



**ADMINISTRATIVE POLICIES**

<b>SECTION:</b>	<b>Vehicles</b>	<b>POLICY #:</b>	<b>1005</b>
<b>TITLE:</b>	<b>Parking at Marion County Facilities</b>	<b>PROCEDURE #:</b>	
		<b>ORDER #:</b>	
<b>DEPT:</b>	<b>Business Services</b>	<b>DIVISION:</b>	<b>NA</b>
<b>ADOPTED:</b>	<b>1995</b>	<b>REVIEWED:</b>	<b>REVISIED: 12/13</b>

**PURPOSE:** To establish rules and regulations for parking in Marion County owned- and leased-parking facilities.

**AUTHORITY:** The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.  
  
Marion County Code, Chapter 10.05 Parking.

**APPLICABILITY:** All elected officials, employees, volunteers, and agents of Marion County.

**GENERAL POLICY:** Marion County Board of Commissioners sets the policies for parking of county vehicles, employee parking, and parking for volunteers and agents of Marion County. All clients, customers, elected officials, employees, volunteers, and agents are eligible to park in Marion County parking facilities subject to availability and these policies and procedures.

**POLICY:**

1. Definitions:

- 1.1. "County Employee" includes a Marion County Elected Official
- 1.2. "Courthouse and Courthouse Square (CH and CH Square) means the parking facilities at the Marion County Courthouse and Courthouse Square complex
- 1.3. "Commercial Parking" means parking made available by a private or public concern for which a user fee is charged.
- 1.4. "Designated Parking" means parking spaces within a parking facility that are designated for a category or categories of parking users.
- 1.5. "Parking Control Device" means any sign, standard, painted area, marking or other device, inscription or designation giving notice of, delineating, controlling or restricting parking on a parking facility.
- 1.6. "Parking Facility" means any such parking facility regulated pursuant to Marion County Code Parking, Chapter 10.05 and includes those areas adjacent to the Courthouse, Courthouse Square, Health Building, Juvenile Building, Marion County Correctional Facility, Marion County Public Works and any other Marion County facilities where the property is owned or under the control of Marion County.
- 1.7. "Permit" means an authorization issued in accordance with these rules to park a motor vehicle

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or a bicycle in the Courthouse and Courthouse Square Parking Facilities.

- 1.8. "Worksite" means the building, office, assembly point or another similar location to which a county employee is:
  - 1.8.1. Permanently assigned, or
  - 1.8.2. Scheduled to report for work for five or more consecutive days, if other than permanently assigned work site.

### **2. Responsibilities:**

- 2.1. The Marion County Board of Commissioners has the responsibility to establish fees as determined necessary for Marion County parking facilities.
- 2.2. Marion County Business Services Department (MCBS) has the responsibility to manage parking in the CH and CH Square parking facilities. Management of these parking facilities includes:
  - 2.2.1. Assignment of parking spaces
  - 2.2.2. Designation and placement of parking control devices
  - 2.2.2. Collection of parking fees
  - 2.2.3. Maintenance of parking facilities
- 2.3. For all other Marion County parking facilities:
  - 2.3.1. Departments adjacent to the parking facility have the responsibility to designate Parking in compliance with state laws or regulations.
  - 2.3.2. MCBS has the responsibility for maintenance and placement of parking control devices.
- 2.4. Marion County, its officers and employees, are not responsible for accidents, damage to vehicles, theft or personal injury resulting from the use of any Marion County controlled parking facility.

### **3. Parking Facility Rules:**

- 3.1. All users of Marion County parking facilities must:
  - 3.1.1. Comply with the Marion County Code, Chapter 10.05, Parking.
  - 3.1.2. Yield right-of-way to pedestrian traffic parking facilities.
  - 3.1.3. Obey all directional arrows, signs, traffic control devices and other posted instructions.
  - 3.1.4. Only park in designated loading zones while loading or unloading people or goods, not to exceed 15 minutes unless otherwise posted.
  - 3.1.5. Observe the maximum-posted speed limit.
- 3.2. All users of Marion County parking facilities must not:
  - 3.2.1. Engage in motor vehicle maintenance and repair in parking facilities with the exception of emergency repairs.
  - 3.2.2. Park personal vehicles in spaces designated for county fleet vehicles.

### **4. Permitting and Assignment of Parking Spaces in CH and CH Square:**

MCBS has the authority to issue permits, monitor, and contract parking spaces in CH and CH Square parking facilities. MCBS is responsible for issue placards for permitted parking in CH.

A county employee with a valid disabled person parking permit issued by Oregon Department of Transportation (ODOT) under ORS 811.602, and otherwise eligible to park in a county parking facility, may request a permitted paid disabled parking space.

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4.1. Priority of Assignment; Reassignment; Waiting Lists

MCBS shall observe the descending order of applicant priority for assigning vacant vehicle parking spaces in these two Marion County parking facilities.

4.1.1. County employees with a disabled parking permit per ORS 811.602

4.1.2. County fleet vehicles

4.1.3. County elected officials, department heads, and the county District Attorney with offices in CH and CH Square

4.1.4. County employees whose department head identifies as using his/her personal vehicle for frequent work-related business

4.1.5. Departments with offices outside of CH Square with a need for parking space(s) for meetings and business with CH Square departments

4.1.6. Marion County employees' personal vehicles

4.2. MCBS may maintain a waiting list for persons interested in parking in CH and CH Square parking facilities. The MCBS will consider the priority level of the application and the applicant's position on the waiting list based on the date of the request when making a parking assignment.

4.3. In Marion County parking facilities, other than CH and CH Square, where reserved spaces are available and there is no fee for parking, the department director or designee of the department leasing or using the facility will maintain a waiting list for persons interested in a reserved parking space. The department will consider the priority level of the application and the applicant's position on the waiting list based on the date of the request when making a parking assignment.

5. Parking Fees:

The Marion County Board of Commissioners may establish parking fees for monthly permitted paid parking in CH and CH Square parking facilities.

5.1. Fees will be based on:

5.1.1. County's costs to provide, manage, and enforce parking facilities

5.1.2. Local market conditions for commercial and other paid parking facilities

5.1.3. Community standards

5.2. All county elected officials and employees are responsible for the fees associated with parking their personal vehicles, motorcycles and bicycles, regardless of whether they use personal transportation during work hours. The only exception is the Assessor's Office where the department may pay for parking for employees in the following classifications: Property Appraiser 1; Property Appraiser 2; Senior Property Appraiser and Appraisal Section Supervisor.

5.3. Departments that have assigned parking spaces for county assigned fleet vehicles shall be assessed a monthly fee per space, payable from the department operating budget.

5.4. Departments located in facilities other than CH Square may request a parking space or spaces in CH Square for business purposes. These departments will be invoiced a monthly fee per space, payable from the department operating budget.

6. Alternative Transportation Program:

Marion County may provide the following for alternative modes of transportation:

6.1. Bicycle lockers and/or stands within the Parking Facilities or on the facility grounds.

6.2. Monthly bus passes available from Salem-Keizer Transit.

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7. Enforcement:

Marion County Code Chapter 10.05 PARKING sets the requirements for enforcement.

Violation of Marion County Code Chapter 10.05 shall be enforced by the Marion County Sheriff's Office.

8. Exceptions:

Any other exceptions to this policy may only be granted by the Chief Administrative Officer for the county or designee.

9. Violation of Policy:

Violating this policy and/or misconduct involving the use of a motor vehicle may be grounds for revocation of parking permit, loss of eligibility to obtain a parking permit and/or disciplinary action up to and including termination.

10. Periodic Review:

This policy will be reviewed every three years by the MCBS for necessary revisions.

**Adopted 8/95**  
**Revised 12/13**