



**New Mexico**  
**Department of Finance**  
**and Administration**

**407 Galisteo St,**  
**Santa Fe, NM 87501**  
**(505) 827-4985**

**Policy and Procedures**  
**Human Resources**

## **PARKING MANAGEMENT POLICY**

### **I. PURPOSE:**

- a. This Parking Management Plan (“Plan”) establishes the policy and criteria for the management of parking spaces under the control of the Department of Finance and Administration (“DFA”). These guidelines apply to all DFA-controlled parking spaces and are intended to establish policies that result in more efficient use of parking resources and provide security procedures for DFA Employees.

### **II. POLICY:**

- a. Parking at the Bataan building for DFA Employees shall be on a first come, first served basis.
- b. Parking at the Bataan building for DFA Employees shall be limited to the spaces marked as a DFA space and highlighted on the Parking Lot Layout (“Layout”), attached as “**Exhibit 1.**”

### **III. RESPONSIBILITIES:**

- a. The Deputy Cabinet Secretary is responsible for allocating and assigning parking spaces on behalf of the Office of the Secretary and DFA divisions at the Bataan Building.
- b. The HR Director is responsible for providing guidance concerning parking policy issues.
- c. Division Directors and Deputy Directors are responsible for implementing this Plan.



**New Mexico**  
**Department of Finance**  
**and Administration**

**407 Galisteo St,**  
**Santa Fe, NM 87501**  
**(505) 827-4985**

**Policy and Procedures**  
**Human Resources**

#### **IV. DESIGNATED PARKING FACILITIES:**

- a. Designated parking spaces will comply with the Layout within **Exhibit 1**.
- b. The total amount of parking spaces shall remain consistent with the amount of DFA signs posted by the General Services Department, pursuant to NMAC 1.5.24.12.

#### **V. ISSUING PARKING PERMITS:**

- a. **No** parking permits may be issued, unless pre-approval is provided by the Deputy Cabinet Secretary.

#### **VI. REVIEW OF PARKING ASSIGNMENTS:**

- a. Parking allocations and space assignments will be reviewed at least annually to ensure allocations are consistent with DFA needs and existing regulations.

#### **VII. ENFORCING APPLICABLE REGULATIONS:**

- a. Parking facilities will be monitored as necessary to ensure: (i) maximum use of spaces; and (ii) compliance with applicable parking policies and procedures.
- b. DFA Cabinet Secretary or designee may take action as appropriate to ensure maximum use of parking spaces under the control of DFA.
- c. A mandatory penalty of at least one-week suspension of the privilege to park in DFA parking space listed on Exhibit 1 will be imposed for violating parking practices or requirements established by the appropriate parking authority. Other penalties may be established, as appropriate and deemed necessary by the Cabinet Secretary, or designee.



**New Mexico**  
**Department of Finance**  
**and Administration**

**407 Galisteo St,**  
**Santa Fe, NM 87501**  
**(505) 827-4985**

**Policy and Procedures**  
**Human Resources**

**VIII. PARKING LOT AND BUILDING SECURITY PLAN:**

- a. In the event of an emergency involving the parking lot around the Bataan building, DFA staff are directed to call security at (505) 394-0822.

**IX. PARKING MANAGEMENT ISSUES:**

- a. Divisions seeking guidance concerning this Plan will initially contact the HR Director and Deputy Cabinet Secretary. Problems which cannot be resolved by HR Director and Deputy Cabinet Secretary will be referred to the DFA Office of General Counsel for appropriate action, which may include referral of the matter to the General Services Department.
- b. Requests for assistance sent to the DFA Office of General will be prepared in a memorandum form and delivered to [dfalegal@dfa.nm.gov](mailto:dfalegal@dfa.nm.gov), and contain, at a minimum, the following information:
  - i. The nature of the matter under dispute and Plan provision in question.
  - ii. A summary of the actions taken to attempt to resolve the problem.
  - iii. # parking spaces and the number of employees affected by the issue.
  - iv. Any other information about the issue deemed pertinent.
- c. The determination reached by the DFA Office of General Counsel must be reviewed and approved by the DFA Cabinet Secretary. The decision of the DFA Cabinet Secretary may not be appealed and is final.

**X. APPROVAL:**

DocuSigned by:  
  
 FEB40558A89A432

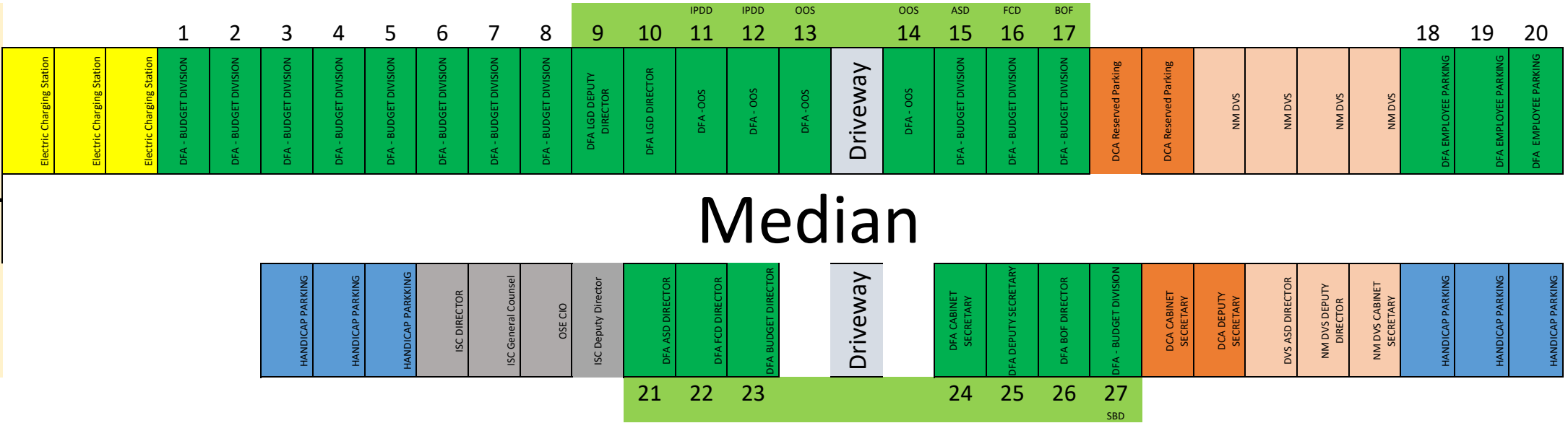
5/2/2025

\_\_\_\_\_  
Cabinet Secretary

\_\_\_\_\_  
Date

**EXHIBIT I - PARKING LOT LAYOUT**

**Capitol  
Don Gaspar Street**



**Galisteo St.**

**1. Parking Assignments Pursuant to Spaces Designated by GSD for DFA:**

- a. DFA Parking Spaces 24, 25, 13, and 14 - Office of the Secretary
- b. DFA Parking Spaces 23 and 27 - State Budget Division
- c. DFA Parking Spaces 26 and 17 - Board of Finance
- d. DFA Parking Spaces 21 and 15 - Administrative Services Division
- e. DFA Parking Spaces 22 and 16 - Financial Control Division
- f. DFA Parking Spaces 11 and 12 - Infrastructure Planning and Development Division
- g. DFA Parking Spaces 9 and 10 - Local Government Division

**2. General Parking:**

- a. Green parking spaces numbered one (1) through eight (8) and marked "DFA - Budget Division" shall be general parking and available on a **first come, first served** basis.
- b. Green parking spaces numbered eighteen (18) through twenty (20) and marked "DFA Employee Parking" shall be general parking and available on a **first come, first served** basis.