

Parking & Transportation

UNIVERSITY
OF MIAMI



Welcome to the department of Parking and Transportation.

This presentation is designed to give you an overview of the Gables One Tower parking system. The main Parking Office is located at the McKnight building at the below address, but almost all parking transactions can be done online providing you with a quick and easy solution to your parking needs.

5807 Ponce de Leon Boulevard, McKnight Building
Coral Gables, Florida 33146

(305)-284-3096

Website: <http://www.miami.edu/parking>

Index

Overview.....	Slide 3
Regular Annual Process.....	Slides 4-5
Notes to Annual Process.....	Slide 6
Joining GOT Mid-Year.....	Slide 7
Visitors.....	Slide 8
Meetings.....	Slide 9
FAQ's.....	Slides 10-12

UNIVERSITY
OF MIAMI



Overview

Below are some facts about Gables One Tower:

- 1,000+ Employees
- 494 Parking Spaces at the Building
 - Lower Deck = 267
 - Upper Deck = 227
 - Visitor Lot = 34
- Discount Lot under the Metrorail & Denny's = 168

Once the building inventory above is sold out, permits are available at the Discount lot located under the Metrorail. Alternatively, employees may utilize the university's subsidized public transportation program.

UNIVERSITY
OF MIAMI



The Process

Parking Permits are sold annually, so any staff member that was unable to get parking at the building will have another opportunity the following year. There is no “grandfathering in” for multiple years. The sale of permits is done in two groups:

Group 1 – Director level and above

Group 2 – All other staff members

The rationale for two groups takes into consideration the business needs of the University. Executives often need to attend meetings outside of the GOT building and spending time walking to and from the discount lot multiple times a day is not a productive use of university time. Therefore parking at the building is an essential part of their business.

(We recognize that everyone’s time is valuable, and will consider situations where staff from group 2 have a similar need. These cases will be considered when submitted with a justification from the department VP level. An email from the VP to parking.gables@miami.edu is normally sufficient)

UNIVERSITY
OF MIAMI



The Process cont...

The permits are sold via an online process and emails will be sent to all GOT employees ahead of time advising when the process will start.

Group 2 will have a start time of 8:00pm instead of midnight. (Group 1 can purchase at any time in the week prior to group 2 sales going live)

To help ensure the process is as smooth as possible, you should confirm your work address is correct at least a week before the permits go on sale. To do this, follow these instructions:

- Login to Workday
- Click on the 'Personal Information' icon
- In the 'View' box, click on the 'About Me' link.
- Note the 'Location' under 'Job Details'. This should be 'Gables One Tower'

UNIVERSITY
OF MIAMI



Other Points of Note:

- When the sale opens up, most employees of GOT will be logging onto the system. Although the system can handle this, it does place people into a queue in the order that they logged on. Therefore it should be expected that the process may take a little time.
- Waitlists are available for staff to join once the building parking has sold out. Please purchase an alternative permit before placing yourself on a waitlist.
- If you plan on purchasing a Discount Lot permit, please do not logon when sales first open. This lot does not sell out and you can purchase your permit at any time. By staying away from the system, you will allow your colleagues who are trying to purchase a building permit to complete their transaction much quicker.

UNIVERSITY
OF MIAMI



Joining GOT Mid-Year:

If you are a new employee or an existing employee that is being transferred to GOT during the current permit year, the chances are that building parking is sold out. Therefore you will have to select the discount parking lot if you need parking. There are a few groups that will receive priority:

- **Priority 1** – If you have a medical / ADA concern, you will receive priority consideration for building parking, subject to approval from Workforce Equity & Performance.
- **Priority 2** - If you are an Executive (Director or above), you will receive 2nd priority for building parking.
- **Priority 3** – Staff & Managers with a University business need will receive 3rd priority when authorized by a department head at VP level.

Those new GOT employees who are only offered the discount parking lot when they start, will have the opportunity to apply for building parking at the next permit season. Email notifications will be sent to all employees to advise of the respective dates.

UNIVERSITY
OF MIAMI



Visitors:

The primary purpose of our GOT visitor lot is to meet UM business needs. Visitors are defined as any person that is not a regular employee based at GOT. So this lot may be used by non-GOT based employees for business visits.

Visitors are welcome to utilize the this lot which is accessible from the front of the building via US1. This lot is gated and controlled by an attendant Monday to Friday between 8:00am and 4:00pm.

The maximum time limit for the visitor lot is four hours unless prior arrangements have been made with Parking & Transportation.

UNIVERSITY
OF MIAMI



Meetings:

If you are planning a meeting that has 25 or more attendees, to please contact our special events coordinator. Please keep in mind that there is a good chance that another department may also be scheduling a similar event at the same time. If we are aware of this, we can make arrangements to accommodate the visitors while not displacing the regular employees (For example set up a temporary valet service). This ensures normal convenience to our fellow colleagues while also providing a superior and welcoming service to our visitors.

If your meeting has 25 or more attendees, please make sure to complete the appropriate special event form. Details can be found by [clicking here](#)

UNIVERSITY
OF MIAMI



FAQ's:

UNIVERSITY
OF MIAMI



Question	Answer
<p>Why should I give up my parking permit every year and reapply?</p>	<p>Although some may consider that a new employee should not have the same opportunity as an employee who has been with the university for 20 years, there are many times when employees are transferred to GOT. If the permits were not renewed annually, a tenured employee of 25 years who is transferred to GOT would never have the opportunity to park at the building.</p>
<p>I do not feel safe walking to the Discount Lot in the Dark.</p>	<p>Several steps have been taken to address employees concerns of safety. The UM Police Department will patrol the Discount Lot on a regular basis. The visitor lot is gated and for use of visitors from 8:00am to 4pm, M-F. After 4:00pm, the gates are left up and employees who park at the Discount Lot and know they will be leaving later in the evening are free to move their vehicles to the visitor lot after 4:00pm when it is still light outside. In the event that an employee feels unsafe walking to the Discount Lot, they may call Police Dispatch at ext. 6666 who will send a Police Officer or Security Guard to escort you.</p>



Question	Answer
<p>I have a medical condition that prevents me from walking long distances. Can I get parking at the building?</p>	<p>The first step is to apply for parking in the same manner as all other employees. If you are unable to secure parking at the building, you should contact the Workforce Equity and Performance group. On their website (www.miami.edu/wep) they have a link called 'Reasonable Accommodation'. They will review your case and advise the Parking department whether you should have parking at the building.</p>
<p>My work colleague is leaving and has a building permit. Can I swap my Discount permit for their building permit?</p>	<p>No. Your colleague's permit should be returned to parking, and the next person on the waitlist is given the opportunity to get this permit.</p>
<p>Every time I come to work, I see empty spaces. Why can I not have one of these?</p>	<p>The number of permits sold is very carefully monitored. Our goal at Parking is to have as many employees parking at the building as possible. But at the same time, we have to ensure that anyone who has purchased a building permit is guaranteed a space. Due to the fact that their will always be employees on vacation or sick, there may be times that spaces are available. Parking uses a 1:1.1 ratio meaning that we can sell 1.1 permits to every space available and still guarantee parking for everyone. There will be times when as many as 20 or 30 spaces may be open, but others when only 2 or 3 are available.</p>

Question	Answer
The spaces on the upper level are small and it is difficult to park.	This is true. Unfortunately, there is no simple solution. The layout of the upper deck level does not meet current code regulations, but is 'grandfathered' in from previous regulations. Any attempt by UM to remove a few spaces to allow the enlarging of some of the smaller ones, would require the entire deck to be reformatted to meet current code. This would cause the loss of many more spaces which ultimately would mean even more employees parking at the Discount Lot.

UNIVERSITY
OF MIAMI



Thank You!

Parking & Transportation
McKnight Building
5807 Ponce De Leon Blvd
Coral Gables, FL 33146

305-284-3096 Option 2

www.miami.edu/parking