

Board of County Commissioners Leon County, Florida

Policy No. 99-2

Title: Parking - County Downtown

Date Adopted: January 29, 2009

Effective Date: January 29, 2009

Reference: N/A

Policy Superseded: "Assigning Parking Spaces," adopted January 28, 1969; "Parking Policy for Courthouse Garage" and "Procedures for Implementing Parking Garage Policy," adopted November 29, 1988; "Addendum to Courthouse Parking Policy re: Temporary Disabilities," adopted October 10, 1989; Addendum to Parking Policy re: Authorization for Payroll Deduction of an \$18 per Month Parking Fee, adopted March 13, 1990 and effective April 1, 1990; Policy No. 93-39 "Parking - County Courthouse Garage," adopted January 12, 1993; Policy No 99-2 "Parking-County Courthouse Garage," adopted June 15, 1999

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 99-2, "Parking - County Courthouse Garage," adopted June 15, 1999, is hereby repealed, and superseded and a revised policy adopted in its place, to wit:

Leon County has parking facilities located in the Leon County Courthouse, Leon County Courthouse Annex (collectively, the "Downtown Facilities"), and the Leon County Gadsden Street Parking Lot (collectively the "County Downtown Parking"). County Downtown Parking provides:

- (1) parking for Leon County and State of Florida employees whose official office and primary work station is the Downtown Facilities or who conduct official business in the Downtown Facilities;
- (2) parking for paid tenants of the Leon County Courthouse Annex, consistent with the terms of such tenants' lease and license agreements; and
- (3) access to the public for the conduct of official business in the Downtown Facilities with Leon County and the State of Florida entities.

As available, parking spaces located in the County Downtown Parking may be provided to elected officials and employees who work in the Leon County Courthouse and Leon County Courthouse Annex, and others as set out in the "**Procedures for Implementing Parking Garage Policy**" incorporated into this policy.

The use of County Downtown Parking and assignment of parking spaces within County Downtown Parking shall satisfy all legal obligations that may exist and shall be equitable and fair to all Leon County and State of Florida employees whose official office and primary work station is located in the Leon County Courthouse or in the Leon County Courthouse Annex. The Division of Facilities Management shall be responsible for implementing this policy and for developing additional procedures, consistent with this policy, for the secure and safe use of the County Downtown Parking.

Procedures for Implementing County Downtown Parking Policy

Leon County (the County) has parking facilities located in the Leon County Courthouse, Leon County Courthouse Annex (collectively the “Downtown Facilities”), and the Leon County Gadsden Street Parking Lot (collectively the “County Downtown Parking”). The following procedures relate to the use of County Downtown Parking and assignment of parking spaces within County Downtown parking.

A. Public Parking

Public metered parking spaces within the County Downtown Parking may be made available to the general public having official business in the Downtown Facilities with Leon County or the State of Florida. If made available, such public metered spaces shall be filled on a first-come, first-served basis, with such use enforced by the City of Tallahassee consistent with the City of Tallahassee’s parking ordinances.

B. Parking Spaces for Disabled Persons

A limited number of parking spaces within the Courthouse garage and Courthouse Annex shall be labeled and reserved for disabled persons. These spaces shall be filled on a first-come, first-served basis. For purposes of these Procedures a, “Disabled Person” shall be defined consistently with Section 553.5041(3), Florida Statutes (2008), or as that section may hereafter be modified as any individual who has a severe physical disability and has permanent or temporary mobility problems which substantially impair their ability to ambulate; and who has been issued one of the following:

1. A disabled parking permit under one of the following Florida Statutes:

- a. Section 316.1958 - recognizing out-of-state vehicles displaying a special license plate or parking permit issued to a person who has a disability by any other state or district subject to the laws of the United States or by a foreign country that issues disabled parking permits that display the international symbol of accessibility; or

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- b. Section 320.0848 - recognizing disabled parking permits issued by the Florida Department of Highway Safety and Motor Vehicles for a period of up to 4 years for persons with a long-term mobility impairment, or temporarily for a period not to exceed six months for persons with a temporary mobility impairment.
 2. A license plate under one of the following Florida Statutes:
 - a. Sections 320.084 and 320.0842 – issued to certain disabled veterans by the Florida Department of Highway Safety and Motor Vehicles;
 - b. Section 320.0843 – issued to persons with a long-term mobility impairment by the Florida Department of Highway Safety and Motor Vehicles; or
 - c. Section 320.0845 – issued to members of the Paralyzed Veterans of America by the Florida Department of Highway Safety and Motor Vehicles.
- C Assignment of Employee Parking Spaces
1. The County may provide parking spaces to those in the following categories:
 - a. County, Circuit, and visiting judges.
 - b. Constitutional and Elected Officers: County Commissioners, Clerk of the Courts, Tax Collector, Property Appraiser, Supervisor of Elections, Sheriff, Public Defender, State Attorney.
 - c. Staff of Constitutional and elected officers, or any others, whose primary use of a vehicle is for official business as may be required by Florida Statutes.
 - d. Department Heads.
 - e. Division heads whose primary office is located within the Downtown Facilities.
 - f. Senior Management or executive support employees whose primary office is located within the Downtown Facilities.
 - g. Employees who are a Disabled Person and who have their official primary office located within the Downtown Facilities.
 - h. All other staff or persons for whom the Board of County Commissioners has agreed to provide parking spaces or which may be required by Florida Statutes.

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2. Because of the limited number of parking spaces in County Downtown Parking, employees cannot be assured of an assigned space. However, as space is available, all County and other State employees, not categorized above, whose official primary office are located in the Downtown Facilities shall be assigned parking spaces based upon the following:
 - a. Only full-time employees will be assigned a parking space in County Downtown Parking and they will be assigned in order of seniority. Seniority will be determined by the employee's official date of hire, specifically the official start date (month, day, year) or most recent date of employment after a break in service exceeding 30 working days. Part-time, OPS, or intern positions will not be allowed to access the garage except when driving a County or State marked vehicle.
 - b. In descending order of seniority, spaces will be assigned first from those available in the Downtown facility in which they are employed, and then from those available in any other County Downtown Parking. Exceptions to the assigned location may be approved by Facilities Management Director.
 - c. When all available parking spaces have been assigned, those employees not receiving a space will automatically go on a waiting list by seniority. Said list will be updated monthly and available for examination in the Division of Facilities Management during normal working hours.
 - d. This paragraph applies to employees who previously have not applied for parking because of their work location. Any employee who is transferred by their employer to the Downtown Facilities from another work site shall become eligible to apply for parking upon assignment. If this employee had previously been ineligible because his/her worksite was not in the Downtown Facilities then, upon assignment to the Downtown Facilities, the employee will be placed on the waiting list, according to his/her seniority. Any employee who applies and is accepted for a position in the Downtown Facilities shall be eligible for a parking space based on the effective date of accepting that position.

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- e. Each hiring agency within the Downtown Facilities shall be responsible for having its new employees fill out a parking application with the Division of Facilities Management upon hiring.
 - f. To be removed from the waiting list, employees must state their desire to be removed and submit this statement in writing to the Division of Facilities Management.
 - g. Facilities Management shall notify employees when a space becomes available and shall inform the employee of the terms of the contract.
 - h. An employee may, at the beginning of each month, choose not to contract for a parking space.
 - i. Employees on the waiting list may, at the time of notification, choose not to accept the space.
 - j. Employees who decline to accept a parking space or who cancel an existing parking contract with the County must then re-apply for any future space. When employees re-apply for parking, it will be effective with the current date of application.
 - k. Employees who have an assigned parking space may not sub-lease the space. The space cannot be vacated for periods longer than one month without prior approval of the Division of Facilities Management.
3. Those persons qualifying within the categories listed in Section C.1. of these Procedures shall be assigned a space in the Downtown Facilities. If no space is available in the Courthouse or Courthouse Annex to accommodate a new person or position within one of the eligible categories, the least senior employee assigned a space in the Downtown Facilities shall be re-assigned to parking in the Leon County Gadsden Street Parking Lot, and the least senior employee in the Leon County Gadsden Street Parking Lot shall surrender his/her space, if adequate spaces are not available, but shall be placed at the top of the waiting list for any future available space in the Downtown Facilities.

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The employee who surrenders his or her space in the Downtown Facilities in response to this provision shall be charged only a prorated share of the fee for the month in which the parking contract is terminated. Those employees who qualify for parking in the Downtown Facilities may elect to park in the Gadsden Street parking lot free of monthly fees.

D. Assignment of Temporarily Disabled Employee Parking Spaces

1. The Board of County Commissioners recognizes that employees whose primary office is located within the Downtown Facilities but who are not eligible for a permanently assigned parking space in the Downtown Facilities may occasionally suffer from temporary disability that severely restricts mobility. In an effort to accommodate such an employee, the Division of Facilities Management may assign a temporary disabled parking space within the Downtown Facilities. The current employee cost will apply after one month. The following procedures shall be implemented to ensure fair and equitable consideration of any such request for a temporary parking space.
 - a. Employees who work in the Downtown Facilities and who suffer from a temporary disability or who are in the ninth month of pregnancy such that their condition severely limits mobility may submit a written request for a temporary parking space to the Facilities Management Director through the appropriate department/division/agency head.
 - b. The written request must be accompanied by a physician's statement which will remain confidential and be held by the Facilities Management Director in accordance with standard County policy, and which specifies:
 - (1) the nature of the disability;
 - (2) the severity of restriction of mobility;
 - (3) the estimated duration of the disability.
 - c. The Facilities Management Director shall respond to a request for temporary parking space after receipt of all required documents. The Director's decision to approve or disapprove a temporary parking space will be on a case-by-case and space available basis. If requests exceed available space, the severity of the limited mobility and the nature of limitation will be evaluated and appropriate action taken.

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In the event that the temporary parking space is required longer than two weeks, a temporary disabled parking permit issued by the Florida Department of Highway Safety and Motor Vehicles will be required to maintain the temporary parking space. Monthly charges will be applied to employees who require a temporary parking space for a period of one month or longer.

- d. Temporarily disabled employees who are assigned a parking space will be required to complete a parking contract and to pay the current parking rate during the period of time the employee is assigned a temporary parking space.

E. Shuttle Pool Spaces

The Board of County Commissioners established Courthouse Shuttle Pool spaces on levels P3 and P4 of the Leon County Courthouse parking garage. Only authorized County vehicles and County employees from satellite offices are allowed to park in this area, and must do so on an under-first come, first served-basis.

F. Assignment of Car Pool Parking Spaces

The Board of County Commissioners approved as incentives to employees of the Downtown Facilities a limited number of designated car pool spaces. These spaces are located on the P3 parking level distinguishable by signs. The following procedures shall be implemented to ensure fair and equitable consideration of any request for car pool parking. The Facilities Management Director may change the number of carpool spaces as consistent with demand.

- a) Two (2) persons arriving at the Downtown Facilities in the same vehicle shall constitute a car pool. Both persons in the car pool must be full-time employees of an employer located within the Downtown Facilities (Car poolers would not have to work for the same employer).
- b) Designated car pool spaces are free of charge.

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- c) Car pools are examined on an annual basis to ensure continued compliance with the program rules and regulations. Note: once a car pool has been assigned a space, its members may change but its contract would be renewed as long as the car pool itself stayed within compliance of the program rules.
- d) Car pool contracts submitted for this program would be selected and/or placed on a waiting list using the size of car pool as the foremost criteria. The total seniority credits of members within a given car pool would be used as the tie breaking criteria between similar contracts bidding for the programs limited number of spaces.
- e) Members of the car pool, under this program, could not hold a personal reserved space within the Courthouse garage, but their names would be placed on the general waiting list, according to date of original hire, so that if a car pooler decided or if circumstances warranted that they no longer could participate in this program, they would be eligible to get a space. Under such circumstances, a new space would be assigned through attrition.

G. Parking Garage Fees

1. Upon acceptance of an assigned space, each employee shall sign a contract with the Board of County Commissioners and agree to the terms of the contract. All who are assigned a parking space in the Downtown Facilities shall pay a monthly fee as set by the Board of County Commissioners. The current monthly fee to park in the Downtown Facilities is \$30 per month and there is no rate charged for employee parking in the Leon County Gadsden Street parking lot. This fee may change as directed by the Board of County Commissioners. The monthly fee shall be paid by payroll deduction for Board of County Commissioner employees, and for all others, payment will be made payable to the Leon County, Florida.

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2. The Gadsden Street Parking Lot shall require a contract; however, no monthly fees apply. This lot will operate on a scrambled, first-come, first-served basis, to those with a valid access card assigned through the Division Facilities Management.
3. Divisions or departments which have assigned parking spaces for government-owned vehicles shall be assessed a monthly fee per space, payable from the division or department operating budget, to which the vehicle is assigned. Employees who are assigned government-owned vehicles, and who keep their vehicles with them overnight, shall themselves pay the monthly parking fee.
4. County employees driving County vehicles shall not be charged a parking fee. These employees may park in the shuttle pool section of the Leon County Courthouse parking garage, and sign in with parking attendant.

H. General Information

1. The day-to-day operation of the County Downtown Parking shall be the responsibility of the Facilities Management Director.
2. The assignment and location of assigned parking spaces shall be the responsibility of the Facilities Management Director.
3. The County shall not be responsible for any loss or damage to personal property in County Downtown Parking.
4. The County does not guarantee the availability of parking spaces in the County Downtown Parking to any persons desiring a space at any given time.