

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285
www.scottcountyiowa.com



Date: May 24, 2016
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

Several months ago DHS employees approached the Board about parking issues. As a result of that discussion the General Policy 7 - Campus Parking policy was reviewed. The draft policy was relaxed so that if employees of the building continuously violate the parking policy their no longer banned from all lots but merely the front lots. This would allow them to park in the 5th street lot, where there is sufficient parking. Additionally some language was updated to clarify matters, but the overall policy remains unchanged. As usual the policy was presented at the last Department Head and Elected Officials meeting.

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. Facility and Support services shall manage and designate the available off street parking pursuant to guidelines in this policy. 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 person is recognized as a volunteer is only recognized if the expected term of the volunteer service ~~will exceed~~ less than 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 or Contracted Employee** - any paid person working in a ~~temporary~~ temporary or contracted 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 or contracted employment is expected to exceed 20 hours per month and extend beyond one month in duration. (example: Jail CADS staff, Auditor Elections staff, Family Resources staff)

- ~~B. **Visitor/ Customer** - any person that does not fall into one of the other defined groups that is 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. **general term which includes the following subgroups:**~~
- ~~C. **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.)~~
- ~~a.d. **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.~~
- ~~b.e. **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.~~
- D.B. 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.
- E.C. 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.
- F.D. Parking Diagram** - A diagram produced by the Facility and Support Services Department that indicates parking space designation and layout throughout the campus.
- G.E. 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.
- H.F. 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.
- I.G. Special Reserved Spaces** - Special parking spaces, signed (temporary or permanently) and designated by Facility and Support Services in conjunction with organized events/activities (examples: County/state official vehicle parking, pool car parking, United Way Employee Spaces, special event parking, etc.) or special security use.

J.H. **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. ~~Employees must~~ ~~Persons displaying~~ a county parking placard or sticker ~~and~~ 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 ~~chese~~choose 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 overflow into~~ employee parking ~~when available~~ available needed.

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~~privileges, ~~banning the violator from any County Owned parking place, except for those spaces located in the lot at 5th Street & Western Avenue.~~ Employees required to parking in the 5th & Western lot must still follow rules with regards to spaces specifically designated as one of the classifications listed above. Employee who have lost parking privileges and found parking in any county owned space, with the noted exception of the 5th & Western Street lot, 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 (e.g. not within marked spaces, blocking aisle, fire lane violations, etc.) These types of violations will not require any warnings prior to being towed. Facility and Support Services management staff will authorize the towing of a vehicle that has meet the violation criteria.

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.

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

June 2, 2016

APPROVING CHANGES TO GENERAL POLICY 7 – CAMPUS PARKING

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

Section 1. That General Policy 7. "Campus Parking" is hereby updated to relax the enforcement on parking violations.

Section 2. This resolution shall take effect immediately.