



OREGON YOUTH AUTHORITY



Policy Statement

I-C-3.0 - Parking Facilities Controlled by the OYA

Approved

Effective: August 8, 2006

Supersedes: I-C-3.0 (July 1996)

Interpretation: Business Services

Robert S. Jester, Director

REFERENCES

ORS 276.591 (Parking policy)

OAR 125-090-0000 (Department of Administrative Services)

[Parking Facilities](#)

OYA form: OYA Parking Application (*available from central Payroll*)

POLICY

The provisions of this policy will govern all of the parking facilities owned or leased by the OYA. Parking which is leased to another state agency or business by the OYA is not subject to the provisions of this policy.

- I. Parking facility management
 - A. Each responsible Supervisor/Manager will review the parking facilities leased or assigned to his/her office and determine if fees are appropriate according to statute.
 - B. The responsible Supervisor/Manager will develop a plan for managing the parking facility.
 1. The plan will specify:
 - a) The number of spaces controlled by the responsible Supervisor/Manager that are subject to fees.
 - b) A justification for charging no fee if local parking does not meet the intent of statute.
 - c) Parking rates.

- d) A fiscal statement indicating the approximate cost of leasing and maintaining the parking facility and the estimated rates to be collected each month.
 - C. Duly appointed staff, whether temporary or permanent, will be eligible for one reserved parking space in a parking facility related to the assigned work location subject to availability, and in accordance with assignment priority in section IV below.
 - 1. Members of a car or vanpool will consider the 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.
 - 2. Staff with a reserved space may temporarily sublease the space to another staff 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.
 - a) It is expected that when a person no longer needs a reserved space, the space will be released for reassignment.
- II. Establishing fees
 - A. The responsible Supervisor/Manager will establish a base rate as part of the parking plan that includes the following considerations:
 - 1. Recognizes agency costs.
 - 2. Recognizes local market conditions and community standards.
 - 3. Does not cause hardship or eliminate demands for state parking.
 - B. If the responsible Supervisor/Manager determines that charging fees is not appropriate, the determination must be fully documented as part of the parking plan.
 - C. To encourage the use of car or vanpools, the responsible Supervisor/Manager may offer car or vanpool incentive reductions to the base rate based upon the number of participating commuters.
 - 1. In order to qualify for an incentive reduction, each car or vanpool must include at a minimum two commuters and certify at least annually that the car or vanpool operates no less than two-thirds of the working days of each calendar month.
 - 2. Each certified car or vanpool will be registered in the name of the staff participants who will be individually responsible to ensure that his/her share of the fees are paid through payroll deductions (Parking Application form).
 - 3. Where there is a waiting list for spaces, each person participating in a car or vanpool should also enter his/her name on the waiting list to establish personal eligibility in case a personal space is needed.

D. Motorcycles and bicycles

1. A single rate will be established for motorcycles not to exceed the lowest incentive rate.
2. A space for bicycles or a bicycle rack will be made available at each local office at no charge to the user.

E. Other parking

1. Each responsible Supervisor/Manager may provide the following types of additional parking:
 - a) Specially-marked designated free parking for the temporary use of disabled individuals visiting state offices.
 - (1) Vehicles occupying such spaces must bear the appropriate identifying plates or decal sticker issued by the Department of Transportation, Motor Vehicles Division.
 - b) Time-limited, free, or metered spaces by persons transacting business in the state office.
 - (1) No state employee or commuter will abuse this class of parking.
 - c) Free spaces designated for commercial loading and service vehicle use only.

III. Payment of fees

A. Staff will pay for parking by payroll deduction.

1. Deductions must be initially authorized in writing by the staff on the Parking Application form.
2. This authorization will remain in force until the staff cancels it in writing or terminates his/her state employment.
3. Deductions, once authorized, are automatically made monthly in arrears for parking charges.
 - a) Monthly rates will be prorated to the nearest half-month for persons who begin or stop parking after the 15th calendar day of the month.
4. The Parking Application form (that includes authorization for payroll deduction) is available from central Accounting.
 - a) This form also includes a section for certifying car and vanpool participants.

IV. Assignment priority

- A. The responsible Supervisor/Manager will observe the following priority in assigning the available parking spaces.
1. Agency-held state vehicles that receive frequent daily in-and-out use.
 2. The Director, Deputy Director, and Assistant Directors at Support Central, and field Supervisors/Managers at the assigned local offices.
 3. Certified disabled staff in locations where special disabled parking privileges are not otherwise provided (e.g., curbside parking provided by the city).
 4. Car and vanpool vehicles with four or more commuters.
 5. Car and vanpool vehicles with two or three commuters.
 6. Single-occupant commuter vehicles.