



REVISED PARKING PROGRAM RULES

During the November 18, 2020 Rulemaking Hearing, Parking Rules were amended to allow parkers to share/sublease parking spaces managed by the Division of Capital Assets and create bicycle parking locker usage for State employees.

These Revised Parking Program Rules FAQs supplement administrative rule changes effective January 14, 2021.

Parking Rules/Overview

Q. What changed in the new rules in January 2021?

- Allow shared/sublease parking spaces (see Shared/Sublease Parking section below)
- Provide access to daily bicycle parking lockers (see Bicycle Parking Lockers section below)
- Removal of reference to the Office of Central Collections due to its dissolution

Q. Where can I find the Rulemaking Hearing link?

- <https://www.colorado.gov/pacific/dca/news/dcs-rulemaking-hearing-111820-0>

Q. Where can I find the text of the rule?

- Secretary of State's website under Colorado State Statutes (<https://www.sos.state.co.us/CCR/NumericalDeptList.do#100>)
1 CCR 103-2 – Capitol Complex Parking Rules
- Revised Rules will be posted to the [colorado.gov/dca](https://www.colorado.gov/dca) website after the effective date of January 14, 2021

Q. I have a question not addressed in these FAQs, who should I contact?

- The Division of Capital Assets Capitol Complex Parking Program at dpa_parking_program@state.co.us

Shared/Sublease Parking

Q. How does shared parking work?

- Primary Parker can share their space on a regular basis with other State employees as Sublessee(s)
- Primary Parker will identify which days of the work week the Sublessee(s) will use the space
- The Capitol Complex Parking Program will issue a hangtag to each Sublessee, which will be programmed to work on the specified day(s) of the workweek
- Sublessee(s) may only use the assigned space on designated days (24-hour) and only during a standard workday (Monday to Friday)
- Access to the parking lot/garage will not work outside the designated day(s)
- Primary Parker pays full price for parking space through a payroll deduction
- Primary Parker is responsible for collecting payment from Sublessee(s) for use of the parking space

Q. How will a Primary Parker notify Capitol Complex that there is a Sublessee?

- Primary Parker and Sublessee(s) will complete a signed **Shared/Sublease Parking Permit Application**
- Either the Primary Parker or the Sublessee can submit the completed **Shared/Sublease Parking Permit Application** to the parking program manager at dpa_parking_program@state.co.us

Q. Will DPA require that I share my space, if I don't want to?

- No, this program is optional – you are not required to share your parking space

- Q. What if Primary Parker no longer wants to share/sublease the parking space?**
- Primary Parker can terminate the ability of the Sublessee to utilize the parking space at any time by notifying the parking program manager – afterward, the Sublessee’s code will be disabled immediately
 - The terminated parker(s) must return hangtag – otherwise a \$50.00 fee will be assessed to the Primary Parker
- Q. What if Sublessee(s) wants to terminate their shared/subleased parking space?**
- Sublessee(s) must notify the Primary Parker of intent to terminate the shared/subleased space, Primary Parker will then notify Capitol Complex
 - Sublessee must return the hangtag to the parking program manager
- Q. Will you be posting the shared parking information on the website?**
- Yes – information can be found on the Capital Assets Capitol Complex Employee Parking Program website
- Q. How will the shared fees/funds be collected?**
- Primary Parker pays full price for parking space to the Capitol Complex Employee Parking Program through a payroll deduction
 - Primary Parker is responsible for collecting payment from Sublessee(s) for use of the parking space
- Q. What happens if the shared fees/funds are not collected?**
- Primary Parker pays full price for parking space through a payroll deduction
 - Primary Parker can terminate a Sublessee(s) access by notifying the parking program manager – afterward, the Sublessee’s code will be disabled immediately
 - The terminated parker(s) must return hangtag – otherwise a \$50.00 fee will be assessed to the Primary Parker
- Q. Will the Capitol Complex Employee Parking Program discount parking costs if the Primary Parker uses the parking space less than five days a week?**
- No – Primary Parker must pay for the full price of the parking space regardless of the number of days the parking space is used
- Q. Will the Primary Parker be given a couple of hangtags?**
- No – the Primary Parker will be issued one hangtag to gain access to parking space
 - Each Sublessee will be issued a single hangtag for parking access with a specific code that only allows access to the parking space on designate day(s)
- Q. Will Subleases have a code to enter the James Merrick State Parking Garage at 1350 Lincoln?**
- Sublessees will have a code to enter the garage’s pedestrian entrance
 - Sublessees will need to apply for a pedestrian door access code acquired through the Colorado State Patrol ASACK system (<https://asack.state.co.us/LoginNew.aspx>)
 - To gain access to the ASACK system, you must use your State email address through the State’s VPN connection or be logged into your computer through a State network
 - Sublessees will not have a code to enter the garage’s vehicle entrance and must use their hangtag to access the assigned lot or garage

Shared/Sublease Parking – General Parking

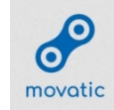
- Q. How do I gain access to the James Merrick State Parking Garage at 1350 Lincoln?**
- Vehicles access the garage through a required programmed hangtag, hung on a rearview mirror, that will activate the gates as you approach
 - To retrieve your vehicle, you will need a secure code, acquired through the Colorado State Patrol ASACK system (<https://asack.state.co.us/LoginNew.aspx>), to gain access through the pedestrian entrance
- Q. How do I gain access to the surface lots?**
- Hangtags, hung on a rearview mirror, open the gate – no keypad is needed
- Q. What if I lose my hangtag(s)?**
- Please contact the parking program manager – a \$50.00 fee will be assessed

- Q. Will there be a refund for parking fees during the many months we have not been allowed to work onsite due to COVID?
- No – employees can cancel parking at any time by contacting the parking program manager
 - Employees can add themselves to the Parking Wait List through the website (colorado.gov/dca)
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Bicycle Parking Lockers

Q. How can I reserve a Bike Locker?

- Download the Movatic app
- Submit a request using your State employee email address
- Once request is approved, you can reserve a Bike Locker on a first-come, first-served basis – via the Movatic app
- For any questions or concerns, please contact the parking program manager



Q. Is there a cost to use a Bike Locker?

- No – Bike Lockers are free to use by all State employees only

Q. How long can I reserve a Bike Locker for?

- Bike Locker usage is available for a 24-hour period
- Once Bike Locker is open to retrieve your bike, the system will conclude your reservation and make that locker available to the next person

Q. Where are the Bike Lockers located?

- Bike Lockers are located between the State Services Building (1525 Sherman Street) and the Human Services Building (1575 Sherman Street)

Q. Are there any bike lockers on the South end of Capitol Complex?

- No – however, Capitol Complex is currently looking into adding additional bike lockers and locations

Q. Can I reserve a Bike Locker before leaving my house?

- Yes – and the 24-hour reservation time starts once you place your bike in the locker

Q. Can I use multiple lockers at the same time?

- No – you are allowed to reserve/use one locker at a time