



Downtown Employee Parking/Transit Policy

AP: 3-6 & 2-2

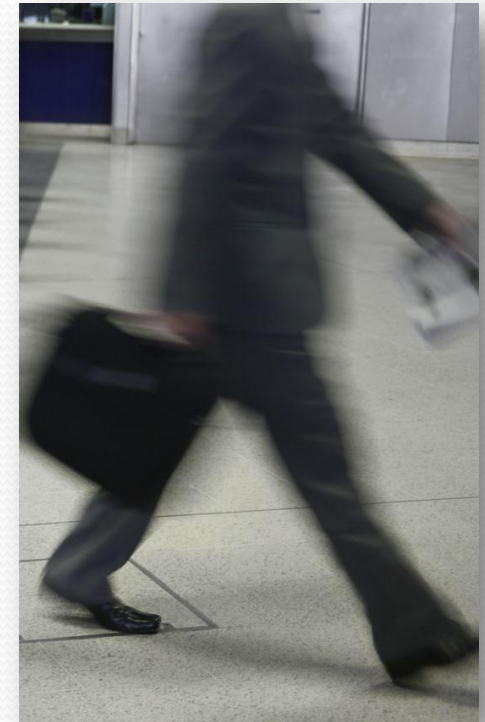
Don Pagel
Deputy Director
Administration and Regulatory Affairs





Revised AP: 3-6 & 2-2

- Why?
 - Over-allocated parking spaces
 - Unauthorized usage
- Goals
 - All data managed by one system
 - Establish improved controls
 - Standard allocation formula
 - Department directors manage their parking/transit assets
 - Promote transit use





Policy

- Each employee working in downtown is offered a parking space or METRO transit pass
- Concurrent use of both is prohibited
- Limited to City employees
 - This provision may be waived at Director's discretion
- 611 Walker and City Hall Annex Garages for employee parking only



Policy

- Permits and access device remain property of the Department until returned to Parking Management
- Parking Management may reassign unused parking as deemed necessary for any spaces that remain unused for greater than six months
- Annual Projection for departmental parking needs due by June 1st
- Parking Management will notify departments of adjustments to allocations or rates by November



Allocation of Parking Spaces

- City Council Members – 6 allocated spaces in Annex garage
- All other department's allocation based on facility occupied square footage
 - 611 Walker garage fully reserved
 - City Hall Annex Garage – limited reserved and open
- Overflow employee parking requirements will be assigned at:
 - Hobby
 - Lot H
 - Lot C
 - Tranquility
- HPD parking managed by HPD



Parking Assignments

- Space assignments are managed by the Department Director
- Parking in Tranquility Garage requires employee paid premium
- City vehicles should park in Tranquility Garage
- At the discretion of the EPTA and Department Director, van/car pool vehicles of 3 or more City employees will be permitted to select the City parking facility of their choice from their department's allocation



Parking Coupons

- Visitors are expected to use local public parking
- Departments purchase coupon books from HoustonFirst Corporation
 - \$300 per book, 100 hours of validation
 - Tranquility Garage
- Employees with transit passes may use coupons
 - Need personal vehicle for City business
 - Maximum 12 days per fiscal year for personal reasons
- Employee coupon usage must be documented on Parking Coupon Log



Parking Compliance

- Employees must resolve all delinquent parking citations prior to permit issuance
- Compliance at meters for all city vehicles excluding on-duty peace officers
- Directors to receive monthly report of parking citations issued to departmental city vehicles
- ARA will charge back citations not resolved within 60 days
- Peace Officer placards for Federal, State, County & City use will be issued by Parking Management



Accessible Parking

- Available first-come, first-served
- Part of a Department's allocation
- Payment required for Tranquility
- Submit proof of valid placard or plate



Transit Policy

- Transferred management to Parking Management
- Employees prohibited from allowing anyone to use their Q-Card
- Employees must use their Q-Card for City business only
- Q-cards may be cancelled due to lack of usage
- Employee must notify Parking Management immediately if a Q-Card is lost or stolen
- Emergency transportation shall be available in situations of dire need





Enforcement

- Lack of employee parking permit may result in a citation or warning
 - Reserved parking enforcement may require towing
- Violation of this policy may result in
 - Indefinite suspension or termination
 - Loss of parking privileges
 - Loss of transit privileges
- Sharing or swapping employee parking access and/or transit passes can result in a loss of these benefits
- Abuse of transit privileges may result in suspension



Questions



Parking
Management

City of Houston



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