

## **ROBERT B. ATWOOD**

### **PARKING DESCRIPTIONS & ENFORCEMENT POLICY**

The parking areas designated to the Robert B. Atwood Building consist of Lot 79, Lot 102, secured underground garage, and 580 leased parking spaces from MOA:

#### **DESCRIPTION**

**Lot 79** 31 Surface Spaces

Reserved for Visitors, Handicap, and Workplace Accommodation parking

**Lot 102** 252 Surface Spaces

Assigned to Private Tenant, State of Alaska, Visitors and Workplace Accommodation parking

**Garage** 81 spaces- Atwood Executive Parking

The Atwood Building has an underground parking garage. Access is obtained via the entrance on E. street. Executive permits for the Atwood garage are issued by the Division of General Services upon request.

**Muni-Garage** 356 Garage Spaces

The Department of Administration leases these parking spaces for use by State of Alaska employees. They are located in both the 6<sup>th</sup> and 7<sup>th</sup> Ave garages. Users are required to follow the rules and policy as established and enforced by the Anchorage Parking Authority.

**J.C. Penney** 224 Spaces on the 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> levels

These spaces are located on the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> levels. Users are required to follow the rules and policy as established and enforced by the Anchorage Parking Authority.

#### **ENFORCEMENT**

1. All Atwood lots are monitored and policed by the Building Maintenance Staff (under contract through Building Management.)
2. Building Maintenance patrols State of Alaska employee and private tenant parking areas for violations at a minimum of twice a week and on an as needed basis day to day. Inspections are performed in the morning and afternoons.
3. A patrol of Visitor Parking is performed at a minimum of twice a week and on an as needed basis in the morning and again two hours later. License plates are noted and vehicles found exceeding the two-hour limit are towed.
4. Building Maintenance issues "Warning Tickets" to offenders. All tickets are tracked and logged into a database maintained by building Management; repeat offenders are subject to losing all parking privileges and/ or being towed at the Owner's expense.
5. All snow removal, hauling and sanding of the lots is maintained through a separate Service Contract under Building Management's administration.

6. The underground garage has a zero tolerance policy for any vehicle found without a proper hanging tag. If the vehicle owner cannot be determined, the vehicle will be towed to maintain building security.

*Note: Each State Employee is given a copy of the Parking Rules and Policies and is subject to tickets that are recorded in a database maintained by Building Management. Tickets are issued and or vehicles towed for violations as follows.*

## **STATE OF ALASKA EMPLOYEE PARKING RULES AND POLICY Parking Violations**

A person who violates the parking rules will be subject to a ticket and/or disciplinary actions as listed below.

### **Ticket-Able Offenses**

The following violations are ticket-able offenses when parking in any of the Robert B. Atwood Building Parking Areas

1. Blocking access ways
2. **Atwood Building State Employees and Private Tenants are not permitted to park in designated visitors spaces at any time.**
3. Parking in Handicap parking without proper tags or plates visible (This offense is also called into the Anchorage Parking Authority and carries a municipal fine and ticket.)
4. Parking unevenly, taking up two parking spaces

**The following disciplinary actions will be taken upon discovery of the above violations.**

First Violation Ticket issued. Ticket to remain on record for 12 months.

Second Violation Ticket issued. Building Management notifies your departments Building Advisory Committee (BAC) Member. Ticket to remain on record for 12 months.

Third Violation Ticket issued. Parking privileges will be revoked for a minimum of thirty (30) days at all parking facilities for the Robert B. Atwood Building, if third violation is recorded within 12 months of previous.

Fourth Violation Vehicle towed at owner's expense, if fourth violation is recorded within 12 months of previous three violations.

### **Towing Violations**

In addition to the above, the following violations will result in your vehicle being towed at owner's expense. The State and/or Building Management are not liable for damages as a result of the vehicle being towed. If you feel you have been towed in error, you can speak with the Building Manager.

**Note--- Building Management has final authority over enforcement of this written policy.**

1. Parking in a “Private Tenant” space without a private tenant hanging tag. (State of Alaska is contractually required to provide the Private Tenants their parking spaces; therefore, removal of the vehicle from their spaces is mandatory.)
2. Multiple ticket offenses, 4 or more.
3. Double-parking or parking in a manner that restricts other vehicles from being able to leave and or maneuver safely in the parking lot.
4. Parking without serve hangtag visible.
5. Parking in the Visitor 2 Hour Parking Areas (in Lot 79 and Select areas in Lot 102.)

### **Temporary Parking**

Unfortunately, with parking at a premium in downtown Anchorage, we no longer provide temporary parking passes to visitors of the Atwood Building who will be here longer than 2 hours. There is parking available in nearby parking facilities for a fee.