

	<p align="center"><b>STATE OFFICE for SERVICES to CHILDREN and FAMILIES</b></p> <p>ADMINISTRATIVE SUPPORT MANUAL III ISSUED BY: Management Operations EFFECTIVE DATE: January 2, 1996</p>	<p><b>NUMBER:</b> III-C.2.3.7</p> <p><b>SECTION:</b> C. Property Management</p> <p><b>SUBSECTION:</b> 2. Facility Management 3. Facilities Control</p>
<p><b>SUBJECT:</b> 7. Parking Facilities Controlled by SOSCF</p>		

Interpretation: Assistant Administrator,  
Management Operations

Approval: Assistant Administrator,  
Management Operations

**REFERENCE:** ORS 276.591

**PURPOSE**

**413-320-0000** The provisions of these rules shall govern all of the parking facilities owned or leased by the State Office for Services to Children and Families (SOSCF), State of Oregon. Parking, which is leased to another state agency or business by SOSCF, is not subject to the provisions of these rules.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 276.591**

**DEFINITIONS**

**413-320-0010 (1) "Car or Van Pool"** means any regular ride-sharing arrangement between two or more commuters engaged in to reduce total auto mileage, commuting costs and traffic congestion, and operates no fewer than two-thirds of the working days in each calendar month.

**(2) "Commuter"** means any employee, officer, board or commission member, or voluntary worker of the state, local government, or private industry who is commuting for the purposes of employment.

**(3) "Handicapped"** means an individual who, because of physical disability, qualifies for a disability motor vehicle license plate or decal issued by the Motor Vehicles Division.

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**(4) "Parking Facilities"** means any lot, grounds, structure, area, or other place used or available for the storage of vehicles; principally, automobiles, motorcycles or bicycles.

**(5) "Responsible Manager"** means any branch, region or central office manager responsible for control and maintenance of the property assigned to the local offices.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 276.591**

## POLICY

### PARKING FACILITY MANAGEMENT

**413-320-0020 (1)** Each responsible manager shall review the parking facilities leased or assigned to the manager's local office and determine if fees are appropriate according to ORS 276.591.

**(2)** The responsible manager shall develop a plan for managing the local parking facility which shall be subject to review and approval by Management Operations upon request. The plan shall specify:

**(a)** The number of spaces controlled by the responsible manager which are subject to fees;

**(b)** A justification for charging no fee if local parking does not meet the intent of ORS 276.591;

**(c)** Rates to be charged;

**(d)** A fiscal statement indicating the approximate cost of leasing and maintaining the parking facility and the estimated rates to be collected each month.

**(3)** Duly appointed staff members, whether temporary or permanent, shall be eligible for one reserved parking space in a parking facility related to the assigned work location

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subject to availability and in accordance with Assignment Priority Section below. Members of a car or van pool shall consider the pool space as their one reserved space unless ample space is available to assign an additional personal space and if there is no waiting list for spaces.

(a) A staff person with a reserved space may temporarily sublease the space to another staff person for a period not to exceed three months within the period of a year at a price that does not exceed what the assigned person pays for the space. It is expected that when a person no longer needs a reserved space ongoing, the space will be released for reassignment.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 276.591**

## **ESTABLISHING FEES FOR PARKING**

**413-320-0030 (1)** The responsible manager shall establish a base rate as part of the parking plan that includes the following considerations:

- (a) Recognizes agency costs;
- (b) Recognizes local market conditions and community standards;
- (c) Does not cause hardship or eliminate demands for state parking.

(2) If the responsible manager determines that charging fees is not appropriate, this must be fully documented as part of the parking plan required by Parking Facility Management Section of this rule.

(3) To encourage the use of car or van pools, the responsible manager may offer car pool incentive reductions to the base rate based upon the number of participating commuters.

(4) In order to qualify for an incentive reduction, each car or van pool must include at a minimum, two commuters and certify at least annually that the car or van pool operates no fewer than two-thirds of the working days of each calendar month.

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(5) Each certified pool shall be registered in the name of all the agency employee participants who shall be individually responsible that their share of the fees are paid through payroll deductions. Where there is a waiting list for spaces, each person participating in a pool should also enter their name on the waiting list to establish personal eligibility in case they discontinue participation in the pool and a personal space is needed.

(6) Motorcycles and Bicycles - A single rate shall be established for motorcycles not to exceed the lowest incentive rate. A parking space for bicycles or a bicycle rack shall be made available at each local office. No fee shall be charged for the use of these areas.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 276.591**

## OTHER PARKING

**413-320-0040** Each responsible manager shall assure that the following types of additional parking are made available:

(1) Specially marked designated free parking for the temporary use of handicapped individuals visiting state offices. Vehicles occupying such spaces shall bear the appropriate identifying plates or decal sticker issued by the Motor Vehicles Division.

(2) Time limited, free, or metered spaces by persons transacting business in the state office. No state employee or commuter shall abuse this class of parking.

(3) Free spaces designated for commercial loading and service vehicles use only.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 276.591**

## PAYMENT OF FEES

**413-320-0050 (1)** State employees shall pay for parking by payroll deduction. Deductions must be initially authorized in writing by the employee on the form prescribed by the Division. This authorization shall remain in force until the employee cancels it in writing or

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terminates his/her state employment. Deductions, once authorized, are automatically made monthly in arrears for parking charges.

(2) Monthly rates will be prorated to the nearest half-month for persons who begin or stop parking after the fifteenth calendar day of the month.

(3) Authorization forms for payroll deductions are available from Management Operations, State Office for Services to Children and Families, Human Resources Building, 4th Floor, 500 Summer Street NE, Salem, Oregon 97310-1017. This form also includes a section for certifying car and van pool participants.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 276.591**

### **ASSIGNMENT PRIORITY**

**413-320-0060** The responsible manager shall observe the following priority in assigning the available parking spaces:

- (1) Agency held state cars which receive frequent daily in-and-out use;
- (2) Responsible manager certifies that the employee must have a vehicle at the work site and is required to use their own vehicle to perform assigned duties;
- (3) Agency director and assistant administrator(s), at the central office, and branch managers at the assigned branch offices;
- (4) Certified handicapped employees in locations where special handicap parking privileges are not otherwise provided (e.g., curbside parking provided by the city);
- (5) Car and van pool vehicles with four or more commuters;
- (6) Car and van pool vehicles with two or three commuters;

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**(7) Single occupant commuter vehicles.**  
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