

Back | Print

Attachment # 1  
Page 1 of 3

## Board of County Commissioners

Leon County, Florida

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### Agenda Item Executive Summary

Thursday, January 29, 2009

**Title:**

Adoption of Revised Policy No. 99-2, "Parking – County Downtown" Policy, and Approval of a Parking Meter Agreement with the City of Tallahassee

**Staff:**

Parwez Alam, County Administrator  
Alan Rosenzweig, Assistant County Administrator  
Kim Dressel, Management Services Director

**Issue Briefing:**

This agenda item seeks adoption of revisions to Policy No. 99-2, "Parking – County Courthouse Garage" (Attachment #1). The revised Policy will be consistent with prior Board actions and practices that have evolved over time in response to changes in the County's downtown facilities. These modifications include: (1) elimination of references to public parking in the Courthouse, other than parking for disabled visitors, consistent with security measures recommended by the Sheriff and the Courts, enacted by the Board in September 2001, and reaffirmed by the Board on January 23, 2007; and, (2) expansion of current procedures for assigning Courthouse parking spaces to the Courthouse Annex and Gadsden Street facilities.

Additionally, this agenda item seeks approval of an Agreement with the City of Tallahassee for approximately 30 public metered parking spaces; 10 are anticipated to be located on the top level parking deck of the Courthouse Annex, with reconfiguration of existing parking spaces and 20 are anticipated to be developed on the Gadsden Street lot. A Parking Meter Agreement is being negotiated with the City of Tallahassee. A copy of the draft Agreement is provided as Attachment #2.

**Fiscal Impact:**

Funding for this parking lot maintenance project, at an estimated cost not to exceed \$30,000, is budgeted and available. Additionally, parking meters will be installed, enforced, and maintained by the City at no cost to the County in exchange for the City's collection and retention of the generated revenue.

**Staff Recommendation:**

- Option #1: Adopt revised Policy No. 99-2, "Parking – County Downtown."  
Option #2: Authorize the County Administrator to execute a Parking Meter Agreement with the City of Tallahassee, in a form approved by the County Attorney.

24

**Report and Discussion****Background:**

The County provides downtown parking in the Courthouse, Courthouse Annex, and its Gadsden Street parking lot. These parking complexes provide parking for the following:

- (1) employees of the County, County Constitutional Officers, and State entities for whom the County is legally mandated to provide facilities, whose primary office is in the Courthouse or Courthouse Annex;
- (2) employees of these offices who are conducting official business in the Courthouse or Courthouse Annex, but whose primary office is located elsewhere;
- (3) paid tenants of the Leon County Courthouse Annex, consistent with the terms of their lease and license agreements; and
- (4) disabled visitors to these facilities.

Board Policy No. 99.2, "Parking - County Courthouse Garage" was revised and adopted in June 1999. Since that time, Courthouse security measures were enacted, which excluded public parking in the Courthouse, with the exception of parking for the disabled; the Courthouse Annex was purchased and offices have been relocated there; and the Gadsden Street lot was purchased. The Policy needs to be modified to incorporate practices that have evolved over time in response to these changes. Additionally, staff is recommending the County expand public parking in the downtown area, which will improve the public's access to these facilities, through an agreement with the City of Tallahassee for public meter parking.

**Analysis:**

Staff proposes the development of approximately 30 public meter parking spaces in its downtown facilities. To assure these spaces provide increased short-term public access to the County's downtown facilities, at minimal cost, staff recommends the installation of parking meters. The City of Tallahassee has tentatively agreed to provide, install, and maintain parking meters on these spaces in conjunction with patrol and enforcement, in return for the revenues generated. The meter rates will be set by the City, consistent with rates set for other comparable meters. The term of the Agreement shall be for not less than five years and can be terminated by mutual agreement or by giving at least 60 days notice. A draft of the proposed Parking Meter Agreement is attached.

Approximately 10 of these spaces would be developed on the top level parking deck at the Courthouse Annex, and 20 would be developed on the west side of the Gadsden Street parking lot. Currently, the top level Courthouse Annex parking deck provides 44 parking spaces, 40 of which were under lease to a private tenant through March 31, 2012 at the time the County purchased the property, and four of which were released by the tenant and are under the County's control. Through reconfiguration of the spaces, staff anticipates it could gain 10 parking spaces for public use. Staff has met with the tenant, who tentatively agrees with the plans for parking reconfiguration and the development of public meter parking on those 10 spaces.

Funding for this parking lot maintenance project, at an estimated cost not to exceed \$30,000, is budgeted and available. The draft Agreement with the City is being finalized. Staff is seeking approval to finalize the Agreement, in a form approved by the County Attorney, for execution by the County Administrator.

Approximately 98 parking spaces will remain available to employees in the Gadsden Street parking lot, subsequent to the redefinition of 20 public spaces. Modifications to the parking

policy would allocate these, and the Courthouse Annex spaces, to employees on a seniority basis, consistent with the current Board policy that was developed for the Courthouse parking garage. Employee parking rates would remain the same: \$30/month for the Courthouse and Courthouse Annex parking, and no cost for scramble parking at the Gadsden Street lot.

**Options:**

1. Adopt revised Policy No. 99-2, "Parking – County Downtown."
2. Authorize the County Administrator to execute a Parking Meter Agreement with the City of Tallahassee, in a form approved by the County Attorney.
3. Do not adopt revised Policy No. 99-2, "Parking – County Downtown."
4. Do not authorize the County Administrator to execute a Parking Meter Agreement.
5. Board Direction.

**Recommendation:**

Options #1 and #2.

Attachments:

1. Revised Policy No. 99-2, "Parking – County Courthouse Garage."
2. Draft Parking Meter Agreement

[Back](#)[Print](#)