



Travis County Commissioners Court Agenda Request

Meeting Date: January 17, 2011

Prepared By/Phone Number: Sydnia Crosbie/ 854-9383

Elected/Appointed Official/Dept. Head: Sydnia Crosbie, Parking Committee Chair

Commissioners Court Sponsor: Sam Biscoe, County Judge

AGENDA LANGUAGE:

Receive employee comments regarding the proposed parking policy, including zoned parking.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

On August 30, 2011, the Commissioners Court adopted the recommended parking policy revisions for 90 days as presented by the Parking Committee with discussed changes. Previously on April 12, 2011, the Court also voted to maintain 700 Lavaca as a zoned facility. On November 1st, that was extended 60 days to allow the committee to bring back the issue of zoned parking with an update on the revised parking policy.

The Court has requested employee feedback on both the parking policy and zoned parking at the January 17th session.

The Parking Committee was charged with recommending a change to the County's parking policy. The Committee has provided both the original parking policy (Appendix A) and the temporarily adopted replacement policy (Appendix B).

Travis County was operating under an outdated policy that was approved in 1989. Among the issues caused by this were:

- No clear guidelines on how to deal with exemptions to the assignment process
- Use of old language, policies and alternatives were confusing to employees such as specifying that the County offer tokens for Cap Metro rides
- Accountability for reserved spaces was limited

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

The Parking Committee studied parking practices around the country and surveyed Travis County employees. Using the information gathered, the Committee updated Chapter 11 of the Travis County Code. The primary changes in the proposed replacement policy are:

- Reorganized for easier reference
- Updated names of organizations and titles to current ones
- Updated processes for assignment and administration to more closely match current practices
- Defined a permanent Parking Committee (Section 11.010)
- Simplified specified positions and reserved spaces (Section 11.013)

In response to employee feedback from surveys conducted, the Parking Committee intensively debated revisions to the list of specified positions. In the most recent survey, employees ranked “priority parking” as the least fair way to assign County parking. The preferred method was strictly based on seniority. The committee also noted that the greater the number of specified positions, the smaller the pool of available spaces for rank and file employees. There are 500 employees on the parking waitlist with a wait of approximately 5.5 years. Reserved parking has ballooned from 128 spaces allocated to Specified Positions in 1989 to the current 288 without consistent application. The assignment of reserved spaces is governed by Section 11.007 and non-reserved spaces is detailed in Section 11.008.

To strike a balance and to define an objective criterion, the committee utilized the Travis County organizational chart as the basis for this recommendation. It then noted the intent of the original policy before defining Specified Positions as Elected/Appointed Officials, County Executives and the Courts that office in the downtown campus. The proposal would result in 123 Specified Position spaces with all spaces fully assigned or 49 spaces with all spaces fully zoned as opposed to the 288 spaces today.

The Court has several options to consider regarding Section 11.013 Specified Positions in the replacement policy.

- A. Approve the use of the *Zoned* Specified Positions throughout the County’s parking facilities,
- B. Approve the use of the *Assigned* Specified Positions throughout the County’s parking facilities,

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- C. Approve the use of the *Zoned Specified Positions* in applicable facilities and *Assigned Specified Positions* in applicable facilities as they are currently listed in the replacement policy,
- D. Retain the current list of Specified Positions as detailed in the 1989 policy with updated department names and office titles, or
- E. Designate no positions as Specified Positions with reserved parking.

The Committee also requests the Court to give direction in regards to the following positions. The Court could approve any combination of these directors receiving one space each.

- A. Director of Domestic Relations Office
- B. Director of Pre-Trial Services
- C. Director of Adult Probation
- D. Director of Intergovernmental Relations

The changes in the proposed policy do not assume the Court has made a decision as to a particular method of assigning parking spaces. Instead, it accommodates the possibility of a system that includes assigned and/or zoned parking. When the Court does make that determination, the policy can be amended if necessary.

If the policy is approved, parking assignments that do not conform to Section 11.013 will be grandfathered as stated in Section 11.003 (e). However, as those persons are replaced with new employees, the adopted policy will be enforced. The majority of persons impacted by the change in Specified Positions would retain County parking privileges based on tenure and would not be impacted by the change.

Attachments

- Appendix A: Original Parking Policy
- Appendix B: Temporarily Adopted Replacement Policy
- Appendix C: Chapter 10 Sections regarding Parking
- Appendix D: Analysis of Existing Specified Positions
- Summary E: Summary of Policy Changes

STAFF RECOMMENDATIONS:

The committee has met with several individual stakeholder groups and is available for additional meetings as requested. A survey was sent to employees currently parking in 700 Lavaca. A general employee parking

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survey was conducted in September 2010. A follow up survey for all employees is not planned at this time.

In addition to the feedback noted above, the committee recommended holding an employee hearing that would allow employees to speak directly to the Court on both the parking policy and zoned parking in general. The Parking Committee would then take that feedback and revise its recommendation as necessary before returning to Court for a full report. As directed by the Court, the Committee will report on zoned versus assigned parking and request renewed adoption of a revised parking policy at that time.

ISSUES AND OPPORTUNITIES:

N/A

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

REQUIRED AUTHORIZATIONS:

N/A

Parking Committee Members:

April Bacon, Auditor's Office

Daniel Bradford, County Attorney

Rachel G. Castro, District Clerk

D'Andra Cedillo, Pretrial Services

Sydnia Crosbie, TNR

Jessica Ghazal, District Attorney

Dana Hess, HRMD

Etta Jarmon, Domestic Relations

Alice Leslie, Purchasing

Gillian Porter, County Clerk

Steven Town, TCSO

Dina White, District Attorney

Danikae Doetsch, District Clerk (alternate)

Viktoria Hagedorn, Auditor's Office (alternate)

Tenley Aldredge, County Attorney (advisory)

Adele Noel, TNR, Air Quality (advisory)

Roger Harner, Facilities, acting Parking Administrator (advisory)

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Appendix A: Current parking policy

CHAPTER 11. POLICIES AND PROCEDURES TRAVIS COUNTY PARKING AND PASSENGER SHUTTLE SERVICE¹

' 11.001 Policy

(a) GOAL: THE TRAVIS COUNTY COMMISSIONERS COURT SEEKS TO ALLOCATE SCARCE PARKING RESOURCES AVAILABLE TO THE COUNTY, ITS EMPLOYEES AND THE PUBLIC, IN THE MOST EFFICIENT AND EFFECTIVE MANNER POSSIBLE.

(b) DISCUSSION: The Court recognizes that parking resources, especially in the downtown area, are scarce and that it is not feasible at this time to construct or lease additional parking facilities.

(c) The parking facilities available to the County, its employees and citizens visiting County facilities, are of three types: short term, long term and free public parking and park and ride services. It is the most efficient allocation of the resources to reserve long term parking for County and County employees' vehicles, which require all day every work day parking, and for members of the public, such as the media or Grand Jurors, who require long term parking on a permanent basis. More short term street parking can then be available to members of the public, who require convenient parking for short periods of time.

(d) Use can also be made of free park and ride services provided through the Capital Metropolitan Transportation Authority. The free parking facilities are available to County employees who work in the Palmer Auditorium area, to those employees who have applied for but have not received an assigned parking space and for those members of the public, such as petit jurors, who need long term parking on a temporary basis.

(e) GOAL: THE TRAVIS COUNTY COMMISSIONERS COURT ALSO SEEKS TO PROVIDE PARKING FACILITIES OR ARRANGEMENTS FOR TRAVIS COUNTY EMPLOYEES IN A CONSISTENT, RATIONAL AND EQUITABLE MANNER.

(f) DISCUSSION: Rather than provide free parking for some and charge others an arbitrary fee, all County employees who do not have access to free public parking within a convenient distance of their place of work will have access to county-provided parking facilities, and when such space is insufficient, the County will facilitate the use of Capital Metro Park and Ride Services.

' 11.002 Parking Inventory

(a) To achieve the Policy Goals, the Director of General Services shall establish a complete inventory of County-owned parking facilities (Appendix A) and shall be responsible for striping, signage and maintenance of the facilities. General Services will update the inventory, indicating when parking spaces become vacant and when they are assigned. Parking facilities available to the County shall be allocated as follows:

- (1) County-provided Assigned Spaces

¹ General Note: Many of the position, department and office titles used in this policy (originally approved in 1989) are outdated. The proposed replacement Parking Policy corrects these errors and uses the current (as of the date of the new policy adoption) titles.

Appendix A: Current parking policy

(A) Spaces shall be reserved in the downtown area for the following classes of non-employee public uses:

(i) Spaces 97 through 109 located in University Savings parking lot are designated for free use by members of the public conducting business with the County.

(ii) Grand Juror parking will be reserved in the University Savings parking lot on the east side of the Hold Building (12 spaces) during the normal meeting times of the Grand Jury, from 08:00 a.m. to 5:00 p.m. Monday through Friday.

(iii) Visiting judges (2 spaces) 1st Floor Stokes garage.

(iv) Citizen volunteers (3 spaces in each of the downtown parking facilities).

(v) General Services will provide delivery areas to serve County buildings, by either designating places on County property or by working with the City of Austin for establishment of delivery zones on city streets.

(B) NOTE: Special parking for disabled citizens (not County employees) will be provided on city streets, convenient to County buildings. The General Services Department shall seek the appropriate City of Austin designation of such spaces to insure sufficient number and convenient location of such enforceable "Disabled Only" parking spaces.

(C) Spaces shall be reserved for County vehicles, as shown in Appendix B.

(D) Spaces shall be reserved for individuals holding key positions with the County at a parking facility in closest proximity to the place of work, as shown in Appendix C. These parking spaces are assigned to the County position and are not assigned to the individual person.

(E) Spaces shall be assigned to all other County employees on a first come, first served basis, as provided in the "Parking Assignment Procedures." Parking spaces provided to employees by the County are for the sole use of the employee and may not be subleased or traded except through authorized procedures. "Subleasing" or substituting parking spaces without authorization from General Services may result in forfeiture of an assigned parking space.

(2) County-provided Transportation-To ensure the equitable assignment of County-provided employee parking spaces, a waiting list shall be kept of employees who have applied for, but have not been assigned a County-provided space. Those employees on the waiting list shall be offered Dillo passes from General Services without cost to the employee.

(3) Non-county Free Public Parking-Where there is free public parking within a convenient distance of the County employees' place of work, County employees will be expected to make use of the free facilities and will not receive Capital Metro passes.

Appendix A: Current parking policy

(a) General-The Director of General Services shall manage the assignment of spaces and shall monitor and enforce space assignments.

(b) Public and Key Position Assignments

(1) The General Services Department shall assign parking spaces for public uses, county-owned and private vehicles of key personnel, as indicated in "Parking Inventory," Section A.

(2) The Commissioners Court acknowledges that initial reassignment of currently assigned spaces may be necessary to achieve the most rational and equitable allocation of parking spaces.

(c) First Come, First Served Rule²

(1) General Services shall establish a ledger listing each employee who has requested an assigned parking space.

(2) Each listing on such ledger will be serially numbered and the date and time of receipt of the employee's request noted. Each employee will receive a receipt indicating their request order number.

(3) The request for an assigned space will note any special requests (e.g. medical need, car pool, specific lot or garage space, etc.).

(4) SPACES WILL BE ASSIGNED BY GENERAL SERVICES IN ORDER AS LISTED ON THE REQUEST LEDGER, WITH ONLY THE FOLLOWING EXCEPTIONS, IN ORDER OF PRIORITY:

(A) An assignment may be made out of serial order to accommodate an employee's need based on a permanent or long term medical need, when satisfactory documentation of such need is presented to the Director of General Services.

(B) An assignment may be made out of serial order to accommodate a transfer of an employee from one parking space to another, who has previously requested such a transfer. A separate ledger will be maintained for transfer requests.

(C) An assignment may be made out of serial order to accommodate a request for a car pool space of three or more County employees.³ Documentation of members of the car pool must be presented to the Director of General Services prior to such assignment. It shall be the duty of the General Services Department from time to time to verify that such parking space is still being used by a car pool of 3 or more employees. The assignment of such a parking space will be revoked if the car pool ceases to exist and the space will be assigned in order to the next request on the Request Ledger.

² On Sept. 21, 2010, the Commissioners Court approved changing the ledger-based assignment procedure described in this section to assignment based on "hire date." (See §11.008(b) of proposed replacement Parking Policy.)

³ On Sept. 21, 2010, the Commissioners Court approved changing this definition of "car pool" to: "a group of two or more County employees riding in the same vehicle to their workplace at least three out of five County work days a week." (See §11.002(b) of proposed replacement Parking Policy.)

Appendix A: Current parking policy

The Director of General Services shall work with Capital Metro to develop a specialized park and ride program for County employees similar to the program designed for employees of the State Comptrollers Office.

(D) General Services shall send immediate notice to the next employee in serial order on the Request Ledger when one of the above exceptions is to be exercised so the employee may appeal such assignment, if desired.

(5) Notwithstanding the prohibition against subleasing or trading parking spaces as provided in Section II, A (4.) of this Policy, the Director of General Services is authorized to work with the Sheriff and the Director of Adult Probation to accommodate shift changes and work site transfers.

(6) When a space is assigned, the Request Ledger will be marked to show the numerical order of assignment and the date on which the assignment was made.

(7) It shall be the responsibility of the Personnel Department to inform new County employees of the Parking Policies and Procedures. The Personnel Department shall also provide to General Services on a weekly basis a report of employee transfers and terminations so that the Request Ledger can be updated.

(d) Park and Ride Services

(1) When an employee does not have access to convenient free public parking and has applied for but has not been assigned a County-provided space, the General Services Department shall provide the employee with free tokens for use of the Capital Metropolitan Authority's Park and Ride Service.

(2) The General Services Department shall also make available to employees using the park and ride service up-to-date Park and Ride scheduling information.

(e) Complaints and Appeals

(1) When an employee believes that General Services has erred in the assignment of a parking space according to these policies and procedures, the employee shall present the complaint in writing to the Director of General Services.

(2) The Director shall review the parking assignment for conformance with adopted parking policies and procedures and shall render his decision on that basis.

(3) Employees may appeal the Director's final decision to the Commissioners Court by so requesting, in writing, to the Director. The Director shall request that the matter be entered on the Commissioners Court agenda for the next practicable session of the Court. The Court shall consider the appeal and make the final decision on the parking assignment.

(f) Control of Parking Areas

(1) Personal and County vehicles will be parked only in assigned spaces.

(2) Employees will be responsible for reporting to General Services any change in employee vehicle or vehicle license number.

Appendix A: Current parking policy

(3) Control of the parking lots will be based on a "complaint" system. If an employee finds an unauthorized vehicle parked in the employee's space, the employee must contact General Services, which will take appropriate action to remove the vehicle. General Services will make an effort to find the driver of the unauthorized vehicle, up to one half hour after notification of the complaint, to ask the driver to voluntarily move his vehicle. In the event that conditions, in the opinion of General Services, do not permit a search for the driver of the offending vehicle, then immediate action may be taken by General Services to remove the vehicle.

(4) General Services will be authorized to place warning tickets on vehicles that are parked in a County parking lot without proper authorization.

(5) Unauthorized vehicles parked in a County parking space and abandoned vehicles will be subject to impoundment at the owner's expense.

§ 11.004

APPENDIX A

TRAVIS COUNTY PARKING INVENTORY

FACILITY	SPACES
Courthouse	20
North side Courthouse (Sheriff Patrol)	12
Courthouse Annex	13
TCAB	375
Lot 2 (Behind Annex)	50
Lot 10 (11th Street rental)	38
San Antonio Garage	207
Palm Square	128
PITD	25
Adult Probation, 624 Pleasant Valley Rd.	58, 1 HC
DP Admin. Bldg.	4
Travis County Jail, 1008 San Antonio	12, 3 for vans
Post Road	103, 5 reserved, 3 HC
Sat. 1	24
Sat. 2	107, 4 HC
Sat. 3	74, 2 HC
Sat. 4	40
Farmers Market	56, 27 compact, 3 HC
Vehicle Maintenance, 10th & Lamar	2
East Rural Ctr.	29, 2 HC
SE Rural Ctr.	34, 4 HC
Garbage Transfer, RR 620	3
Warehouse, 1600 Smith Rd.	36, 1 HC
Weatherization, E. 1st. St.	11
Gardener/Betts Juvenile	58, 31 compact, 4 HC
TCACS, 8712 Shoal Creek	91, 9 reserved
Sheriff Department, 7th. & West	86, 3 visitors
13th. St. & Guadalupe	30

November 30, 1989

Appendix A: Current parking policy

§ 11.005

APPENDIX B
LIST OF PARKING SPACES
FOR COUNTY VEHICLES

<u>Department</u>	<u>Location</u>	<u>Number</u>
District Attorney	Stokes Garage	29
Sheriff's Office	San Antonio Garage (inside cage)	10
	San Antonio Garage	10
	behind new jail	12
	designated for vans behind old credit union	3
	USB South Lot	82
	Stokes Garage	20
Constable-Prct. 5	Courthouse Parking Lot	1
General Services	Stoke Garage	9
	Holt Building	1
PITD	San Antonio Garage	30
Probation Dept.	Stokes Garage	10
Visiting Judges	Stokes Garage	2
Grand Jury	Holt Building	12
Press	Stokes Garage	3
Medical Examiner's Office	Stokes Garage	1
Domestic Relations Guardians	Stokes Garage	12
County Attorney	Stokes Garage	3

Appendix A: Current parking policy

§ 11.006

APPENDIX C

TRAVIS COUNTY PARKING AND
PASSENGER SHUTTLE SERVICE
POLICIES AND PROCEDURES

Key Positions/Assigned Parking

County Judge

County Judge
Administrative Assistant
Administrative Assistant

Commissioner, Precinct One

Commissioner
Administrative Assistant

Commissioners, Precinct Two

Commissioner
Administrative Assistant

Commissioner, Precinct Three

Commissioner
Administrative Assistant

Commissioner, Precinct Four

Commissioner
Administrative Assistant

Auditor's Office

Auditor
Assistant Auditor

Tax Assessor/Collector Office

Tax Assessor/Collector
Chief Deputy

Budget and Research

Director
Budget and Research Manager

Personnel

Director
Assistant Director

Data Processing

Director
Assistant Director

General Services

Director
Director/Communication Resources Division

Facilities Engineer

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Facilities Engineer
Facilities Planner

Purchasing Department

Director
Purchasing Manager

Veterans Services

Veterans Services Officer

District Clerk

District Clerk
Chief Deputy

District Judges

53rd District Judge
98th District Judge
126th District Judge
200th District Judge
201st District Judge
250th District Judge
261st District Judge
345th District Judge
353rd District Judge
167th District Judge
147th District Judge
299th District Judge
331st District Judge

District Court Administration

Court Administrator
Court Coordinator IIs (7)
District Court Masters (2)
Jury Coordinator

District Attorney's Office

District Attorney
Special Assistant District Attorney

County Clerk

County Clerk
Chief Deputy County Clerk

County Court-at-Law Judges

Judge, Court 1
Judge, Court 2
Judge, Court 3
Judge, Court 5
Judge, Court 6
Judge, Court 7

County Court-at-Law Administration

Deputy Court Administrator
Court Coordinator IIs (4)

County Attorney's Office

County Attorney

Appendix A: Current parking policy

First Assistant

Probate Court

Probate Judge
Administrative Assistant

Justices of the Peace

Justice of the Peace, Precinct 1
Justice of the Peace, Precinct 2
Justice of the Peace, Precinct 3
Justice of the Peace, Precinct 5

Justice of the Peace - Administration

Supervisors (4)

Constable, Precinct 5

Constable
Chief Deputy

Domestic Relations

Assistant Juvenile Court Chief

Personal Bond

Director
Assistant Director

Human Services

Director
Deputy Director

EMS

Director
Chief Helicopter Pilot

Public Improvements and Transportation Department

Director
Assistant Director (2)
Employees visiting courthouse on county business (3 spaces)

Sheriff's Department

Sheriff
Chief Deputy

Medical Examiner

Medical Examiner
Administrative Assistant
County Vehicle (1)

Adult Probation

Director

Treasurer's Office

Treasurer

County Environmental Analyst (1)

Risk Manager

Appendix A: Current parking policy

Director

Supervisor and Corrections (10)

Visiting Judges (2)

Public/Grand Jury (12)

Chapter 11. Parking¹

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11.001 Purpose

- (a) Chapter 11 has the following purposes.
- (1) Codify the policy and associated procedures which Travis County uses to allocate limited parking resources.
 - (2) Implement and enforce such policy and procedures in an efficient, transparent, and effective manner.
 - (3) Provide parking facilities or arrangements for Travis County employees in a consistent, rational, and equitable manner.
- (b) The scope of this policy is limited to County Parking Facilities located in the CBD until such time that parking spaces in non-CBD facilities need to be allocated using the procedures established by this policy.
- (c) This Chapter 11 shall also be known as the "Parking Policy."

11.002 Definitions

For the purposes of this chapter, the following words have the following meanings.

- (1) "Assigned Space" means a Non-Reserved Space that has been assigned to an employee on the Waitlist.

¹ Chapter 11 was replaced by Travis County Commissioners Court on date, Item #.

- (2) "Carpool" means a group of two or more County employees riding in the same vehicle to their workplace at least three out of five County work days a week.
- (3) "Central Business District" ("CBD") means the downtown section of the City of Austin in which the highest percentage of retail, office, hotel, entertainment, and governmental land uses are located.
- (4) "Commissioners Court" means the Travis County Commissioners Court.
- (5) "County Executive" means the director, or equivalent, of the following County departments or offices whose primary location, on the date of adoption of this policy, is within the downtown central campus: Planning and Budget, Transportation and Natural Resources, Information Technology Services, Justice and Public Safety. This term will be extended to include any County Executive whose department or office relocates to the downtown central campus from another location in the County.
- (6) "County-Owned Vehicles" means those vehicles owned by Travis County.
- (7) "County Parking Facilities" means the complete inventory of parking facilities located in the CBD and listed in 11.012.
- (8) "Elected Officials" means the appointed or elected individuals holding the following offices so long as the primary location of the office is within the downtown central campus: Auditor, Commissioners, Constables, County Attorney, County Judge, District Attorney, District Clerk, Justices of the Peace, Purchasing Agent, Treasurer.
- (9) "Non-Reserved Space" means a parking space in a County Parking Facility that does not fall within a Reserved Spaces category under 11.007. Non-Reserved Spaces include the general pool of parking spaces from which employees on the Waitlist are assigned spaces or zones.
- (10) "Parking Administrator" means the Travis County employee designated to manage and enforce this Parking Policy. The Parking Administrator shall be selected by the County Executive designated by Commissioners Court to be responsible for parking matters.
- (11) "Parking Committee" means the panel consisting of those County employees appointed by the Commissioners Court and having the responsibilities described in 11.010.
- (12) "Reserved Space" means a parking space in a County Parking Facility that has been removed from the pool of available non-reserved County-provided parking spaces because it falls within one of the Reserved Space use categories described in 11.007.

- (13) "Specified Position Space" means a parking space reserved for those specified positions listed in 11.013 and located in a non-zoned County Parking Facility.
- (14) "Specified Position Zone" means a zoned area reserved for those specified positions listed in 11.013 and located in a zoned County Parking Facility.
- (15) "Transfer Request List" means the list of County employees who have requested a transfer from one assigned County Parking Facility to another.
- (16) "Waitlist" means the list of County employees who have not yet been assigned a County-provided parking space, and which is maintained by the Parking Administrator to ensure the equitable assignment of County-provided parking spaces.
- (17) "Waitlist Number" means the serial number assigned to a County employee on the Waitlist.

11.003 Administration of this Policy

- (a) The County Executive designated by Commissioners Court to be responsible for parking matters is hereby authorized to delegate the responsibilities and duties assigned to him or her in this Parking Policy to the Parking Administrator.
- (b) The Parking Administrator shall manage the assignment of parking spaces in County Parking Facilities according to this Parking Policy and perform the other duties assigned to him or her in this Parking Policy.
- (c) It shall be the responsibility of the Human Resources Management Department to inform new County employees of this Parking Policy.
- (d) The Auditor's Office shall provide to the Parking Administrator, on a semi-monthly basis, a report of employee transfers, new hires and terminations so that the Waitlist may be updated.
- (e) Any person who, on the date that this policy is adopted, has a parking space assigned to him or her in any County Parking Facility shall retain the privilege of using that space exclusively for the remainder of that person's employment unless the place where that person's office is located changes and that person decides to accept other parking at the new office location, in which case the standards applicable to that location are determinative.

11.004 Commuting Options

- (a) The Parking Administrator shall use best efforts to make available information regarding employee commuting options on the intranet.

- (b) The Human Resources Management Department shall present to employees commuting options during New Employee Orientation by distributing any materials that have been provided to the department by the Parking Administrator.

11.005 Inventory and Control of Parking Facilities

- (a) Inventory. The Parking Administrator shall update the County Parking Facilities inventory at least twice a year. Such updates may be made without amending this Parking Policy.
- (b) Striping and Signage. The Parking Administrator shall coordinate striping and signage of the County Parking Facilities. This responsibility shall include painting and/or installation of appropriate signage (space numbers, Specified Position titles and any other necessary information) on all spaces located within the County Parking Facilities.
- (c) Unauthorized Vehicles. The Parking Administrator shall be responsible for Parking in County Parking Facilities.
 - (1) Enforcement. Enforcement of this Travis County Parking Policy shall be based on a "complaint" system. If an employee finds an unauthorized vehicle parked in the employee's assigned parking space, or in a parking space that the employee reasonably believes to be an illegal or dangerous space, the employee may contact the Parking Administrator, which shall take appropriate action to resolve the situation, including by arranging for removal of the vehicle from the parking facility.
 - (2) Enforcement Procedure. The Parking Administrator will make a reasonable effort to locate the driver of the unauthorized vehicle after receiving the complaint, and, if the driver is located, shall ask the driver to immediately move the unauthorized vehicle. In the event that the Parking Administrator concludes that circumstances do not permit a search for the driver of the unauthorized vehicle, or if the driver of the unauthorized vehicle refuses to move, then the Parking Administrator may take immediate action to remove the vehicle from the County Parking Facility.
- (d) Warnings. The Parking Administrator may place warning tickets on vehicles that are parked in a County Parking Facility without proper authorization.
- (e) Towing. Unauthorized and/or abandoned vehicles parked in a County Parking Facility will be subject to impoundment at the vehicle owner's expense.

11.006 Additional Parking Facilities

- (a) Non-County Temporary Parking Permits

- (1) Temporary parking permits for use of spaces located on the grounds of the University of Texas campus will be provided to early-voting elections personnel, convenient to the University of Texas early voting site.
- (2) The Travis County Elections Division staff shall seek to obtain an appropriate number of such permits to ensure that early-voting elections personnel are provided a sufficient number of temporary parking spaces, in convenient locations.

(b) Acquisition of Additional Properties

- (1) Within ten (10) business days of the closing of a real estate transaction in which the County acquires title to real property that includes an additional parking facility, the additional facility shall be added to the inventory of County Parking Facilities listed in 11.012. In the event the additional parking facility will not be available for parking immediately upon acquisition by the County, a note to that effect will be included in the inventory listing.
- (2) Within five (5) business days of the inventory update, the parking spaces made available as a result of the real estate acquisition will be assigned in accordance with the Assignment Procedures described in 11.008(b).

(c) Leased Parking Facilities

- (1) Within ten (10) business days of the conclusion of a lease or license transaction in which the County acquires the right to use additional parking spaces in facilities owned by third parties, the additional facility shall be added to the inventory of County Parking Facilities listed in 11.012.
- (2) Within five (5) business days of the inventory update, the parking spaces made available as a result of the lease or license transaction will be assigned in accordance with the Assignment Procedures described in 11.008(b).
- (3) In the event a lease or license to use parking spaces in a third-party facility is terminated by the third-party owner/operator, the Parking Administrator shall notify all employees who use such spaces as soon as practicable after receiving notice of the termination by the third-party owner/operator. Reassignment of parking spaces for affected employees shall proceed in accordance with §11.008(b)(2)(D).
- (4) At least fifteen (15) days prior to the expiration of a lease or license to use parking spaces in a third-party facility, the Parking Administrator shall notify all employees who use such spaces of the imminent expiration date. Reassignment of parking spaces for affected employees shall proceed in accordance with §11.008(b)(2)(D).

11.007 Reserved Spaces

- (a) Reserved Spaces. Parking spaces shall be reserved in the downtown area for the uses and durations specified below:
- (1) Public Use. Eleven (11) spaces in one or more County Parking Facilities are reserved for use by members of the public while they are conducting business with the County.
 - (2) Grand Juror Use. Twelve (12) spaces on the southwest corner of 11th Street and Guadalupe Street shall be reserved for use by the members of the Grand Jury during their prescheduled meeting times. At all other times, the spaces will remain reserved for temporary assignment by the Parking Administrator on an as-needed basis and in his/her discretion.
 - (3) Visiting Judges Use. Five (5) spaces in the downtown campus area shall be reserved for visiting judges. Visiting judges will be strongly encouraged to first use the space assigned to the judge for whom they are substituting. If that is not possible, they may use the reserved spaces designated as "Visiting Judges" spaces.
 - (4) Volunteer Use. Three (3) spaces shall be reserved in the downtown campus area for use by volunteers in County facilities. The Parking Administrator shall provide volunteers with a placard or other written signage that may be placed in the volunteer's vehicle identifying the vehicle as authorized to use the reserved space.
 - (5) County-Owned Vehicles Use. County-Owned Vehicles will be assigned spaces in County Parking Facilities on an as-needed basis when and if parking on public thoroughfares is not available.
 - (6) Specified Position Use. Specified Position Spaces and Specified Position Zones shall be reserved at the County Parking Facility located in closest proximity to the place of work of the person holding the specified position. Specified Position Spaces and Specified Position Zones are assigned to the County position, not to the individual person holding that position. An employee hired into a specified position receives a Specified Position Space or access to a Specified Position Zone but does not retain the Specified Position Space or access to the Specified Position Zone if he or she transfers to a position not listed in 11.013.
- (b) Restrictions. Because any increase in the number of Reserved Spaces inventory reduces the pool of assignable spaces to County employees, the following restrictions apply:
- (1) Contracts. Parking spaces may not be assigned to vendors by contract unless the proposed space is reserved by amending this Parking Policy.

- (2) Sub-Leasing. Parking spaces provided to a County employee, either by reservation or by assignment, are for the sole use of the employee and may not be subleased or traded except through authorized procedures. "Subleasing" or substituting parking spaces without authorization from the Parking Administrator may result in forfeiture of an assigned parking space. However, allowing another County employee to use one's assigned space if the space would otherwise be unused is not restricted.
- (3) Revising Number or Category of Reserved Spaces or Specified Positions. Revision of the number or category of Reserved Spaces listed in 11.007(a) or revision of the number of Specified Positions requires the approval of the Commissioners Court through the amendment of this Parking Policy.
- (4) One Space per Employee. No employee may be assigned more than one space.

11.008 Non-Reserved Spaces

- (a) Responsibility. The Parking Administrator shall be responsible for:
 - (1) Assigning parking spaces from the pool of Non-Reserved Spaces to employees on the Waitlist according to this Parking Policy.
 - (2) Maintaining the Waitlist.
 - (3) Maintaining the Transfer Request List.
 - (4) Monitoring and enforcing parking space assignments. This responsibility includes administering towing procedures when needed.
 - (5) Providing process transparency. For transparency and auditing purposes, the Waitlist, the Parking Facility Inventory and this Parking Policy shall be made available for viewing on the Travis County intranet.
- (b) Assignment Procedures. Non-Reserved Spaces shall be assigned to County employees in Waitlist Number order, which is based on hire date.
 - (1) Waitlist. The Parking Administrator shall establish and maintain the Waitlist.
 - (A) The Waitlist will include the employee number, the date of hire and the employee's Waitlist Number.
 - (B) The Waitlist will be available on the Travis County intranet.
 - (C) Each employee who has a Travis County email account and whose name has been added to the Waitlist will receive an email notification indicating the employee's Waitlist Number at least annually.

- (2) Waitlist Number. Each employee on the Waitlist will be given a Waitlist Number.
 - (A) The date of hire of the employee will serve as the effective date of that employee's entry onto the Waitlist.
 - (B) In the event multiple employees are hired on a given date, the names of the employees shall be entered on the Waitlist in order of employee number (from lowest to highest), as designated by the Travis County Auditor's Office.
 - (C) When an employee receives an assigned parking space, that employee's name will be removed from the Waitlist and the next employee on the Waitlist will move up.
 - (D) Within five (5) days of termination/expiration of a lease or license for use of parking spaces in third-party facilities in which an employee has been assigned a parking space, the Parking Administrator shall place the names of affected employees back on the Waitlist, in the order described above (hire date, then employee number).
 - (E) Within five (5) days of receiving the semi-monthly report from the Auditor's Office detailing personnel changes, the Parking Administrator shall make the necessary adjustments to the Waitlist.
- (3) Assignment List. The Parking Administrator shall keep a written record of spaces assigned, employees assigned to the spaces, the numerical order of space assignments, and the date on which the assignment was made.
- (4) Special Requests. Employees may submit any special requests (e.g. medical need, car pool, specific lot or garage level, etc.) that the employee wishes the Parking Administrator to consider when that employee is assigned a parking space. The Parking Administrator, in his or her discretion, may consider or refuse to consider such special requests.
- (5) Exceptions. Spaces will be assigned by the Parking Administrator in order as listed on the Waitlist, with only the following exceptions, in order of priority:
 - (A) Medical Need. An assignment may be made out of Waitlist serial order to accommodate an employee's need based on a permanent or long-term medical need, when satisfactory documentation of such need is presented to the Parking Administrator. The assignment shall be for the duration of the medical need. The Parking Administrator shall have discretion to make assignments out of Waitlist serial order for medical reasons.

- (B) Carpool. An assignment may be made out of Waitlist serial order to accommodate a request for a Carpool space.
 - (i) Documentation of members of the Carpool must be presented to the Parking Administrator as a precondition to receiving a Carpool assignment.
 - (ii) It shall be the duty of the Parking Administrator from time to time to verify that each assigned Carpool space is still being used by a Carpool of two (2) or more County employees. The assignment of a Carpool space will be revoked if the Carpool ceases to exist and the space will be reassigned to the employee listed next in order on the Waitlist.
 - (iii) Once one of the members of the Carpool is assigned an individual parking space, the remaining member of the Carpool shall have ten (10) days to replace that member with another County employee; if no replacement is found within the time required, the Carpool space will be reassigned.
 - (iv) In the event Travis County receives a grant intended to encourage use of carpooling as a means of transportation, such funds shall be used, to the extent permitted by the Carpool grant terms and conditions and any other applicable laws, to support and advance the goals and purposes set forth in this policy.
- (C) Move *to* Specified Position. When an employee on the Waitlist becomes eligible to receive a Specified Position Space or a Specified Position Zone listed in 11.013, that employee must, as of the effective date of the eligibility, immediately begin to use the Specified Position Space or Specified Position Zone specially designated for that position.
 - (i) That employee's name shall be removed from the Waitlist and the Waitlist order will be accordingly adjusted.
 - (ii) If the employee appointed to a Specified Position has already received, and is using, an assigned space or zone, the employee shall, effective as of the date of appointment, immediately begin to use the Specified Position Space or Specified Position Zone and cease using the previously assigned space or zone, which shall be reassigned in serial order of the Waitlist.
- (D) Move *from* Specified Position. When an employee moves from a Specified Position listed in 11.013, that employee will be placed on the Waitlist in the order specified in 11.008(b).

11.009 Transferring Non-Reserved Spaces

- (a) Transferring Spaces. Employees who have been assigned a Non-Reserved Space may request a transfer of their assigned parking space to an available Non-Reserved Space by contacting the Parking Administrator to have their name added to the Transfer Request List. Transfer requests will be granted for the purpose of transferring an assigned space in a remotely located County Parking Facility to a location in closer proximity to the employee's worksite.
 - (1) Transfer requests will be granted in priority order based on, first, the date of submission of the transfer request and, second, the distance (greatest to least) between the employee's worksite and the County Parking Facility in which the employee's assigned space is located.
 - (2) If multiple employees request transfers on the same date, and the distance between those employees' worksites and the County Parking Facilities in which their assigned spaces are located is equal, then the transfer requests shall be granted in order of, first, hire date, and, second, employee number (from lowest to highest).
- (b) Shift Changes. Notwithstanding the prohibition against subleasing or trading parking spaces, the Parking Administrator is authorized to work with various Travis County departments, including the Sheriff's Office and the Community Supervision and Corrections Department, to accommodate shift changes and work-site transfers for employees of those departments, and may reassign parking spaces from time to time accordingly.

11.010 Parking Committee

- (a) Purpose. The Parking Committee shall have as its primary purpose the final resolution, in an expeditious and fair manner, of conflicts and disputes related to County-provided parking spaces and/or arising out of this Parking Policy.
- (b) Responsibilities. The Parking Committee shall:
 - (1) Assist. Assist the Parking Administrator in overseeing the implementation, management and enforcement of this Parking Policy.
 - (2) Evaluate. At least once annually, assess and evaluate the quality of the Parking Administrator's performance of his/her obligations as set forth in this Parking Policy.
 - (3) Research. Continue to research and monitor alternative transportation modes that are or may become available to County employees and to present such alternatives to the Commissioners Court at least once every two years.
 - (4) Audit. At least once annually, perform a comprehensive audit (including a written report and any other appropriate documentation)

evaluating the extent to which the purposes of this Parking Policy as described in 11.001 have been achieved.

- (5) Recommend. On an as-needed basis, recommend modifications to this Parking Policy and/or adoption of supplementary County transportation policies.
- (c) Complaints. The Parking Committee shall also receive, maintain and act on complaints and appeals received from County employees relating to Parking Policy matters, including without limitation those matters described in 11.011.
- (d) Composition and Selection.
 - (1) Membership. The Parking Committee shall consist of seven (7) members, all of whom shall be full-time County employees. At least two (2) members of the committee should be on the Waitlist and at least two (2) members should use alternate methods of transportation regularly. For each grievance, at least three (3) members will be selected to serve.
 - (2) Excluded. The following positions or departments are excluded from membership eligibility:
 - (A) elected or appointed officials;
 - (B) immediate staff to the Commissioners Court;
 - (C) the Parking Administrator; and
 - (D) immediate staff to the County Executive who supervises the Parking Administrator.
 - (3) Selection. Parking Committee members shall be selected by Commissioners Court.
 - (4) Term. Parking Committee members shall commit to serve a two-year term.

11.011 Complaints and Appeals.

- (a) Written Complaint. When an employee believes that the Parking Administrator has erred in the assignment of a parking space according to this Parking Policy, or has otherwise failed to manage the County Parking Facilities and/or to enforce this Parking Policy in a prompt, fair and conclusive manner, the employee shall present the complaint in writing to the Parking Committee.
- (b) Review by Committee. The Parking Committee shall review the parking assignment, or other Parking Policy matter that is the subject of the complaint, for conformance with this Travis County Parking Policy and shall either affirm or modify the Parking Administrator's decision or render a new decision on that basis.

- (c) Appeal to Commissioners Court. Employees may appeal the Parking Committee’s decision to the Commissioners Court by notifying the Commissioners Court in writing of their intent to appeal and by requesting that the matter be placed on the Commissioners Court agenda. During the next practicable Voting Session of the Commissioners Court, the Commissioners Court shall consider the appeal and make a final decision on the parking assignment or other Parking Policy matter that is the subject of the complaint.

11.012 Inventory of Downtown County Parking Facilities

<u>Lot or Garage</u>	<u>Status</u>	<u>Stall Count</u>
10 Guadalupe Lot, SE corner of 10 th and Guadalupe Sts	Owned	68
12 Guadalupe Lot, 1250 Guadalupe St	Leased	5
13 Guadalupe Lot, 304 W. 13 th St	Leased	10
700 Lavaca Garage, 316 W. 8 th St	Owned	673
812 San Antonio Garage, 812 San Antonio St	Leased	60
9 Lavaca Garage, 901 Lavaca St	Leased	60
910 Lavaca Lot (Rusk), 910 Lavaca St	Owned	22
Courthouse Lot (Front), 1000 Guadalupe St	Owned	20
Executive Office Building (EOB) Garage, 411 W. 13 th St	Owned	121
Grand Jury Lot (on 11th Street), 1000 Guadalupe St	Owned	12
San Antonio Garage, 910 San Antonio St	Owned	381
Granger Garage, 323 W. 12 th St	Owned	391
Texas Association of Counties (TAC) Garage, 1210 San Antonio St	Leased	25
Under Annex Lot, 505 W. 11 th St	Owned	19
University Savings Building (USB) Lot, 1010	Owned	134

Lavaca St		
Total Spaces		2,001

11.013 Specified Positions

- (a) Assigned. In an assigned system, the following positions are defined as Specified Positions.
 - (1) Elected Officials receive two spaces, one for the Elected Official, plus one for the Assistant Director (or equivalent).
 - (2) County Executives receive two spaces, one for the County Executive, plus one for the Assistant Director (or equivalent).
 - (3) Courts receive three spaces each, one space each for the judge, court reporter, and Bailiff/Court Operations Officer.
- (b) Zoned. In a zoned system, the following positions are defined as Specified Positions.
 - (1) Each Elected Officials receives one space.
 - (2) Each County Executive receives one space.
 - (3) Each Judge receives one space.

Chapter 10. Travis County Personnel Benefits Guidelines and Procedures Manual¹

Parking 1

10.068	Purpose 1
10.069	Parking Inventory 1
10.070	Parking Assignment 3

Parking

10.068 Purpose

- (a) The Travis County Commissioners Court seeks to allocate scarce parking resources available to the county, its employees, and the public, in the most efficient and effective manner possible.
- (b) The parking facilities available to the county, its employees, and citizens visiting county facilities are of three types:
 - (1) Short term street parking is available to members of the public who require convenient parking for short periods of time.
 - (2) Long term parking, on a permanent basis, is reserved for the county and county employees' vehicles which require all day parking, and for members of the public, such as the media or grand jurors.
 - (3) Public parking and park and ride services are provided through the capital metropolitan transportation authority. The parking facilities are available to county employees who work in the Palmer Auditorium area, to those employees who have applied for, but have not received, an assigned parking space, and for those members of the public, such as petit jurors, who need long term parking on a temporary basis.

10.069 Parking Inventory

- (a) The director of General Services shall establish a complete inventory of county-owned parking facilities and shall be responsible for striping, signage, and maintenance of the facilities. General services will update the inventory,

¹ Chapter 10 was adopted March 28, 1995, Item 3. Amendments added through 8/5/2008.

Appendix C: Chapter 10 Sections to Repeal Regarding Parking

indicating when parking spaces become vacant and when they are assigned. Parking facilities available to the county shall be allocated as follows:

- (1) Spaces shall be reserved in the downtown area for the classes of non-employee public uses:
 - (a) The first floor of the county's San Antonio parking garage is hereby designated for free use by members of the public conducting business with the county.
 - (b) Grand juror parking will be reserved on the first floor of the county's Stokes (TCAB) garage during the normal meeting times of the grand jury, from 12:00 noon to 5:00 pm Monday through Thursday.
 - (c) Visiting judges (2 spaces) 1st floor Stokes garage
 - (d) Citizen volunteers (3 spaces in each of the downtown parking facilities).
 - (e) General services will provide delivery areas to serve county buildings, be either designating places on county property or by working with the city of Austin for establishment of delivery zones on city streets.
 - (f) Special parking for disabled citizens (not county employees) Will be provided on city streets, convenient to county buildings. The General Services department shall seek the appropriate city of Austin designation of such spaces to insure sufficient number and convenient location of such enforceable "disabled only" parking spaces.
 - (2) Spaces shall be reserved for county vehicles.
 - (3) Spaces shall be reserved for individuals holding key positions with the county at a parking facility in closest proximity to the place of work. These parking spaces are assigned to the county position and are not assigned to the individual person.
 - (4) Spaces shall be assigned to all other county employees on a first come, first served basis, as provided in section 3. Parking spaces provided to employees by the county are for the sole use of the employee and may not be subleased or traded, except through authorized procedures. "subleasing" or substituting parking spaces without authorization from General Services may result in-forfeiture of an assigned parking space.
- (b) To ensure the equitable assignment of county-provided employee parking spaces, a waiting list shall be kept of employees who have applied for, but

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have not been assigned, a county-provided space. Those employees on the waiting list shall be offered capital metro park and ride passes from General Services, without cost to the employee.

- (c) Where there is free public parking within a convenient distance of the county employees' place of work, county employees will be expected to make use of the free facilities and will not receive capital metro passes.

10.070 Parking Assignment

- (a) The director of General Services shall manage the assignment of spaces and shall monitor and enforce space assignments.

- (b) The General Services department shall assign parking spaces for public uses, county-owned, and private vehicles of key personnel, as indicated in section 2.

- (c) The Commissioners Court acknowledges that initial reassignment of currently assigned spaces may be necessary to achieve the most rational and equitable allocation of parking spaces.

- (d) First come, first served

- (1) General services shall establish a ledger listing each employee who has requested an assigned parking space.
- (2) Each listing on such ledger will be serially numbered and the date and time of receipt of the employee's request noted. Each employee will receive a receipt indicating their request order number.
- (3) The request for an assigned space will note any special requests (e.g. Medical need, car pool, specific lot or garage space, etc.).
- (4) Spaces will be assigned by General Services in order as listed on the request ledger, with only the following exceptions, in order of priority:
 - (a) An assignment may be made out of serial order to accommodate an employee's need based on a permanent or long term medical need, when satisfactory documentation of such need is presented to the director of General Services.
 - (b) An assignment may be made out of serial order to accommodate a transfer of an employee from one parking space to another, who has previously requested such a transfer. A separate ledger will be maintained for transfer requests.
 - (c) An assignment may be made out of serial order to accommodate a request for a car pool space of three or more county employees. Documentation of members of the car pool

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must be presented to the director of General Services prior to such assignment. It shall be the duty of the General Services department from time to time to verify that such parking space is still being used by a car pool of 3 or more employees. The assignment of such a parking space will be revoked if the car pool ceases to exist and the space will be assigned in order to the next request on the request ledger. The director of General Services shall work with Capital Metro to develop a specialized park and ride program for county employees.

- (5) General services shall send immediate notice to the next employee in serial order on the request ledger when one of the above exceptions is to be exercised so the employee may appeal such assignment, if desired.
 - (6) Notwithstanding the prohibition against subleasing or trading parking spaces as provided in section 2, the director of General Services is authorized to work with the sheriff and the director of adult probation to accommodate shift changes and work site transfers.
 - (7) When a space is assigned, the request ledger will be marked to show the numerical order of assignment and the date on which the assignment was made.
 - (8) It shall be the responsibility of the Human Resources Management Department to inform new county employees of the parking rules. The Human Resources Management Department shall also provide General Services, on a weekly basis, a report of employee transfers and terminations so that the request ledger can be updated.
- (e) Park and ride services
- (1) When an employee does not have access to convenient free public parking and has applied for, but has not been assigned, a county-provided space, the General Services department shall provide the employee with free tokens for use of the capital metropolitan authority's park and ride service.
 - (2) The General Services department shall also make available to employees using the park and ride service up-to-date park and ride scheduling information.
- (f) Complaints and appeals
- (1) When an employee believes that General Services has erred in the assignment of a parking space, according to the rules, the employee shall present the complaint in writing to the director of General Services.

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- (2) The director shall review the parking assignment for conformance with adopted parking policies and procedures and shall render his decision on that basis.
 - (3) Employees may appeal the director's final decision to the Commissioners Court by so requesting, in writing, to the director. The director shall request that the matter be entered on the Commissioners Court agenda for the next practicable session of the court. The court shall consider the appeal and make the final decision on the parking assignment.
- (g) Control of parking area
- (1) Personal and county vehicles will be parked only in assigned spaces.
 - (2) Employees will be responsible for reporting to General Services any change in employee vehicle or vehicle license number.
 - (3) Control of the parking lots will be based on a "complaint" system. If an employee finds an unauthorized vehicle parked in the employee's space, the employee must contact General Services, which will take appropriate action to remove the vehicle. General services will make an effort to find the driver of the unauthorized vehicle, up to one half hour after notification of the complaints, to ask the driver to voluntarily move his vehicle. In the event that conditions exist, that in the opinion of General Services do not permit a search for the driver of the offending vehicle, then immediate action may be taken by General Services to remove the vehicle.
 - (4) General services will be authorized to place warning tickets on vehicles that are parked in a county parking lot without proper authorization.
 - (5) Unauthorized vehicles parked in a county parking space and abandoned vehicles will be subject to impoundment at the owner's expense.

Appendix D: Analysis of Existing Specified Positions

§ 11.013 Specified Positions		Proposed using Assigned system	Original Policy No. of Reserved Spaces	Gap	Justification
Office	Position	No. of Reserved Spaces	No. of Reserved Spaces		
County Judge	County Judge	1	1		
	Executive Assistant	1	2	-1	Treats all downtown Elected Officials equally
Commissioner, Precinct One	Commissioner	1	1		
	Executive Assistant	1	1		
Commissioner, Precinct Two	Commissioner	1	1		
	Executive Assistant	1	1		
Commissioner, Precinct Three	Commissioner	1	1		
	Executive Assistant	1	1		
Commissioner, Precinct Four	Commissioner	1	1		
	Executive Assistant	1	1		
County Auditor	Auditor	1	1		
	First Assistant	1	1		
County Treasurer	Treasurer	1	1		
	First Assistant	1	0	1	Treats all downtown Elected Officials equally
County Attorney	County Attorney	1	1		
	First Assistant	1	1		
County Clerk	County Clerk	0	1	-1	No longer offices downtown
	Chief Deputy	0	1	-1	No longer offices downtown
Administrative Operations	County Executive	1	1		
	Assistant Director	1	1		
	Director, Human Resources Management	0	2	-2	Treats all downtown Dept. heads equally
	Director, Records Management & Communications Resources	0	0		
	Director, Facilities Management	0	2	-2	Treats all downtown Dept. heads equally
Director, Risk Management	0	1	-1	Treats all downtown Dept. heads equally	
Information Technology Services	County Executive	1	1		
	Assistant Director	1	1		
Community Supervision & Corrections	Director	0	1	-1	Treats all downtown Dept. heads equally
	Supervisor and Corrections	0	10	-10	Treats all downtown Dept. heads equally
Constable, Precinct Five	Constable	1	1		
	Chief Deputy	1	1		
Criminal Justice Planning	County Executive	0	0	0	New County Executive; does not office downtown
	Assistant Director	0	0	0	New County Executive; does not office downtown
District Attorney					

Appendix D: Analysis of Existing Specified Positions

§ 11.013 Specified Positions		Proposed using Assigned system	Original Policy No. of Reserved Spaces	Gap	Justification
Office	Position	No. of Reserved Spaces	No. of Reserved Spaces		
	District Attorney	1	1		
	First Assistant	1	1		
<i>District Clerk</i>					
	District Clerk	1	1		
	Chief Deputy	1	1		
<i>Domestic Relations</i>					
	Director	0	1	-1	Treats all downtown Dept. heads equally
<i>Emergency Services</i>					
	County Executive	0	1	-1	No longer offices downtown
	Chief Helicopter Pilot	0	1	-1	No longer offices downtown
	Medical Examiner	0	1	-1	No longer offices downtown
	Administrative Assistant	0	1	-1	No longer offices downtown
	County Vehicle (1)	0	1	-1	No longer offices downtown
<i>Health, Human Services & Veterans Services</i>					
	County Executive	0	1	-1	No longer offices downtown
	Assistant Director	0	1	-1	No longer offices downtown
	Veterans Services	0	1	-1	No longer offices downtown
<i>Intergovernmental Relations Coordinator</i>		0	0	0	New position; treats as downtown Dept. head
<i>Planning and Budget</i>					
	County Executive	1	1		
	Budget Manager	1	1		
<i>Pre-Trial Services</i>					
	Director	0	1	-1	Treats all downtown Dept. heads equally
	Assistant Director	0	1	-1	Treats all downtown Dept. heads equally
<i>Purchasing</i>					
	Purchasing Agent	1	1		
	Assistant Purchasing Agent	1	1		
<i>Sheriff</i>					
	Sheriff	0	1	-1	No longer offices downtown
	Chief Deputy	0	1	-1	No longer offices downtown
<i>Tax Assessor/Collector</i>					
	Tax Assessor/Collector	0	1	-1	No longer offices downtown
	Chief Deputy	0	1	-1	No longer offices downtown
<i>Transportation & Natural Resources</i>					
	County Executive	1	1		
	Assistant Director	1	2	-1	Treats all downtown County Executives equally
	Visitors	0	3	-3	Treats all downtown County Executives equally
	County Environmental Officer	0	1	-1	Treats all downtown County Executives equally
<i>Justice of the Peace, Precinct Five</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	1		
	Court Reporter	1	0	1	Treats all Courts equally
<i>Justice of the Peace, Precincts 1,2,3</i>		0	6	-6	Does not office downtown
<i>District Court Administration</i>					
	Court Administrator	0	1	-1	Replaced by allotting administrators within each Court
	Court Coordinator IIs	0	7	-7	Replaced by allotting administrators within each Court
	District Court Masters	0	2	-2	Replaced by allotting administrators within each Court
	Jury Coordinator	0	1	-1	Replaced by allotting administrators within each Court

Appendix D: Analysis of Existing Specified Positions

§ 11.013 Specified Positions		<i>Proposed using Assigned system</i>	<i>Original Policy</i>	<i>Gap</i>	<i>Justification</i>
Office	Position	No. of Reserved Spaces	No. of Reserved Spaces		
<i>County Court-at-Law Administration</i>					
	Deputy Court Administrator	0	1	-1	Replaced by allotting administrators within each Court
	Court Coordinator IIs	0	4	-4	Replaced by allotting administrators within each Court
<i>Civil District 53rd Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 98th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 126th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 200th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 201st Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 250th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 261st Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 345th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 353rd Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Civil District 419th Court</i>					
	Judge	1	0	1	New Court
	Bailiff/Court Operations Officer	1	0	1	New Court
	Court Reporter	1	0	1	New Court
	Associate Judge 1, Civil Courts	1	0	1	New Position
	Associate Judge 2, Civil Courts	1	0	1	New Position
	Associate Judge 3, Civil Courts	1	0	1	New Position
	Court-At-Law, Civil Court #1	1	1		

Appendix D: Analysis of Existing Specified Positions

§ 11.013 Specified Positions		Proposed using Assigned system	Original Policy No. of Reserved Spaces	Gap	Justification
Office	Position	No. of Reserved Spaces	No. of Reserved Spaces		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Court-At-Law, Civil Court #2</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Probate Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Associate Judge, Probate Court</i>					
		1	0	1	New Position
<i>Criminal District 147th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Criminal District 167th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Criminal District 299th Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Criminal District 331st Court</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Criminal District 390th Court</i>					
	Judge	1	0	1	New Court
	Bailiff/Court Operations Officer	1	0	1	New Court
	Court Reporter	1	0	1	New Court
<i>Criminal District 403rd Court</i>					
	Judge	1	0	1	New Court
	Bailiff/Court Operations Officer	1	0	1	New Court
	Court Reporter	1	0	1	New Court
<i>Criminal District 427th Court</i>					
	Judge	1	0	1	New Court
	Bailiff/Court Operations Officer	1	0	1	New Court
	Court Reporter	1	0	1	New Court
<i>Court-At-Law, Criminal Court #3</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0	1	Replaces separate Court Administration
	Court Reporter	1	0	1	Replaces separate Court Administration
<i>Court-At-Law, Criminal Court #4</i>					
	Judge	1	0	1	New Court
	Bailiff/Court Operations Officer	1	0	1	New Court
	Court Reporter	1	0	1	New Court
<i>Court-At-Law, Criminal Court #5</i>					

§ 11.013 Specified Positions		Proposed using Assigned system	Original Policy	Gap	Justification
Office	Position	No. of Reserved Spaces	No. of Reserved Spaces		
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0		1 Replaces separate Court Administration
	Court Reporter	1	0		1 Replaces separate Court Administration
<i>Court-At-Law, Criminal Court #6</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0		1 Replaces separate Court Administration
	Court Reporter	1	0		1 Replaces separate Court Administration
<i>Court-At-Law, Criminal Court #7</i>					
	Judge	1	1		
	Bailiff/Court Operations Officer	1	0		1 Replaces separate Court Administration
	Court Reporter	1	0		1 Replaces separate Court Administration
<i>Court-At-Law, Criminal Court #8</i>					
	Judge	1	0		1 New Court
	Bailiff/Court Operations Officer	1	0		1 New Court
	Court Reporter	1	0		1 New Court
<i>Magistrate Criminal Court</i>					
	Judge	1	0		1 New Court
	Bailiff/Court Operations Officer	1	0		1 New Court
	Court Reporter	1	0		1 New Court
<i>Drug Court</i>					
	Judge	1	0		1 New Court
	Bailiff/Court Operations Officer	1	0		1 New Court
	Court Reporter	1	0		1 New Court
<i>Public/Grand Jury</i>					
		0	12		Separated public parking from Grand Jury parking; 23 spaces reserved in 11.007(a)(1)&(2)
<i>Visiting Judges</i>					
		0	2		-2 Increased number to 5 due to new courts; spaces reserved in 11.007(a)(3)
Total Specified Positions		123	128		

SUMMARY OF POLICY CHANGES

- Reduces number of positions with reserved parking from 128 in current policy to 123 proposed in a fully assigned system. Currently, there are 288 persons with reserved parking. A detailed comparison of the policy and proposed replacement is provided in Appendix D.
- Replaces Director of General Services with the County Executive designated by the Court as responsible for administration of the policy
- Maintains spaces for the public, Grand Jury, volunteers, County vehicles, and specified positions
- Increases the number of spaces for visiting judges from 2 to 5
- Adds grievance procedure utilizing Parking Committee before final appeal to Commissioners Court
- Limits scope of policy to downtown campus and staff until parking becomes scarce at other campuses
- Grants reserved spaces to executives and officials whose primary location is the downtown campus. Assumes those from other campuses will use a County vehicle for transport to downtown where they can park at a City meter for free or in a designated County vehicle space.
- Requests Parking Administrator make available information on commuting options via the internet
- Provides method for addressing changes to inventory due to leases or purchases
- Prohibits granting vendors reserved spaces through contracts
- Prohibits revising the number or category or reserved spaces or specified positions without amending the parking policy through Court action
- Provides method of addressing employee transitions between parking facilities
- Creates permanent parking committee and outlines responsibilities

Appendix E: Summary of Policy Changes

SUMMARY OF PROPOSED POLICY CHANGES

Current		Replacement		Change
11.001	Policy	11.001 & 11.002	Purpose, Definitions	Redefined and expanded purpose section. Added definitions section.
11.002	Parking Inventory	11.003	Administration of this Policy	Replaces a specific position with the County Executive designated by the Court as being responsible for administration of the policy.
11.002(a)	County-provided Assigned Spaces	11.007	Reserved Spaces	Maintains spaces for the public, Grand Jury, volunteers, County vehicles & specified positions. Increases number of spaces reserved for visiting judges. Eliminates references to County-provided transportation.
11.003(c)	Parking Assignment Procedures	11.008(b)	Non-Reserved Spaces. Assignment Procedures	Court approved change from ledger date to hire date on Sept 21, 2010. Changes responsibility from HRMD to Auditor's for providing a report to update the waitlist.
11.003(d)	Park and Ride Services	None		Eliminates references to County-provided transportation.
11.003(e)	Complaints and Appeals	11.011	Complaints and Appeals	Adds a grievance procedure utilizing the Parking Committee before final appeal to Commissioners Court.
11.003(f)	Control of Parking Areas	11.005	Inventory and Control of Parking Facilities	Strengthened enforcement section and added parking inventory updates twice a year.
11.004	Parking Inventory	11.012	Inventory of Downtown Parking Facilities	Updated data.
11.005	List of Parking Spaces for County Vehicles	11.007(a)(5)	Reserved Spaces	Addressed by designating spaces for County vehicles.
11.006	Key Positions/Assigned Parking	11.013	Specified Positions	Reduced number of positions with reserved parking as described in Appendix D.
None		11.001(b)	Purpose	Limits the scope to the downtown campus until parking becomes scarce at other campuses.
None		11.002	Definitions	Added section to clarify terms used throughout policy.
None		11.002	Definitions, County Executive/Elected or Appointed Official	Grants reserved spaces to Executives or Officials whose primary location is the downtown campus. It assumes those from other campuses will use a County vehicle for transportation downtown where they can park at a city meter for free or in a designated County vehicle space.
None		11.004	Commuting Options	Requests Parking Administrator make available information on commuting options via the internet.
None		11.006	Additional Parking Facilities	Provides method and timeline for addressing changes to the parking inventory due to leases or purchases.
None		11.007(b)	Assignment Procedures. Restrictions	Prohibits granting vendors reserved spaces through contracts. Prohibits revising reserved spaces and specified positions without Court action to amend the parking policy.
None		11.008(b)(5)(C),(D)	Assignment Procedures. Exceptions	Provides method for addressing employee transitions in and out of specified positions.
None		11.009	Transferring non-Reserved Spaces	Provides method for addressing employee transitions between parking facilities.
None		11.010	Parking Committee	Creates permanent Parking Committee and outlines responsibilities.