



Policy Type: Administrative

Category: Facilities

Policy Name: Policy on Parking at the Civic Center Executive Lot

Policy Owner: County Executive

In accordance with the [County of Santa Clara Ordinance Code Title B, Division B12, Chapter III, Article 3 Parking Regulations on County Property](#) and the [County Parking Administrative Guidelines](#), reserved parking spaces shall be assigned to elected officials and executive leaders at their place of work.

Reserved parking spaces are authorized by the County Executive, or the responsibility may be delegated to the Chief Operating Officer for assignment.

At the Civic Center Executive Lot, assignments by the County Executive or Chief Operating Officer for reserved parking spaces shall generally be made in the following priority order for executive leaders located at the Civic Center:

1. Elected Officials
2. Board Appointees
3. Chief Operating Officer and Deputy County Executives (*or Equivalent Position*)
4. Agency/Department Heads (*or Equivalent Position*)
5. Assistant/Deputy Department Heads (*or Equivalent Position*)

The County Executive or Chief Operating Officer may determine which classifications may be deemed equivalent to the classifications identified above.



For the balance of available reserved parking spaces at the Civic Center Executive Parking Lot, assignments shall be made by the County Executive or Chief Operating Officer based primarily on job classification and pay grade. If more than one employee within the same job classification and pay grade are eligible for a parking space, the employee with the most seniority in the current classification will generally be assigned the reserved parking space.

The County Executive or Chief Operating Officer may also base assignments, in part, on an assessment of the level of responsibility of the executive leader's position within the County organization as a whole.

If the new executive leadership position is established within the five categories identified above, a designated parking space will be established for that executive leader in a parking lot at the Civic Center complex if there is no available reserved parking space within the Executive Parking Lot.

When a reserved parking space at the Executive Parking Lot becomes available, the County Executive or Chief Operating Officer will decide whether the reserved parking space remains available to the successor of the departing executive leader or whether it will be transferred to another executive leader.

Procedures

None.

Definitions

None.



Frequently Asked Questions

None.

Related Policies

- County Ordinance Code Title B, Division B12, Chapter III, Article 3
Parking Regulations on County Property -
https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITBRE_DIVB12MOVETR_CHIIISTSTPA_ART3PARECOPR

Related Forms and Information

- County Government Center Parking and Transit Information -
<https://www.sccgov.org/sites/scc/Pages/Parking-and-Transit-Information.pdf>
- County Parking Administrative Guidelines -
<https://www.sccgov.org/sites/scc/Documents/SCC%20Parking%20Administrative%20Guidelines.pdf>
- Government Center Parking Map -
<https://www.sccgov.org/sites/scc/Documents/Main%20County%20ParkingMap.pdf>
- Parking and Transit Information -
<https://saecommon.sccgov.org/countypolicy/Parking-and-Transit-Information.pdf>