

**To the Mayor and Members of the City Council****November 15, 2022**

Page 1 of 1

**SUBJECT: PARKING ARRANGEMENTS – MORNING COUNCIL MEETING**

This informal report provides information on provision of parking at no direct cost for citizens scheduled to speak at City Council morning sessions.

**Houston Street Garage**

The Municipal Parking Fund established a coupon program so that City department's may purchase coupons for their guests for scheduled board and committee meetings. In the case of Morning Council meetings, it is proposed that the City Manager's Office will purchase and distribute the coupons to the scheduled speakers as identified by the City Secretary's Office.

The instructions for parking at Morning Council will be placed on the City Secretary's website page where instructions are already in place for citizens to register as a speaker. The parking instructions will lay out the required steps for scheduled speakers to park in the Houston Street garage without charge. The registered speakers will be required to pull a ticket upon entrance to the garage and then upon attendance in Council the citizen can present the ticket to the designated City Manager's Office staff who will confirm citizen's identification via the City Secretary's Office speaker's list and then a coupon will be provided for exiting the garage.

The FY2018 Parking Garage Audit completed by the Department of Internal Audit recommended consistency in the sequencing of coupons issued as well as ensuring compliance across departments relative to issuance and billing of coupons.

If you have any questions, please contact Lauren Prieur, Interim Transportation and Public Works Director, at (817) 392-6035.

**David Cooke**  
**City Manager**