



## **PARKING POLICY**



**Parking Administration Unit**  
**January 2019**

## Parking Policy Overview

Department of General Services (DGS) Parking Administration Unit (PAU) operates and manages DGS owned parking facilities per [Government Code §14677 & §14678](#). The DGS Parking Policy was created to define policies and procedures governing the assignment, use, and management of parking spaces controlled by the DGS PAU. The policies and procedures found herein were developed to provide equitable parking opportunities and maximize use of all parking spaces in order to accommodate the maximum number of parking permit holders.

For questions or to submit required forms see below for DGS PAU contact information:

- **Business address:** 1416 Tenth Street, 2nd Floor, Sacramento CA, 95814
- **Email address:** [DGSOFAMPARKING@DGS.CA.GOV](mailto:DGSOFAMPARKING@DGS.CA.GOV)
- **Phone:** 1 (844) 832-5423

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## 1. Parking Facilities

### 1.1. Office of Fleet and Asset Management (OFAM) managed Facilities and hours of Operation

#### Northern California

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Type
2	Garage	1416 10th Street Sacramento, CA 95814	Mon-Fri: 5:30 A.M. to 7:30 P.M.	Not Applicable	Parking Lottery
14	Garage	1517 13th Street Sacramento, CA 95814	24/7	Mon-Fri: 6:00 A.M. to 7:00 P.M.	Parking Lottery
24	Garage	1500 10th Street Sacramento, CA 95814	24/7	Mon-Fri: 5:30 A.M. to 10:30 P.M. Sat: 8:00 A.M. to 10:30 P.M.	Parking Lottery
33	Lot	1100 P Street Sacramento, CA 95814	24/7	Not Applicable	Parking Lottery
36	Garage	1500 11th Street Sacramento, CA 95814	24/7	Not Applicable	Waitlist
38	Lot	6th/8th W/X Street Sacramento, CA 95814	Mon-Fri: 6:00 A.M. to 6:00 P.M.	Not Applicable	Waitlist
39	Lot	1130 P Street Sacramento, CA 95814	24/7	Not Applicable	Parking Lottery
40	Garage	1430 N Street Sacramento, CA 95814	24/7	Not Applicable	Waitlist
43	Garage	1214 17th Street Sacramento, CA 95814	24/7	Mon-Fri: 4:00 P.M. to 9:30 P.M. Sat: 11:00 A.M. to 11:00 P.M. Sun: 11:00 A.M. to 6:00 P.M.	Waitlist
50	Garage	1517 11th Street Sacramento, CA 95814	24/7	Not Applicable	Waitlist
55	Garage	800 Q Street Sacramento, CA 95814	24/7	Not Applicable	Parking Lottery
60	Garage	450 N. Street Sacramento, CA 95814	Mon-Fri: 5:30 A.M. to 6:00 P.M.	Mon-Fri: 5:30 A.M. to 6:00 P.M.	Waitlist
61	Garage	1300 I Street Sacramento, CA 95814	24/7	Not Applicable	Waitlist

#### Bay Area

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Type
6	Garage	1515 Clay Street Oakland, CA 94612	24/7	Not Applicable	Waitlist
42	Garage	55 Golden Gate Avenue San Francisco, CA 94102	24/7	Not Applicable	Waitlist (Multi- Tenant)
88	Garage	505 Van Ness Avenue San Francisco, CA 94102	24/7	Mon-Fri: 6:30 A.M. to 6:00 P.M.	Waitlist

## Central Valley

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Type
30	Lot	31 E. Channel Street Stockton, CA 95202	24/7	Mon-Fri: 6:00 A.M to 7:00 P.M.	Available
41	Garage	1025 P St Fresno, CA 93721	24/7	Not Applicable	Waitlist

## Southern California

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Type
15	Garage	300 S. Spring Street Los Angeles, CA 90013	24/7	Not Applicable	Waitlist (Multi-Tenant)
32	Garage	6150 Van Nuys Street Van Nuys, CA 91401	24/7	Mon-Fri: 7:00 A. M. - 7:00 P.M.	Available
49	Lot	345 W. Ash Street San Diego, CA 92101	24/7	Not Applicable	Waitlist
51	Lot	1350 Front Street San Diego, CA 92101	24/7	Not Applicable	Waitlist
52	Garage	320 W. 4th Street Los Angeles, CA 90013	24/7	Not Applicable	Waitlist (Multi-Tenant)

### 1.2. Parking Overnight

Parking Permit Holders traveling on official State business may store vehicles overnight. Prior to overnight parking, the parking permit holder must follow any Department established approval processes, notify the assigned Department Parking Coordinator and/or the DGS PAU and provide the following information: vehicle make, model, color, license plate number, and duration of business trip.

### 1.3. Daily Parking Hourly Rates and Availability

- Daily parking availability is subject to change based on the number of spaces left unused by monthly parking permit holders during daily parking hours.
- Daily parking users may only access lots during the daily parking hours. Parking facilities open 24/7 may only be accessed by monthly parking permit holders after normal business hours.
- Vehicles left after normal daily parking hours will be subject to overnight storage until normal daily parking resumes. Any vehicle left overnight will be charged the maximum rate from the previous day(s) and current day use. After 48 hours, vehicles will be towed at vehicle owner's expense.

### 1.4. Monthly Parking Rates and Payments

- All standard parking fees must be paid via automatic payroll deduction. All payroll deduction fees are pre-tax.
- Prior to commencement of the employees' first payroll deduction, parking fees will be pro-rated based on first day of parking and collected in advance by a credit/ debit card, money order or cashier's check. No cash or personal checks will be accepted.
- In parking facilities where contract employees, retired annuitants, seasonal employees, and student assistants are eligible for parking, these types of employees must pay monthly via invoice by credit/debit card or personal/cashier's check as they cannot be set up with payroll deduction. Payments must be sent to:

DGS Office of Fiscal Accounting  
P.O. Box 989053  
West Sacramento, CA 95798-9053

- State Agencies opting to pay monthly parking charges will be billed through their DGS customer account number (CAN).
- State Employees whose normal work hours are outside of normal business hours (night shift or graveyard) qualify for a 50% reduction in the monthly parking rate for parking during those hours. Contact the PAU for further information or to be signed up.
  - a. Shifts beginning at or after 2:30 p.m. and ending at or around 5 a.m.
- Parking rates are subject to change. Every effort will be made to notify parking permit holders at least sixty (60) but no less than thirty (30) days prior to parking rate increase.

## **2. State Liability and Indemnification**

DGS will not be liable for loss or damage to any vehicle, or contents thereof, parked in DGS facilities. DGS assumes no liability for damage to persons or property arising from parking in a DGS facility.

Parking permit holders agree to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the parking permit holder by reason of the exercise of any rights or privileges granted to the parking permit holder by this permit.

Should any loss or damage occur in a parking facility, the parking permit holder should contact the following:

- California Highway Patrol (CHP): (916) 445-2895
- DGS PAU: 1 (844) 832-5423 (Monday through Friday, 8:00 a.m. – 5:00p.m.)

### 3. Application Process

#### 3.1. Eligibility and Application

Applicants must be either: a state employee, an employee of the Senate, Assembly, or Governor's Office, or an approved State contractor. Parking availability is subject to change due to lot reconciliations. Parking space distribution is based on lot vacancies which are determined by DGS, PAU.

When individuals are offered a parking space they must complete the applicable [DGS OFAM 112 – Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam112.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam112.pdf>) and/or [DGS OFAM 73 – Carpool Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf>) and submit to the assigned Department Parking Coordinator or DGS PAU either in person or via email.

#### 3.2. Monthly Parking Availability, Waitlists, and Parking Lottery

Due to a high demand for parking, many DGS parking facilities are filled to capacity. Parking availability is managed by waitlist or online parking lottery by the DGS PAU with assistance from the assigned Department Parking Coordinator in lots at or above capacity. See section 1.1. to determine current status of parking facilities.

##### **Waitlist Process/Policies**

Waitlists are reserved for tenant employees that occupy the building where the parking structure is located. Parking spaces will be distributed in numerical order as spaces become available. Parking is issued per facility and cannot be traded or swapped for parking in an alternate parking facility location. Once an individual has been offered parking, they may sign up for, or remain on, an alternate waitlist or in a parking lottery to obtain a preferred parking facility assignment.

- Parking spaces are released in waitlisted facilities as cancellations occur. Availability directly correlates with parking space cancellations. As a result of this, the number of names pulled from the waitlist, and how often names are pulled, fluctuates month to month.
- When parking becomes available for an individual on the waitlist, they will receive a notification via email.
- Upon receiving the notification email, the individual must complete the OFAM 112 and submit it within seven (7) business days.
  - a. If the individual fails to reply within seven (7) business days after receiving the email notification, (1) phone call attempt will be made to reach the individual. If no confirmation is received within 48 hours, the offer will be considered declined and the individual's name will be removed from the waitlist.
- Contact the assigned Department Parking Coordinator or DGS PAU to be added to a waitlist. (See 1.1. for locations and Parking Facility hours of operation for facilities that have waitlists.)
- Individuals may be added to a waitlist and be entered in the parking lottery concurrently.

- Only one individually paid parking space is available per person. Current paid parking must be canceled prior to accepting parking at another parking facility. Parking Permit Holders risk losing all parking privileges if found to have multiple parking spaces in their name.

### **Online Parking Lottery System Process/Policies**

The Online Parking Lottery System (OPLS) was established to manage multiple lots in the Downtown Sacramento area. Names are drawn randomly from the online lottery to fill available parking spaces as cancellations occur. Once an individual has been issued parking, they may sign up for, or remain on, an alternate waitlist or re-enter the parking lottery to obtain a preferred parking facility assignment.

- The OPLS covers multiple downtown Sacramento parking garages and lots. Individuals may not request a specific lot to be entered for. When subscribing to OPLS individuals are subscribing to the following downtown Sacramento parking facilities:

*Lots: 2, 14, 24, 33, 39, and 55 (See 1.1. for location and Parking Facility hours of operation)*

- Subscribers to the lottery will remain in the lottery until selected and a parking space is received or requests to be removed from the OPLS.
- The number of available spaces directly correlates with the number of canceled parking spaces. As a result of this, the number of names pulled from the OPLS and how often names are pulled, fluctuates from month to month.
- The OPLS does not guarantee any subscriber a parking space. The OPLS is based on random selection. No name is more likely to be drawn than the next.
- The amount of time registered in the OPLS does not affect chances of being drawn.
- Individuals may only enter the OPLS under one name. If caught with multiple names representing a single individual, he or she may be subject to removal from the OPLS.
- When a name is drawn from the OPLS, the individual will receive a notification via email from the DGS PAU providing them with the information on the number of spaces available in each specific lot.
- Upon receiving the notification email, the individual must complete the OFAM 112 and submit it to the DGS PAU either in person or via email within seven (7) business days.
  - a. If the individual fails to reply within seven (7) business days of email notification sent date, the DGS PAU will make one (1) phone call attempt to reach the individual. If no confirmation is received within 48 hours, the offer will be considered declined and the individual's name will be removed from the lottery.
- To subscribe to the OPLS, follow the prompts on the [DGS Parking Administration Unit website](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Online-Parking-Lottery-System) (https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Online-Parking-Lottery-System).

## 4. General Policy and Rules

### 4.1. Terms and Conditions

- All vehicles entering the parking facility must be registered parking permit holders.
- Parking permits are non-transferable between parties; only the person to whom the permit was assigned can use it.
- In parking facilities where parking decals/permits are issued, they must be properly displayed and visible to be valid.
- Vehicles must be in operable condition, currently registered with DMV, and display proof of current registration.
- Driving or parking vehicles in cross hatch walkways or across parking space lines is prohibited.
- Parking Permit Holders must park within the parking space lines. No double space parking or lined corner parking.
- Only one individually paid parking space is available per parking permit holder.
- Animals, other than service animals, may not be brought into the parking facility. Service animals are not to be left unattended in a vehicle.
- Smoking and vaping is not permitted anywhere in the parking facility, including inside a vehicle.
- The speed limit is 5 MPH throughout the parking facility.
- Pedestrians and bicyclists have the right of way at all times.
- No person may park or operate a vehicle in such a manner as to cause interference with operations or in such a manner as to disturb the peace.
- Trash should be disposed of properly in the provided receptacles to assist in keeping the parking facility clean. Do not leave hazardous materials such as batteries, used oil or filters, tires, coolant, etc., in DGS parking facilities or in trash containers located in the parking facility.
- Leaving an unattended vehicle running in a parking facility is prohibited.
- Refunds will not be processed for extended absences. If parking is cancelled for an extended absence a new OFAM 112 and/or waitlist/online lottery process may be required.



- The DGS PAU reserves the right to close a facility/lot or impose limitations on parking in emergencies, for construction or for safety reasons. In such instances, advance notice will be given when practical and as time allows.
- It is the responsibility of the parking permit holder to notify the PAU and the assigned Department Parking Coordinator of any changes to the information entered on the OFAM 112 or OFAM 73 (i.e. department transfer, change of address, vehicle information, and/or carpool members).
- Anyone who damages an unattended vehicle in the parking facility must notify the DGS PAU and/or Department Parking Coordinator and leave his/her name, address, phone number, and a statement of the circumstances in a conspicuous place on the damaged vehicle. [Provisions of Vehicle Code §20000 – §20018](#) are applicable in DGS parking facilities.
- If State property is damaged by a vehicle, please contact the DGS PAU, the Department Parking Coordinator and the Office of Risk and Insurance Management (ORIM) at (916) 376-5300.
- State Agency issued parking spaces may only be used to park agency vehicles. The State employee utilizing the state vehicle may not park his or her personal/private vehicle in place of the State vehicle. The State employee must have their own separate parking space for their personal/private vehicle.
- Only oversized/tall vehicles with a proper decal/permit may park in oversized/tall vehicle designated parking spaces. If a vehicle is found parked in an oversized/tall vehicle parking space without a decal/permit a citation will be issued and the vehicle may be towed at the owner's expense.

## 4.2. Tall Vehicles

Tall vehicle parking is offered in multiple parking facilities in the Sacramento area. Vehicles must be measured and approved by PAU personnel before receiving a tall vehicle permit/decal.

- Vehicles must be brought to 1416 10th Street, Sacramento (alley) to be measured and approved in order to receive a tall vehicle permit/decal.
- Vehicles will be measured from the pavement to the roof of the vehicle.
- Enhancements on the top of a vehicle like lights, racks, or antennae will not be included in the vehicle measurement. The only exception will be Agency enforcement or health and safety vehicles with required safety equipment needed to conduct State business.
- Decals shall be issued proportionate to the number of tall vehicle spaces available and may be suspended at any time based on space availability.

- Vehicles found parked in an oversized/tall vehicle parking space without a decal/permit will be cited and/or towed at the owner's expense.

### **4.3. Vehicle Repairs**

- Vehicle repairs are not allowed in the parking facility other than simple repairs required to make a vehicle operational. (i.e. jumping the battery, changing a flat tire, etc.)
- Should a vehicle need outside assistance (i.e. towing or AAA), contact PAU and the assigned Department Parking Coordinator first for further instructions.
- The State employee is required to accompany the repair service personnel at all times within the parking facility.

## **5. Carpool/Vanpool**

### **5.1. Carpool and Vanpool Policy**

The carpool/vanpool program was designated to assist in reducing greenhouse gases through the reduction of petroleum consumption and number of vehicles on the road. A carpool is defined as two (2) or more persons sharing a vehicle and a vanpool is defined as seven (7) or more persons sharing a vehicle to and from work. The following criteria must be met in order to be considered a carpool or vanpool:

- All persons must be of legal driving age.
- Permittees must be state employees.
- The DGS OFAM 73 Carpool Parking Agreement must be completed by each carpool/vanpool member.
- Permittees and their carpool members must be coming into the downtown core area and permittee must be parking within a 5 block radius of their worksite.
- The carpool program is available only to state employees that have already been issued a monthly parking space. Applying for the program will not increase an individual's chances of being selected from a monthly parking waitlist or lottery.
- The parking permit may be reassigned to one of the other carpool members if the member has been a documented passenger for a minimum of six (6) months.

- Carpool members are restricted to one carpool/vanpool and shall not appear on another carpool/vanpool application.
- A carpool is authorized to have one vehicle in the parking facility during hours of operation.
- If a carpool loses a member, the permit holder must register a new carpool member within thirty (30) days. If no carpool member is registered within 30 days, permit holder must contact the assigned Department Parking Coordinator or the PAU to be reverted back to individual parking status and rate. Failure to provide notification may result in the permit being forfeited.
- Make, model, and license plate number of all vehicles used in carpool must be identified on the permitted parking holder's OFAM 112. If more than two (2) vehicles are utilized, please provide list on a separate page.

## **5.2. Carpool Procedures**

- All persons interested in being carpool members must be present at the time of OFAM 112 and OFAM 73 submission with a valid state identification. For facilities/lots outside the greater Sacramento area, prospective permit holders may scan copies of their state identification with all applications and send to the PAU via email.
- Car/vanpool participants will receive a discounted monthly parking rate at applicable parking facilities. The DGS PAU will review submitted forms and apply the discounted rate within 30 days of the approval date.

## **6. Disabled Parking**

### **6.1. Eligibility**

- Accessible parking authorization must be displayed in clear site via license plate or a placard hanging from the rear view mirror.
- Vehicles parked in accessible spaces without clearly displayed authorization are subject to ticketing and towing at the vehicle owner's risk and expense.
- Displaying an ADA license plate or placard does not provide authority to park in an Electric Vehicle (EV), tall vehicle, or reserved space unless noted on signs.

### **6.2. Displaying the Placard**

- Accessible parking authorization must be displayed in clear site via license plate or a placard hanging from the rear view mirror.

- Vehicles parked in accessible spaces without clearly displayed authorization are subject to ticketing and towing at the vehicle owner's risk and expense.
- Displaying an ADA license plate or placard does not provide authority to park in an Electric Vehicle (EV), tall vehicle, or reserved space unless noted on signs.

## **7. Zero Emission Vehicle Parking Policy**

### **7.1. About the Zero Emission Vehicle Program**

In March 2012, Governor Brown issued Executive Order B-16-12, promoting the purchase and use of Zero Emission Vehicles (ZEV) as part of an effort to protect the environment, stimulate economic growth, and improve the quality of life in the State. In April 2012, Governor Brown issued Executive Order B-18-12, directing state agencies to identify and pursue opportunities to provide EV charging stations, and accommodate future charging infrastructure demand, at employee parking facilities. In light of this, the Department of General Services is making a conscious effort to encourage the use of such vehicles, by offering several incentives for state employee monthly parking customers who drive battery electric vehicles (BEV), a plug-in hybrid electric vehicle (PHEV), or a fuel cell vehicle (FCV).

### **7.2. How to Apply**

The ZEV parking program's purpose is to encourage the purchase and use of ZEVs by making monthly parking as accessible and affordable as possible to all state employees. To apply, submit a copy of the top page of the ZEV purchase/lease agreement or registration with OFAM 112 to the assigned Department Parking Coordinator or the DGS PAU.

### **7.3. Zero Emission Vehicle Policies**

- EV chargers are available on a first-come, first-serve basis.
- When parked in designated charging spaces, BEV and PHEV vehicles must be plugged in and actively charging.
- Use of charging spaces is limited to a four (4) hour maximum per day for level two charging stations. DGS will not be held liable for any vehicle damage resulting from the misuse of charging devices.
- Charging spaces marked for both disabled access and electric vehicle charging may only be occupied by BEVs or PHEVs displaying a valid disabled placard or license plate.
- If parking permit holders opt to change to a non-electric vehicle, parking will be terminated and individual will need to register with the Online Parking Lottery System or applicable waitlist.

- Employees participating in the program must certify that they will not use the discounted parking pass for vehicles other than the ZEV registered on the application.
- Employees must provide a copy of their purchase/lease agreement or registration with OFA 112 to verify their BEV, PHEV, or FCV qualifies for the program.
- Failure to keep a current lease agreement or registration on file is a violation and parking privileges may be revoked.
- An employee in the ZEV program authorized to use the parking facilities may not bring a non-ZEV vehicle or motorcycle into the parking facilities unless they have prior authorization from the DGS PAU or Department Parking Coordinator.

#### **7.4. Electric Vehicle Charging**

- The hourly rate to charge is \$0.31 service fee in addition to a \$0.12 per kilowatt hour (kWh). After the four (4) hour maximum timeframe, the hourly rate is \$1.15 plus \$.12 per kWh.
- Vehicles must be moved from designated charging spaces upon attaining a full charge or completion of the four-hour maximum, whichever occurs first. This applies to Level 2 charging only.
- BEV and PHEV drivers who do not require charging for their return trip should be considerate of the needs of other drivers who may need charging in order to complete their return trip.
- For more information regarding the ZEV Parking and Pricing Policy, please review the ZEV Policy on [DGS OFAM's website](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Parking-Facility-Management) (https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Parking-Facility-Management).

#### **8. Motorcycles**

- Motorcycle parking permit holders will not be issued a parking key card but instead a parking decal.
- Motorcycle parking permit holders may only access the parking facilities during business hours. If a motorcycle parking permit holder fails to retrieve their motorcycle during business hours, the motorcycle will be locked in the facility until business hours resume.
- Failure to place the decal in a conspicuous location may result in a parking violation.
- Due to the required minimum weight not being met, motorcyclists are advised to go around the motorized arm when entering and exiting the parking facility. If the facility does not have a

motorized arm at the entrance or exit, then the motorcyclists may just pass through.

- Motorcycles must park in designated motorcycle parking spaces only.
- Motorcycle parking permit holders may not bring another type of vehicle into parking facilities.
- Motor Vehicle parking permit holders paying the “individual” monthly parking fee may bring a motorcycle into the parking facility once it has been added to the OFAM 112.

## 9. Bicycle Cage/Lockers

For cost and availability of bicycle cages/and lockers located in parking facilities assigned to specific department building tenants, contact the Department Parking Coordinator.

Bicycle cages or lockers are offered for a monthly fee at the following standalone parking facilities:

Lot Code	Type	Fee
14	Locker	\$4
24	Cage	\$2
55	Cage	\$2

- Bicycle cages and lockers are for daily commute purposes only, not storage.
- Participation requires submission of the OFAM 112 to the DGS PAU or Department Parking Coordinator either in person or via email.
- Monthly parking permit holders may take part in the bike locker or cage program for free if they already have obtained a space in a facility that offers these services.
- Non-monthly parking permit holders must receive authorization to utilize the bicycle cage or bicycle lockers through the application process. Monthly payments must be established through payroll deductions where appropriate.

## 10. Violations

A parking permit may be forfeited and parking privileges revoked for violating any State and/or Federal anti-Harassment/Discrimination, Violence at the workplace law and/or DGS PAU parking policies contained herein. DGS parking facilities are recognized as State property and are an extension of an employee’s workplace; therefore, it is expected that all parking permit holders adhere to the State and Federal laws aforementioned. If there is a violation of these laws, parking permit holder’s management and human resources office will be notified and a discussion with each office will take place.

- Behavior that is hostile or exhibit acts of malice such as damaging personal property, verbally or physically assaulting another individual, and/or damaging or removing State property without authorization. Exhibiting any hostilities or unsafe driving behaviors in the State parking

facilities will result in possible investigation with permit holder's department and/or report to the California Highway Patrol (CHP) and/or local police department. This also may result in loss of parking privileges.

## **11. Revocation of Parking Privileges**

Serious or accumulated violations may result in permanently revoked parking privileges.

- If parking privileges are ever permanently revoked; PAU will not add revoked parking permit holder(s) to any waitlist or parking lottery or approve access to any state parking facilities.

## **12. Enforcement**

Security contractors, DGS PAU and assigned Department Parking Coordinators will patrol the parking areas on a regular basis. All violations will be recorded and maintained.

- When a violation occurs, one or more of the following actions will be taken:
  - a. Parking permit holder and carpoolers will be contacted as applicable.
  - b. A violation notice may be issued to the parking permit holder of the vehicle.
  - c. CHP may be contacted to ticket and/or tow the vehicle at the owner's expense.
  - d. Parking access may be temporarily or permanently revoked.
  - e. Management of the agency the parking permit holder is employed with may be contacted.

## **13. Cancellation**

- To cancel parking and payroll deduction fees, a DGS OFAM 112 Parking Agreement must be submitted to PAU or permit holder's Department Parking Coordinator at least thirty (30) days prior to the effective date. Cancellations must be submitted to the DGS PAU by the 8th day of each month to ensure successful addition or removal of the payroll deduction to a customer's pay warrant from the State Controller's Office (SCO). No partial month refunds will be processed. Submit the OFAM 112 to cancel parking either in person or via email to [DGSOFAMParking@dgs.ca.gov](mailto:DGSOFAMParking@dgs.ca.gov).
- Refunds for parking fees will not be issued unless an OFAM 112 to cancel parking was submitted in accordance with guidelines.

## **14. Card Key Policies**

### **14.1. Anti-Pass-Back**

The parking facilities are equipped with an Anti-Pass Back system. Once an authorized card is used to enter the parking facility, the same card must be used to exit the facility before that card can be used to enter again.

### **14.2. Lost Parking Card Keys/Hang Tags**

- Parking permit holders will be charged \$25.00 for lost cardkeys or parking hangers.
- Parking permit holders may be subject to a complete refund of the \$25.00 payment, if the reported lost cardkey is found within thirty (30) days of the date the payment was made.

### **14.3. Reconciliation and Verification**

Parking facilities are subject to biennial reconciliation and parking permit holder verification. DGS will notify parking permit holders when the reconciliation will take place. PAU employees will be onsite for three to five days for the reconciliation process.

- Biennial reconciliations will occur on a rotating basis throughout the State.
- All parking permit holders are required to participate in the reconciliation and verification process.
- Failure to submit complete/valid verification paperwork may result in the loss of parking privileges.
- All parking permit holders must provide the following items to PAU staff during the reconciliation/verification process:
  - a. Individual Parking permit holders: Completed OFAM 112, valid State employee ID or California Driver's License, and current permit/hangtag/card key.
  - b. Carpool Parking permit holders: Completed OFAM 112, Completed OFAM 73 for each carpool member, valid State employee IDs or California Driver's Licenses, and current permit/hangtag/card key. All members of Carpool must submit paperwork together.
- Paperwork will be verified by the assigned Department Parking Coordinator and the PAU for completeness and adherence to the DGS guidelines and policies.
- Payment information and deductions will be verified by the PAU.

## **15. Forms**



- [DGS OFAM 112 – Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam112.pdf)  
(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam112.pdf>)
- [DGS OFAM 073 – Carpool Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf)  
(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf>)