



MEMORANDUM

To: Travis County Commissioners Court
From: Parking Committee Members
Date: August 26, 2014
Subject: Implementation Plan for Updated Chapter 11 (Parking Policy)

Implementation of the new Chapter 11 (Parking Policy), scheduled for October 2014 pending Commissioners Court approval, is recommended as follows:

ALLOCATION PROCEDURES

General Employee Access

- Parking Administrator will gather all downtown employees' preferred parking location and license plate information for their vehicle or vehicles. A web application is underway with ITS to make this process transparent and easy for all county employees. If the application is not ready for the start date, the Parking Administrator will manually gather the data and location preferences and store it in a local database. Employees will make any future changes by contacting the Parking Administrator until the application is ready.
- Where employees are already using their preferred parking facility, they will be issued a hangtag unique to their parking facility and zone. The hangtag color will indicate this area of access.
- Employees who prefer a different location will be placed on a transfer list. While waiting for a transfer, the employees will be provided a hangtag permit for their current (or another alternative) parking facility.
- An employee with a safety-related transfer request will receive first priority for transfer. Safety requests will be evaluated by the Facilities Management Security Manager.
- Additional capacity will be allocated first by transfer list priority and subsequently by wait list priority. Priority in both cases is based on tenure (hire date).
- During initial distribution, each parking facility will start at a 1:1 ratio (1 hang-tag per parking space)
- Once initial distribution is complete, the Parking Administrator will commence a series of audits at each location during peak parking accumulation periods (10:00-11:00 a.m. and 2:00-3:00 p.m.). Each zone in each parking facility will be monitored no fewer than two times each day during this period.
- Two weeks of parking counts for parking facilities will provide a post-distribution baseline.

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- Based on baseline capacity (which must in all cases peak at or below 90% capacity) the Parking Administrator will slowly allocate additional permits where capacity exists and begin a second round of monitoring and audits. Allocation will be conservative in the first round of permit allocations.
- Future allocation will continue according to this process. Each subsequent two week period will determine if and where additional capacity exists and hangtags will be issued accordingly.

Night Access

- “Night employees” are county employees who begin their shifts after 3:00 p.m. and finish before 7:00 a.m.
- Currently, night shift includes three departments downtown: Facilities Management (**23 employees**), Pretrial Services (**9 employees**), and the Sheriff’s Office (**46 employees**).
- Night employees are allowed permit-free entry to the general access zone closest to their office. The Parking Administrator will capture these employees’ license plate information to facilitate parking policy enforcement.
- Night employees that do not qualify for general parking access may not park during the day. Night employees with extenuating circumstances should contact the Parking Administrator, who will determine if a temporary permit/allocation is available to them based on capacity and tenure.

Business Zone

- Operators of County fleet vehicles will be instructed to park within the zone allotted for them. Each fleet vehicle will need to park in a specific parking facility’s business zone and may not use another. No hang-tag permits are required for these vehicles as long as they are not parking in the general access zone, as they can be readily identified by county parking enforcement as permitted vehicles.
- Proper signage will instruct which spaces are for “Business” use only.
- Contractors with FMD permission can park in this zone with temporary permits. The Parking Administrator will maintain a database for these contractors to ensure compliance with permitted duration of use.
- Parking Administrator will request a list from affected county departments of individuals that will need access to the Business Zone. This may include both county employees based at other facilities as well as external agencies or individuals with whom the department regularly conducts business. The department should explain why the employee needs parking access and how often. These individuals may be issued Business Zone hangtags or may be instructed to use the form identified in the paragraph below. Except for fleet vehicles, not all departmental



requests for Business Zone access will be granted at all times. Business Zone access should not include clients or customers.

- Parking Administrator will also develop a form for departments to grant Business Zone parking access to unanticipated users. This may include “fill in” reporters and bailiffs for the court system as well as other users. The requested information on the form should be filled out and signed by the department. The form should be given to the individual for dashboard display in their vehicle while parked.
- The initial size and location of Business Zones has been outlined by Facilities Management, subject to change based on need:
 - San Antonio Garage – 43 spaces total (Tier 1: 28 spaces (1-28) and Tier 3: 15 spaces (63-77)). Facilities Management will maintain Tier 2 as an additional General Access Zone with its own zonal permits.
 - Granger Garage – 15 spaces total (1st floor: 10 spaces (132-141) and 3rd floor: 5 spaces (336-340))
 - USB lot – 35 spaces total (10 spaces for clients (0-4 & 7-11), 15 spaces for Constable fleet vehicles (73-88), and 10 spaces for general business use under canopy)
 - 700 Lavaca Garage – Continued Business Zone use of ground level.

Elected Official Zone

- Elected Officials will be provided hangtags for their parking facility with specific access to Elected Official Zone spaces in that facility. Proper signage will instruct which spaces are for “Elected Official” use only.
- The Parking Administrator will attempt to group Elected Official Zone spaces within a parking facility as much as is feasible.
- Elected Officials may also request transfer to an Elected Official Zone in another parking facility if they choose.



PARKING TERMINATION AND RELOCATION

- Parking Administrator will ensure that individuals who are no longer authorized to park in an allocated zone return their parking hangtags promptly. In cases of terminated employment, this process will be integrated with Human Resources. Parking Administrator will work directly with county departments for cases where employees are moved to a facility outside downtown. In most cases, this will mean working directly with the Travis County Sheriff's Office, but on occasion will include other departments as well.

**All zones will be monitored at least twice daily. Facilities with high client/public traffic volume and higher use will be monitored more frequently.*

***All vehicle change/license plate updates need to be reported to the Parking Administrator. This should include information related to temporary vehicles.*

****No Hang-tag sharing or trading will be allowed. Violation could result in barred parking access.*