

Department of Finance & Administration

Subject:

Parking Access Devices and Transit Passes

No. F&A – 306.00

Effective Date:

Upon Approval

Issue Date: September 1, 2005

Revision No:

I. PURPOSE

To clarify the Administrative Procedure on Downtown Employee Parking and Transit needs (AP 3-6).

II. OBJECTIVES

To accommodate Finance and Administration employee transportation needs in the Downtown area in order to remain a competitive employer. To establish a mechanism on assignment of parking spaces and other administrative procedures related to parking and transit needs.

III. SCOPE

This policy applies to all Department of F&A employees and supersedes all former F&A policies, procedures, and directives related to parking or transit passes.

IV. DEFINITIONS

4.1 "Downtown" is that area of the central business district surrounded by the inside the loop.

4.2 "Employees" shall mean all employees of the Finance and Administration Department who are classified as permanent full-time employees or employees who are designated as PT30 (part-time working 30 hours) per week. Non-City Temporary/Contract employees are not eligible for either parking or transit passes.

4.3 "Parking Spaces" are those City owned, operated or controlled surface lots or parking garages within, or in the vicinity of Downtown with the exception of the 611 Walker Garage. The parking garages currently available to F&A employees include; City Hall Annex, Lot C, Lot H, Hobby Center, 611 Walker, and Tranquility.

4.4 "Parking Access Device" shall mean an automated access card, sticker, hangtag, or other device that permits the operator of a vehicle to access a parking space.

4.5 "Transit Pass" shall mean a bus pass issued by the Metropolitan Transit Authority or other commuter transportation provider as approved by the Director.

4.6 "Business Office" shall mean the administrative division of the Finance and Administration Department, located at 611 Walker.

V. RESPONSIBILITIES

5.1 The Finance and Administration Business Office is responsible for establishing policies concerning parking spaces or use of transit passes as an alternative to providing a parking space. The Business Office will establish a mechanism to periodically review the parking/transit situation of employees, parking allocations, and other matters.

5.2 All F&A employees are responsible for compliance with this policy and adherence to guidelines developed by the Department.

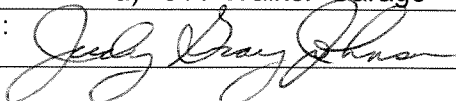
VI. GENERAL GUIDELINES FOR PARKING ASSIGNMENT

6.1 Parking passes will be issued to full time employees first, and then PT30 (part time) employees will be given a pass if parking space is available.

6.1.1 Assignment by Pay Grade – Parking location is determined by job classification and pay grade and assigned when and where space is available.

a) 611 Walker Garage - employees in pay grades 29 to 35 exclusively. The director is

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authorized to make reserved parking spaces available for the executive staffs.

- b) City Hall Annex Garage - employees in pay grades 17 to 35.
 - c) Hobby Center Garage – Pay grades 1-17 plus new hires, transfers, or employees waiting for re-assignment due to no space availability at 611 Walker or City Hall Annex.
 - d) Lot C – (the parking lot bounded by Memorial Drive, West Capitol, Buffalo Bayou, and Interstate 45) and Lot H (bounded by Memorial Drive, Interstate 45, and Sabine Street) – for employees that request to park there or when no space is available at Hobby Center Garage.
- 6.1.2 Limitation resolution process – If more than one employee needs a parking space, the employee with the most seniority in that particular current classification will be assigned the parking space.
- 6.1.3 Special needs/Disabilities
- a) Employees with special needs will need a written statement verifying the need for a close parking place based on a disability which has a mobility application. A copy of the application for disabled person placard and/or disabled person license plate disability statement that is issued by the County Tax Assessor Collector needs to state the length of time the placard is valid and include the name and expiration date. It will then be forwarded to the F&A Business Office for processing and a parking assignment will be issued to the employee in Tranquility Parking Garage.
 - b) No individual shall park in a handicap space unless they have a handicap hangtag or disability license plate issued in their name. The Houston Police Department will periodically check hangtags, if any violations are found, employee may be given a citation for violation of state and local laws.
- 6.2 Annual Review
- 6.2.1 The F&A Business Office will do an annual review of assigned parking. Reassignment may be made based on the current roster of personnel and the above criteria.
- 6.2.2 Employees will be notified by February 1st of any reassigned parking location.
- 6.2.3 Employees will be required to complete the proper forms for the following parking garages: (All forms are due to the F&A Business Office by February 15th of each year.)
- a) 611 Walker, City Hall Annex, Lot C or Lot H: Parking Agreement (attachment A) and application for Parking Lot Assignment (attachment B) to be issued new parking hangtag.
 - b) Hobby Center: the Standard Parking Assignment Application Form (attachment C) and the City Parking Agreement Form (attachment A). New parking access devices will be issued to those employees that need to be moved to Hobby from another location. If employee will remain at Hobby Center, no new parking access device will be issued.
 - c) New parking hangtags or parking access devices will be replaced and issued to employees March 1 of each year. Old hangtags or parking access devices will need to be returned at time of issuance of new hangtags and access devices.

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6.3 Van/Pool Car Parking

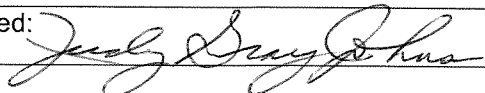
- 6.3.1 Employees who elect METRO/Van Pool Service must call the METRO Assistance Center at (713) 224- 7433 to obtain information regarding availability of the Van Pool Service in their area. Once the employee has determined the availability of Van Pool Service for their area, the employee will notify the Business Office Parking Coordinator with the van number and cost and he/she will contact the Human Resources Department for enrollment in order to have the City pay for the van/pool service fee.
- 6.3.2 Employees utilizing Metro Van/Car Pool Program with participant occupancy of three (3) or more City employees working Downtown will be permitted to select the City parking facility of their choice from the department's allocation of parking spaces. (Any outside group van/car pool vehicles must have F&A Director's approval.)

VII. ADDITIONAL GENERAL PROCEDURES FOR PARKING DEVICES AND TRANSIT PASSES

7.1 Parking devices/Transit passes

- 7.1.1 Each new department employee should complete the City of Houston Parking/Transportation Program Enrollment/Change form (attachment E) to ensure an annual parking device or transit pass is issued.
- 7.1.2 For those employees that wish to park, they must fill out the proper paper work (see section 6.2.3 a-c). For those that select the transit pass, they must fill out the Metro Transportation Letter of Acknowledgement (attachment F).
- 7.1.3 A parking device or transit pass will be issued annually each year.
- 7.1.4 The Enrollment/Change form must be turned in to the F&A Business Office by the **7th work day** of the month in order to make sure you receive your annual parking device, transit pass, or vanpool voucher for the first of the following month. If the 7th falls on a weekend or holiday, application is turned in the business day before the 7th. If not provided by the 7th there is no guarantee of issuance before the first of the month.
- 7.1.5 If an employee ceases employment with the Finance and Administration Department, the employee will turn in their parking access device or transit pass when doing their exit Interview with their supervisor or their final term paycheck will be held until it is received by the Business Office.
- 7.1.6 Employees that transfer to another department, terminate, or retire must return their parking access device, transit pass, or van/pool voucher.
- 7.1.7 Employees should never concurrently have both benefits (parking access device and a transit pass) or allow anyone else to utilize their pass.
- 7.1.8 Employees must utilize their parking access device or transit pass at least 15 workdays during the calendar month. The HR Department will conduct periodical audits.
- 7.1.9 Assigned parking access devices or transit passes are the exclusive use of eligible F&A employees only. They are not to be given to anyone else to use or sold to other individuals. Audits will be done on an ongoing basis to determine appropriate use of individual passes.
- 7.1.10 Employees shall not utilize their parking access device or transit passes for any reasons other than the performance of their duties even if it coincides with official duties.

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7.1.11 Employees will be charged \$15 to replace a lost, stolen, or mutilated parking access device. Employees that have a transit pass will not be charged for their first time pass replacement, but each time thereafter there will be a \$15 charge. No charge shall be made for a transit pass that is worn or defective.

7.1.12 Employees must adhere to the Parking and Transit rules and regulations (attachment A and E) or risk disciplinary actions that could include the loss of parking and transit privileges.

VIII. Additional Transit Procedures:

8.1 The Finance and Administration Department has two (2) "Floater" parking access devices that will be available for employees who utilize a transit pass. Employees who utilize transit passes may be allowed to park at the Hobby Center without charge to the employee when they are required to utilize their personal vehicles for a maximum of twelve (12) days per year for personal reasons.

8.2 Employees driving on City business must be authorized drivers under AP 2-2. An authorized driver is a driver that has been designated by their supervisor to drive on City business. They must have completed Defensive Driving, had their driving record checked through the Texas Motor Vehicle Bureau, and have proof of personal insurance. These employees may use a City Pool Vehicle by contacting the F&A Asset Management Section or contact the F&A Business Office to obtain a "Floater" parking pass.

8.3 "Floater" parking access devices are issued on a first come, first served basis.

8.4 Employees will be given a "floater" parking access device the **afternoon** before the date it is to be used. The "floater" parking pass device must be returned by noon the following day it was used. Employees who continually abuse the privilege by not returning the "floater" parking access device by noon the following day it is used may lose their privilege after three (3) incidents.

8.5 Employee must activate their transit pass at the beginning of the month for which the pass is issued.

8.6 Employee must return the old transit pass after the beginning of the month when renewed.

8.7 Employee must return their transit pass in the event of a transfer out of the designated downtown work site.

IX. POLICY COMPLIANCE

All employees through the F&A Division Director shall comply with this policy from policy date forward.

X. POLICY EXCEPTION

Policy exception and/or violations shall be brought to the attention of the Finance and Administration Director for review and recommended course of action.

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**CITY OF HOUSTON PARKING AGREEMENT
CONVENTION & ENTERTAINMENT FACILITIES DEPARTMENT**

The City of Houston, hereinafter called the "City," owns parking facilities in the City's Theatre District and surrounding areas that are operated by the Convention & Entertainment Facilities Department. This Parking Agreement applies to all City employees who are issued an access card or hang tag authorizing parking in the Theatre District Parking Garages, Fannin Garage, Lots C or H, or any future parking facility operated by the Convention & Entertainment Facilities Department.

I. ACCESS CARD/HANG TAG REGULATIONS

- A. Only one access card or hang tag is available per employee. Display hang tag on rearview mirror. (Remove hang tag prior to driving.)
- B. Employees are prohibited from allowing anyone other than themselves from using their assigned parking access card or hang tag.
- C. Employees who lose or misplace their assigned parking card will be required to pay the applicable hourly or daily parking fee. The absence of a hang tag may result in refusal of admittance or municipal parking tickets in hang tag lots.
- D. Employees will be charged \$15.00 to replace a lost, stolen, or mutilated access card or \$5.00 to replace a hang tag.
- E. Department directors shall require the return of an assigned parking access card or hang tag before releasing an employee's final paycheck.

II. PARKING RULES

- A. Cars, trucks, vans, etc., must be parked entirely within the stall lines painted on the floor.
- B. All directional signs and arrows must be observed.
- C. The speed limit shall be 10 miles per hour.
- D. Parking is prohibited in the following areas:
 - 1) Handicap area without the authorized handicapped parking decal visibly displayed.
 - 2) Areas not striped for parking
 - 3) In aisles.
 - 4) Where "No Parking" signs are posted.
 - 5) On ramps.
 - 6) In cross hatched areas.
 - 7) In fire lanes.
 - 8) In areas marked "Reserved Parking."
- E. Do not back into parking spaces.
- F. Employees must adhere to the rules and regulations of the facility in which they park. **ALL INFRACTIONS OR GROSS ABUSE OR ANY OF THE ABOVE RULES WILL BE SUBJECT TO TICKETING, TOWING, AND/OR REVOKING OF PARKING PRIVILEGES.**
- G. **ALLOCATION OF RISK.** All property placed in City parking premises shall be at the sole risk of the employee or those claiming under him, neither the City nor Contracted Operator of the parking facility shall be liable to the employee, or to any other person whatsoever, for any loss or damage to any property in or upon said facility. The employee hereby covenants and agrees to assume all liability of any loss or damage above described and hold the City harmless.

I have read the above Parking Agreement and agree to abide by its terms and conditions.

Signature

Date

CITY OF HOUSTON

Convention & Entertainment Facilities Dept

APPLICATION FOR PARKING LOT ASSIGNMENT

OFFICE USE ONLY

PERMIT NO.

LOT

NAME		EMPLOYEE NO.		VEHICLE INFORMATION			
LAST	FIRST	(MI)	YEAR	MAKE	COLOR	LICENSE	STATE
							TX

EMPLOYEE INFORMATION

Finance and Administration

DEPARTMENT	DIVISION	JOB CLASSIFICATION	PG	PHONE#

I have received a copy of the Policy & Procedures governing contract parking.

BILLING INFORMATION

<input type="checkbox"/>	EMPLOYEE BILLED - 1ST MONTH CASH/CHECK, FOLLOWING MONTH PAYROLL DEDUCTION.								
<input checked="" type="checkbox"/>	DEPARTMENT BILLED	100	FUND	65	DEPT	3000	APPR. NO.	3402	OBJECT CODE

ALL BLANKS MUST BE FILLED OUT COMPLETELY -- FORM WILL BE RETURNED IF IT IS NOT COMPLETE.

COMMENTS:



Standard Parking.
An APCOA/Standard Parking Company

Hobby Center for the Performing Arts
800 Bagby Street, Houston, TX.

Tel. 713-315-2506

☐ Individual

☐ Company

PARKING ASSIGNMENT APPLICATION FORM

This parking assignment is requested by _____
(For company accounts put company name)
in the **Hobby Center for the Performing Arts Parking Garage**. Effective date: _____

This assignment application constitutes an:

Addition _____ Cancellation _____ Data Change _____ Transfer From: _____
To: _____

The monthly/rental rate of \$ _____ for this parking assignment shall be billed directly to:

(Address) _____ Phone (work) _____
_____ (alternate) _____

Terms of this parking assignment are set forth in tenant's lease agreement and any future modifications to the original terms are the responsibility of the tenant.

The \$ _____ administrative fee charge to process the parking access card should be paid for
by _____

The \$ _____ replacement charge for lost or damaged parking access cards shall be paid for
by _____

Please completed the following registration: (Please Print)

Parker's Name: _____

Company Name: _____

Key Card #: _____

Make of Vehicle: _____

License Plate #: _____

The above named parker has received a copy of the parking rules and regulations. _____ (Initials)

Parking Office Use Only

Date received _____	Date entered _____
Corporate Acct. # _____	Individual Acct. # _____
Invoice Adjustment (credit/debit) circle one	
Rate _____	Months _____
x	+
Key Card _____	=
Total Adjustment _____	
Key Card Returned _____	

RULES AND REGULATIONS

ACCESS/EGRESS PROCEDURES

Upon entering, drive to the appropriate card reader in either entrance lane and flash the keycard. It is important to wait until the gate is completely down from the previous car entering before using your keycard. If the card is valid, upon flashing your card, the gate will open to allow entry to the parking area.

Upon exiting, drive to the appropriate card reader at any of the exits. Be sure to exercise the same caution as when entering. After flashing the keycard, if the card is valid, the gate will open to allow exit.

NOTICE: The card reader changes the mode to the keycard each time it is used. After using the card to enter the garage, it must be used next only to exit before it will become valid to again open the entrance gate. Conversely, when it is used to exit, it must be used to enter before it can be used to exit.

If the keycard does not work upon entering the garage, take a parking ticket, park your car, and immediately see the Garage Manager at the Garage Office for assistance.

Licensee will be issued an access card. This card is not transferable. Licensee shall not use visitor tickets in lieu of the card. In the event Licensee uses a visitor ticket, such ticket shall be billed to Licensee at the face rate of the ticket.

Keep access cards out of the sun to prevent damage.

Loss or theft of parking access cards or other such devices must be reported to Operator or any Garage Manager immediately.

Cars must be parked entirely within the stall lines painted on the floor, and only small cars may be parked in areas reserved for small cars.

All directional signs and arrows must be observed.

The speed limit shall be 10 miles per hour.

Where zone parking is applicable vehicles must be parked in their designated zones.

Only vehicles properly designated must use spaces reserved for handicapped parking.

Monthly contract parking times are from 6:00 a.m. to 6:30 p.m., due to the event schedule maintained at this facility. All monthly contract parking will be expected to leave the premises at the prescribed time. In the event that you do not depart from the garage by the prescribed time you would be assessed a late exit fee of \$5.00.

Parking is prohibited in all areas not expressly designated for parking including without limitation.

- (a) Areas not striped for parking
- (b) Aisles
- (c) Areas where "no parking" signs are posted
- (d) Ramps
- (e) Loading zones

No allowance is made in billing for time not used, nor may customer authorize another to park in customer's absence. Parking charges are due by the 1st of the month and are considered late after 5th day of each month. Operator reserves the right to increase the monthly rate for said parking space(s) upon thirty (30) days written notice.

Charges are for parking spaces only. Neither Operator nor Garage Owner assumes any responsibility whatsoever for loss or damage to vehicles or their contents, however caused. **VEHICLES SHOULD BE LOCKED AND VALUABLES SHOULD NOT BE LEFT IN VEHICLES.**

Licensee agrees to abide by the rules and the Garage Owner or Operator may from time to time prescribe regulations pertaining to the use of the facility as. Licensee shall promptly reimburse Operator for any expenses incurred as a result of Licensee's violation of the rules and regulations, including without grounds for immediate termination of this license.

Individual licenses shall, upon timely receipt by the Operator of the prevailing fee, continue automatically month to month until terminated by either party upon thirty (30) days written notice to the other party provided this agreement does not fall under a building lease between employer and garage owner.

If licensee is, or is employed by, or is a subtenant of, a tenant in a building of the Garage Owner and Licensee has executed a separate parking agreement with the Garage Owner ("Separate Parking Agreement"), then, in the event of any conflict between such Separate Parking Agreement and this Parking Agreement, the provisions of the Separate Parking Agreement shall govern and rule.

City of Houston
Employee Parking/Transportation Program
Enrollment/Change Form

Department Use Only: Fund # Org # Dept. Approval Required (please initial)

Employee I.D. Number

Department / Division

Social Security Number

Last Name

First Name

M.I.

Effective Date (For Benefits use only)

Enrollment

Change - I elect to change my transportation option for the Employee Transportation Program.

If the Benefits Division receives my form by the 15th of the month, my new election will be effective on the first of the following month.

Please check here if this is a transfer employee from another department. From which department? _____

Employee Eligibility:

Participation in this program is limited to employees who work at designated downtown work sites, are full-time or PT30 (part-time employees working 30 hours per week), and do not have a take home vehicle. Downtown locations are listed on the back of this form. An employee must be designated as a full-time or PT30 employee in the City's Payroll System in order to participate in this program. Any election you make will remain in place until you change your option or until you no longer qualify.

The City of Houston also offers METRO bus passes at a 10% discount to all city employees regardless of work location. This discount is only available through payroll deduction. If you are interested in receiving a bus pass at this discounted rate, please contact your department's payroll/human resources representative.

Employee Election:

If you are enrolling, only fill out "Enroll/Change from current" election column. If you are changing your current enrollment, check one from "Enroll/Change from current" column and one from "Change to new" column.

Enroll/Change from current:

Change to new:

☐ **Local Pass**

☐ **Metro Commuter Pass**

Zone 1 2 3 4 (Circle one)

☐ **Parking Access Card/Tag**

*I elect to accept free parking in the city sponsored parking lot designated by my department. I will receive a Parking Access Card/Tag to be used only by me and only in the conduct of city business.

☐ **Van Pool Service (Van # _____)**

(Monthly cost: _____)

☐ **METRO Lift Pass**

☐ **Disabled Pass** or ☐ **Senior Pass**

Local or Zone 1 2 3 4 (Circle one)

☐ **Local Pass**

☐ **Metro Commuter Pass**

Zone 1 2 3 4 (Circle one)

☐ **Parking Access Card/Tag**

*I elect to accept free parking in the city sponsored parking lot designated by my department. I will receive a Parking Access Card/Tag to be used only by me and only in the conduct of city business.

☐ **Van Pool Service (Van # _____)**

(Monthly cost: _____)

☐ **METRO Lift Pass**

☐ **Disabled Pass** or ☐ **Senior Pass**

Local or Zone 1 2 3 4 (Circle one)

IRC §132 allows an employer to provide certain transportation benefits to its employees without including the fair market value of the benefit in their income. These benefits include transit passes, tokens, fare cards, or reimbursement for them by the employer. The excluded benefit is limited to \$100 per month. Any benefit in excess of \$100 per month or \$1,200 per year is taxable as imputed income and will appear on the employee's W-2. If you have questions regarding imputed income, please consult your payroll representative.

Signing your form:

I understand that I may elect a free METRO Pass or a free Parking Access Card/Tag. If I elect a METRO Pass now, and later change my option to a Parking Access Card/Tag, I understand that a parking space may not be available in a parking facility within walking distance to my building. The City of Houston will not pay a fee for me to park in a lot, unless the City of Houston designates the parking lot. (See additional information on back.)

Date: _____ Work Location (address): _____

Work Phone: _____

Employee Signature: _____

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METRO TRANSPORTATION PROGRAM LETTER OF ACKNOWLEDGEMENT

Department: _____

The City of Houston's Transportation Program was developed to ensure that employees who work at designated downtown work sites have adequate access to parking and use of the transit system. The objectives of the program include equitable treatment of employees, to allow the city to remain competitive with other downtown employers, and to encourage use of transit. The City of Houston fully funds the program; employee contributions are not required. The City of Houston is enthused with this program because it provides a significant benefit to employees.

When the program was implemented, the City issued passes on the basis of good faith, honesty, trust, and a need for the transit pass. The City continues to administer the program on this basis. However, this year you must be made aware of the following and all transit riders will be required to comply.

REQUIREMENTS:

- Employees **must** activate their pass at the beginning of the month for which the pass is issued;
- Employees **must** utilize their pass at least 15 work days during the calendar month (unique situations may be discussed for approval);
- Employees **must** ensure their card is read and used regularly in METRO's fare box (If fare box is not operating, employees should notify METRO's customer service at (713) 652-0180 to inform of the problem);
- Employees **must** return their old pass after the beginning of the month when renewed;
- Employees **must** return their transit pass in the event of transfer out of the designated downtown work sites;
- Terminated or retired employees **must** return their transit pass;
- Employees should never concurrently have both a parking space and a transit pass;
- Employees should never allow anyone else to utilize their transit pass.

This Program will be audited on an ongoing basis in accordance with the above requirements to determine appropriate use of transit passes. Requirement violations will result in a notification to the employee. A second verified notification would result in withdrawing employees' eligibility to participate in the program. This means that the employee will be ineligible for a city-sponsored transit pass or a city-sponsored parking space.

BUS PASSES THAT ARE LOST, STOLEN, UNUSABLE OR NON-WORKING:

If an employee's bus pass is lost, stolen, becomes unusable or non-working for any reason after the employee has received the pass, the employee is responsible for having the pass replaced. Neither the City of Houston Human Resources Department nor any other City Department is liable for replacing an employee's pass. (If bus pass is replaced, the new serial number must be provided to Abel Maldonado or your department coordinator.) **Fares paid by an employee during the waiting period for a METRO pass (for any reason) are the responsibility of the employee only.**

LOST OR STOLEN PASS:

- Employee **must** have the serial number (located on the back of their bus pass or can be obtained through the department coordinator).
- Employee **must** go to METRO Treasury Department, 1900 Main, 2nd Fl. (8:00am-3:00pm). An affidavit must be completed to replace the lost or stolen pass and a waiting period of three business days will be applicable. First time replacement pass is free and \$15.00 charge will be applied thereafter.
- If a pass is lost in the Farebox/TPU, the employee **must** ask Operator for a Lost Claim Form, then contact METRO's Lost & Found Department at (713) 658-0180.

UNUSABLE OR NON-WORKING PASS:

- Employee **must** go to METRO Treasury Department, 1900 Main, 2nd Fl. (8:00am-3:00pm) to have the pass exchanged. (New serial number must be provided to Abel Maldonado or your department coordinator.)

I am an employee of the City of Houston working at one of the designated downtown work sites and eligible to participate in the Transportation Program. I have read and understand the requirements to participate in the Transportation Program. By signing this letter of acknowledgement I agree to the requirements listed above and I am fully aware of the consequences for any violations.

Signature: _____ Employee No.: _____ Date: _____