

# South Area Corporation Yard Parking Policy

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**Scope:** CITYWIDE

**Policy Contact**

Department of Public Works  
(916) 808-5863

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**Supersedes:**

N/A - New

**Reviewed/Effective:**

01/15/2021

**Review Cycle:**

2 Years

## Policy

Only City-owned vehicles may park inside the gated yard at the South Area Corporation Yard (SACY), with the exceptions listed below. All employee vehicles that are permitted to park inside the gated area at SACY must park in their designated parking space. No other private vehicles, including outside vendors, shall be permitted to park in the gated yard.

### Exceptions:

1. Employees who receive a transportation allowance to drive their personal vehicles on City business may park in the gated area of SACY if all the following conditions are met:
  - a. There is space available in the parking area allotted for their work group. No additional parking spaces or areas will be allocated.
  - b. The employee completes a K2 Badge and Access Request Form.
  - c. The employee obtains their supervisor's approval before submitting a signed K2 Badge and Access Request Form to Facilities and Real Property Management staff in Building 4.
  - d. The Facility Manager approves the request.
  - e. A parking pass is required. The pass may be obtained from Facilities and Real Property Management staff in Building 4, after the above conditions are met.
  - f. The parking pass must be displayed when the vehicle is parked inside the gated area of SACY.
2. Employees who require special accommodations for health-related issues shall follow the guidelines established per the City of Sacramento's Reasonable Accommodation Policy.
  - a. Employees who have been reasonably accommodated by parking in the gated yard must follow and meet the conditions as outlined above in b through f.
3. Department and Division On-Call employees.
  - a. If all the conditions noted above in the Policy section are met, an on-call parking pass shall be issued.
4. Delivery vehicles and other vehicles performing City-related business may park inside the gated area at SACY provided they have checked in with the security guard(s) at the kiosk and have been given permission to enter the yard on a temporary basis.
5. Employees scheduled to work the swing shift, or the night shift, or if the shift starts after 4pm.
  - a. A supervisor will provide a list of employees who are scheduled to work the swing shift or night shift to the Facilities and Real Property Management staff. (This list to be updated to reflect changes as needed).
  - b. Facilities and Real Property Management staff will provide the swing shift and night shift employee list to the security guard(s).
  - c. Employees must check in with the guards at the kiosk and obtain permission to enter the yard.




**Charter Officer Review and Acknowledgement  
South Area Corporation Yard Parking Policy**

**(Signature by all Charter Officers is not a requirement for policy adoption)**

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Howard Chan, City Manager

  
Howard Chan (Jan 12, 2021 20:20 PST)

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Susan Alcala Wood, City Attorney

  
Susana Alcala Wood (Jan 12, 2021 14:55 PST)

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Jorge Oseguera, City Auditor

  
Jorge Oseguera (Jan 11, 2021 17:10 PST)

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Mindy Cuppy, City Clerk



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John Colville, City Treasurer

  
John P Colville Jr (Jan 11, 2021 11:48 PST)

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