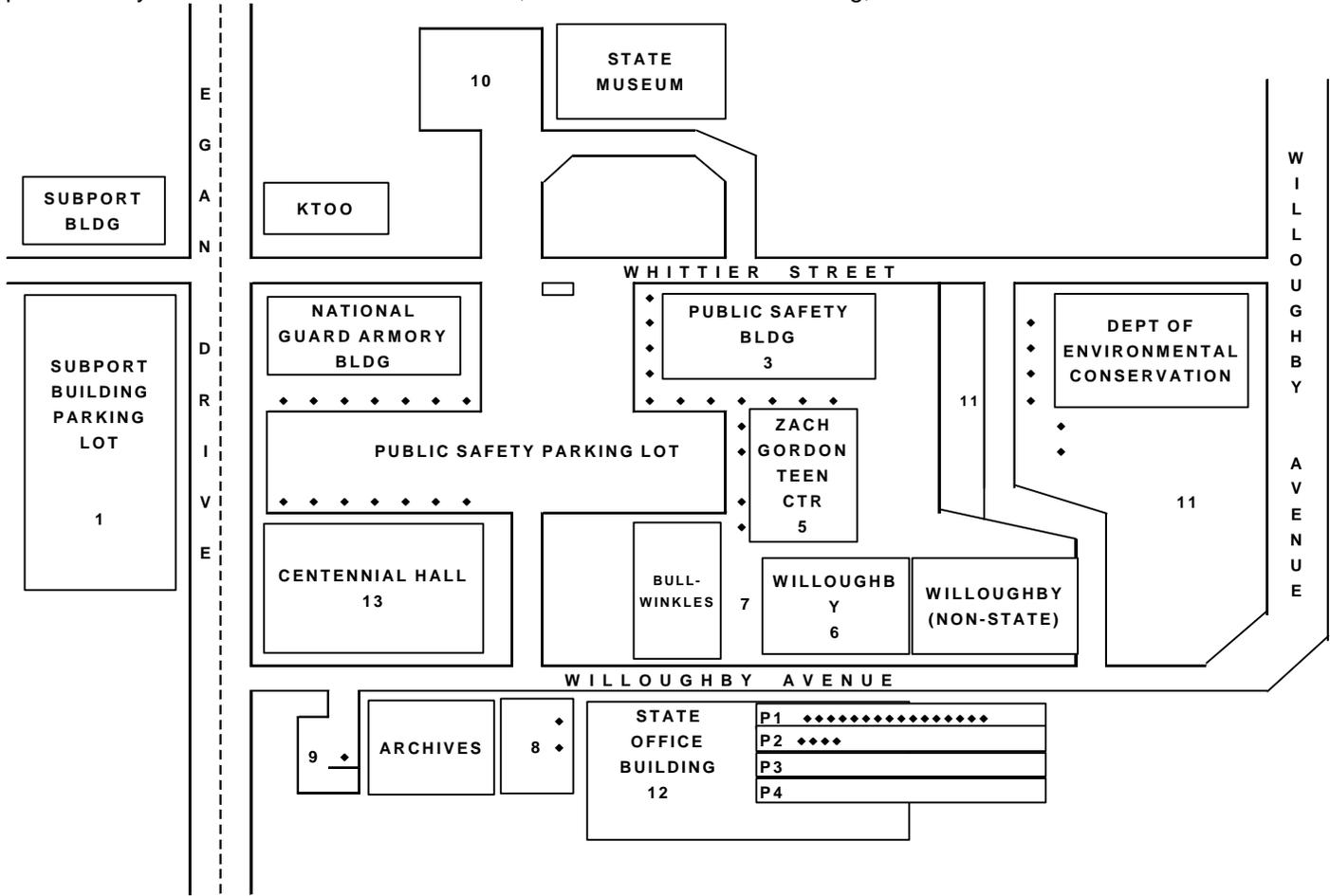


## STATE EMPLOYEE PARKING AREAS IN THE VICINITY OF THE JUNEAN STATE OFFICE BUILDING

The numbered parking lots identified on this map are available for general State employee parking. To park in these spaces you must have a current State parking sticker or a temporary permit issued by General Services displayed in your window. Follow any parking sign with directions within the lot. Upon termination of employment, transfer to another State office, or sale of vehicle, please notify the Division of General Services, 7th floor State Office Building, 465-2250. Unauthorized vehicles will be ticketed.



◆◆ denotes reserved areas  
PARKING LOTS:

- 1. Support Parking Lot - Open public parking. No sticker required.
- 2. National Guard Bldg - As posted.
- 3. Public Safety Bldg - First row around the building is reserved.
- 4. Armory Parking Lot - Open parking available for State employee parking.
- 5. Zach Gordon Center - First row is reserved for club employees.
- 6. Willoughby Bldg - 5 visitor parking spaces and 20 open parking available for State employee parking on ground level.
- 7. City owned - **During Legislative session approximately January 1 thru May 31:** Parking for legislative staffers only.
- 8. Archives Building - 2 spaces for Archives visitors. 2 open parking spaces for State employee parking. 1 space reserved for DOE Commissioner.
- 9. Archives Lot - 9 open parking spaces are available for State employee parking, 2 spaces reserved for archives business.
- 10. State Museum - **From May 18 to Sept. 30:** 23 spaces reserved for Museum visitors & 17 open spaces for State employees.  
**From Oct. 1 to May 17:** 10 spaces reserved for Museum visitors & 30 open spaces for State employee parking.
- 11. DEC Parking Lot - 4 spaces reserved for executives, 3 reserved for DEC visitors, 7 spaces reserved to State vehicles and 151 open spaces available for State employee parking.
- 12. State Office Building Parking - P1: Executive decal required. 15 spaces reserved for visitors.  
P2: 13 spaces reserved for Commissioners. 10 spaces reserved for State owned vehicles.  
P3: Open parking available for State employee parking.  
P4: Open parking available for State employee parking.
- 13. Centennial Hall - This row of parking is reserved for Centennial Hall patrons only. As posted.

# **JUNEAU PARKING POLICY AND STATE PARKING PERMIT REQUIREMENTS**

---

In order to park in the State's general parking pool or an area reserved for State employee parking you must have a State parking permit displayed in your vehicle. To receive a State parking permit the following requirements must be met:

1. You must be a State of Alaska employee located at a work site utilizing the Juneau parking facilities.
2. You must have the vehicle registered in the State of Alaska with State of Alaska license plates. (The only exception to this rule is if the vehicle's owner is in the Coast Guard and does not claim Alaska as home of record).
3. A parking control card for each vehicle that you plan to park in State parking must be completed and on file with the Division of General Services. (Available from the Division of General Services, 7th floor, State Office Bldg.)
4. You must have the current registration for the vehicle with you at the time of application for a parking permit. Your name must be on the registration. If it is not, you need to obtain a written statement from the person whose name is on the registration giving permission to you to use the vehicle.
5. Executive parking permits are issued to Commissioners, Deputy Commissioners, Directors, Deputy Directors and other employees who are the functional equivalent of a Deputy Director and who are range 23 or higher. They must also meet the above requirements 1 through 4.
6. Employees will be issued one parking permit that may be used in any car that they have registered with the Division of General Services. Display the permit by hanging it from the inside rear view mirror. The permit can also be used in vehicles that are for temporary use, i.e., rental cars or borrowed vehicles.
7. Upon separation from State employment, the parking permit must be returned to the Division of General Services. Unauthorized parking permit users are subject to ticketing, towing, disciplinary action, or loss of parking privileges.
8. **Only one parking permit is issued to a State employee.** Parking permits are not meant for the use of those who do not qualify for the permit.

**Example:** A State employee who qualifies for an executive parking permit will be issued one parking permit for use in their vehicles. If they are not executives, but are employees, they can park in other spaces. **If they are not State employees, they are not authorized to park in State spaces even though the vehicle has an old decal, or someone else's permit displayed.**

9. Parking permit colors will be changed periodically.

## **WHERE TO GET YOUR PARKING PERMIT**

The Division of General Services issues parking permits to State employees at the receptionist desk on the 7th floor of the State Office Building. When you need a permit, please visit the Division between 8:00 a.m. to 4:00 p.m. You may telephone us at 465-2250 or 465-5694 if you have questions.

## **TEMPORARY PARKING PERMITS**

Seasonal and non-permanent employees are issued temporary parking permit cards for the duration of their seasonal or temporary employment. These permit cards must be returned upon termination of employment.

## PARKING FOR EMPLOYEES WITH DISABILITIES

Eight parking spaces on P2 are reserved for employees with disabilities that possess a Handicapped Parking Permit issued by the Division of Motor Vehicles and an employee parking decal. In order to park in these specially marked spaces, employees with disabilities must provide a copy of their Handicapped Parking Permit, a copy of vehicle registration and obtain an employee parking permit.

General Services will issue State employees with temporary or **short term disabilities** (surgery, crutches, etc.) temporary disability parking cards. (The Juneau Police Department also issues temporary disabled parking permits.) To receive a temporary disability parking card from General Services you must provide a doctor's slip stating your need for the permit and the dates the permit will be required. Extensions will be granted upon receipt of a note from your doctor indicating the extended dates. The parking spaces for employees with temporary disabilities are located on level P2. In addition to the temporary disability parking card a State permit is also required to be displayed in your vehicle. **(Parking for the disabled is only available for State employees with disabilities that display both a temporary disability parking card and a parking permit. Others will be ticketed and/or towed).**

## VISITOR PARKING

Visitor parking is available on T Deck for up to three hours. If some unusual circumstance occurs which prolongs the visit beyond three hours, the visitor should contact Security at 463-5600. Visitor parking is for visitors. **If you have been issued a State parking permit you should not park in visitors parking.**

## CONTRACTOR PARKING

Since contractors are not State employees, they are not issued employee parking permits. They may park in State facilities as follows:

MHLT SUB-PORT PARKING: This parking is open to the public and is available for parking during the day.

OTHER: If the contractor has work in the State Office Building or other State office utilizing Juneau parking on a full time basis for an extended period of time, a temporary parking card may be issued by General Services. The contracting agency must provide a memo explaining the extent and duration of the contract and why sub-port or visitor parking for the contractor is not practical.

## WHERE TO PLACE YOUR PARKING PERMIT

1. Hang the permit on the rear view mirror attached to the front windshield. The number should face towards the front of the vehicle. Temporary permit cards are to be taped to the front window lower passenger side corner.
2. Motorcycles need not display decals, but registration and license plate number must be on file at General Services.

## WHERE TO PARK

There are a number of State owned and leased buildings in the core area of Juneau with parking available to permit holders. **All parking designated as a part of the State's general parking pool is open, unassigned, first-come, first-served for State employees who display their valid parking permit, except where "RESERVED" is designated for State vehicles, executives, persons with disabilities or visitors.**

## PENALTIES

When you park in an unauthorized location or park without an authorized permit, you will be subject to a Uniform Traffic Citation in violation of Alaska Administrative Code parking regulations, a fine of up to \$10.00, loss of parking privileges, towing and impoundment of your vehicle, and/or disciplinary action.

State parking is patrolled by building security. They can be reached at 463-5600.

## LONG TERM PARKING

Long term parking or storage of vehicles in parking areas is prohibited. With the exception of personnel working night shifts, **no overnight parking is allowed.**

### PARKING AT SPECIFIC LOCATIONS

#### 1. STATE OWNED FACILITIES

##### A. THE STATE OFFICE BUILDING

Thirteen parking spaces are reserved for Commissioners on P2. One space is assigned to each department's Commissioner except for Law, Natural Resources, and Public Safety. These reserved spaces may be used only by the Commissioner or Acting Commissioner of the department for which the space is reserved. If the Commissioner authorizes an Acting Commissioner to use the space, they must advise the security contractor (463-5600) of the Acting Commissioner's license and parking permit numbers. Vehicles other than those registered in the name of the Commissioner or Acting Commissioner will be ticketed by the security officers.

Executive State employees displaying executive parking permits are authorized to park on the first level, excluding specifically reserved spaces. Executives may park in the visitors area when executive parking is full.

All State employees displaying a parking permit are authorized to park in general parking spaces in the facility above the first parking level, not specifically reserved for State vehicles, executives, persons with disabilities or visitors.

There are reserved parking spaces on the second floor for persons with disabilities. These spaces are not specifically assigned.

#### STATE OFFICE BUILDING PARKING LEVELS

<u>First Level</u> :	101 - 163 permits	Reserved for executive employee vehicles displaying parking permits
<u>T Deck</u> :	T01 - T15 T17 - T29	Visitors parking only (three hour limit) Reserved for State employee vehicles displaying parking permits
<u>Second Level</u> :	201 - 211 212 - 224 225 - 233 234 - 242  243 - 258	Reserved for State employee vehicles displaying parking permits Reserved for Commissioner's vehicles displaying parking permits Reserved for State employee vehicles displaying parking permits Reserved for State employees with disabilities and visitors with disabilities. This area may be adjusted to meet needs. Vehicles must display special license plates or possess a temporary disability parking permit and a state parking permit. Reserved for State employee vehicles displaying parking permits
<u>A Deck</u>	A01, A04-A10 A02 - A03 A11 - A20	Reserved for State employee vehicles displaying parking permits Reserved for State employee motorcycles with registration on file State owned vehicles
<u>Third Level</u> :		Reserved for State employee vehicles displaying parking permits
<u>Fourth Level</u> :		Reserved for State employee vehicles displaying parking permits

**STATE OFFICE BUILDING AFTER HOURS PARKING:** With the exception of personnel working night shifts, no overnight parking is allowed. Effective January 1, 1998, a pilot project begins for employees who work the night shift and park in the State Office Building parking structure. *Effective January 1, 1998*, levels P1 and P2 in the State Office Building parking garage will be designated as the levels for after hour parking (6:00 p.m. until 6:00 a.m.). The Department of Transportation will ensure that these levels will be well lighted during these hours. Levels P3 and P4 of the parking structure will be minimally illuminated between these hours. Employees working in

the building during the evening and early morning hours are encouraged to park on P1 or P2, and not on P3 and P4. In addition, building security will concentrate their foot patrols and drive through patrols on levels P1 and P2.

## B. SUPPORT PARKING LOT

All of the parking is opened to both the public and State employees.

## C. ARMORY PARKING LOT

Open parking is available for State employee parking except where designated by the City and Borough of Juneau for Centennial Hall, The National Guard Armory, Public Safety, and the Zach Gordon Youth Center. There are reserved spaces for executive, visitor, employees and visitors with disabilities abutting the parking in front of the Public Safety building.

## D. CITY OWNED PARKING BETWEEN WILLOUGHBY BUILDING AND BULLWINKLES

This lot is owned by the City of Juneau. It is unavailable to State employee parking except as authorized through the City. Contact the City to obtain information on using this lot.

## E. STATE MUSEUM

From May 18 through September 30: 23 spaces are reserved for Museum visitors and 17 open parking spaces are available for State employee parking.

From October 1 through May 17: 10 spaces are reserved for Museum visitors and 30 open parking spaces are available for State employee parking.

These 13 seasonally convertible spaces are located in the center of the lot. Nine parking spaces located at the end of the lot closest to the Armory are reserved for visitors and are not available for State employee parking.

## F. ARCHIVES

Two open parking spaces located adjacent to the State Office Building are available for State employee parking. Two parking spaces adjacent to the State Office Building are identified for visitor use and are not available for employee parking. One space is for the Commissioner of Education. Nine open spaces located on the hotel side of the Archives building are available for State employee parking. Two spaces are reserved for Archive visitors. Parking specifically reserved for Archives' vehicles or the Department of Education are not available for employee parking.

## G. COURT PLAZA PARKING GARAGE (2ND AND GOLD STREET)

Contains 27 open parking spaces, 15 reserved spaces and 1 disabled space, upper and lower decks.

## 2. STATE LEASES

There are a number of State leased buildings in the core area of Juneau. The State has received with each lease a specific number of parking spaces based on the amount of space leased.

**All parking acquired as part of State leases goes into the general State parking pool.** This is open for State employee vehicles displaying parking permits on a first - come, first - served basis, except where designated as reserved. Lease have varying expiration dates. At the time of this revision these are the current allocations with leased spaces. Lease space parking is subject to change in accordance with lease expirations.

### DEPARTMENT OF EDUCATION (GOLDBELT BUILDING)

Contains 93 off-street open parking spaces available for State employee parking. A total of 12 spaces allocated to an executive parking pool. Visitors parking is allotted one space.

## DEPARTMENT OF LABOR BUILDING

Contains 144 off-street open parking spaces available for State employee parking. A total of 15 spaces are allocated to an executive parking pool. Visitors parking (30 minutes or 2 hours) is allotted two spaces.

## DEPARTMENT OF ENVIRONMENTAL CONSERVATION BUILDING (410 WILLOUGHBY AVENUE)

The parking around the DEC building contains three spaces reserved for visitors, seven spaces reserved for State vehicles and four spaces reserved for the executive parking pool. It also contains 151 open off-street parking spaces available for State employee parking.

## DEPARTMENT OF FISH & GAME (WEST 8TH STREET)

One hundred forty five parking spaces are available for State employee parking.

### **AUTOMOBILE DAMAGES/THEFTS**

Parking at a State facility is at your own risk and the State has no responsibility or liability for damage or theft.

If your car gets damaged or stolen, report it to the Juneau Police Department at 586-2780 and building security at 463-5600.

Questions and comments may be directed to the Department of Administration, Division of General Services, phone number 465-2250 or 465-5694.