

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:	CODE NUMBER: AC-5-4
TITLE: Employee and Customer Parking Rules and Regulations in the Downtown Area of Fort Myers	ADOPTED: 03/09/2010
	AMENDED:
	ORIGINATING DEPARTMENT: Internal Services/Facilities Management

PURPOSE/SCOPE:

To set forth the guidelines and define the County's policy on employee and customer parking in downtown area of Fort Myers as well as the associated cost.

POLICY/PROCEDURE:

A. EMPLOYEE PARKING

Employee parking will fall into one of following three (3) categories, each with its own associated cost to park.

1. Premium Parking

The cost for *Premium Parking* will be thirty dollars (\$30.00) per month. *Premium Parking* will be offered to individuals determined by the nature of their position in county government or an agency, operating out of a downtown county facility. Facilities Management will initially determine individuals who fall into this category. If there is disagreement between those seeking *Premium Parking* and Facilities Management, the final decision will be made by County Administration. Facilities Management will have any vehicle towed, at the owner's expense, for individuals parking in a space assigned to someone else.

2. Covered Parking

The cost for *Covered Parking* will be fifteen dollars (\$15.00) per month for the first twelve (12) months beginning April 1, 2010. For the second twelve (12) month period the cost will be twenty two dollars and fifty cents (\$22.50) per month. Thereafter the cost will be thirty dollars (\$30.00) per month. *Covered Parking* will

be offered to individuals who work downtown in any county facility in the downtown campus. These spaces will be available in:

- a. Employee Garage (Dr. Martin Luther King, Jr. Blvd. and Monroe Street); and
- b. Justice Center Annex Garage (JCA) (Dr. Martin Luther King, Jr. Blvd., and Heitman Street)

Initially, a lottery will be held with Board of County Commissioner (BoCC) employees and agencies operating out of a county facility downtown who desires to have a *Covered Parking* space giving an equal chance to obtain a *Covered Parking* space. Employees may select a preference for the Employee Garage but Facilities Management will have the sole right to assign a space to an individual.

Parking spaces in the Justice Center Annex Garage will be assigned by Clerk of Court, Court Administration, Public Defender and the State Attorney.

Parking space assignments in the Employee Garage are non-transferable within an agency/department/division, or among individuals. Each space will be numbered and employees will be assigned a parking space number. Individuals may only park in the space they are assigned. Facilities Management will have any vehicle towed, at the owner's expense, for individuals parking in a space assigned to someone else.

3. Uncovered Parking

The cost for *Uncovered Parking* will be five dollars (\$5.00) per month for the first 12 months beginning April 1, 2010. For the second twelve (12) month period the cost will be seven dollars and fifty cents (\$7.50) per month. Thereafter, the cost will be ten (\$10.00) per month. *Uncovered Parking* will be available:

- a. On the top deck and ramp of the Employee Garage.
- b. Justice Center Annex Garage (JCA), along with that part of the first level of the garage which is not under cover including the ramp and top deck.
- c. T2, T3, (Except for employees receiving training) T6 Employee Parking Lots at the Lee County Constitutional Complex.

All other county-owned surface lots throughout the downtown campus which are not designated *Premium Parking* will be five dollars (\$5.00) per month for the first 12 months beginning April 1, 2010, and For the second twelve (12) month period the cost will be seven dollars and fifty cents (\$7.50) per month. Thereafter, the cost will be ten (\$10.00) per month.

Initially, a lottery will be held for the *Uncovered Parking* spaces with everyone who desires to have an *Uncovered Parking* space giving an equal chance to obtain

an *Uncovered Parking* space. Employees may select a preference for the Employee Garage but Facilities Management will have the sole right to assign a space to an individual.

Parking spaces in the Justice Center Annex Garage will be assigned by Clerk of Court, Court Administration, Public Defender and the State Attorney.

Parking spaces in the T2, T3, and T6 will be assigned by Human Services, Supervisor of Elections Office, Tax Collector and the Property Appraiser.

Parking space assignments in the Employee Garage are non-transferable within an agency/department/division, or among individuals. Each space will be numbered and employees will be assigned a parking space number. Individuals may only park in the space they are assigned. Facilities Management will have any vehicle towed, at the owner's expense, for individuals parking in a space assigned to someone else.

All BoCC and other agency POOL vehicles, purchased through and maintained by Lee County Fleet Management will park at no charge (\$0) and will receive a "parking access card for the vehicle." BoCC and other agency vehicles assigned to one individual for their use and which are taken home will be charged at the regular rate for the space assigned to the individual. In the Employee Garage an individual assigned a take home vehicle may note a preference for which parking area they would like to park in; however, Facilities Management will have the sole right to assign a space. Other agency vehicles not purchased through and maintained by Lee County Fleet Management will be charged a parking fee according to the location of the space. In the Employee Garage, parking space assignments are non-transferable within an agency/department/division, or among individuals. Each space will be numbered and employees will be assigned a parking space number. Facilities Management will have any vehicle towed, at the owner's expense, for individuals parking in a space assigned to someone else.

B. CUSTOMER PARKING

1. **Customers and employees, if doing business in one of the following facilities will have the option to park at that facility:**

- a. Community Development/Public Works Building,
- b. County/City Annex, Justice Center Annex, or
- c. Constitutional Complex.

For additional access to the downtown campus there are two (2) county-owned and operated Public Lots with attendants. Individuals will pay an hourly rate for parking spaces for these two (2) lots. Individuals may also choose to park on the

street or in the city garages.

2. **The two (2) public paid lots are located on:**

- a. Heitman Street, and at the
- b. Administration East Building.

The normal hours of operation will be from 6:00 A.M. to 6:00 P.M., Monday through Friday.

3. **Options for Customer/Employee Parking:**

- a. Hourly Customer

This individual will pull a ticket and upon leaving pay the amount calculated by the attendant.

- b. Employee with County Issued Identification (ID) Badge

Employee will pull a ticket upon entering; when employee is leaving the lot employee must show their ID badge to the attendant. At which time the employee will be charged the hourly rate or a maximum of five dollars (\$5.00), whichever is less. (Lost tickets will be charged the maximum rate).

Employees who are attending training in the County/City Annex and normally work outside of the downtown campus will have their ticket validated by the training staff and will not have to pay for parking.

- c. New Hires

New hires having their initial health assessment and attending new employee orientation may park in the *Public Parking Lot* and will pull a ticket upon entering; and Human Resources staff can validate their parking tickets so they will not be charged for parking (\$0).

- d. Jurors

The dedicated *Juror Lot* is located on Widman Way and is free of charge (\$0) to Jurors.

When Jurors report to this lot they will surrender their summons stub to the attendant upon entry. If the *Juror Lot* is full, they will be directed to the *Public Lot* on Heitman Street. Upon leaving the lot, the Juror should surrender their summons stub in order to be waived the parking charge.

e. Witness' or People Summoned to Court Other than Jurors

These individuals will park in the *Public Lot* and may have their ticket validated by the agency that issued the summons, in order to park at no charge (\$0).

f. Visiting Law Enforcement with Proper Identification (ID) or Marked Cars

These individuals should park in the *Public Lot* and will not be charged (\$0).

C. GENERAL PARKING

1. Long Term, County Approved, Reasonable Accommodation Parking

For those employees who have met the criteria for ADA accommodations through the BoCC determining the need for parking as close to their place of work as possible.

a. Covered Parking

The cost for covered parking will be fifteen dollars (\$15.00) per month for the first twelve (12) months beginning April 1, 2010. For the second twelve (12) month period the cost will be twenty two dollars and fifty cents (\$22.50) per month. Thereafter the cost will be thirty dollars (\$30.00) per month;

b. Uncovered Parking

The cost for uncovered parking will be five dollars (\$5.00) per month for the first 12 months beginning April 1, 2010. For the second twelve (12) month period the cost will be seven dollars and fifty cents (\$7.50) per month. Thereafter, the cost will be ten (\$10.00) per month.

2. Short Term, Special Circumstances Parking, Facilities Management Approved

Facilities Management may allow employees to park as close to their place of work as possible for extraordinary circumstances for periods of thirty (30) days or less at no charge. If the employee has a reserved parking space, no adjustment will be made to their monthly cost. If the employee does not currently have a paid space, Facilities Management will bill the employee at the appropriate rate for covered or uncovered parking should the accommodation exceed thirty (30) days.

The Constitutional Complex, Human Services, Downtown Library, Rosa Parks, and Justice Center Annex Garage lots are under the control of those facilities occupants; therefore special circumstance parking at those associated lots will not

go through Facilities Management.

3. Towing

If an employee with an assigned parking space in the Employee Garage discovers another vehicle in their numbered space, they should contact Facilities Management. Facilities Management will verify that an unassigned vehicle is parked in the space and will in turn contact the towing company. The employee may park at one of the two (2) Public Lots in order to park and continue to work while the towing company is in route to pick up the unassigned vehicle.

Facilities Management will not charge the individual to park for the day in our Public Lot, if it is verified that another vehicle was parked in the paying employee's assigned space.

4. Parking Fees

Upon entering into the paid parking agreement, the preferred payment method shall be made by payroll deduction, where available. When applicable, the parking fee will be deducted from the employee's payroll on a monthly basis.

Employees may elect to participate in a Qualified Parking Fringe Benefit Plan under Section 132 of the Internal Revenue Code - Qualified Transportation Fringe Benefits. The Plan allows qualified employee parking fees paid through payroll deduction to be taken from pre-tax dollars and excluded from gross income. Qualified parking includes parking provided to employees at locations established in Section A. herein.

5. Terminating Reserved Parking

Any employee who terminates his/her assigned reserved paid parking space at **any time** other than termination with the State or County, must within ten (10) days cancel their payroll deduction, if applicable, and notify Facilities Management. Cancellation forms for County Payroll are available in Facilities Management.