



## PROGRAM AND POLICY STATEMENT

The Division of Facilities and Transportation Services (DFTS) administers the parking program for Department of Administration (DOA) owned and managed facilities in accordance with Wisconsin Statutes and Administrative Code. This program and policy document is established to maximize parking stall usage by state employees and to assist the Wisconsin Capitol Police in the uniform control of parking areas managed by the DOA.

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## DEFINITIONS

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**ASSIGNED LOT** – The parking lot or ramp an employee is assigned to. (e.g., Hill Farms).

**CAP PD ISSUED RESERVED PARKING PERMIT** – A parking permit obtained from your parking coordinator or Capitol Police to be displayed on the vehicle dashboard for temporary use of a designated parking stall.

**CARPOOL** - Three or more people including the driver who commute to and from work in the same vehicle and meet the carpool requirements.

**CONSTITUTIONAL OFFICER** – An elected official.

**CONTRACTOR** - Non-government employees who are employed by the State for a specified period.

**HEADQUARTERS** - The assigned location of subscriber’s permanent work site. The subscriber’s permanent work site is the only lot in which they are eligible to apply for a parking permit.

**INDIVIDUAL STALL** – A parking stall located at the subscriber's headquarters to park their personal vehicle or personally assigned state vehicle in. The subscriber is responsible for the payment to use this type of stall.

**LIMITED TERM EMPLOYEE** – An employee who is hired for a short term, not to exceed 1044 hours annually in any one position.

**NIGHT PARKING** - Available to employees who work between the hours of 4:30pm and 7:00am.

**PARKING ADMINISTRATOR**- A designated Division of Facilities and Transportation Services (DFTS) employee responsible for the administration and oversight of the state-wide DOA parking program.

**PARKING COORDINATOR**- A designated employee in each agency or building responsible for the day-to-day tasks of the parking program as it applies to their area.

**PARKING STALL** - A parking space in lot/structure managed by DOA.

**PERSONAL VEHICLE** – A personally owned vehicle; not state owned.

**PHYSICALLY DISABLED** – An individual who has been issued a DOT Disabled Identification card or a Disabled license plate.

**REGULAR WORK HOURS** – Your regular workday hours, not including any overtime.

**SEASONAL** – Employee who works for less than 12 months out of the year.

**SECONDARY SUBSCRIBER** – an employee temporarily assigned a parking stall as part of a stall share agreement with an individual subscriber.

**STALL HOPPING** – Moving a vehicle from one stall to another, such as the one-hour stalls at the Capitol Building. One-hour parking is for one hour only – you may not move to another one-hour stall around the Square on the Capitol side once the one hour has elapsed.

**STALL SHARE** – A stall shared by two employees at their permanent work site with each of them paying 50% of the parking fee through payroll deduction. Each employee will be given a parking permit and have assigned days to park in the assigned stall.

**STATE EMPLOYEE** – an employee of a Wisconsin State agency.

**STORAGE** – Leaving a vehicle in a lot or ramp when the employee is not at their job site or on State business.

**SUBSCRIBER**- an employee to whom a parking space/permit has been assigned. Subscribers can only be assigned one stall at a time.

**TOP MANAGEMENT** – Recommended by tenant agency and approved by DOA per Wis. Admin. Code § ADM 1.05(6)(A).

**TEMPORARY ASSIGNMENT** – A parking assignment issued on a temporary basis, which may be withdrawn upon notice to the person requesting the parking assignment per Wis. Admin. Code § ADM 1.05(8).

**VISIBLE PERMIT** – a static-cling permit which can be seen when placed in the proper location.

## POLICY

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The following information delineates policies and procedures related to the parking program for DOA owned and managed facilities.

### PRIORITY OF ASSIGNMENT

1. Fire, police, and emergency vehicles
2. Disabled employees
3. Disabled visitors
4. State owned vehicles (fleet/pool cars)
5. Top management
6. Carpools/van pools
7. Individual driver (state employees)
8. Limited term/seasonal/contract/project employees

### ALLOCATION FORMULA

Paid parking stall allocation for each department is determined by the following formula:

- Parking allocations will be based on a department's proportionate share of occupied square footage within a facility.
- Departments are then assigned stalls on a percentage basis in accordance with this allocation.
- Departments are encouraged to use the same formula for assigning stalls to their divisions.
- Once a lot is full, the department should create a waiting list for their allocated stalls.

### TYPES OF STALLS

Parking stalls are owned by the department and not by subscribers. When the subscriber vacates the parking stall, for any reason, that stall remains with the original department, except in the case of reallocation.

### INDIVIDUAL PARKING STALLS

A parking stall issued to a subscriber to park their personal vehicle or personally assigned state vehicle in.

- The subscriber is only eligible to park at their headquarters and is responsible for the payment to use this type of stall.
- Parking privileges granted are limited to the employee's regular work hours.

### INDIVIDUAL STALL WAITING LISTS

- The department parking coordinator will establish waiting lists for individual parking when all allocated stalls are filled. Available department parking stalls will be assigned by the priority of assignment standards in the order in which requests are received.
- Employees can request to be placed on a waiting list for the building you work in or where stalls have been allocated to your department by following the instructions on the [Enterprise Parking](#) page.
- When a stall becomes vacant, the first employee on the enterprise waitlist with an active waitlist record will be assigned to the stall automatically. For agencies who maintain their own waitlist, employees will have seven calendar days to respond and accept. After seven calendar days, the coordinator will move on to the next name.
- If an employee on the enterprise waitlist does not set their waitlist record to active, they will be skipped during stall assignment but retain their spot on the waitlist. This can be changed at any time. For agencies who maintain their own waitlist, employees will retain their spot on the waitlist if they do not accept a parking offer.

## CARPOOL PARKING STALLS

A carpool is defined as three or more people who share the same vehicle for transportation to and from their place of employment.

- The subscriber must be a full-time employee of the tenant agency and park in that lot only.
- At least two members must be state employees.
- Parking privileges granted are limited to the subscriber's regular work hours.
- In order to maintain a carpool parking stall, three members must ride at least 2 days per week.
- When a vacancy exists and all ADA applications have been processed, the first applicant on the carpool waiting list with an active waitlist record will be assigned the stall automatically. After seven calendar days, the coordinator will move on to the next name.
- Parking coordinators will be responsible for quarterly verification of carpools. Each quarter, carpool subscribers will submit an [Alternative Parking Application Form](#). Once submitted, carpool members must verify their continued involvement in the carpool by filling out a short form received through an email workflow.
- Carpool vehicle may only be parked at subscriber's location.
- Carpools are allowed five permits per pool at no cost. Additional permits may be purchased for \$2.00 each. *One vehicle per permit number is allowed in the lot at a time.*
- If a carpool disbands, the stall cannot be converted to an individual stall. The agency is responsible for reassigning the stall based on the priority standards noted above.
- If for any reason the original carpool subscriber leaves the carpool or does not wish to be the subscriber any longer, the permit may be transferred to another carpool member. This transfer can be completed by sending an email to [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov) and submitting an [Alternative Parking Application Form](#). A carpool transfer is allowed on a one time only basis and must be transferred to a carpool member employed by the same department in the same building as the original subscriber. If there are no carpool members from the subscriber's employing department, the carpool members must forfeit the carpool stall and secure a parking stall through the normal waiting list within their employing department.

## CARPOOL WAITING LISTS

- The department parking coordinator will establish waiting lists for individual parking when all allocated stalls are filled. Available department parking stalls will be assigned by the priority of assignment standards in the order in which requests are received.
- Carpool waitlist requests must be submitted through the [Alternative Parking Application Form](#). Once the form is submitted, emails will be sent to all carpool members who were identified to confirm their involvement. If the carpool members deny their involvement or fail to respond, the request will be rejected.

## SHARED PARKING STALLS

### VOLUNTARY STALL SHARE PARKING

- Employees interested in sharing a stall can learn how on the [Enterprise Parking](#) page.
- Current parking subscribers can enter into a shared parking agreement with a secondary subscriber. Parking assignments made to secondary subscribers are considered temporary assignments in accordance with Wis. Admin. Code § ADM 1.05(8).
- Shared parking subscribers each pay 50% of the parking fee each pay period through payroll deduction regardless of how many days they use the parking stall.

- The secondary subscriber must work in the same building as the primary subscriber and be on the parking waitlist for that building. The secondary subscriber is not required to be from the same agency.
- Once an individual subscriber is in a stall share agreement, they can only stop sharing their stall due to schedule changes, operational need, or if the secondary subscriber cancels the stall share agreement.
- If the original subscriber cancels their parking subscription, the stall will be reassigned to the next employee on the parking waiting list. The stall does not automatically transfer to the secondary subscriber as an individual stall. The secondary subscriber would be removed from the parking stall but would retain their current place on the parking waiting list.
- Secondary subscribers are required to give at least 2 weeks' notice before canceling a shared parking agreement. Cancelled parking agreements will end at the end of a pay period. Fees will not be prorated.

#### MANDATORY STALL SHARE PARKING

- Mandatory stall sharing will be required at agencies at locations with waiting lists for parking stall subscriptions.
- Parking subscribers who work in the office 2 days or less will be required to share their stall. New subscribers will be provided a month to designate a secondary subscriber or agree to informally share their stall with employees who work in the same building. After that, a secondary subscriber will be matched based on the primary subscriber's telecommuting schedule and the secondary subscriber's stall share preferences.
- If a parking subscriber designates a secondary subscriber or is matched with one, they will follow the same rules outlined in the Voluntary Shared Parking section outlined above.
- If a parking subscriber agrees to share their stall informally, the parking fee is the sole responsibility of the parking subscriber. These subscribers are required to acknowledge and affirm that they are informally sharing their parking stall on the days they are not using the stall. If the stall is vacant for three or more days each week, subscribers may be required to enter into a formal stall share agreement to ensure the state's parking spaces are being used effectively.
- Agencies are responsible for facilitating and enforcing the mandatory shared parking policy.

#### DISABLED PARKING STALLS

- Employee disabled parking is assigned from a department's allocated stalls using the following criteria:
  - A person to whom plates were issued under Wis. Stat. § 341.14 (1a), (1q), (1r) (a).
  - A person or organization to which the special identification card was issued under Wis. Stat. § 343.51.
- Misuse of disabled permits can result in a fine and cancellation of the disabled permit. Notification of misuse will be reported to the Department of Transportation.
- Assigned parking stalls for disabled employees are for the exclusive use of the disabled individual or a qualified operator acting under the express direction of a disabled person, to whom plates, or a special identification card is issued under Wis. Stat. § 341.14 .341.14(1a), (1m), (1q), (1r) or s.343.51, when such person is present in the vehicle.
- The DOT issued disabled identification card or plate shall always be displayed while parking in a disabled-signed stall.
- If the stall was obtained due to a temporary disabled status, the stall must be forfeited after temporary status is expired.
- Parking privileges granted are limited to the regular hours of employment of the disabled employee.
- Eligible employees should submit an [Alternative Parking Application Form](#) to apply.

## MOTORCYCLE PARKING

- Limited motorcycle parking is available in certain lots.
- Summer parking runs from April 1 to October 31. Winter parking runs November 1 to March 31. Motorcycle permits are valid in designated motorcycle areas and in personally assigned stalls.
- Summer and winter parking are for active motorcycle drivers only. Storage is not allowed.
- One motorcycle parking tag will be provided to parking stall subscribers. Additional motorcycle parking tags may be purchased at \$2.00 apiece.
- All motorcycles parked in designated motorcycle stalls must have a parking tag affixed to the cycle. All permits/tags change seasonally.
- If a subscriber pays for a parking stall, a motorcycle can be used as an alternate vehicle at no additional cost. However, a seasonal motorcycle parking tag must be displayed.
- Employees can apply for motorcycle parking by submitting an [Alternative Parking Application Form](#).

## NIGHT PARKING STALLS

- Night stalls are available for employees that work between the hours of 4:30pm and 7:00am.
- Employees can apply for night stalls by submitting an [Alternative Parking Application Form](#).

## FLEET STALLS

- Only fleet vehicles will be allowed to park in fleet stalls.
- If an employee will be using a fleet vehicle, the employee may park their personal vehicle in the same stall as the fleet vehicle which they will be using.

## LTE/SEASONAL/CONTRACT

- Parking permits/cards may be issued to limited term, seasonal or contracted employees, providing space is available.

## PARKING FEES AND PROCEDURES

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### PARKING FEES

- Individual parking stalls will be paid by payroll deduction. All other stalls will be invoiced to the appropriate agency or paid for monthly by contracted personnel.
  - Constitutional Officers do not pay for parking. The parking fee is paid by the agency or office the Constitutional Officer is associated with.
- Shared parking subscribers pay 50% of the parking fee each pay period through payroll deduction.
- Individuals not paid through the State payroll system are required to remit their monthly payment by check or money order made payable by to the Department of Administration.
- Motorcycle parking is to be paid in one lump sum. Motorcycle parking has two seasons:
  - Summer: April 1 - October 31
  - Winter: November 1 - March 31
- Monthly and lump sum payment must be made by check, money order, or cash. If paying by check, it should be made out to the Department of Administration and paid by the end of the first week of each month. There is a \$20.00 fee for returned checks.
- Night parking is available at a reduced fee.
- Parking fees will not be prorated.



- A schedule of fees is available from the Parking Administrator.
- Carpool subscription costs are paid via payroll deduction from the Carpool Subscriber's paycheck.

## PARKING APPLICATIONS AND PERMITS

- To learn how to apply for parking, please see the [Enterprise Parking](#) page or contact your Agency Parking Coordinator.
- Carpool subscribers are required to submit an [Alternative Parking Application Form](#), and carpool members are required to verify their involvement in the carpool.

## PERMIT STICKER ASSIGNMENTS

- Parking permits will not be distributed until the parking application has been received and approved by the parking coordinator.
- Two (2) window-cling parking permits will be issued to subscribers free of charge.
- Carpool stalls are allotted five (5) permits at no charge. Additional permits may be obtained at \$2.00 apiece.
- Permits are to be affixed to the windshield and visible in the window of your vehicle, as described in the [Parking Permit Instructions](#) document. Permits that are taped or attached using other adhesives are not valid.
- Permits or Capitol PD issued pass will be used for State fleet vehicles and temporary lots. The Capitol PD daily card must be displayed on the vehicle dashboard so that the permit number is in clear view from outside the vehicle.
- Vehicles may be ticketed if the permit is not displayed properly, such as permit on tinted window making permit not visible from outside the vehicle, permit not applied correctly, or permit not put in the correct area of the windshield.
- One vehicle per lot per permit number. One permit per vehicle.
- Subscriber is responsible for use of additional permits.
- If a subscriber is using a different vehicle temporarily, the static-cling permits should be moved from car to car. If the permit is damaged or unable to be moved, a Capitol Police Daily Permit should be obtained from your parking coordinator. Capitol Police must be contacted (608-266-8797) with the make, model, plate number, and location of all vehicles without a permit.

## ADDITIONAL PERMIT STICKERS

- Additional permit stickers may be obtained for a fee of \$2.00 apiece.
- Request for additional or replacement parking permit stickers will be made to the department parking coordinator. All payments are to be made by cash, check, or money order to the Department of Administration.

## PARKING PERMIT CHANGES AND CANCELLATIONS

- When a subscriber wishes to change or cancel their parking, they should cancel through the [Enterprise Parking Application](#) or by emailing [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov) if they can't access the system.
- Upon cancellation of a subscription, the subscribers are required to turn in all parking permits stickers, including those additionally obtained.
- Until all permits are returned to the agency parking coordinator, the subscriber will be charged for use of the stall.

## HILL FARMS, GEF 1 AND MONONA TERRACE RAMPS

- A state issued electronic badge is required to enter the Hill Farms and Monona Terrace ramps.
- If you don't have your badge, you must pull a ticket and pay to park. It is the subscriber's responsibility to get a replacement badge and notify their parking coordinator of the update.
- Subscribers will be responsible for all costs incurred during the time period that their badge was missing.
- The GEF 1 parking garage is accessible by either a state issued electronic badge, or a state issued garage door opener.
- If a subscriber wishes to obtain a garage opener for this location contact [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov) with your name, Agency, and stall number.
- A \$50 deposit is required which is refundable upon the return of a non-damaged, functional opener.
- If an opener is lost, damaged, or stops functioning, notify [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov) immediately.

## DAILY PAID PARKING

- Daily paid parking is available at the Eau Claire State Office Building, Department of Revenue Building, and Hill Farms from a ticket dispenser.
- Permits are good for the date of purchase only.
- State Employees, contractors, LTEs, etc. are not permitted to park in the visitor areas of their headquarters.

## LEAVE OF ABSENCE

### INDIVIDUAL SUBSCRIBER

- When an individual subscriber leaves without pay for less than 60 days, their stall cannot be temporarily reassigned. The subscriber may prepay via payroll deductions or check/cash/money order made out to the Department of Administration to be guaranteed their stall when they return, as well as avoid the agency being billed for a vacant stall in their absence.
- When an individual subscriber takes a leave of absence (60 days or longer) without pay and is removed from payroll deductions, their assigned parking stall may be reassigned on a temporary basis, under the premise that upon their return, the stall will be returned to them immediately.
- Parking subscribers taking a leave of absence must email [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov) and their parking coordinator when they begin their leave of absence and when they return to maintain their parking stall.
- The stall will be temporarily assigned to the person at the top of the waiting list using the priority of assignment standards. When the original subscriber returns to payroll, the temporary subscriber will be placed back into their original spot on the waiting list. Should another opening for a parking stall become available during the original subscriber's leave of absence, the temporary subscriber in the stall will be assigned to a permanent stall. The original subscriber's stall will then be temporarily assigned to the next person at the top of the waiting list.
- A leave of absence without pay cannot exceed 180 days or 6 months, or the subscriber forfeits their rights to the stall and their name will be placed on the bottom of the waiting list.

### CARPPOOL SUBSCRIBER

- If the original subscriber of the carpool takes a leave of absence, the stall may be temporarily reassigned to another member of the carpool. The reassigned member must submit an [Alternative Parking Application Form](#) prior to the effective date of the original subscriber's leave of absence. Failure to

follow the above procedure will result in the loss of the carpool's parking stall.

- The permit change in the case of a leave of absence will not be considered a change for the purpose of the "one time only" switch if the original subscriber intends to return as the main subscriber following their leave of absence. If the original subscriber does not return in the 180-day period, it will be counted as the one-time transfer. However, if the carpool has already used its one-time transfer prior to the leave of absence, this will be considered a second-time switch and will result in forfeiture of the carpool stall.

## WORK LOCATION REASSIGNMENT

- When parking subscribers are temporarily assigned to another work location, they will not have to pay for parking if parking is available at that location. However, a daily permit is required to be displayed if parking at a lot other than their existing work location. Daily permits may be obtained from the lot's departmental parking coordinator.
- Visiting employees must park in the visitor or designated parking areas when applicable.

## VENDORS/CONTRACTORS

- Only service and utility vehicles are permitted to park in designated service stalls.

## RESTRICTED ACCESS SPECIAL EVENTS OR PARKING RAMP/LOT REPAIRS

- DOA may restrict access to lots/structures for special events, maintenance, or repair projects. Parking permits are not valid in the specified lots during these times.
- Alternative parking arrangements may be provided at no cost to the affected permit holders if funding and spots in a proximate location are available.
- The permit holders will be notified in advance of the ramp/lot closing.

## SPECIAL VEHICLE PARKING STALLS

- Compact Car Stalls – The Department of Administration may establish compact vehicle parking stalls. A compact vehicle is one designated as having a width of no more than 70 inches and a length of 180 inches. If any vehicle other than a compact vehicle is parked in a designated compact car stall, the permit holder may be subject to enforcement action.
- Truck/Van Stalls – The DOA may establish truck/van parking stalls. If a vehicle other than a truck or van is parked in a designated truck/van stall, the permit holder may be subject to enforcement action.
- Motorcycle Stalls – The DOA has established seasonal parking stalls for motorcycles. Motorcycle parking is on a first come, first serve basis and is subject to fees as specified in the fee schedule. Any motorcycle parking in a stall without the seasonal permit is subject to citations. Employees can apply for motorcycle parking using the [Alternative Parking Application Form](#).
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## PROHIBITED PRACTICES

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Violators of the following practices may lose parking privileges and be subject to fees, if appropriate:

- Subleasing of a parking stall is prohibited by Wis. Admin. Code § ADM Ch. 1.07. No monies, services, favors, etc. may be exchanged for use of a parking stall.
- Storage of any vehicle in any State parking lot/structure is prohibited.
- State Employees, contractors, LTEs, etc. are not permitted to park in the visitor areas of their headquarters.
- Visitor disabled stalls are not for employee use. Visitor stalls labeled as HC accessible are intended for use by State Office Building visitors with ADA license plates and/or hangtag, not by Agency employee use.

- Agency paid parking stalls shall not be for employee daily parking, but for visitor, fleet, and/or drop-in purposes.

## PATROL OF LOTS

- Wis. Admin. Code § ADM Ch. 1 and Wis. Stat. § 16.843 authorizes the Wisconsin Capitol Police to enforce motor vehicle laws and parking rules on DOA owned and leased property.
- All State parking ramps/lots are patrolled on a regular basis. Vehicles without permits or non-visible permits or vehicles with a permit parked in the wrong stall are subject to citations.
- Stall hopping is not allowed.

## ENFORCEMENT/PENALTIES

- Violation of any posted parking regulation may result in enforcement action, which may include verbal or written warnings, parking citations, and towing of vehicles.
- Parking citations may be issued, and vehicles may be towed for the following:
  - No permit.
  - Failure to display a valid parking permit in the prescribed location on the vehicle or not visible ).
  - Overtime parking, including a loading zone, or moving a vehicle within the same posted area.
  - Not parking within designated stall if in an assigned lot.
  - Parked in a no parking area.
  - Parking a personal vehicle in a van pool spot.
  - Parking two vehicles in the same lot at one time with same permit number. Continued offenses may result in the revocation of parking privileges.
  - Parking in a disabled stall without proper identification.
  - Parking in another subscriber's stall without their permission.
  - Speeding in the parking ramp or garage.
  - Unauthorized storage of vehicles or equipment.
  - Parking in a manner requiring a vehicle to be towed.
  - Blocking fire lanes.
  - Parking when an outstanding warrant for parking tickets to owner or operator is held by WI Capitol Police.
  - Parking in a loading zone more than 30 minutes or as designated by signed area, thereby prohibiting use of that zone.
  - Blocking vehicle or pedestrian traffic ways. No parking zones where hazards exist.
  - Abandoned vehicles.
  - Unauthorized vehicles in a permit area prohibiting permit holders from parking in their assigned area.
  - Parking that impedes progress of necessary maintenance projects such as snow removal, repaving, etc.
  - Parking illegally in a lot designated by signs as a tow zone.
  - Altering a permit or fraudulent use of a permit.
  - Violating special event parking.
  - Vehicle presents a hazard to life or property (leaking gas, etc.).
  - Blocking loading dock.
  - Any other traffic regulation.
  - Parking outside a subscriber's normal work hours.
- Enforcement action may include the suspension of vehicle registration for failure to pay overdue parking citations and/or an arrest warrant being issued.

- DOA may back bill for any unpaid use of parking lots. There is also a risk of losing parking privileges in any state lots.
- Wis. Stat. § 345.28 (4) authorizes the State Capitol Police to remove suspended license plates from vehicles that are parked on DOA owned or managed property.
- Violation of the parking rules may result in revocation of parking privileges in accordance with Wis. Admin. Code § ADM Ch. 1.09.
- Penalties for violation of the parking rules are set forth in Wis. Stat. § 16.843 (2).
- Violation reports to the WI Capitol Police will be investigated. Violators may also be cited if observed by members of the Capitol Police. Lots will be monitored and patrolled daily for security reasons and violations of parking.

## BACK BILLING

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- Back billing may be necessary if parking deductions were not started in a timely manner, or an incorrect amount was charged.
- Subscribers can set up a payment plan that may not exceed six months.
- Options to pay off backpay include payroll deductions or a lump sum paid by check, money order, or cash.

## PARKING COORDINATOR RESPONSIBILITIES

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- All parking coordinators are responsible for:
  - Directing employees to the [Enterprise Parking](#) page to learn what's required to park in state lots.
  - Providing parking subscribers with permits and any other resources that are necessary to park in the designated lot.
  - Only distributing parking permits after the subscriber is assigned a stall. Subscribers, including stall share subscribers, may only start or stop parking at the beginning or end of a pay period – do not assign parking stalls mid-pay period since payroll does not prorate parking fees.
  - Notifying DOA Parking Administration of any changes to permits or leaves of absence as soon as possible.
  - Collecting parking permits upon cancellation of a subscriber for reuse. Until an employee cancels their parking subscription, and all permits are returned to the agency parking coordinator, the permit holder will be charged for use of the stall.
  - Assisting parking subscribers in finding stall share partners.
  - Ensuring carpool subscribers fill out the [Alternative Parking Application Form](#) each quarter (January 1, April 1, July 1, October 1).
  - Collecting and turning in with an explanation to DOA Parking Management money due from permit purchases, contractors, motorcycle permits, etc. Parking coordinator is responsible for all owed money – do not issue permits until after money is collected.
  - Reviewing DOA Parking Administration's master parking list to identify and report any discrepancies to DOA.
- Parking coordinators who maintain their own waitlists are responsible for:
  - Submitting an [Alternative Parking Application Form](#) when a primary or secondary subscriber should be assigned to a stall.
  - Maintaining accurate and up-to-date waitlist and subscriber records.
  - Ensuring vacant stalls are filled within two weeks of being vacated in ramps/lots with a waiting list. If assigned stalls are not filled within 30 days, the department will be charged for the stall at a monthly rate.

## CONTACT INFORMATION

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DOA – DFTS Parking Administration  
[doaparkingmanagement@wisconsin.gov](mailto:doaparkingmanagement@wisconsin.gov)  
608-264-9507  
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Madison, WI 53703

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17 W. Main St., 3<sup>rd</sup> floor  
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