

## Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU), made by and between Forest Service Council-National Federation of Federal Employees Local 2200 (Union) and the United States Forest Service ASC-HRM (Management) collectively “the Parties,” It describes the rules governing parking and the means by which those rules will be enforced at the Albuquerque Service Center-Masthead Campus.

### **General:**

A parking permit does not guarantee a parking space in any particular area. Parking is on a first-come, first-served basis.

The Property Owner will install signage at the Masthead St., Washington St. and Rutledge Road entrances clearly denoting that parking on the campus is: Park at Your Own Risk by Permit Only and Violators Will Be Towed at Owner Expense.

The Forest Service, Internal Operations Facility POC will enforce parking on the lot except the “Low E” designated parking. The Property Owner will enforce parking violations occurring in the “Low E” parking areas. Guards will walk the parking lot and report violations to the Internal Operations Facility POC for action.

Entry to the parking lot is unrestricted from 4:30AM to 10:30PM Sunday – Saturday. Entry to the lot prior to 4:30AM and after 10:30PM Monday – Friday, weekends and holidays is restricted to the South entrance on Rutledge Road until further notice.

Neither the Forest Service, nor Property owner, assumes responsibility for damages or loss caused by any and all events, including but not limited to weather events, theft, accident or vandalism. Any person who, through the operation of a vehicle, causes damage to buildings or property on the campus may be responsible for payment of costs for repair or replacement.

Vehicles involved in any type of personal property damage caused by a known or unknown person will work through their respective insurance company to resolve. Employees may also contact the Albuquerque Police Department for assistance and filing any necessary reports.

Vehicles parked in such a manner or place, creating an immediate hazardous situation will be towed immediately at owner’s expense. This includes blocking any door or parking in a Fire Lane.

Vehicles parked improperly or in such a manner as to impede or obstruct the flow of traffic or parks in a designated area in which the employee’s parking permit does not allow, will be towed at owner’s expense after 2 written, documented warnings to the employee.

Storing or repairing private vehicles (except for emergency repairs) is prohibited. Parking privately owned vehicles, motor homes, trailers, and boats for the purpose of sale, storage or habitation is not permitted.

### **Parking Requirements:**

- Every owner of a motorized vehicle wishing to park on campus shall obtain and display at all times a valid Albuquerque Service Center – Masthead Campus parking permit.
- Permit shall be affixed to the inside lower corner of the passenger side front windshield for 4 wheeled vehicles. 2 wheeled vehicles may place the parking permit on the windshield as described above or may elect to keep parking permit on their person and produce when requested.
- Report lost/stolen/damaged permits to the Internal Operations Facility POC so that a new parking permit can be issued.
- In the case of multiple vehicles, a parking permit will be required and issued for each vehicle.
- Employees wishing to park a loaner or temporary vehicle including rental cars are responsible for obtaining a temporary parking pass. The pass must be displayed for the period assigned, on the rear view mirror or placed on the dashboard.

### **Designated Parking/Permit Allowance:**

#### **Licensed/Non-Licensed 2-wheeled motorized vehicles:**

Motorcycle spaces are designed specifically for powered two-wheel/three-wheel motor vehicles. Licensed powered two-wheel/three-wheel motor vehicles may park in designated motorcycle parking, compact, regular and/or handicapped parking spaces with appropriate placard or license plate.

Non-licensed powered two-wheel motor vehicles may park near the bike racks outside either building or in a Motorcycle designated parking spot.

#### **Compact:**

These spaces are designated specifically for small four-wheel motor vehicles. Current compact car size, as defined by the [United States Environmental Protection Agency](#) (EPA), for US and international models, is approximately 13-15.41 feet long and include hatchbacks, convertibles, sedans, station wagons, Compact multi-purpose vehicles and compact SUV's. Vehicles fitting the description of compact may park in designated compact parking, regular and/or handicapped parking spaces with appropriate placard or license plate.

**Low Emission:**

These spaces are designated for “low-emitting, fuel efficient vehicles” as defined as vehicles that are classified as zero-emission vehicles (ZEV’s) by the California Air Resources Board, or, that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy annual vehicle-rating guide.” Permits for this category will be issued for 2001- to current model vehicles that may be included in the listing at <https://greenercars.org/greenercars-ratings>. Vehicles fitting the description of **Low Emission** rated vehicles may park in designated Low E parking, regular and/or handicapped parking spaces with appropriate placard or license plate.

**Handicap:**

These spaces are designated for any motorized vehicle that displays a State issued handicap rating placard or license plate. Vehicles fitting this description may park in designated handicapped, compact, or regular parking spaces.

**Regular Non-Designated:**

These spaces are designated for all motorized vehicles regardless of size or type not described above. Vehicles fitting this description are authorized to park in non-designated parking spaces only. These vehicles are **not** allowed to park in motorcycle, compact, Low E or handicap parking spaces.

**Visitor:**

The term “Visitor” for this purpose is defined as any vendor, contractor, member of the public, private sector, or Forest Service employee not assigned to work in the Masthead buildings; wishing to conduct business on the Masthead campus.

All visitors are required to sign in at the guard station. In addition, if driving a vehicle, visitors are required to park in designated visitor parking area. A parking permit will be issued and displayed by hanging on rear view mirror or placed on the dashboard in full view. As a time saving measure - parking tags may be requested prior to arrival to the campus by contacting Paul Romero, at [paul.romero@usda.gov](mailto:paul.romero@usda.gov) or Gary Griego at [gary.griego@usda.gov](mailto:gary.griego@usda.gov).

If the visitor parking area is full – non-designated overflow parking is located on the upper parking deck and is accessible by entering from Washington Street on the north side of the campus.

Any vehicle parked without an appropriate parking permit is considered a security risk and subject to immediate towing at driver’s expense.

**Permit Application Process:**

Effective April 1, 2014, every vehicle parked on the Masthead campus must display the appropriate parking permit.

Employees will complete one registration form for each motor vehicle they wish to park on the campus lot. Registration forms can be completed via email or hard copy. Hardcopy forms will be available at each guard station and break rooms in each Masthead building. Electronic forms will be sent to Masthead employees via the Public Distribution List (pdl) at FS-pdl asc masthead.

Completed registration forms will be distributed as follows: One copy with attached permit/s/ will be returned to employee, original registration form will be secured in a locked box at the guard station in 3900 Masthead, one copy of registration form will be secured by Internal Operations Facility POC. Information from registration forms will be entered into a secured database.

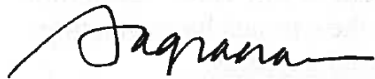
Employees are responsible for keeping vehicle information up to date by reporting changes to the Internal Operations Facility POC.

**Communication:**

The Parties agree to jointly communicate this MOU to Masthead employees via the Public Distribution List (pdl) at FS-pdl asc masthead. In addition, the front doors and exit doors will be posted with pertinent information regarding the new parking permit process.

Communication will be sent to Masthead employees a minimum of 30-days prior to implementing, and again at 15-days. A final Notice will be sent the day prior to implementation.

This MOU is effective upon the date of the signatures below. The terms and conditions of this MOU shall be effective on April 1, 2014. If either party wishes to modify its term, written notification of a desire to reopen must be provided to the other party. This MOU may be modified by mutual agreement of the Parties.



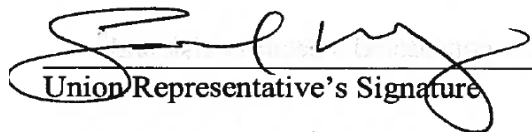
Management Representative Signature

2/10/14

Date

SAMUEL A. GRAHAM JR

Management Representative Name



Union Representative's Signature

02/10/14

Date

SAMUEL NEVAREZ

Union Representative's Name