

**TO:** Mayor Robinson and City Council

**FROM:** Jeffrey L. McCormick, Chief of Police

**SUBJECT:** Police Parking Lot Use

**DATE:** April 13, 2016

**BACKGROUND**

I had a conversation with a person last week asking about the Police Parking lot and his displeasure with the fact that my vehicle and that of other police department employees were parked in the parking lot. The lot is signed "Do not enter except for police vehicles". I told the person that since I am a "police officer" my vehicle technically would be a police vehicle. The person then asked about the non-police officer employees vehicles. I explained that the signage was kept simple so it would not be confusing to drivers in the amount of text to read. The intent of the signage was to keep people looking for City Hall from turning at the first driveway. While that does happen, the vast majority of people continue past to the City Hall entrance.

I reviewed the memo regarding the driveway from 2009 (attached for reference) which requested the driveway configuration that is now used. That memo did not address the specifics of who should be utilizing the parking lot. I would request clarification of the parking lot use in addition to City owned police vehicles, specifically if police department employees and volunteers should be parking in the lot, if it is ok for Sheriff's employees to park both the County squad and their personal vehicles, if the lot can be used by City Staff for parking when City Hall has large events occurring (an example is voting days) and that Gibson Sanitation can access the dumpsters that were moved into this lot last year.

After considering the question raised by the person it seems that the correct course of action is to determine the parameters for the lot's use and then determine if any additional signage is necessary to make those parameters clearer.

I would recommend that the Police Parking Lot be used in the manner that we have been using it to provide parking/access for:

- City owned police vehicles.
- Police department employees and volunteers vehicles.
- Other law enforcement employees to park issued Squad car and personal vehicles.
- City Staff vehicles for parking when City Hall has large events occurring.
- Gibson Sanitation to access the dumpsters.
- Contractors performing work for the City where the police lot provides access necessary to perform requested work.

If the City Council is so willing I would also ask that the Chief of Police have the discretion to approve vehicles not listed above for situations not anticipated, these would not be for long term change to the parameters above, but to address a short-term situation not anticipated at this time.

**REQUESTED COUNCIL ACTION**

Motion and Approval of Police Parking Lot use as listed above in the recommendation.

If City Council so desires, Motion and Approval to authorize the Chief of Police to make discretionary decisions regarding vehicles not specifically listed above for short-term usage of the Police Parking Lot.

**TO:** Mayor Robinson and City Council

**FROM:** Jeffrey L. McCormick, Chief of Police

**SUBJECT:** Police Parking Lot

**DATE:** June 26, 2009

### **BACKGROUND**

I am sure that the City Engineer has prepared a summary of the River Road project which includes paving the police parking lot. I wanted to provide the Council with information regarding the police parking lot options and my recommendation.

In looking at the parking lot for layout, I considered the future needs of both the Police Department and City Hall. I think it is necessary to plan for next twenty years of usage of City Hall/Police Department complex, since both are likely to remain in the current location for at least that length of time. In evaluating the future space needs, I believe that additional space will be needed by the police department, since we are already cramped in certain areas of our area. With these space concerns, I expect that a building addition(s) will occur over the next twenty years to meet the needs of the police department and City Hall. In looking at the best use of the property and allow of expansion without having to tear up infrastructure previously put in place, I requested that the City Engineer look at the option of moving the driveway to the southern property line.

As you know the Police Department does not have a garage for the squads. During the last department meeting this topic was discussed by the police department staff. While all the police staff are in agreement that a garage is something that is needed, they also felt that in the current economic situation it was something they were willing to wait for to help hold off that cost to the City. They understand that it may be three to four years before the garage would be built. As the parking lot was designed I wanted to make sure that the future garage was considered in the lot design so infrastructure would not be located in that area.

I understand that the southern driveway option does have additional cost over paving the existing area, but I believe that it is the correct option to be dollar wise for the future. The southern driveway option provides a large area that is left open for future building expansion without tearing up and redoing the driveway and infrastructure. I am conscious of the additional cost, but just like some of the other projects that are under way; I feel that is a small amount against the cost of moving the driveway and infrastructure in the future when the building expansion is needed. Both designs will require some adjustments to the plans before bidding. I am hopeful that the southern driveway route cost can be reduced and with the current environment the actual cost will be less than expected.

### **STAFF RECOMMENDATION**

I recommend that the southern driveway option is the project that be put out for bid.

### **REQUESTED COUNCIL ACTION**

Respectfully request that the southern driveway option be used for the River Road project bid.