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Frequently Asked Questions – Employee and Visitor Parking for DOT Employees at Hill Farms

Information as of 2/21/17

Parking at the Hill Farms campus is administered by the Department of Administration (DOA). The DOT Fleet Office serves as the parking coordinator for DOT employees.

- **How do I arrange for a parking spot?**

Send a request for an application to DOTFleetOffice@dot.wi.gov or stop down in the Fleet Office, Room 36B for the form.

- **Where is parking available?**

Parking is available in the parking ramp located to the west of our current office building. Employees are assigned a specific parking stall, and will be charged via an automatic payroll deduction.

- **Will I get a sticker to put in my car(s)?**

Yes, DOA will provide two new green parking stickers that should be displayed in your vehicles. The new stickers are cling on and can be switched between your vehicles. If you currently park in the surface lots, your purple stickers will need to be turned in. DOA will have a desk in the lobby of our current building February 28th and March 1st, where employees can fill out an application (if they have not done so already) and either pick up their new parking stickers or exchange their old parking stickers for new ones. After this time, employees may pick up their stickers at the DOT Fleet Office, in Room 36B.

- **Will there be a lottery for employees to park in the surface lot?**

No, all employees working in the new building interested in parking will be assigned a stall in the structure. Once the parking structure is full there will be a waiting list established. Only employees that will not be moving to the new building (DMV Madison West Service center staff, Summit Credit Union staff, and Cafeteria staff) will use the surface lot and will be assigned stalls.

- **What does parking cost?**

Agency and Employee Assigned stalls in the parking ramp cost \$75/month or \$34.61/pay period. Fees are automatically deducted from your check, pre-tax. There is no need to enroll in flex spending for parking costs. Contractors who are assigned parking must pay \$75.00 per month via a check turned into the DOT Fleet Office (Room 36B) at the beginning of each month.

- **What determines the cost of parking?**

The cost of parking is determined by state statute, which requires that all costs of land acquisition and construction, financing, administration, maintenance and operation are recovered from parking fee revenue.

- **Where will people coming to meetings from off-site park?**

The east surface lot will continue to be available for all DOT visitors. Pay by the hour visitor parking will be available in the parking structure beginning in early April.

- **What if I drive different vehicles to work/more than one vehicle?**

You can provide up to 3 license plates within your parking application. Access to the parking garage is obtained by using your access card. You will receive two parking stickers that are cling on and can be switched between your vehicles.

- **What date does the increase start?**

March 5th, 2017, this is the beginning of the pay period. The opening date of the structure is March 6th, 2017.

- **How will stalls be assigned?**

There will be limited number of assigned Executive Level stalls (similar to the current stalls in the east lot). The remainder will be randomly assigned (taking size of vehicle into account when necessary).

- **Who do I contact if I change my mind and no longer wish to park in the ramp?**

Contact the DOT Fleet Office (DOTFleetOffice@dot.wi.gov).

- **Can I park at the ramp if I don't have an assigned spot?**

No, initially the garage will only be for assigned employee parking, fleet and service vehicles. Visitor parking for an hourly fee will be available in the ramp starting in early April. Please keep in mind this is for visitors not employees.

- **Can I suspend parking deduction if I will be out of the office on a medical leave?**

You will have to cancel your parking permit and re-apply when you return.

- **Can someone else use my spot if I will be out of the office on an extended leave?**

No, you will have to cancel your parking permit and re-apply when you return. Someone else who has applied will get your spot.

- **If someone leaves the department that has a better spot than mine, can I change spots?**

Not at this time.

- **If I only drive to work occasionally can I still purchase daily parking for the surface lot?**

No, that parking is for visitors to the building only and employees who will not be moving into the new building. Stickers will be issued to employees who park in the lot.

- **What are my alternatives?**

- Motorcycle
- Bike
- Bus
- Ride-share
- Van share

- **If I don't have an assigned spot but work extra on nights or weekends, may I park in the ramp?**

No, parking will be available in the east surface lot on nights and weekends only.

- **Where will accessible parking be?**

Disabled visitor parking stalls will be available near the front entrance of our current building and in the east surface parking lot for both visitors and employees. Employees who need accessible parking should request an application and identify their need for an accessible spot per the application process and they will be assigned a spot in the parking ramp when the new building is open.

- **If I check out a state car from the DOT fleet, can I leave my car in the spot?**

Yes.

- **Will there be any surface parking and if so, who can park there?**

During continued construction of the building there will be surface parking available in the east parking lot for all DOT visitors (including DMV customers), and staff parking for functions that will not transition to the new building (DMV Madison West Service center staff, Summit Credit Union staff, and Cafeteria staff).

- **If I have parking now but will not be parking in the garage how do I cancel?**

You must submit a parking cancellation form AND turn in your parking stickers. Forms can be obtained from the DOT Fleet Office.