

**From:** Murphy, Jennifer  
**Sent:** Wednesday, March 01, 2006 2:42 PM  
**To:** GRP-Department Heads  
**Cc:** Gutierrez, Susie; Weathersbee, Mike  
**Subject:** Notification of Change to Complex Parking Garages

**PLEASE NOTE THIS E-MAIL IS SENT ON BEHALF OF JEFF KAUFFMANN**

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Good Afternoon,

We have seen a continual growth in the request for parking within the UT System Administration Complex garages. We have now reached capacity and are seeing an increase in the use of overflow parking by our permanent employees. Many of these permanent employees are being displaced by temporary employees. For this reason we will be suspending the practice of offering our garages for use by temporary employees and visitors. Only those temporary employees and visitors that have specific special needs will be issued permits for the garages.

Effective April 1, 2006, the 40 temporary employees listed in the attached file and all new temporary employees will not be provided parking at the System Administration complex garages. We will send a notice to these employees this afternoon. Temporary employees can either make their own arrangements for parking or use the overflow parking that is currently available.

We are working to collect data from area garages to provide options beginning April 1st. Also, the Metro and Dillo systems will be encouraged. Your department will have the option to assist them with their parking expenses if you choose and if your M&O budget allows it.

APS will work to reimburse departments or temporary employees that have prepaid UT's monthly parking fees for months beyond March.

Thank you,  
Jeff K.

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