

Parking Services Division

300 Richards Blvd., 2nd Floor
Sacramento, CA 95811
Phone: 916-808-5110
Fax: 916-808-5115

May 22, 2014

Dear Valued Parking Customer:

Beginning stages of construction for the future Entertainment and Sport Complex (ESC) is scheduled to begin on May 27, 2014. Only the Downtown Plaza East Garage entrance and exit, located at 6th & L streets, will permanently close on May 27, 2014. All other entrance and exit locations will remain open, with future lane closures occurring in phases. Plaza East Garage will no longer be available for monthly parking after June 21, 2014. We are committed to communicating with you as the project progresses. Please follow posted signage and use caution as work progresses.

All current Downtown Plaza East monthly parking customers will be given priority to relocate to Downtown Plaza West and start their parking effective June 1, 2014 at the rate of \$135 per month. Other City-owned garage facilities will also be accepting transfer requests. The effective date of any new parking arrangement will be based on when the transfer is requested. All City-owned garage locations can be found under the Parking Lots & Garages tab on our website: www.sacpark.org.

If you are a customer under a **long-term** company parking contract with the City of Sacramento to park in the Plaza East Garage, please call the phone number below and indicate which company you are calling from to be advised of your options.

We thank you for your patience and cooperation as we prepare for this project. For more information on alternative parking and our discount parking programs please visit our website at www.sacpark.org.

Please view the reverse side of this letter for time-sensitive information regarding options for your future parking needs.

If you have any questions relating to your monthly account, please call 916-264-5011 or email parkingcsr@cityofsacramento.org. For faster service, please use either the phone or email option to reach your account representative. We appreciate your patronage and look forward to your continued business.

Sincerely,

Customer Services
Parking Services Division

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS FOR YOUR ACCOUNT:

- **TRANSFER ACCOUNT TO ANOTHER CITY-OWNED PARKING GARAGE:**
 - View and choose the start date below that best fits your parking needs
 - Visit www.sacpark.org
 - Click on the **Forms & Applications** from the menu left side of screen
 - Click on and complete the **Monthly Change Order Form** online
 - Choose “Address Change” on the form.
 - Complete ALL fields on the form, including those that are not required.
 - In comments box, type: **Transfer from Downtown Plaza East to** (enter new parking facility name)
 - For AutoPay customers, please submit a new Credit Card Authorization Form via mail, fax or drop off at the New City Hall Revenue Division within **2 business days** of submitting the Monthly Change Order Form online. Forms are online at www.sacpark.org under Forms & Applications.
 - **FOR JUNE 1, 2014 START:**
 - Submit Monthly Change Order Form online by May 28, 2014.
 - Payment for new facility must be received no later than June 1, 2014.
 - **FOR JUNE 22, START:**
 - Pay for June 2014 parking at Downtown Plaza East by June 1, 2014.
 - Submit Monthly Change Order Form for new facility by June 16, 2014.
 - Payment for the new facility must be received no later than July 1, 2014.

- **CANCEL DOWNTOWN PLAZA EAST PARKING FOR MONTH OF JUNE:**
 - Visit www.sacpark.org before May 30, 2014 to avoid further charges in June
 - Click on the **Forms & Applications** from the menu left side of screen
 - Click on and complete the **Monthly Change Order Form** online
 - Choose “Close (Cancel) Account”
 - Complete all fields on the form, including those that are not required.
 - Verbal cancellations cannot be accepted

- **CANCEL PARKING AFTER JUNE 21, 2014:**
 - Pay for June parking at Downtown Plaza East by June 1, 2014.
 - You do not need to do anything further after parking ends on June 22, 2014

PARKING SERVICES WILL AUTOMATICALLY CANCEL ALL REMAINING DOWNTOWN PLAZA EAST MONTHLY ACCOUNTS IF A RESPONSE IN THE FORM OF ANY OF THE ABOVE ACTIONS IS NOT RECEIVED BY JUNE 16, 2014.

UPDATE ON ESC CONSTRUCTION DOWNTOWN PLAZA EAST GARAGE

MONTHLY PARKING CUSTOMERS

May 27, 2014:

- Construction preparation starts
- Entrance and exit at 6th & L St. will be permanently closed
- All other entrances and exits will remain open at this time



Monthly parking will be available until June 21, 2014

Notification letters with detailed information were mailed to all Downtown Plaza East monthly customers on May 22nd to addresses on record.

To request notification letter via email, please send request with subject line **DPE Notification** to:

ParkingCSR@cityofsacramento.org

View letter online at
www.sacpark.org

Double click on Parking Services tab to reach Parking homepage

Questions may be directed to the Sacramento City 311: (916) 264-5011
Agents available 24/7