

Draft Parking Policy by Joseph Han:

A ten year parking lot maintenance plan is being prepared to address the back log of parking lot maintenance needs. The parking committee will begin review and discussion in September 2009. Meanwhile, there are three items that must be addressed immediately.

1. **Current official business permits expire 8/31/09, but will be good through October 30, 2009.**
2. In our recent review of the campus parking program, opportunities to improve the program were identified. This memo is drafted to clarify and improve parking policies and practices regarding official business passes, and guest passes that will help to ensure equitable access and accountability for parking lot use.
3. **Please review and respond to han@isu.edu with your comments regarding the proposed policy below by Friday, September 25, 2009.** We will review your comments and incorporate appropriate changes before implementation.

Current situation and policy:

1. Official business permit – OBP's are issued upon request for a designated single user. In FY 2008 - 2009, 1146 official business permits were issued on campus. This excess of permits created several categories of abuse, which are too numerous to list here. Allowing flexible use of the permit has created inconsistent policies leading to confusion.
2. Free guest parking permits – Last year Public Safety issued 29,000 free guest passes. Some departments are issued hundreds of free guest passes every month. Free passes have a cost to the University and impact the quality of the parking program. The free guest passes do not generate revenue, create an added need for parking lot maintenance, and compete for parking spaces of paid permit holders. Furthermore, there is no such thing as “free parking” and currently, permit buyers end up subsidizing “free parking.”
3. Day-use permits – Day-use permits are sold at \$2.00 per day and are for General parking spaces only.

New proposed parking policy to be implemented early Fall 2009:

1. Official Business Permit –

a. One OBP will be issued to vice presidents, deans, department chairs, department directors and department heads upon request. Each OBP is a multi-user permit AND must be accompanied by a paid permit (day use, general, or reserve permit).

b. Additional OBP's must be requested in writing by deans/chairs (for academic areas) and department heads (non- academic areas). Public Safety will review each request and render a decision based upon the request justification and the quantity already issued to the college/department.

c. Appeals to Public Safety's decision can be made in writing to the associate vice president for Facilities Services (AVP FS). Departments may be given approval to purchase additional OBP's for \$200 per permit, based upon the request justification and the quantity already issued to the college/department. Appeals to AVP FS can be made to the vice president for Finance and Administration.

2. Free guest parking permits – Departments may request up to 50 visitor permits for Fall 2009, and 50 visitor permits for Spring 2010. See Attachment A for definitions of guests/visitors. Additional permits may be purchased in books of 50 for \$100.00 per book, which is equal to \$2.00 per day. Exceptions may be made on a case-by-case basis by contacting the Public Safety Management Assistant in writing. Beginning July 1, 2010, free guest parking permits will be replaced with *day-use permits*. Departments wishing to provide their guests with free parking may purchase department day-use permits. Departments requesting the waiving of tickets resulting from the misuse of the department day-use permits must include their account number with the request. Please budget FY 2010 -2011 accordingly.

3. Day-use permits – FY 2010 - 2011 day-use permits will be sold at \$2.00 each and have access to General parking spaces only. Departments can purchase *department day-use permits* which allow parking in all general and reserved parking spaces for \$2.00 per permit. To avoid displacing reserved permit holders, departments are requested to issue a fixed number of *department day-use permits* each day. The fixed number of permits will vary among parking lots.

If a department is sponsoring an event on campus, the event should be coordinated with Public Safety to determine if it would be more cost-effective to the department to not ticket a specific lot pursuant to the lot closing policy (Attachment A). This will protect the rights of current permit holders and limit potential abuse.

Again, please respond to Joseph Han with your comments by Friday, September 25, 2009. We will review your comments and incorporated appropriate changes before implementation.

Joseph

Attachment A

GUEST PERMITS AND REQUESTS TO NOT CITE PARKING LOTS

Updated July 20, 2009

Principle: Parking is a privilege and not a right. Providing safe and functional parking lots requires funds to monitor and maintain the lots. The cost of parking lot maintenance should be borne by users.

Implementation: These regulations are in effect year-round, including during breaks and summer months.

1. Guest permits are for visitors/guests to campus. A visitor/guest is defined as those persons not officially employed, directly or indirectly, by ISU or registered for classes. Guest permits will be replaced with department day-use permits beginning July 1, 2010. *Department day-use permits are used for guests and visitors to campus; and, under special circumstances, may be used by staff/faculty in carrying out official duties of the University.*
2. Departments may request up to 50 visitor permits for Fall 2009, and 50 visitor permits for Spring 2010. Additional permits may be purchased in books of 50 for \$100.00 per book, which is equal to \$2.00 per day. Exceptions may be made on a case-by-case basis by contacting the Public Safety Management Assistant in writing.
3. Any person paying a fee to attend a University-sponsored function, class, workshop, seminar, and/or who receives pay, credits or other significant personal gain such as a certification are not considered visitors/guests.
4. Permits for short-term workshops and/or training seminar attendees are \$2.00 per day or a temporary permit may be purchased for \$15.00 per month.
5. Departments may incorporate the cost of day permits into the fees they charge attendees, and the parking office will bill the department. The cost will be the same as if the person purchased the permit in person.
6. Any person receiving compensation from the University, such as temporary employees hired during certain times of the year, will purchase either a day permit at \$2.00 per day or a temporary permit for \$15.00 per month.
7. Lot closure and fees: Department deans may request that a parking lot not be ticketed. Parking in "closed lots" will not require permits. The "Lot Closure Fee" is listed below. The minimum fee for any lot closure is \$50.00. Arrangements to not ticket must be requested no later than three (3) business days prior to the event. Failure to do so will incur an additional fee of \$50.00.

Lot Closure Fee Schedule

Parking Lot	Saleable Spaces	Closing all day Spaces 0.75 x \$2.00	Closing half day Spaces 0.75 x \$2.00
R-01	191	\$287.00	\$143.00
R-02/03	64	96.00	50.00
R-04	34	51.00	50.00
R-05	57	86.00	50.00
R-06	55	82.50	50.00
R-07	30	50.00	50.00
R-08	190	285.00	143.00
R-09	69	104.00	52.00
R-10	27	50.00	50.00
R-11	16	50.00	50.00
R-12	22	50.00	50.00

Parking Lot	Saleable Spaces	Closing all day Spaces 0.5 x \$2.00	Closing half day Spaces 0.5 x \$2.00
G-01	454	\$454.00	\$227.00
G-02	70	70.00	50.00
G-03	184	184.00	92.00
G-04	16	50.00	50.00
G-05	56	56.00	50.00
G-06	90	90.00	50.00
G-07	85	85.00	50.00
G-08	167	167.00	84.00
G-10	164	164.00	82.00
G-11	56	56.00	50.00
G-12	866	\$866.00	\$433.00
G-14	352	352.00	176.00
G-15	59	59.00	50.00
G-16	16	50.00	50.00
G-17	513	513.00	257.00

Parking citations received by attendees of events sponsored by University departments will not be waived because a department failed to schedule the event with the Parking Office. If the department does not want the patrons to be responsible for the citations, the department may be billed for the citations.

9. Free parking is available at Holt Arena at all times during Fall 2009 and Spring 2010, with free shuttle bus service weekdays.
10. Exceptions to these rules are:
 - Frank Church Symposium
 - Health Fair
 - Faculty Women's Christmas Fair
 - Recognition & Awards for Community Partners -- College of Technology

Any other exceptions should be presented to the Parking Office in writing for approval by the Associate Vice President for Facilities Services and/or the Vice President for Finance and Administration.