



- 1) **Authorization.** The Presidio County Commissioners Court ("Commissioners Court") is authorized to develop, maintain, and control Facilities in Presidio County pursuant to Texas Local Government Code, and other applicable statutes.
- 2) **Purpose and Method.**
  - a) **General Purpose.** The purpose of this policy is to establish the guidelines and criteria under which Presidio County can develop, maintain, and control its Facilities in order to support county operations, public service, and historical values.
  - b) **Method.** This Policy will establish the framework for clarifying necessary coordination between Commissioners Court authority, Facilities Maintenance Personnel, and Facilities Users.
  - c) **Waiver and/or Modification of Requirements.** The Commissioners Court retains the right to waive or modify any of the requirements of this Policy, when it determines that the waiver and/or modification is:
    - necessary in order to serve the public interest,
    - will allow use which will continue to meet the intent of this Policy, and
    - will not violate any applicable statutory requirements.
  - d) **Limitation.** The adoption of this policy does not:
    - (i) limit the discretion of the Commissioners Court to delegate to its employees the authority to determine whether or not the Commissioners Court should consider a particular application for facilities use; or
    - (ii) create any contract or other legal right in any person to have the Commissioners Court consider or grant a specific application or request for facilities use.
- 3) **Definitions.** Under the Presidio County Facilities Management Policy ("Policy"), these words have the following meaning:
  - a) **"Building"** means any County owned structure designed for the use of County employees or the public.
  - b) **"County Operations Department"** means any mandated function of County Government specifically described in County policy and/or budget which shall have an appointed Department Manager or elected official in charge.
  - c) **"Department Manager"** means a County employee with management and budget authority over a County Operations Department.
  - d) **"Facilities"** means Buildings or Parks.



- e) **"Facilities Maintenance Personnel"** means County employees or representatives who are managed by Facilities Manager.
  - f) **"Facilities Manager (FM)"** means the Department Manager of the Facilities Maintenance Personnel and budget of a Facilities Zone.
  - g) **"Facilities User"** means any County Operations Department, elected official, organization, or individual that may use County owned facilities.
  - h) **"Facilities Zone"** means any set of County Facilities which have been assigned to an FM for maintenance responsibility. A description of Facilities Zones, FM assignments, and allocation of Facilities to County Operations Departments, will be maintained and included as part of this policy in ATTACHMENT 1.
  - i) **"Park"** means any County owned Facility primarily incorporating outdoor space for public use.
  - j) **"County Use"** means use of a County Facility by one or more County Operations Department or elected official(s).
  - k) **"Dedicated Use"** means use of a County Facility for exclusive use by one County Operations Department or elected official.
  - l) **"Public Use"** means use of a County Facility by some person or organization other than a County Operations Department or elected official.
  - m) **"Shared Use"** means use of a County Facility by more than one County Operations Department or elected official.
- 4) **Guidelines and Criteria** The following criteria will be used as a baseline for determining facilities use under this Policy:
- a) **Space Allocation.** The FM is responsible for maintaining space as allocated by the Commissioners Court. This maintenance includes modification to existing assigned space. All Department Managers and elected officials requesting space assignment, allocation, relocation, remodeling, renovating, or otherwise modifying existing space, must contact the FM. The FM will evaluate the request and advise the Department Manager or elected official of the required steps to proceed. These steps shall include obtaining Commissioners Court approval, and may include:
    - (i) Identifying funds for the project.
    - (ii) Identifying alternate plans, as appropriate.
    - (iii) Determining whether project will be done in house, or through a contractor.
    - (iv) Determining short/long term impact of changes requested, if applicable.



- b) **Access.** The FM is responsible for access control in County FACILITIES, as assigned by Commissioners Court. Access control includes mechanical locks, cylinders, keys, padlocks, and electronic locks. No Department Manager or elected official may remove, rekey, or otherwise change or install new locks on any door in their assigned areas at County-owned Facilities. County Operations Departments located at leased facilities must comply with the terms of their lease agreement, which will almost always require authorization by the landlord to change existing locks or install new locks. Once landlord authorization is obtained, the FM will assist the department in changing or installing locks upon request.

The FM shall have a master key and/or set of keys to all County Facilities, with the exception of the detention facilities. If an area is considered "high security", the Department Manager or elected official may install an electronic access lock with audit trail, at their expense, however FM must have an entry code to access the area in case of emergency. The Department Manager or elected official must provide for access and authority for Facilities Maintenance Personnel and representatives to enter the Facilities for inspection and maintenance.

Access for Public Use of County Facilities must be arranged with the FM. Security deposits, use fees, Facilities Maintenance Personnel costs, and repairs may be charged to the Public User as specified in a published cost schedule approved by Commissioners Court, or as otherwise directed by Commissioners Court.

- c) **Usage.** County Use of any Facility must be consistent with the general purpose of the County Operations Department or elected official assigned as user. Public Use of any Facility must support County policies of public information, public recreation, community development, health and emergency services, economic development, and historical preservation.
- d) **Evidence of ability to comply.** Any application or other submission for consideration of Public Use under this Policy must include evidence of the User's ability to comply with all applicable terms of this Policy.
- e) **Marfa Courthouse Historical Preservation.** The County Courthouse building in Marfa will be maintained in a manner that preserves its historic designation with policy details described in ATTACHMENT 2 of this policy.
- 5) **Policy Change.** This Policy may be amended or repealed by a majority vote of the Commissioners Court.