

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 Facilities Management Division (FMD) and 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 FMD.

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 FMD web site, 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 currently administered by Admin include Lot AA, Lot BB, Lot C, Lot D, Lot G, Lot H, Lot I, Lot J, Lot K, Lot Q, Lot U, Lot W, Lot X, Park Lot, 14th Street Ramp, Administration Ramp, Andersen Ramp, Centennial Ramp, Ramp F, Judicial Garage and Martin Luther King (MLK) between Cedar and Robert streets.
2. Parking facilities not administered by Admin include Lot D, Lot L, Lot N, State Office Ramp, MN Senate Garage, Judicial Garage and Transportation Garage. Parking stalls 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, carpools and vanpools, motorcycling, bicycling and walking. 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. 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 pay on a monthly basis. Customers who are revoked for non-payment will be ineligible for services covered by this policy and placement on parking waiting lists for six months for the first incident and one (1) year for the second incident. In all cases, the suspension commences on the date the account has been paid in full to FMD.

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 carpool or vanpool.

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 transit card for unlimited trips on Metro Transit regional buses and trains, including peak, express and downtown fare zones. Admin Metropass is available to employees as defined in this policy working in buildings under the custodial control of FMD or the St. Paul Armory. Many suburban lines also honor the Metropass.

C. Vanpools

1. All vanpool members must be registered with Metro Vanpool.
2. A vanpool consists of at least five (5) people, including the driver.
3. At least three (3) vanpool members must be employees as defined in this policy.
4. The driver and alternate driver must be at least 21 years of age.
5. The driver and alternate driver must have current valid drivers' licenses.
6. Only one (1) parking contract is allowed per vanpool. All other vanpool members are ineligible for a parking and/or Metropass contracts.
7. Vanpool members must renew with Metro Vanpool every six (6) months.
8. The parking service contract will be cancelled if eligibility is not maintained or if Metro Vanpool identifies non-compliance with one or more of the requirements of registered vanpools.
9. All Metro Vanpool decisions are final.

If the vanpool contract holder is on a leave of absence, the contract may be reassigned to an alternate member of the vanpool. 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 vanpool parking stall.

D. Carpools

1. A carpool 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 carpool. All other carpool members are ineligible for parking and/or Metropass contracts.
4. All carpool members must be registered with Transit Ride Share or its successor.
5. Member registrations must be renewed every six (6) months through Transit Ride Share.

6. The parking service contract will be cancelled if eligibility is not maintained or if Transit Ride Share identifies non-compliance with one or more of the requirements of registered carpools.
7. All Transit Ride Share decisions are final.

If the carpool contract holder is on a leave of absence, the contract may be reassigned to an alternate member of the carpool. 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 carpool parking contract.

E. Bicycles

Admin provides bicycle racks, bicycle lockers and bicycle cages throughout the Capitol Complex. Bicycle lockers and bicycle cages are available on an annual contract basis on a space-available basis.

F. Motorcycles

Admin provides designated areas for contract motorcycle parking at several facilities. Motorcycle parking for parking contract holders is also permissible at lots, ramps and garages with authorization from FMD.

G. 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 or rent a bicycle locker.

H. Electric Vehicle

For the purposes of this policy, electric vehicles are vehicles that use energy stored in rechargeable batteries. This includes plug in hybrid electric vehicles.

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 vanpool as defined in Section IIC in this policy.
3. Recognized carpool as defined in Section IID in this policy.
- 3.5. Owners of electric vehicles, as defined in Section IIIH in this policy, that have registered their

electric vehicle with FMD, when and where designated electric vehicle stalls are available.

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 FMD.
 - 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.
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

FMD 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.

Carpools and vanpools – When a vacancy exists, the individual first on the vanpool/carpool waiting list will have five (5) business days to provide a verifiable list of pool members. 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. Once

that individual receives notification, the individual must advise FMD within three (3) business days whether they will or will not contract for the stall.

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

V. VISITOR PARKING

Visitor parking is available at several facilities throughout the Capitol Complex. Admin maintains more than 500 meter-controlled parking spaces. Parking at meters located at state-owned parking facilities intended for temporary parking, including public parking for persons with disabilities.

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 services covered under this policy 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.