

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-504
	APPROVAL: C. David White, DAS Administrator	EFFECTIVE DATE November 29, 2000
SUBJECT: STATE PARKING PROGRAM		Page 1 of 14

PURPOSE: To explain policy and procedures for Department controlled parking includes standards used by the Division to determine which parking facilities shall be subject to user fees pursuant to ORS 276.591-276.601, 276.990, 292.065, 98.805-98.991, and OAR 125-090.

DEFINITIONS: The following definitions shall apply to terms used in this policy:

Capitol Mall Area	That area within the City of Salem bounded by Church Street on the west, "D" Street on the north, Mill Street on the south and 13th Street on the east.
Car Pool	Means cars and vans used for any regular ride-sharing arrangement, between two or more employees, which operates no fewer than two-thirds of the working days in each calendar month.
Commercial Parking	Means parking made available by a private or public concern for which a user fee is charged.
Covered Parking	Means any parking space protected from above by some amount of building structure.
Department	The Department of Administrative Services (DAS).
Disabled	Means an individual who, because of physical disability, has been issued a parking placard, to the extent of its duration, by the DMV.
Division	The Department of Administrative Service's Facilities Division.
Downtown Eugene Area	That area within the City of Eugene bounded by Third Street on the north, Fairmount Street on the east, 24th Street on the south and Washington Street on the west.
Downtown Portland Area	That area within the City of Portland bounded by Hoyt Street on the north, the Willamette River on the east and I-405 on the south and west.
Downtown Salem Area	That area within the City of Salem bounded by Market Street on the north, 17th Street on the east, Mission Street on the south and the Willamette River on the west.

DMV	The Driver and Motor Vehicle Services of the Oregon Department of Transportation.
Lloyd District	That area within the City of Portland bounded by Broadway on the North, N.E. 16th on the east, I-84 on the south and Martin Luther King Jr. Blvd. on the west.
Official Work Station	<p>The building, office, assembly point or other similar location to which a State Employee is:</p> <p>(a) permanently assigned, or;</p> <p>(b) is not permanently assigned but is scheduled to report for work at a designated location for five or more consecutive business days.</p>
Parking Facilities	Any lot, grounds, structure, area or other property managed, controlled or administered by the Department and used or available for the storage of vehicles, principally automobiles, motorcycles or bicycles. Parking Facilities shall also include additional facilities designated by other state agencies to be managed, controlled or administered by the Department.
Reasonable Accommodation	The Department shall assign parking spaces to Disabled State Employees who register with the Department for a parking space in the Parking Facilities, as close as reasonably possible to the building entrance of the Official Station of the employee. Each parking space assigned to a Disabled State Employee shall be appropriately striped, including access aisles, if necessary.
Recognized Service Date	The date reflecting an employee's time in state service as officially determined by their Personnel Department.
State Agency	Any elected or appointed officer, board, commission, department, institution, branch, or other unit of the state government.
State Employee	Any employee, officer, board or commission member, agent, or volunteer worker of the State of Oregon; or any individual assigned to, or by, a State Agency, whether temporarily or not, by his or her regular employer.

POLICY

I. Parking Management:

- A. The Division's Parking Program shall review Department controlled parking facilities annually to determine user fees. Fees for parking will be regulated by Division 90 and other Administrative Rules. Fees will be charged whether those parking are state employees or not.

Generally, the Division will manage and charge for all parking spaces associated with any office quarters controlled by the Department if all of the following conditions exist:

1. The Division determines that there is a sufficient market for commercial parking within 5 blocks of the office facility and that it is in accord with the community standards to charge for parking;
 2. Such office facility is occupied solely by state tenants;
 3. The associated parking is for the exclusive use of the state tenants and customers; or parking associated with an office facility housing both state and non-state tenants is unreserved, but the lessor or the building owner has assigned or is willing to designate specific areas of the parking lot or specific parking spaces in the lot to each tenant of the building; and
 4. The state tenant's portion of such parking is grouped together for easy signage and control.
- B. The Parking Program **will not manage** parking for office facilities if:
1. The office facility is occupied by both state and non-state tenants; and
 2. The associated parking for the building is for common use by all the building tenants; or
 3. If there is insufficient market for commercial parking; or
 4. If State Parking Policies vary from the city and/or community standards, such as charging for parking when there is an availability of free parking near the office facilities.
- C. When appropriate, the Manager of the Parking Program may designate a parking agent who will make all the forms for the State Parking Program available to agency building tenants. The designee shall serve as a liaison person with the Division for the State Parking Program.
- D. If parking for Department leased office facilities is managed by the Division, the Division

will negotiate with the lessor to ensure that parking is maintained and improved to comply with applicable codes, including fire and life safety codes.

- E. For each location or facility the Division decides to charge for parking, the Division shall manage such parking according to the model provided under sections II. et. seq. of this Policy.

II. Fees for Parking:

- A. **Automobiles:** Except as provided in OAR 125-90-0100, parking subject to the provisions of this policy shall be leased by the Department on a monthly or daily basis.

The Department shall establish the fees to be charged for motorized vehicles, including Motorcycles, in accordance with the provisions of ORS Chapter 276 and OAR 125-090-0200. In so doing, the Department declares that there is a market for Commercial Parking within 5 blocks of the office facility in each of the Cities of Salem, Portland, and Eugene.

- B. **Bicycles:** The Department provides open bicycle racks at certain Parking Facilities in the Cities of Salem, Portland, and Eugene. There is no charge for the use of these racks.

The Department additionally provides secured rooms containing bicycle racks in the Capitol Mall Area and in the City of Portland. Lockers are provided in the Capitol Mall area as well. The Department shall establish fees for parking bicycles in these facilities. Users shall be responsible for securing their bicycles from theft through the use of locks or chain devices.

- C. **Motorcycles:** Per OAR 125-090-0040, the Department shall establish a single rate for the parking of motorcycles. No motorcycle operator shall park his or her vehicle in any area except those specially designated for motorcycle parking, and a valid permit is properly displayed. However, if the motorcycle operator also has an assigned reserved parking space, he or she may park the motorcycle in that reserved parking space.

III. Car Pool Incentives:

- A. In order to discourage the use of single occupant vehicles and to encourage the use of Car Pools, the Department may offer Car Pool incentive reductions to the base rate established in OAR 125-90-0020(1). Such reductions will be based upon the number of participating employees in each Car Pool. In order to qualify for an incentive reduction each Car Pool must:

1. Include at a minimum two employees, at least one of which must be a State Employee, and all of which must work in the same locale, which is either the Capitol Mall Area and/or Downtown Salem Area, Lloyd District and/or Downtown Portland Area or Downtown Eugene Area; and
2. Certify, semi-annually, in writing to the Department the composition of the Car Pool,

and that the Car Pool operates with its full membership riding no fewer than two-thirds of the working days in the calendar month.

- B. Each certified car or van pool shall be registered with the Department in the name of one of the state employee participants who is designated the principal participant, and who shall be individually responsible monthly to assure that the applicable fees are paid to the Department in a timely manner. Only the principal permit holder is eligible to receive a Car Pool incentive reduction on behalf of any member of his or her Car Pool.
- C. The principal participant shall be responsible for immediately reporting any changes in his/her car or vanpool composition to the Parking Office.

A Car Pool parking permit or assigned reserved space may be transferred to another state employee participant if the participant has been a member of the Car Pool for a minimum of six months, and becomes the principal participant in whose name the Car Pool is registered. The group must continue to meet the conditions outlined in section (A) of this policy. The new principal state employee participant must submit in writing to the Department the composition of the new Car Pool membership at the time the parking permit or assigned reserved parking space is transferred.

- 1. Subject to the discretion of the Department, a parking space previously assigned to a Car Pool may be transferred to an individual state employee participant of the subject Car Pool, if:
 - a. No other transfer of the Car Pool parking permit or assigned reserved parking space, as described in subsection (1) of this section, is requested;
 - b. The participant requests to retain the parking space; and
 - c. The participant has been a member of the subject Car Pool for at least the two immediately preceding years.
 - 2. Priority among two or more requesting, eligible participants of the Car Pool, as outlined in subsections (1) and (2) of this section, is granted to the participant who:
 - a. Was the current principal participant of the subject Car Pool;
 - b. Has been a continuous member of the subject Car Pool for the longest time; or
 - c. Held the earliest Recognized Service Date with the state.
- D. The incentive reduction available for Car Pool shall be established and reviewed at least annually, and will be published as part of the schedule of the base rate and surcharges which the Department shall issue under the provisions of these policies.

- E. *Any violation of these policies may subject the principal participant and/or any Car Pool participant to citation, prosecution, and/or cancellation of parking privileges.*

IV. Terms For Use of Parking Facilities

- A. Parking of employee, visitor, commercial service, and state-owned vehicles at Parking Facilities covered in this policy, shall be for official business only, unless other arrangements are made in advance with the Parking Program. Persons who fail to comply with this policy shall forfeit their parking privileges and may be subject to the enforcement provisions specified in OAR 125-90-0130.
- B. The Facilities Division Parking Program shall issue permits to qualify the holder for specified parking privileges as noted on the permits. Permits generally allow parking in the designated lot or space from 7:00 a.m. to 5:00 p.m. weekdays. No vehicle shall be parked in any managed parking facility during these hours without the vehicle visibly displaying a valid parking permit, except for reserved parking which does not require a permit. Motorcycles shall be parked in areas designated or permitted for motorcycle parking or use a reserved space, and must display a valid parking permit.
- C. The Department may establish charges for nighttime and weekend parking when the demand and the estimated revenues are sufficient to warrant the additional administrative expenses. Rates established for such nighttime and weekend parking shall reflect local market conditions for commercial parking. Where such nighttime and weekend parking charges are established, holders of monthly parking permits for daytime use may park at night or on weekends without paying any additional charge. All others are required to pay the amount, which may be specified in the schedule of parking rates and surcharges to park at night or on weekends where such charges have been established.

The following conditions shall apply to nighttime and/or weekend use of parking facilities under this Policy:

1. No individual reserved space assignments shall be honored.
 2. The Department expressly rejects any liability for personal safety of an individual user or for property damage to any automobile or accessory.
- D. Except for car pools, as specified in this Policy, parking permits issued by the Department shall not be transferred to any other person. No assigned parking privilege may be subleased to any other person.
- E. Replacement permits will be issued to monthly parking patrons when they are lost or stolen. A fee will be charged for each replacement permit.
- F. The State of Oregon, Department of Administrative Services and its officers and employees are not responsible for any accident or damage to any vehicle, theft or personal injury resulting from the use of any parking facility under this Policy.

- G. The Department reserves the right to issue and post rules at each parking facility which shall govern the specific use and operation of such facility.
- H. Disabled state employees must submit a copy of their DMV parking placard to the Parking Program Office in order to obtain priority status as specified in OAR 125-90-0110. Disability parking privileges expire upon the expiration date indicated on the DMV parking placard on file in the Parking Program Central Office. At that time the state employee may be reassigned to another parking space or placed on a waiting list, based on the priority specified in OAR 125-90-0110.
1. Use of disabled parking spaces is limited to visitors of state office buildings.
 2. Highest priority is given in assigning parking spaces to disabled state employees and in ensuring that an accessible route from the parking space to the employee's work station is provided.
 3. Disabled employees will be assigned a parking space as close to the building entrance as possible and will be required to pay the appropriate parking.
 4. Disabled employees conducting business in another state building will be allowed to use the disabled accessible or metered spaces free of charge. The DMV placard must be displayed.
 5. Visitor parking, whether disabled accessible or metered, is free of charge whenever:
 - a. A disabled State Employee visits a state facility;
 - b. The state facility is not the employee's Official Station, and;
 - c. A valid DMV parking placard is properly displayed.
 6. Any Disabled State Employee who is not assigned parking with the Department of Administrative Services is not authorized to use their DMV placard within 3 blocks of their official workstation.
- I. **State CashKey Program.** The CashKey is a debit (pre-paid) parking system designed for use in parking meters. The reusable keys can be purchased at State Parking, Department of Administrative Services, 1225 Ferry St., SE Salem, OR 97301-4281; 503/378-5090. The cash value of the CashKey can be programmed in increments of \$10 up to a maximum of \$670. The CashKeys remain the property of the State of Oregon.

V. Payment for Monthly Parking Privileges:

- A. Payment for monthly parking permits is due by the first calendar day of each month. Parking privileges shall be canceled if the payment is not received in the Parking Office by the fifth calendar day of the month.
- B. Employees who are on the Oregon State payroll system shall pay for parking by payroll deduction, when possible; otherwise, if the Department chooses, through direct cash payments as follows:

- 1. Payroll deduction plan: The State Employee authorizes payroll deduction for parking by signing the required Department forms at the commencement of parking privileges,. This authorization shall remain in force until the employee cancels his or her parking privileges in writing or terminates his or her state employment. Deductions once authorized are automatically made monthly in arrears for parking.

Monthly rates will be prorated to the nearest dollar for persons using payroll deduction who begin or stop his or her parking privileges;

- 2. Cash Payment method: State Employees who begin monthly parking privileges may, at the discretion of the Department, pay for those privileges by cash, check, or money order. Payment is due by the first calendar day of each month. If payment is not received by the fifth calendar day of the month, parking privileges shall be terminated. Such payment shall be made in person or by mail to the Salem Parking Office, 1225 Ferry Street S. E., Salem, OR 97301-4281. Monthly rates will be prorated to the nearest dollar for persons making cash payments who begin or stop his or her parking privileges.
- C. Non-state employee patrons shall pay for parking using the cash payment method provided under B.2.

VI. Payment for Daily Parking Privileges:

- A. Persons who require daily parking in facilities controlled by the Department shall obtain a daily parking permit from the Parking Office. There is also a self-serve ticket machine in the Park and Pay area of the **Yellow** lot (Salem). Payments may be made in person or by mail in advance of need, in the form of cash, check or money order. If the requested daily parking is not available, the request and the payment shall be returned to the patron.
- B. State agencies which require daily parking for Board or Commission members, Volunteers, or Employees for agency certified official state business, may obtain books of special one-day parking permits from the Parking Office in Salem. The cost for the permit books shall be as specified in the Department's schedule of rates and surcharges. When properly issued and completed such permits will entitle the bearer to park for the date of issue only at any Department-controlled parking facility designated on the permit. Any other use constitutes a violation of this Policy and shall be subject to enforcement shall be subject to enforcement provisions under XI. of this Policy.

VII. Permit Cancellation:

- A. Monthly permits may be canceled at any time. However, all cancellations must be submitted in writing to the Salem Parking Office and must be accompanied by the actual permit/sticker before cancellation is effective.
- B. Any refund due the individual surrendering a monthly permit will be prorated to the next nearest dollar.

VIII. Other Parking Provided: The Division may provide the following types of additional parking:

- A. Specially marked or designated free parking for temporary use by disabled individuals visiting state offices. Vehicles occupying such spaces shall bear a valid and properly placed parking placard issued by the Motor Vehicles Division.
- B. Free parking for those statewide elected officials who:
 - 1. Park in the Capitol Mall Area, but whose offices are not located in the State Capitol.
 - 2. Park at the Portland State Office Building and whose offices are located in the Portland State Office Building.
- C. Time-limited free or metered spaces for use by persons transacting business in state offices. No state employee shall abuse this class of parking.
- D. **Commercial Service Vehicle Parking:** Free spaces designated for commercial loading and service vehicle use only. Service vehicles identified with the name of the company on the vehicle may park in designated service stalls for time limits specified on signs while servicing state agencies in the Capitol Mall. A service permit issued by the Department of Administrative Services must be displayed if the vehicle is not clearly marked. **Notes and business cards displayed on the dash are not valid substitutes.**
 - 1. Permits are required for service vehicles at state meters if parked in excess of the maximum lawful parking time designated on the meter. While parked at the meters, coins must be deposited. Vehicles parked at expired meters will be cited. Vehicles displaying a valid service permit will not be cited for "meter feeding."
 - 2. Loading zones may only be used while loading or unloading equipment and supplies. Once that has been completed, the vehicle must be moved from the loading zone. Activity must be evident at the vehicle within any 10-minute period of time or the vehicle will be cited.

3. Service Vehicle Permits are Valid at Capitol Mall Area Service Stalls listed below:
 - a. Administrative Services Building Lot (DAS East) (east side);
 - b. Administrative Services Building Structure (DAS West) (service drive);
 - c. Archives Building (next to meters, loading dock);
 - d. Employment Building (loading dock);
 - e. Human Resources Building (underground north entrance);
 - f. Justice Building (south entrance);
 - g. Labor & Industries Building (loading dock ramp, north side of building);
 - h. Library/Labor & Industries Building (service drive between buildings).
 - i. ODOT Mill Creek (front row by loading dock);
 - j. Public Service/ODOT Buildings (service drive between buildings, PSB side only).
 - k. Public Utility Commission Building (northeast side loading dock area);
 - l. Revenue Building (underground, loading dock);
 - m. Veteran's Building (adjacent to meters at entrance);
 - n. Water Resources Building (east entrance).

4. Service Vehicle Permits are valid at state meters with coin deposit listed below
 - a. 1200 Block Ferry Street
 - b. Administrative Services West Building Structure (upper level)
 - c. Archives Building
 - d. Capitol Mall Parking Structure
 - e. Employment/State Lands Building
 - f. ODOT Mill Creek
 - g. Public Utility Commission Building
 - h. Veterans/Agriculture Buildings
 - i. Water Resources Building
 - j. State parking meters in the Capitol Mall area, with the exception of the Capitol Mall Parking Structure meters and meters 5 - 14 at ODOT Mill Creek, are marked with a wide band of blue tape on the meter pole.

5. Service Vehicle Permits **are not** valid at:
 - a. Department of Administrative Services "maintenance vehicle only" stalls;
 - b. 30 minute meters;
 - c. City of Salem meters (on street);
 - d. Green, Red, Yellow Lots or Ferry Street Structure Rooftop;
 - e. Any designated reserved area.

6. Service permits **will** be issued to commercial businesses for equipment service, building repair, or pickup/delivery of goods. Service vehicles can be a company owned or a private vehicle used by company staff.

7. Service permits **will not** be issued to:
 - a. State/local government agencies. Exceptions may be granted on a case-by-case basis for agencies providing central services to all state agencies, i.e., mail delivery, printing, telecommunications;
 - b. Consultants hired by a state agency;
 - c. Private/commercial businesses for personal deliveries (i.e., flowers, dry cleaning, food catering).

- E. Department of Administrative Service's **Maintenance Service Vehicles** are identified by a blue sticker located on the back bumper of the van and/or car. These vehicles are authorized to park:
 1. In stalls marked "DGS Maintenance Vehicles Only."
 2. In stalls marked "Service Vehicle" (excluding Annex Service Stalls).
 3. In metered stalls (excluding Ferry Street, Salem, OR meters).

IX. Priority in Assignment of Parking Spaces:

The Department shall observe the following priority when leasing newly available parking spaces:

1. Disabled State Employees;
2. State Agency held state cars which receive frequent daily in and out use, or are regularly used by volunteers or field office personnel;
3. State Employees whose agency director, or designee, certifies that the employee must have a vehicle at the work site.
4. State Employees currently parking with the Department who are:
 - (a) moved to another location within the Capitol Mall Area (Salem), the Eugene State Office Building and/or the Portland State Office Building;
 - (b) Who transfer from one State Agency to another with the Capitol Mall Area (Salem), the Eugene State Office Building and/or the Portland State Office Building;
 - (c) who request to be relocated within the same parking lot;
 - (d) who return from leave without pay after a maximum of three months absence, or
 - (e) who request the use of alternative modes of transportation for a maximum of three months.
5. Car Pool vehicles with three or more State Employee riders;
6. Car Pool vehicles with two State Employee riders;
7. Car Pool vehicles with one State Employee rider;
8. Car-Pool vehicles with persons who are not State Employee riders;

9. Single occupant State Employee vehicles; and
10. Single occupant vehicles with no State Employees.

Note: The Department may exercise its own discretion in assigning spaces to independent contractors in state-owned facilities who provide service to all building tenants. The Department may also exercise its own discretion in assigning spaces by giving building tenants, whether or not State Employees, priority over non-building tenants in Parking Facilities.

X. Safety Rules: all users of parking facilities shall observe the following safety rules:

- A. The Oregon Basic Rule governing the operation of motor vehicles applies to use of all vehicles in all Department parking facilities.
- B. Pedestrians have the right-of-way.
- C. Automobiles are to be headed into the curb unless parking in the area is designated otherwise.
- D. Maximum speed shall be ten (10) miles per hour unless a slower maximum speed is posted.
- E. Users shall follow all directional arrows, signs and posted instructions.
- F. The State of Oregon, Department of Administrative Services and its officers and employees are not responsible for any accident or damage to a vehicle, theft, or personal injury resulting from the use of any parking facility under this rule.

XI. Enforcement:

- A. The Department shall administer these rules in designated Parking Facilities, with either its own personnel or by agreement with other state agencies, public jurisdictions or private concerns to provide such services.
- B. The Department may enter into agreements with local jurisdictions to adjudicate parking citations issued in accordance with these policies. Agreements are in force with:
 1. The City of Salem to cover the Parking Facilities in the City of Salem, in accordance with Salem Revised Code, Chapter 102. Citations shall be issued and prosecuted in the Municipal Court of the City of Salem.
 2. Multnomah County to cover the Parking Facilities at the Portland State Office Building. Citations shall be processed and prosecuted in the District Court of the State of Oregon for Multnomah County.
 3. The City of Eugene for Parking Facilities within the City of Eugene. Citations shall be processed and prosecuted in the Municipal Court of the City of Eugene.

- C. Parking Facilities shall be subject to all local parking and traffic ordinances. Such ordinances are adopted and made part of this policy.
- D. Bails and penalties shall be as indicated on the citation.
- E. Vehicles found to be in violation of these policies may be impounded in place or towed away. If, within three days after a vehicles has been impounded, no person has appeared to claim and establish ownership or right to possession thereof, the Department shall research the name and address of the person entitled to possession of such vehicle and shall send notice to such person by mail at his or her last known address. The notice will indicate the location of the impounded vehicle, the amount of the delinquent parking fees, fines, bail costs, penalties, impoundment costs and other accrued charges against the same, and shall ask if the owner wishes to regain possession of the vehicle by paying such costs. Release of the vehicle will be made only upon receipt of such payment. Unclaimed vehicles will be disposed of in accordance with law.

XII. Waiting Lists

1. **Recognized Service Date**

Recognized Service Date is used as the “date of request” for waiting lists for the following lots that serve more than one agency building such as the Capitol Mall Underground Parking Structure, the Red, Green and Yellow Lots, and the Ferry Street Structure Roof Top.

2. **Date of Request**

Waiting lists for other lots that serve only one agency building will be prioritized as of the date the actual request is made. A request to change a lot does not affect the original date of request. The employee must qualify by working in the building where the parking is located such as Mill Creek ODOT, PUC, Executive Building Lower Level, Employment Well, Agriculture Basement, Veterans’ underground, Revenue underground, etc.

Parking at new facilities (build or leased) is offered first to those moving to the building. Assignments are made based on a list supplied by the agency at the time of occupation. We ask the agency to use our Priority System (OAR 125-090) and the employees actual “recognized service date” as a basis for the initial list. The spaces are divided between the various agencies or divisions occupying the building based on the number of FTEs in each group. Once the move is complete, any new requests for parking are assigned by State Parking from the waiting lists based on the “date of request.”

PROCEDURE:

Responsibility

Action

State Parking Program

1. Provides the Administrator with the information specified under Facilities Division section I. A.

2. Determines if any Department controlled facility parking should be managed and charged by the Division under Policy I.
3. Designates a parking agent or Transportation Coordinator at each location or facility outside the City of Salem when needed to serve as an agent of the Salem State Parking office.
4. Maintains a current inventory of all parking spaces subject to this Policy. Such inventory shall include maps or line drawings of each facility showing each parking space with applicable notes for any special use designations or use restrictions.
5. Reviews and publishes schedule of parking rates and surcharges.
6. Processes parking permit applications and issues parking permits.
7. Makes parking space assignments per priority provided under IX. of this Policy and issues all parking permits.
8. Charges for use of the parking facilities subject to this Policy according to a current schedule of parking rates and surcharges.
9. Maintains and collects or contracts for collection from the Department controlled parking meters, if applicable.
10. Administers car or vanpool incentive program provided under this Policy and reviews program effectiveness.
11. Provides legislatively authorized level of parking facility security services, including patrol of facilities and enforcement of parking regulations provided under this Policy.
12. Sells to agencies, books of one-day parking permits which are usable at the Department-controlled and designated spaces, where applicable.
13. Encourages the use of alternative modes of transportation.
14. Works toward minimizing traffic congestion and energy waste.

\\EAST_PDC\Facilities\PARKING,Swhorton\Policy and Procedure\125-6-504_Park_Draft.doc 11-29-2000