

RAMSEY COUNTY/ALLRIGHT PARKING PROGRAM

Q. *How does the program work?*

A. Ramsey County has entered into a special agreement with Allright Parking to provide reduced rate parking for Ramsey County employees at the parking lot located at 390 East Kellogg Boulevard (beneath the Lafayette Bridge) at the discounted rate of \$40.00 a month . (Note: The 21A bus, which stops in this parking lot, is available to ride in the downtown zone for 50¢ one-way.) Once you enroll, you will pay a monthly fee of \$40.00. Program rates are subject to change throughout the year.

Q. *Who is eligible for the Parking Program?*

A. All permanent or probationary full-time and regularly scheduled part-time Ramsey County employees are eligible to participate in the Parking Program. The program is limited to 35 participants due to limited spaces at the lot.

Q. *How will I get my parking hang tag?*

A. To participate in the program you must complete an enrollment form. Parking hang tags will be mailed to your home each month by Allright Parking.

Q. *Can I sign up for the Parking Program any time?*

A. You will be able to join the Parking Program throughout the year.

Q. *Once I sign up, am I locked into the program for an entire year? Can I discontinue my participation?*

A. You will be able to cancel all or part of the program at any time throughout the year, however, cancellations will take place on a monthly basis only. Because of the need for payroll processing cutoffs, you will need to complete and submit the cancellation / change form at least 35 days prior to the month of cancellation.

Q. *Can I cancel out of the program one month and join again another month?*

A. Yes. The Ramsey County/Allright Parking Program has open enrollment.

Q. *Does this program work for people in carpools?*

A. Yes. Call the St. Paul Smart Trips at 651-224-8555, for more information.

Q. *What if I lose my parking hang tag?*

A. Hang tags will not be replaced by Allright Parking. If you lose your hang tag, you will need to call Allright Parking at 612-340-9025 to make separate arrangements for parking that month.

Q. *How will payroll deduction work?*

A. The deduction will be taken from your first paycheck of the month for the next month's Parking Program payment. You will be automatically enrolled in the Transportation Expense Account - Payroll Deduction Account (PDA) and the deduction will be taken pre-tax unless you submit a "PDA Change in Participation" form available from Human Resources Benefits.

Q. *What do I do if I terminate employment with Ramsey County?*

A. If you terminate your employment with Ramsey County while participating in the Parking Program, you must fill out a cancellation form and submit it to the Budgeting & Accounting Office at least 35 days prior to the month of cancellation.

Q. *Who do I call if I have more questions?*

A. If you need to know more information about the Parking Program, call St. Paul Smart Trips at 651-224-8555.