

## Facility and Support Services

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October 5, 2011

To: Dee F. Bruemmer  
County Administrator

From: Dave Donovan, Director  
Facility and Support Services

Subj: Revision to County Campus Parking diagram

Attached is a revised copy of the County Campus Parking diagram. As you may recall, County General Policy #7 – Campus Parking Policy provides for a Campus Parking Diagram that designates the allowed use of parking on the downtown County campus.

The changes to the attached diagram are as follows:

- 1) Redesignating 11 spaces directly west of the Jail Housing building from visitor to special reserved spaces. That change will allow for the provision of one employee recognition space and 10 spaces for special security use. The one space will be reserved for the current employee of the quarter (if that individual works at the Courthouse or Jail) and the ten spaces will be provided only for use by individuals involved routinely in late night work activities at the Courthouse.
- 2) Removing 3 restricted spaces in the small lot east of the jail. This change is necessitated by the placement of recycling and trash containers in that area.
- 3) Redesignating 5 spaces on the east side of the Administrative Center lot from employee parking to special reserved spaces. Those spaces are currently temporarily designated as car pool spaces and employee recognition spaces.

These diagram changes also require that the language in Policy #7 be amended to include special security needs in the definition of special reserved spaces. Attached is a marked-up copy of the policy showing that revision.

I will be available at the next Committee of the Whole to discuss these changes further and to answer any questions that you or the Board may have.

Cc: FSS Management Team

## 7. CAMPUS PARKING POLICY

### POLICY

This policy will address the provision and use of parking for our customers and employees at all county campus facilities. The scope, type and amount of parking will be determined by Scott County Board of Supervisors and managed by the Facility and Support Services Department. This policy does NOT guarantee that no-cost, off-street parking will always be available, depending on peak usage, the availability of non-county owned parking (on-street, etc.) and other factors.

### SCOPE

This policy applies to all county departments, county offices, state offices or any other organization occupying work space in or at County Campus facilities. Employees, volunteers, contractors and vendors for the above named organizations shall adhere to the provisions herein as a condition of the use of county operated resources.

### DEFINITION OF TERMS

- A. **Employee - general term which includes the following subgroups:**
- a. **Permanent Employee** - any hired employee with no defined employment end date; any employee or volunteer expected to work for more than one year. This does NOT include employees of other organizations visiting campus facilities to access services (example: abstractor, genealogist, car dealer, etc.).
  - b. **Volunteer** - any non-paid person functioning as a volunteer worker, working for any department, office or agency covered under this policy. For this policy, a volunteer is only recognized if the expected term of the volunteer service will exceed 90 days in duration or fewer than 20 hours per month. Volunteers performing work with duration of less than 90 days or an on-going volunteer commitment of less than 20 hours per month will be considered a visitor for purposes of this policy.
  - c. **Temporary Employee** - any paid person working in a temporary capacity for any department or office located at the county campus. This may include actual temporary payroll employees, those in a contract capacity or those working through a temporary employment agency. For this policy, a person is included in this definition when the duration of the temporary employment is expected to exceed 20 hours per month and extend beyond one month in duration.
- B. **Visitor - general term which includes the following subgroups:**
- a. **Regular Professional Worker** - a person from an off-campus organization that regularly works for an office or department in or on the county campus, more than 20 hours per month. This does not include workers whose work is conducted in campus facilities, but who

do not work directly for a campus office (examples: independent attorneys regularly conducting business with the courts, bail bondsmen, etc.)

- b. **Visitor/Customer** - any person visiting the county campus to conduct legitimate, legal business at any department or office located therein. This may include volunteers and professional workers that typically spend less than 20 hours per month on-site.
- c. **Contractors/Vendors** - Persons doing business in campus facilities under contract to one or more department or office covered under this policy. This may include regular vendors making deliveries or servicing vending, contractors working in campus buildings or other service providers and consultants.
- C. **Loading Zone** - Signed spaces provided for short term loading and unloading of items into and out of campus facilities. Parking in these spaces is intended for employees (permanent and temporary), volunteers and contractors/vendors. Duration should not exceed 30 minutes.
- D. **Accessible Parking** - Parking provided according to federal, state and local codes intended for disabled drivers. To qualify for these spaces, drivers must display an official permanent or temporary handicapped placard issued by a recognized state agency. The use of a placard by a non-disabled driver while not accompanied by the disabled individual is not permitted.
- E. **Parking Diagram** - A diagram produced by the Facility and Support Services Department that indicates parking space designation and layout throughout the campus.
- F. **Employee Parking** - Parking designated for use by Permanent Employees, Volunteers and Temporary employees. Additionally, customers/visitors are allowed to “overflow” to these spaces when available. This parking is typically further from our facilities than visitor parking.
- G. **Visitor Parking** - Parking spaces designated for use by Visitor/Customers, Regular Professional Workers and Contractor/Vendors. Employees shall NOT overflow to or use visitor parking, except after 2:30 p.m. or on weekends and holidays.
- H. **Special Reserved Spaces** - Special parking spaces, signed (temporary or permanently) and designated by Facility and Support Services in conjunction with organized events/~~or~~ activities (examples: County/state official vehicle parking, pool car parking, United Way Employee Spaces, special event parking, etc.) or special security use.
- I. **Restricted Parking** - Parking restricted to Scott County Jail and Sheriff's operations. Said parking is restricted for security and limited access purposes.

## **CAMPUS PARKING DESIGNATIONS**

The official designation of parking on the county campus shall be via the county parking diagram as approved by the Board of Supervisors. Said diagram shall be prepared by

and on file in the Facility and Support Services Department office, posted in each facility and available on the county intranet and internet web sites.

Persons meeting the definition of “employee” shall only park in county provided spaces designated for employees. Persons displaying a county parking placard or sticker must utilize employee only spaces during the hours from 8:00 a.m. to 2:30 p.m., Monday through Friday on days that county facilities are open for business.

Persons in the employee definition may chose to park in on-street (non-county) spaces. If they chose to utilize that parking, they should follow the rules and ordinances of the City of Davenport governing said parking spaces.

Persons meeting the definition of “visitor” shall utilize spaces designated for visitor parking and may utilize employee parking when available.

## **ENFORCEMENT**

All users of county provided parking designated on the official parking diagram shall abide by the parking designations and definitions contained in this policy. Employees shall only park in spaces designated for employee use. Visitors may utilize all visitors parking and may utilize employee parking as overflow when available. This policy supports the principal that our Visitors come first!

Employees violating the provisions of this policy shall be issued 2 warnings. After 2 warnings, Facility and Support Services will revoke employee parking privileges. Employee who have lost parking privileges will be towed at the vehicle owner’s expense if found in any county owned parking space. Facility and Support Services management staff will authorize the towing of a vehicle that has meet the violation criteria.

Persons not conducting business within County campus facilities that park vehicles in county spaces are subject to ticketing and/or towing per the Chapter 10 “Parking Ordinance” of the Scott County Code of Ordinances. Ticketing and towing provisions also apply to vehicles parked illegally (not within marked spaces, blocking aisle, fire lane violations, etc.)

## **PARKING PLACARD/STICKER**

Scott County Facility and Support Services shall issue a permanent identifying placard or sticker to all permanent and temporary employees (see definitions). All persons falling under the definition of permanent or temporary employee must submit information to allow the issuance of the identifying placard or sticker. Once issued a placard or sticker said persons shall display same per Facility and Support Services placement guidelines. Failure to display identifier shall be considered a violation and be subject to enforcement procedures (see above).

## PARKING PRIVILEGE ACKNOWLEDGEMENT

By utilizing County provided, off-street parking covered under this policy, drivers acknowledge the following:

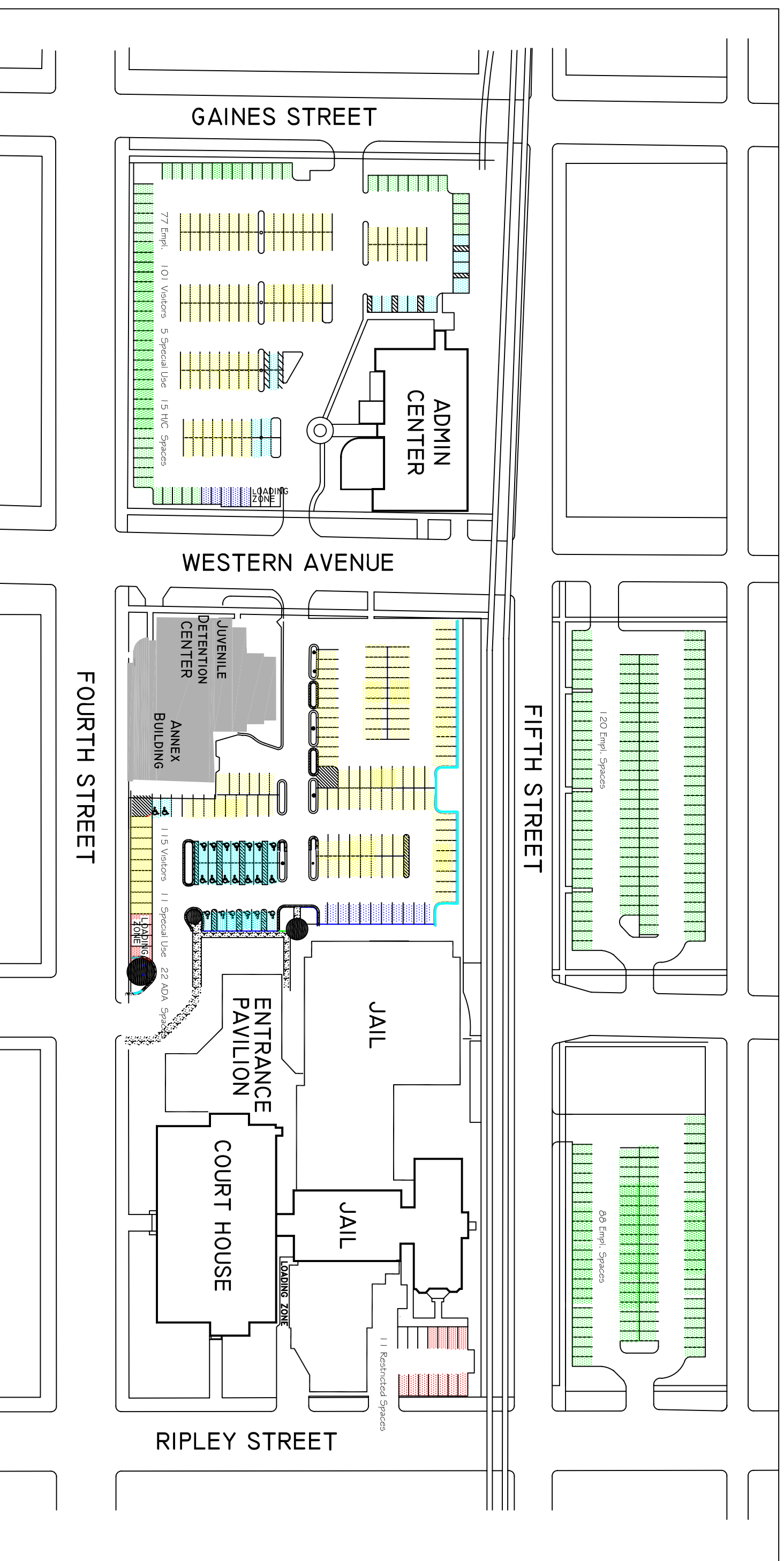
- A. Free, off-street parking is a substantial benefit provided by the Scott County Board of Supervisors for their customers, employees and partners.
- B. Free, off-street parking is NOT an inherent right.
- C. The provisions of this policy will govern the use of county campus parking.

# LEGEND

- H/C ACCESSIBLE 38 Spaces
- AUTHORIZED VEHICLES 11 Spaces
- SPECIAL RESERVED SPACES 16 Spaces
- VISITOR PARKING 216 Spaces
- EMPLOYEE PARKING 285 Off-street Spaces  
70+ On-street Spaces

TOM SUNDERBACH, CHAIRMAN  
SCOTT COUNTY BOARD OF SUPERVISORS

APPROVAL DATE



## SCOTT COUNTY CAMPUS PARKING DIAGRAM

REVISED: 111005

BY: dpd

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N  
SCOTT COUNTY BOARD OF SUPERVISORS

October 13, 2011

A RESOLUTION APPROVING REVISIONS TO THE COUNTY PARKING DIAGRAM.

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the revision to County General Policy #7, adding the words, "with special security needs", to the definition in Section H is hereby approved.
- Section 2. That the revised parking diagram, dated October 13, 2011, as presented by the Facility and Support Services Director is hereby adopted and approved.
- Section 2. This resolution shall take effect immediately.