

Parking Policy for North Campus during Construction at 5325-5335 Airport Blvd.

I. PURPOSE:

(a) The purpose of this Parking Policy is to:

1. Codify the policy and associated procedures that Travis County uses to allocate limited parking resources at North Campus during the construction at 5323-5335 Airport Blvd;
2. Implement and enforce such policy and procedures in an efficient, transparent and effective manner; and
3. Provide parking facilities or arrangements for Travis County employees at North Campus in a consistent, rational and equitable manner.

(b) The scope of this policy is limited to County Parking Facility located at 5501 Airport Boulevard, and all parking leases associated with 5501 parking lot.

II. DEFINITIONS:

(a) “Commissioners Court” means the Travis County Commissioners Court.

(b) “County” means Travis County.

(c) “County-Owned Vehicles” means those vehicles owned by the County or privately-owned vehicles covered by the County’s risk pool.

(d) “County Parking Facilities” means the complete inventory of parking facilities located in the North Campus.

(e) “Customer Zone” means the zone set aside for non-County employees, which includes members of the Public doing business with the County.

(f) “Elected Officials” means County individuals holding the following offices so long as the primary location of the office is within the North Campus: County Clerk and Tax Assessor-Collector.

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- (g) “Elected Officials Zone” means a zone in a County Parking Facility set aside for Elected Officials.
- (h) “Employee Zone” means an area set aside in a County Parking Facility for County employees working at 5501 Airport Blvd.
- (i) “Business Zone” means an area set aside for County vehicles and Delivery vehicles.
- (j) “Parking Administrator” means the individual having the responsibilities of administration and enforcing this Policy.

III. ADMINISTRATION OF THIS POLICY

- (a) The Facilities Management Department will be responsible for administering and enforcing this policy for North Campus during Construction at 5325-5335 Airport Boulevard.
- (b) The Parking Administrator will manage the allocation of parking in County Parking Facilities according to this Parking Policy and perform the other duties assigned to him or her in this Parking Policy, including:
 - 1. Maximizing use of zones;
 - 2. Monitoring and enforcing allocation of parking;
 - 3. Providing process transparency by making this Parking Policy, and the Parking Facility Inventory available on the County Intranet;
- (c) It will be the responsibility of the Management of each North Campus department/office to:
 - 1. Inform new and current County employees of this Parking Policy; and
 - 2. Advise the Parking Administrator of when a County employee terminates employment with the County or transfers to another department or office, within 10 business days of termination or transfer.
- (d) It will be the responsibility of all County departments to provide to the Auditor’s Office a report of the department’s employee transfers, new hires, and terminations.

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- (e) The Auditor's Office will provide to the Parking Administrator, on request, all departmental reports of employee transfers, new hires, and terminations.
- (f) It will be the responsibility of North Campus departments/Offices to provide to the Parking Administrator updated lists of employees' assigned parking and vehicle license plate numbers.

IV. CONTROL OF COUNTY PARKING FACILITIES

- (a) Inventory. The Parking Administrator will update the County Parking Facilities on a regular basis.
- (b) Striping and Signage. The Parking Administrator will coordinate striping and signage of County Parking Facilities with Facilities Management Department. This responsibility will include painting and/or installation of appropriate signage on all spaces located within the County Parking Facilities. The Parking Administrator will arrange for signage that meets Texas statutory requirements that will allow for enforcement.
- (c) ADA Parking. The Facilities Management Department will provide ADA-accessible parking spaces, in number and standards that meet or exceed federal, state, and local legal requirements. Additionally, the Parking Administrator will ensure that all employees in possession of a valid ADA hangtag have access to on-site ADA-accessible parking spaces while on-duty.
- (d) Enforcement. The Parking Administrator will enforce this Parking Policy based on regular monitoring of County Parking Facilities. If an employee finds an unauthorized parked vehicle, the employee may contact the Parking Administrator, who will take appropriate action to resolve the situation, including contacting employees parking in incorrect zones by placing warning tickets on vehicles that are parked in a County Parking Facility without proper authorization.
- (e) Penalties. During the first 30 days of construction, employees found to have parked in the incorrect zone will receive a warning notice. Following this

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period, an employee who willfully violates this parking policy may be subject to the following penalties:

1. For the first infraction, the employee will receive a citation from the Parking Administrator.
2. For the second infraction, the employee will receive a citation, and an email will be sent to the employee and his or her immediate supervisor or head of the department if supervisor not known.
4. For the third infraction, the employee will be reported in the manner described above and will be notified by the Parking Administrator that continued infractions may result in a temporary loss of parking privileges. Cumulative Remedies. Actions available in response to violations of this Parking Policy as described in this section are cumulative.

(f) Temporary Parking Permits. Temporary parking permits will be issued at the discretion of the Parking Administrator.

(g) The Facilities Management Department is authorized to adopt rules and procedures it deems necessary to carry out the mission of the Parking Policy for North Campus, for the safety of employees and visitors to County buildings and the management of vehicles at designated parking facilities.

V. ADDITIONAL INFORMATION:

(a) The area behind 5501 Airport Boulevard facing Helen Street is designated as a Employees Zone.

(b) The area in front of 5501 Airport Boulevard facing Airport Boulevard is designated as a Customer Zone.

(c) The Elected Official Zone will be designated two parking spaces.

(d) Management of each North Campus department/office is responsible for submitting employees' names and license plate numbers to the Parking Administrator, for employees assigned to park at the North Campus 5501 parking lots and at 6301 parking lot. The Parking Administrator will distribute permits, differentiated by location, to all employees who receive parking access.

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- (e) Management of each North Campus department/office located is responsible for informing the Parking Administrator of the criteria used to determine employee parking location assignments.
- (f) Management of each North Campus department/office is responsible for timely submitting all changes in employee status to the Parking Administrator, including new employees, those whose assignment changes between the leased lot and the North Campus, and terminated employees.
- (g) When an employee's parking status changes, the Parking Administrator will distribute a new permit to that employee within five (5) business days and will not cite the employee for any parking violations during this time period.
- (h) When an employee receives a new parking permit, the employee must return the previously issued permit within five (5) business days or reimburse Travis County at the rate listed in section (k), below.
- (i) Employees are to park in the Employees Zone. If an employee is unable to find an available space in the County Parking Facility in which the employee has been allocated access, the employee will report the access issue to the Parking Administrator. The Parking Administrator will document the incident. If the employee is required to pay for parking as a result of the access issue, and requests a refund, the employee must submit the receipt showing the amount paid to the Parking Administrator, who will forward the receipt to the County Auditor for payment. Employees in possession of a valid ADA hangtag are exempt from parking in the Employees Zone and shall have access to on-site ADA-accessible parking spaces while on-duty.
- (j) Tag Sharing. Both on-site and off-site tags assigned to County employees can be shared with the approval of North Campus Department/Offices Management. The Parking Administrator shall work with Management to identify procedures for tag sharing that minimize inconvenience to employees.
- (k) Lost Permits. If an employee loses his or her parking permit, the employee will pay a \$5 replacement fee to the Parking Administrator.
- (l) Assignment of the Staff on-site and off-site. The Department/Office heads will determine who will park off-site and on-site based on the numbers distribution below:

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Dept/Office	Dept. Office Staff	% of Total	Permits issued and assigned at 5501 = 95 to Dept/Office	Permit Issued and assigned at 6301 = 153 to Dept/Office	Check Total
Tax Office	133	53.6%	51	82	133
County Clerk	62	25.0%	24	38	62
CES	35	14.1%	13	22	35
District Clerk	8	3.2%	3	5	8
Emergency Services	6	2.4%	2	4	6
FMD	4	1.6%	2	2	4
Sutotal Department	248	100.0%	95	153	248
Elected/Appointed Official			3	0	3
County Vehicles			9	0	9
Grand Total Parking Permits Issued and assigned to Dept/Office			107	153	260

- (m) The Director of Facilities Management Department or his designee has the authority to make necessary adjustments or additions to the above policy to remedy any unforeseen events or changes to parking operations.
- (n) Expiration date of this policy: This parking policy will expire upon the completion of North Campus construction at 5325-5335 Airport Blvd. Austin, Texas.
- (o) Any construction or repairs at building 5501 will not affect/reduce available parking for employees.

END OF THIS POLICY