar Street Ramp and Centennial Ramp and facilities leased by Admin.
2. Parking facilities not administered by Admin include Lot D, Lot L, Lot N, Lot O, Aurora Street, State Office Building Ramp, Judicial Garage and MnDOT Garage. Facilities not administered by Admin are exempt from the Parking Assignment Priorities of this policy.

In accordance with Minnesota Statutes 16B.58, Subd. 6, the Legislature at the start of each legislative session determines its parking needs, which could affect the availability of parking facilities listed under Item 1, above.

B. Commuter Options

Admin supports and encourages a wide range of commuter options, including mass transit, car pools and van pools, motorcycling, bicycling and walking, for Capitol Complex commuters. The benefits of commuting options include decreased demand for new parking facilities, improved air quality and reduced traffic congestion.

C. Safety and Security

The Department of Public Safety/Capitol Security provides parking facility monitoring, security and escort services in the Capitol Complex through an inter-agency agreement with Admin. These services also include, but are not limited to, parking rule and speed limit enforcement; vehicle towing; and misuse, abuse and fraud investigation and prosecution.

D. Payment

Payment for parking services must be made through automatic payroll deduction for employees of entities that use the state SEMA4 payroll system, unless the employee elects to forego the pre-tax benefit.

Invoice customers can pay on a monthly or quarterly basis. Customers who are revoked for non-payment will be ineligible for services covered by this policy and placement on waiting lists for six months for the first incident and for one (1) year for the second incident. In all cases, the suspension commences on the date the account has been paid in full to PMD.

II. COMMUTING OPTIONS

A. Single-Occupancy Vehicles

Single-occupancy vehicles are passenger-type vehicles in which the operator is typically the only occupant when parking in the contract holder's designated parking facility. Only one contract is allowed per person, and the contract holder cannot be a registered participant in a Capitol Complex car or van pool.

When a single-occupancy vehicle contract holder is on an unpaid leave of absence, excluding military leave, of up to one (1) year, the parking stall will be re-assigned. The contract holder can retain parking privileges during their absence by continuing the terms of the parking contract, including payment. In the case of military leave, parking contracts will be placed on hold for employees assigned to military active duty for at least one (1) month and up to two (2) years. Upon the employee's return from military leave, the parking contract will be reinstated.

B. Metropass

The Admin Metropass is a non-transferable picture identification bus card for unlimited trips on any Metro Transit regional bus route, including peak, express and downtown fare zones. Admin Metropass is available only to State Executive, Judicial and Legislative branch employees working in buildings under the custodial control of Admin PMD. Many suburban lines also honor the Metropass.

C. Van Pools

1. All van pool members must be registered with Metro Commuter Services.
2. A van pool consists of at least five (5) people, including the driver.
3. At least three (3) van pool members must be employees as defined in this policy.
4. The van must be leased from Van Pool Services Inc. (VPSI) or its successor.
5. The driver and alternate driver must be at least 25 years of age.
6. The driver and alternate driver must have current valid drivers' licenses.
7. Only one (1) parking contract is allowed per van pool. All other van pool members are ineligible for a parking contract.
8. Van pool members must renew with Metro Commuter Services every six (6) months.
9. The parking service contract will be cancelled if eligibility is not maintained or if Metro Commuter Services identifies non-compliance with one or more of the requirements of registered van pools.
10. All Metro Commuter Services decisions are final.

If the van pool contract holder is on a leave of absence, the contract may be reassigned to an alternate member of the van pool. The alternate member's parking application form must be

completed prior to the effective date of the leave of absence of the original contract holder. Failure to follow this procedure will result in the loss of the van pool parking stall.

D. Commuter Van Pools

1. The Minnesota Legislature in 1984 authorized the creation of a state employee commuter van program for the purpose of conserving energy and alleviating traffic congestion around state offices. Admin's Travel Management Division administers the Commuter Van Pool program.
2. A Commuter Van Pool must have at least seven (7) passengers but no more than 15 passengers.
3. Only state employees designated as van pool drivers may use the van for personal purposes after working hours. Vans cannot be used at any time for partisan political activities.
4. Non-state employees may participate in this program if the driver and substitute driver are state employees and if a majority of the riders in the van are state employees.
5. This program is limited to geographic areas with limited public transportation between the residences of state employees and others and their employment locations.
6. All Travel Management Division decisions are final.

For more information, visit the TMD web site, www.tmd.state.mn.us.

E. Car Pools

1. A car pool consists of at least two (2) people, including the driver.
2. At least two (2) members must be employees as defined in this policy.
3. Only one (1) parking contract is allowed per car pool. All other car pool members are ineligible for parking contracts.
4. All car pool members must be registered with Metro Commuter Services.
5. Member registrations must be renewed every six (6) months through Metro Commuter Services.

6. The parking service contract will be cancelled if eligibility is not maintained or if Metro Commuter Services identifies non-compliance with one or more of the requirements of registered car pools.

7. All Metro Commuter Services decisions are final.

If the car pool contract holder is on a leave of absence, the contract may be reassigned to an alternate member of the car pool. The alternate member's parking application form must be completed prior to the effective date of the leave of absence of the original contract holder. Failure to follow this procedure will result in the loss of the car pool parking stall.

F. Bicycles

Admin provides bicycle racks and bicycle locker rentals at several facilities. Bicycle lockers are available on an annual contract basis on a space-available basis and are located at several parking facilities. Facilities with bicycle lockers include the Cedar Street Ramp, Centennial Ramp, State Office Ramp, Judicial Garage, 14th Street Ramp, Lot F and Lot G.

G. Motorcycles

Admin provides designated areas for contract motorcycle parking at several facilities, including Lot F, Lot G and the 14th Street Ramp. Motorcycle parking for parking contract holders is also permissible at lots and ramps with authorization from PMD.

H. Motorized Personal Transit (MPT)

Motorized personal transit typically involves a compact, electric-powered vehicle, such as a Segway™, intended for one person. MPT operators can use free bicycle racks, rent a bicycle locker or contract for a Segway™ space.

III. PARKING ASSIGNMENT PRIORITIES

Parking contract assignments in the Capitol Complex are based on these priorities:

1. Persons with disabilities who have been issued a Department of Public Safety Disability Parking Certificate card or a Disability license plate.
2. Recognized van pool as defined in Section IIC or Section IID in this policy.
3. Recognized car pool as defined in Section IIE in this policy.

4. Executive management parking is individual contract parking for the following entities whose main offices are located in the Capitol Complex: State Agency Commissioner offices; Congressionally chartered veterans' organizations; Constitutional officers; and state councils, boards and commissions. Parking contracts will be allocated to individuals as follows:
 - a. Congressionally chartered veterans' organizations – one (1) contract.
 - b. Constitutional offices – the total number of contracts in force on the effective date of this policy as determined by PMD.
 - c. State Agency Commissioner offices – up to five (5) contracts for cabinet-level agencies and up to three (3) contracts for non-cabinet-level agencies.
 - d. State Councils, Boards and Commissions – one (1) contract.
5. State agencies for the conduct of official state business in the Capitol Complex. PMD will review the number of state agency parking contracts every six (6) months.
6. Employees, as defined in this policy, who are typically the only occupant of their vehicle when parking in the Capitol Complex.
7. Vendors with a business need in the Capitol Complex.

IV. WAITING LISTS

PMD will maintain facility-specific waiting lists as necessary. Parking will be assigned based on the priorities established in this policy in the order in which waiting list applications are received. Waiting list criteria are:

- An employee or vendor *without* a parking facility contract is eligible for placement on three (3) parking facility waiting lists. If the individual declines an offer for parking, that person's name will be removed from that waiting list.
- An employee or vendor *with* a parking facility contract is eligible for placement on two (2) parking facility waiting list. If the individual declines an offer for parking, that person's name will be removed from that waiting list.

Car pools and van pools – When a vacancy exists, the individual first on the van pool/car pool waiting list will have five (5) business days to provide a verifiable list of pool members to Metro Commuter Services. If the individual cannot present a verifiable pool list, that individual's name

will be removed from the waiting list and the next individual on the list will have five (5) business days to present a verifiable list of pool members to Metro Commuter Services. The Commuter Van Pool Program operated by Travel Management Division is exempt from this provision. Once that individual receives notification, the individual must advise Parking Services within three (3) business days whether they will or will not contract for the stall.

Single occupancy vehicles – When a vacancy exists, PMD will notify the individual first on the list. Once that individual receives notification, the individual must advise Parking Services within three (3) business days whether they will or will not contract for the stall.

V. VISITOR AND SHORT-TERM PARKING

Visitor parking is available at several facilities throughout the Capitol Complex. Admin maintains more than 500 meter-controlled parking spaces for Capitol Complex visitors.

1. **Daily or Short-Term Permit Parking** – Parking that is available on a first-come, first-served basis by permit issued through PMD. Daily or Short-Term Permit Parking is not a substitute for monthly contract parking. Abuse of Daily or Short-Term Permit Parking will result in the denial of daily or short-term parking permits. Permits are non-refundable and are limited to two (2) weeks in duration. Permits may be requested up to six (6) months in advance.
2. **Metered Parking** – Parking at meters located at state-owned parking facilities intended for temporary public parking, including public parking for persons with disabilities.
3. **Multi-Meter Parking** – Contract parking for vendors with frequent business in multiple buildings in the Capitol Complex. A Multi-Meter Parking Permit allows parking at designated state-owned meters in the Capitol Complex on a space-available basis.

VI. PARKING CONTRACT TRANSFER BETWEEN INDIVIDUALS IS PROHIBITED

This policy prohibits sub-letting an Admin-managed Capitol Complex parking contract.

VII. CONTRACT ABUSE, MISUSE AND FRAUD

Violations of this policy and/or contract misuse, abuse or fraud will result in the suspension of service availability for one (1) year for the first incident and two (2) years for the second incident. The individual's name will also be removed from all waiting lists. Misuse, abuse or fraud could also result in criminal charges and an order for restitution and/or a report to the individual's employer, which could result in dismissal.