

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Facilities/Property/Equipment/Vehicles	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: 2/7/12; 4/15/14; 5/2/17
	ORIGINATING DEPARTMENT: Facilities Construction & Management

PURPOSE/SCOPE:

To set forth the guidelines and define the County’s policy on employee and customer parking in the 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.

1. Premium Parking

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 Construction & Management (FC&M) will initially determine individuals who fall into this category. If there is disagreement between those seeking *Premium Parking* and Facilities Construction & Management, the final decision will be made by County Administration. FC&M will have any vehicle towed, at the owner’s expense, for individuals parking in a space assigned to someone else.

2. Covered Parking

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

c. City of Palms Garage (Monroe Street and First Street)

Parking spaces in the Employee Garage are assigned by Facilities Construction & Management.

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

Parking spaces in the City of Palms Garage are assigned by FC&M however these spaces are not reserved.

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

3. Uncovered Parking

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, T6 Employee Parking Lots at the Melvin Morgan Constitutional Complex.

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

Parking spaces in the T2, T3, and T6 are assigned by Human Services, Supervisor of Elections Office, Tax Collector and the Property Appraiser Offices, however these spaces are not reserved.

Parking space assignments in the Employee and Justice Center Annex Garages are non-transferable within an agency/department/division, or among individuals. Each space is numbered and employees are assigned a parking space number. Individuals may only park in the space they are assigned. Facilities Construction & 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 receive a "parking access card for the vehicle." 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

Construction & Management will have the sole right to assign a space. In the Employee Garage, parking space assignments are non-transferable within an agency/department/division, or among individuals. Each space is numbered and employees are assigned a parking space number. Facilities Construction & Management will have any vehicle towed, at the owner's expense, for individuals parking in a space assigned to someone else.

4. Leased Spaces

From time to time, the County may need to lease parking spaces in furtherance of County business. Those parking facilities may be covered or uncovered.

Employees assigned to leased spaces may select a preference of covered and uncovered parking depending on the availability of parking; however, Facilities Construction & Management will coordinate with the lessor or their representative to provide parking.

The cost of covered parking is thirty dollars (\$30.00) per month. Uncovered parking is fifteen dollars (\$15.00) per month.

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 at no cost:

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

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
- 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; 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).

Visiting Law Enforcement with Proper Identification (ID) or Marked Cars should park in the *Public Lot* and will not be charged (\$0).

C. GENERAL PARKING

1. Long Term, County Approved, Reasonable Accommodation Parking

Employees who have met the criteria for ADA accommodations will be provided

parking accommodations as close to their place of work as possible.

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

Facilities Construction & 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.

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 Construction & 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 Construction & Management. Facilities Construction & 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 Construction & 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 employee's assigned space.