

RESOLUTION 06-30-11-01
RESOLUTION ESTABLISHING AND PROVIDING RULES FOR COUNTY
EMPLOYEE PARKING LOTS

Whereas, Ordinance No. 10-17-79-1 and Ordinance No. 06-30-11-01 authorize the establishment of County employee parking lots and the development of rules regarding the same; and

Whereas, the Board of Supervisors deems it appropriate to establish and provide for County employee parking lots at the Johnson County Courthouse, Johnson County Administration Building, Johnson County Health and Human Services Building, Johnson County Sheriff's Office and Jail, Johnson County Ambulance Building and Johnson County Secondary Roads and SEATS Buildings.

Now, Therefore, Be it Resolved by the Johnson County Board of Supervisors:

1. Establishment. The following County employee parking lots are hereby established.

Lot 1 - Johnson County Courthouse. Consisting of the concrete surfaced area immediately adjacent to the Courthouse at 417 S. Clinton Street, Iowa City, on the north, west and south sides and the graveled lot on the west.

Lot 2 - Johnson County Administration Building. Consisting of the concrete surfaced area east of the Administration Building at 913 S. Dubuque Street, Iowa City, and the concrete surface area south and southeast of Administration Building.

Lot 3 - Johnson County Health and Human Services Building. Consisting of the two-story parking ramp north of the Health and Human Services Building at 855 S. Dubuque Street, Iowa City, and the concrete surfaced area between the parking ramp and the Health and Human Services Building.

Lot 4 - Johnson County Ambulance Building. Consisting the concrete surfaced area east of the Ambulance Building at 808 S. Dubuque Street, Iowa City, and the concrete surfaced area north of the Ambulance Building and south of the railroad tracks.

Lot 5 - Johnson County Sheriff's Office and Jail. Consisting of the concrete surfaced areas north, west and south of the Sheriff's Office and Jail at 511 S. Capitol Street, Iowa City.

Lot 6 - Johnson County Secondary Roads and SEATS Buildings. Consisting of the concrete surfaced areas to the north and south of the Secondary Roads/SEATS Administration Building at 4810 Melrose Avenue, Iowa City.

2. Hours of Operation and when Payment Required.

A. In general all parking lots shall be operational during normal business hours and whenever employees are scheduled to work. Overnight parking is not permitted except with

permission from an employee's supervisor or when it is required as part of the employee's shift.

B. Employees will be charged for parking in Lots 1, 2, 3, 4 and 5 when accessing a lot Monday through Friday, between the hours of 5:00 a.m. and 2:30 p.m., generally considered first shift. There is no charge for parking in Lot 6.

C. There shall be a single charge per day, regardless of the number of times the lot is accessed or exited.

3. Parking Charges.

A. The cost for employee parking, where applicable, shall be \$1.20 per day up to \$11.53 per pay period per parking space for County employees and \$25.00 per month per parking space for non-County employees working at a County building. When possible, said fee shall be processed through a payroll deduction. An employee may terminate a payroll deduction for parking upon written notice filed with the County Treasurer at least two months prior to the requested termination date. No such notice shall be required if the employee terminated employment with County/State. The County Treasurer may waive the two months' notice. Where payment through payroll deduction is not possible, quarterly payments shall be made in advance, directly to County Treasurer. The County Treasurer may allow monthly payments at the Treasurer's discretion.

B. County employees parking in ungated lots may opt for a flat rate of \$11.53 per pay period. Employees choosing this option must notify Human Resources in writing, and may not opt out until the end of the calendar year.

C. Part-time employees will pay a fee that is proportional to the number of days (as opposed to hours) actually worked. Specifically, part-time County employees shall pay \$1.20 per day worked per parking space. Part-time non-County employees shall pay a monthly fee determined by multiplying \$25.00 times a percentage representing how many days a month the employee works. (E.g., an employee working half the work days of the month would pay \$25.00 times 50% for a total of \$12.50 per month; an employee working three days a week would pay \$25.00 times 60% for a total of \$15.00 per month.) The applicable percentage shall be determined by the employee's supervisor.

4. Employees working their designated shifts shall not park in areas designated for use by the public during business hours. Employees working on weekends or before/after their designated work hours are permitted to park in public areas.

5. Employees parking in gated lots and employees being charged per day shall access their designated parking lot via their County-issued identification badge, which also serves as a key card. Lost cards will be replaced, with the County reserving the right to charge a \$10 replacement fee. If an employee requiring a badge to access their designated parking lot fails to bring said card to work, the employee may access the lot by obtaining a temporary key card from the Treasurer's Office. There will be a \$5.00 deposit for temporary key cards, \$3.00 of which

shall be refunded upon return of the card at the end of the day. County-owned vehicles will be equipped with a key card for access to the appropriate lot, which shall remain with the vehicle at all times.

6. Administration of Parking Lots.

A. The County Treasurer and Facilities Manager are hereby designated to administer, regulate and enforce the County Employee Parking Lot ordinance with respect to Lots 2, 3, 4 and 6, and to promulgate such rules as are necessary to implement this Resolution.

B. The County Sheriff and those elected officials and department heads whose offices are located in the buildings served by Lots 2, 3, 4 and 6 shall provide such assistance as is necessary and appropriate for the administration, regulation and enforcement this Resolution.

C. The Facilities Manager is authorized to designate the spaces reserved for County vehicles, elected officials and department heads in Lots 2, 3, 4 and 6, and is authorized to order the impoundment of vehicles pursuant to Article 4:1.4(E) of the County Employee Parking Lots Ordinance.

7. Lot-Specific Rules.

A. The following rules shall apply to the operation of Lot 1 - Johnson County Courthouse:

i. All employee parking shall be reserved, with employees being assigned specific, numbered parking spaces.

ii. The County Attorney is hereby designated to administer, regulate and enforce the County Employee Parking Lot ordinance with respect to Lot 1 and to promulgate such rules as are necessary to implement this Resolution. Such assistance as is necessary and appropriate for that administration, regulation and enforcement shall be provided to the County Attorney by the Treasurer, Sheriff and Facilities Manager.

iii. The County Attorney is authorized to designate in Lot 1 the spaces reserved for the public, County vehicles and law enforcement at the Courthouse on official business and is authorized to order the impoundment of vehicles pursuant to Article 4:1.4(E) of the County Employee Parking Lots Ordinance.

B. The following rules shall apply to the operation of Lot 2 - Johnson County Administration Building:

i. All parking in the area directly east of the Administration Building is set aside for the general public and persons with physical disabilities visiting the Building.

ii. All gated parking in the area to the south and southeast of the Administration Building is set aside for employees, including several reserved parking spots for elected officials and department heads.

C. The following rules shall apply to the operation of Lot 3 - Johnson County Health and Human Services Building:

- i. All parking in the area between the parking ramp and Health and Human Services Building is set aside for the public and persons with physical disabilities visiting the Building.
- ii. County vehicles shall be parked on the first level of the parking ramp to the north of the Health and Human Services Building, both in the gated area and in reserved spots in the un-gated area.
- iii. All other gated areas in the parking ramp are set aside for County and State employees working at the Health and Human Services Building, including several reserved parking spots for department heads.

D. The following rule shall apply to the operation of Lot 4 - Johnson County Ambulance Building:

- i. Except for spaces reserved for County vehicles, people with physical disabilities and members of the public visiting the Ambulance Building, all areas of Lot 4 shall be set aside for County employees.

E. The following rules shall apply to the operation of Lot 5 - Johnson County Sheriff's Office and Jail:

- i. Until a gate is installed at Lot 5, the area north of the Sheriff's Office and Jail shall be set aside for the public and persons with physical disabilities and the areas to the west and south of the Sheriff's Office and Jail shall be set aside for County employees, except for spaces reserved for County vehicles, the Sheriff, and the Major. After a gate is installed, except for spaces reserved for County vehicles, the Sheriff, and the Major, all areas of Lot 5 shall be set aside for County employees.
- ii. The County Sheriff is hereby designated to administer, regulate and enforce the County Employee Parking Lot ordinance with respect to Lot 5 and to promulgate such rules as are necessary to implement this Resolution. Such assistance as is necessary and appropriate for that administration, regulation and enforcement shall be provided by the Treasurer and Facilities Manager.
- iii. The Sheriff is authorized to designate the spaces reserved for County vehicles, the Sheriff and the Major in Lot 5 and is authorized to order the impoundment of vehicles pursuant to Article 4:1.4(E) of the County Employee Parking Lots Ordinance.

F. The following rules shall apply to the operation of Lot 6 - Johnson County Secondary Roads and SEATS Buildings:

- i. Except for spaces reserved for people with physical disabilities, the area of Lot 6 south of the building shall be set aside for members of the general public visiting the Secondary Roads/SEATS facility.
 - ii. For safety reasons, employees may also park in available public parking spots in the area south of the building with the permission of their supervisor.
 - iii. Except for spaces reserved for County vehicles, the area of Lot 6 north of the building shall be set aside for employee parking.
8. Portions of said lots as necessary shall be marked as prohibited parking so as to provide such access as shall be necessary to entrances, driveways, garage doors or any emergency facility or device.
9. The number and location of parking spots reserved for people with physical disabilities in each lot shall be consistent with the applicable requirements of Iowa law. Additionally, employees with a state-issued permit for people with physical disabilities shall be entitled to a reserved parking space with a State Persons with Disabilities Parking Sign in the lot serving the building in which the employee works. The cost for said reserved parking space shall be \$11.53 per pay period for a County employee and \$25.00 per month for a non-County employee.
10. Resolution 10-23-86-1 and Resolution 05-12-88-2 are hereby repealed.