

BEXAR COUNTY
ADMINISTRATIVE POLICY

ADMINISTRATIVE POLICY NO. 4.6

TITLE: BEXAR COUNTY PARKING FACILITIES

PREPARED BY: FACILITIES MANAGEMENT

DATE APPROVED:

EFFECTIVE DATE: October 1, 2020

PURPOSE

To guide the planning, design, construction, operation and maintenance of all parking facilities owned, leased and operated by Bexar County. To establish and implement fair value market rates with the purpose of generating revenue while introducing new transportation and parking strategies to effectively reduce Bexar County's Carbon footprint.

ORGANIZATIONS AFFECTED

All Bexar County Staff and Elected/Appointed Officials who park at a Bexar County Parking Facility either for work or outside normal working hours.

I. DEFINITIONS

- a. Bexar County Parking Facility- is a Parking Garage, Surface lot or designated parking area owned and leased by Bexar County in conjunction with a Bexar County owned and leased Facility, except Bexar County Parks, which are administered by the Bexar County Heritage & Parks Department.
- b. Parking Division – under the general direction of Facilities Management Department, is responsible for the operation, maintenance and administration of all Bexar County Parking Facilities except Bexar County Parks surface Lots.
- c. In/out parking space - for employees performing work related tasks, which require short-term parking not to exceed 2 hours.
- d. Parking Validation – coordinated through the Parking Division and authorized by Facilities Management Director. Validations are used free or discounted parking for employees whom are performing work related tasks and or department guests approved by the department.

II. Parking Access

The Bexar County Facilities Management Department, Parking Operation authorizes Parking Access only. After a completed Parking Access form has been submitted and approved access, will be set up on a Bexar County ID badge, Prox card or Parking tag.

- a. Parking Access is for work use only

- b. Lost, stolen, or misplaced Bexar County ID badge, Prox card or Parking tag will require a \$20.00 non-refundable replacement fee.
- c. Return all Bexar County ID badges, Prox cards, and Parking tags to the Facilities Management Department.
- d. Transferring or sharing Bexar County ID badges, Prox cards or Parking tags is unauthorized, and can result in revoking parking access.

III. Assignment of Parking

The Facilities Management Department, Parking Division is in charge of assigning Reserved and Complimentary Parking spaces for all Bexar County Office Parking Lots and Garages. Complimentary parking is free but does not include a Reserved Parking Space. Parking Spaces are property of Bexar County and maintained by the Facilities Management Department as such are subject to reassignment at any time.

- a. The number of employees per department will determine the total of reserved or complimentary spaces each department may have. The Parking Division will coordinate with the Human Resources Department on an annual basis for any department changes.
 - i. Reserved Parking is not a guaranteed.
 - ii. Departments may not issue or solicit Free, Discounted or Reserved Parking Spaces without coordinating with the Facilities Management Department.
- b. Assignment of parking is only valid while the employee holds the position listed on their parking access form.
- c. The following individuals will receive a Complimentary and Reserved Parking Space at one of the Bexar County Garage(s) or Bexar County Surface Lot used for their office.
 - 1. Bexar County Elected Official -- Assignment of parking is only valid during the elected term.
 - 2. Bexar County Division Chiefs
 - 3. Bexar County Appointed Judiciary
 - 4. Bexar County Appointed Official
 - 5. Bexar County Executive Staff
 - 6. Bexar County Directors
 - 7. Bexar County Chief of Staff
 - 8. Bexar County Commissioners Court Executive Staff
- d. The following individuals will receive Complimentary parking at the S. Flores Street Parking Garage
 - i. Visiting Judges
 - 1. Visiting Judges may use spaces designated for in/out parking.
 - 2. All visiting Judges must coordinate with their administrator prior to parking.
- e. The following individuals will receive Complimentary Parking at a Bexar County Parking Garage or Bexar County Surface Lot in conjunction with their facility office space.
 - 1. Bexar County Manager
 - a. Must use personal vehicle for County Business on average 3 Days a week.
 - b. Managers who do not use their personal vehicle for County Business are subject to pay out of pocket expenses for parking fees.

2. County Owned Vehicles –It is the department's responsibility for the safekeeping of parking access cards.
 3. 25 years of service - Employees with 25 uninterrupted consecutive years of service, verified by the Payroll Department, shall become eligible for “Free” parking at a Bexar County Parking Garage or Bexar County surface lot used for their office building. The Parking Division will authorize “free” parking to qualified employees only and subject to space availability.
 - a. Employees currently working at a satellite office offering “Free” Parking are not eligible for “free” Parking at a location where revenue is collected.
 - b. The Payroll Department verifies years of service.
- f. S. Flores Street Parking Garage
 - i. Parking access for Public Parking
 - ii. Parking access for Monthly parking
 - iii. Parking access for In/Out Parking for Outlying buildings conducting office related tasks at one of the downtown office buildings
 - g. Archives Building Parking Garage
 - i. Parking access for Authorized Use only.
 1. Access issued by the Parking Division
 - h. Comal Street Parking Garage
 - i. Parking access for Public Parking
 - ii. Parking access for Monthly parking
 - iii. Parking access for In/Out Parking for Outlying buildings conducting office related tasks at one of the Detention Center Buildings.

IV. Personal Vehicles used for County Business

All employees working in the downtown area are subject to paying out of pocket expenses for parking including parking at the following locations: Vista Verde Building, Paul Elizondo Tower, Cadena Reeves Justice Center, Bexar County Courthouse, Bexar County Annex, Bexar County Human Resources, Bexar County Clinic, and Bexar County Archives Building. Revenue based parking are located at the following: S. Flores Street Parking Garage, Comal Street Parking Garage and Archives Building Parking Garage.

- a. Employees working on average of at least 3 out of 5 workdays and use their personal vehicle for county business are eligible to sign up for monthly parking.
- b. Employees working at the Vista Verde Building are required to purchase a parking hang tag for use at the City of San Antonio I-35, Lot 1.
- c. Employees are eligible for parking reimbursements as part of Policy 11.1 Comprehensive Vehicle, Section VII Personal Vehicle Use for parking allowances and reimbursements.

V. Monthly Parking

Employees may enroll in the Payroll Deduction Program when a monthly parking space becomes available. The total number of garage or surface lot parking spaces, daily customers, and juror parking determine monthly parking space availability. The Parking Operations Division is responsible for providing a sufficient number of parking spaces allocated towards monthly parking.

- a. Out of pocket, expense - If monthly parking is not available at one of the Bexar County Owned/Leased and Operated Parking Facilities employees will be responsible for paying out of pocket expenses for parking.
 - i. Employees are eligible for Free Bus Rides with VIA as per Policy 7.3.09.
 - ii. Employees may not use authorized validation for their own discounted parking.
 - iii. Employees are responsible for paying special event parking rates outside of normal working hours.
- b. Waiting List – Employees who do not currently have monthly parking are encouraged to sign up on the Bexar County waiting list. You can sign up through the Facilities Management Department, Parking Operations Division.
 - i. Employees must notify the Parking Operations Division of any personal contact information changes in order to ensure they are notified once a space becomes available.

VI. Parking Rates

The Facilities Management Department, Parking Division will approve all daily, monthly and special event-parking rates. The Parking Division will conduct quarterly Market Survey and recommend any changes on an annual basis. See Appendix C. Parking Rate Market Survey. Rate Change effective January 1, 2021 for the S. Flores Garage and Comal Garage.

- a. Daily Parking Rates- See Appendix A for new rates.
- b. Monthly Parking Rates- See Appendix B for new rates.
 - i. Current Parking agreements reviewed and modified when they expire.
 - ii. Contractor parking will become available as current contractors cancel.
- c. Juror Parking Rates – the Juror rate for all day parking will not exceed the lowest daily parking rate. See Appendix A. Daily Rates.
 - i. 0-1/2 Hours \$3.00
- d. Special Event Parking Rates – will not exceed the Fair Value Market Rates.
 - i. Bexar County employees are responsible for paying special event parking rates outside of normal working hours.

VII. Validated Parking Procedures

- a. Validation agreement with the Facilities Management Department, Parking Division is required for any group, entity or department to validate a parking ticket at a parking location where fees are collected.
 - i. Employee signatures are not accepted.
 - ii. Regular hand stamps are not accepted.
 - iii. Encoded Parking chaser ticket or encoded stamp for parking equipment only.
 - iv. Any department currently using a regular hand stamp will be provided a new encoded stamp or encoded chaser tickets.
 - v. The Parking Division will charge the group, entity or department for the following: cost of the chaser ticket including shipping and a set price of the validated ticket.
 - vi. Departments will assign an authorized user to issue validations.
 - vii. Bexar County Employees may not validate their own personal parking ticket.
 - viii. Validations are for departments in/out staff and visitors only.

- ix. Abuse of the validation system will result in termination of the validation agreement with the department or entity.

VIII. Public Parking

- a. The number of vacant spaces determines parking access after authorized parking has been fulfilled.
- b. The Public do not have access to enter a Bexar County Parking Lot or Garage when a full or closed sign is on.
- c. The Parking Division will coordinate with the Central Jury Bailiff and other departments to designate an appropriate number of spaces for jury and public parking.

IX. ADA Parking

- a. Disabled Veteran
 - i. Those meeting the State Requirements of the Texas Department of Motor Vehicles are exempt from local and state government parking meters and are exempt from parking fees at a Bexar County Revenue earning Parking Garage or Surface Lot during normal business hours.
 - 1. Normal Business hours include the hours of operation where as a cashier is on duty.
 - 2. Outside Normal Business hours, a Parking Garage or Surface Lot may be unstaffed and/or fully automated.
 - ii. In addition to the Disabled Veteran plate, certain military honors license plates are also eligible for exemptions from payment of certain parking fees.
 - iii. The Disabled Veteran or other established designee must be present either driving or as a passenger in the vehicle upon time of where the parking fee is due in order to be exempt from parking fees.
 - iv. Those employees requesting exemption from monthly parking fees must complete an authorization form with the Parking Division.

X. Facilities Management Parking Operation Violations

Violators will receive a written warning issued by the Parking Division. Repeat offenders are subject to vehicle towing. Abuse of Polices established in Administrative Policy 4.6 can result in revoking parking access privileges by the Facilities Management Director.

- a. Garage violations include:
 - i. Parking in a “no parking” zone
 - ii. Double Parking
 - iii. Blocking another vehicle
 - 1. Subject to vehicle towing with not prior written notice.
 - iv. Parking in marked “compact” space with an oversized vehicle
- b. Parking Access violations include:
 - i. Sharing a Bexar County ID badge with the purpose of not paying parking fees.
 - ii. Parking in a space assigned to another Bexar County Employee or Official.
 - iii. Parking in a marked “in/out” space exceeding the 2 hour limit.
 - iv. Issuing a validation to an employee of an office where the employee is subject to paying out of pocket parking expenses.

- c. Other types of violations include:
 - i. Parking in an ADA space without proper credentials.
 - ii. Using ADA credentials not assigned or registered to the employee for discounted or free parking.

APPENDIX A. DAILY PARKING RATES

FY 19-20 Current Rates		FY 20-21 Rate increase 1/1/21	
S. FLORES GARAGE		S. FLORES GARAGE	
MONDAY - WEDNESDAY		MONDAY - FRIDAY	
0 - 1/2 HOUR	\$ 2.00	0 - 1/2 HOUR	\$ 3.00
1/2 - 1 HOUR	\$ 3.00	1/2 - 1 HOUR	\$ 5.00
1 - 1 1/2 HOURS	\$ 5.00	1 HOUR - 1 1/2 HOURS	\$ 7.00
1 1/2 - 2 HOURS	\$ 7.00	1 1/2 - 2 HOURS	\$ 8.00
2 - 2 1/2 HOURS	\$ 9.00	2 3 HOURS	\$ 10.00
2 1/2 HOURS - 24 HOURS	\$ 10.00	3 - 24 HOURS	\$ 12.00
THURSDAY - SUNDAY	\$ 5.00	SATURDAY - SUNDAY	\$ 5.00
LOST TICKET	\$ 10.00	LOST TICKET	\$ 12.00
COMAL GARAGE		COMAL GARAGE	
0 - 1/2 HOUR	\$ 3.00	0 - 1/2 HOUR	\$ 3.00
1/2 - 1 HOUR	\$ 5.00	1/2 - 1 HOUR	\$ 5.00
1 - 1 1/2 HOURS	\$ 6.00	1 - 1 1/2 HOURS	\$ 6.00
1 1/2 - 24 HOURS	\$ 7.00	1 1/2 - 2 HOURS	\$ 8.00
LOST TICKET	\$ 7.00	2 - 24 HOURS	\$ 10.00
		LOST TICKET	\$ 10.00

Appendix B. MONTHLY PARKING RATES

MONTHLY PARKING RATES	CURRENT RATE	NEW RATE
BEXAR COUNTY EMPLOYEE	\$55.00	\$60.00
BEXAR COUNTY CONTRACTOR	\$70.00	\$80.00
NON BEXAR COUNTY CONTRACTOR	\$80.00	\$100.00

