



ADMINISTRATIVE PROCEDURES

TITLE: Parking at Marion County Facilities		PROCEDURE #: 1005-A
DEPT: Business Services		DIVISION: NA
EFFECTIVE DATE: 12/13	REVIEWED:	REVISED:

OBJECTIVE: To establish a procedure for use of parking facilities by county elected officials, employees, volunteers, and agents.

REFERENCE: Policy # 1005

POLICY STATEMENT: Marion County Board of Commissioners sets the policies for parking of county vehicles, employee parking and parking for volunteers and agents of Marion County.

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

PROCEDURES:

1. Parking Facilities:

Marion County parking facilities include parking spaces that are covered, uncovered, reserved, and unreserved. Motorcycle parking is available in all Marion County parking facilities. Bicycle parking lockers are available in the Courthouse Square parking facility. Attachment A lists the worksite parking facilities owned and leased by Marion County.

All departmental, employee, contractors and other agencies permitted to park in CH and CH Square will be required to pay a fee for parking. Paid parking spaces will be reserved. Permitted parking for visitors is available in the CH parking facility. Fees are not charged for visitor permitted parking.

All vehicles must safely fit within assigned spaces. If it is determined that a vehicle is too large for the assigned space, the assignment may be rescinded and the employee placed back on the waiting list until another suitable space is available.

2. Parking Access:

2.1. Employees working in CH and CH Square generally have access to the parking structure all hours.

2.2. Employees authorized to drive county fleet vehicles parked in CH and CH Square facilities will be granted electronic access to the parking facility. Electronic access may only be used for work purposes. Employees not granted parking privileges for personal vehicles in the CH and CH Square facilities may not use the electronic access to the CH and CH Square facilities for a personal purpose including but not limited to parking a personal vehicle.

2.3. Sub-leases of assignments, for periods under twelve weeks, are not allowed without pre-approval of MCBS. Any request to authorize use of a space must be put in writing. The request

should include the name of sub-lessee, space number, and period of time (beginning and ending date) of the requested sub-lease.

3. Parking Assignment:

- 3.1. Parking in Marion County parking facilities other than CH and CH Square is available for customers, clients, employees, fleet vehicles, contractors and agents, subject to availability.
- 3.2. Parking in CH and CH2 will be assigned by MCBS based on Priority of Assignment; Reassignment; Waiting Lists section in the Parking at Marion County Facilities policy.

4. Establishment of Parking Fees:

4.1 Local Market Conditions for Downtown Salem

The State of Oregon and the City of Salem have designated Parking Districts that are adjacent to and/or encompass the Marion County Courthouse and Courthouse Square. Both Parking Districts have been designated by the respective agencies due to high demand for employee parking and limited availability of long-term (day-long) parking.

Marion County employees working in offices in the Marion County Courthouse and Courthouse Square affect the availability of parking for visitors, customers, and employees for all businesses and public organizations operating in downtown Salem.

Monthly fees for reserved parking spaces will be established for Marion County parking facilities within the boundaries of the City of Salem's Downtown Parking District and adjacent to the State of Oregon's Capitol Mall Parking Area. The fees for state-owned and city-owned parking facilities will be taken into consideration for establishment and review of Marion County parking fees.

- 4.2. The State of Oregon has identified in the Department of Administrative Services (DAS) Oregon Administrative Rule (OAR) Division 90 Parking Facilities, a market for Commercial Parking available within 5 blocks of the parking facilities in each of the cities of Salem, Portland, and Eugene. This identification is based on ORS 276.594 giving DAS the authority to establish rates and charges for parking motor vehicles. The state does not charge for employee parking outside of the areas listed above.

4.3. Parking Districts:

- 4.3.1. State of Oregon - "Capitol Mall Parking Area" is within the City of Salem bounded by Church Street on the west, D Street on the north, Mill Street on the south and 13th Street on the east.
- 4.3.2. City of Salem – Downtown Parking District covers the area from Union Street on the north to Trade Street on the south, to Church Street on the east and Front Street on the west.

5. Parking Fees:

- 5.1. A review of parking fees in the Capitol Mall Parking District and the City of Salem Downtown Parking District was conducted for the establishment of parking fees in the CH and CH Square parking facilities.
- 5.2. Marion County Board of Commissioners set the monthly parking fees for CH and CH Square parking facilities.
- 5.3. Elected officials and employees who obtain a permit for a CH or CH Square parking facility

will be charged a monthly fee. The only exception is for appraisers in the Assessor's Office as noted in Section 5.2 of the policy.

- 5.4. Parking fees are charged on a monthly basis and are not prorated for regular, part-time employees.
 - 5.5. Parking fees are collected through payroll deduction for employees and through a monthly journal voucher or invoice for county fleet vehicles, other agency, and contractors vehicle assignments.
 - 5.6. CERA pre-tax eligibility is available for employees parking in CH and CH Square facilities.
 - 5.7. Parking fees for parking facilities at CH and CH Square are listed in Attachment B.
 - 5.8. Parking fees are charged to county departments for fleet vehicles parked in CH and CH Square parking facilities.
 - 5.9. Parking fees for the CH parking facility are charged to other agencies and contractors as agreed upon by the Board of Commissioners.
 - 5.10. Visitor parking at CH is available by permit and parking fees are not charged for visitors at this facility.
6. Parking Permits:
- 6.1. Monthly parking permits are issued to county departments for county vehicles, county employees, and others based on eligibility, availability and payment of monthly parking fees. Parking permits for non-county employees are only available for the CH facility. In this facility, parking permits for non-county employees are issued to state court personnel and contracted court security personnel.
 - 6.2. Temporary parking permits are issued for the visitor parking area at CH.
 - 6.3. Each person approved for a temporary parking permit will receive instructions and a placard to be placed inside the car.
 - 6.4. Departments located in CH or CH Square may issue permits for temporary parking. The qualifying purpose for the issuance of these permits includes: committee members attending a meeting, contractors working on a facility or contractors working on-site for a short period of time. One employee within each department will have the capability of issuing temporary parking permits.
 - 6.5. Temporary parking permits can also be issued for employees with a monthly bicycle locker rental in CH Square or enrolled in the Commuter Expense Reimbursement Account and purchasing monthly bus passes. Rental of a monthly bicycle locker or purchase of a bus pass allows an employee up to three daily parking permits per month for CH visitor parking. MCBS issues temporary parking permits.
 - 6.6. Daily paid parking is not available.
7. Alternative Transportation Program:
- 7.1. Marion County employees may select to purchase a monthly bus pass discounted by the Salem/Keizer Transit District for county employees.
 - 7.2. Bus passes are purchased from the Transit District.
 - 7.3. The bus pass costs can be tax free if employees set up a Commuter Expense Reimbursement Account (CERA) through MCBS.
8. Safety and Security:
- The safety and security of employees is of utmost importance. Any report of a safety or security issue

should be reported to MCBS. Reports will be accepted by phone, email, or in writing. EMERGENCIES SHOULD BE REPORTED TO 911 FIRST, then to MCBS. Employees are not expected to intervene.

The following guidelines are to be followed when parking in CH and CH Square:

- 8.1. The parking structures are designated no smoking areas by county ordinance.
- 8.2. Do not block in a vehicle that may be parked in your assigned parking. If your assigned space has another vehicle in it, park outside of the facility and file a report with MCBS.
- 8.4. Only one motorized vehicle per space is allowed.
- 8.5. Damage to the facility should be reported immediately. A driver causing damage may be held responsible for the damage and parking access may be terminated.

9. Parking Enforcement:

The Marion County Sheriff's Office performs parking enforcement for the CH and CH Square structures. To report a complaint contact MCBS with the following information:

location of the parking facility, the space number of complaint, and the make, model and license plate of the vehicle in question. MCBS will try to resolve the complaint. If needed, MCBS staff will contact the Sheriff's Office to conduct enforcement of the Marion County Parking Code.

ATTACHMENTS:

Attachment A – Parking Facilities

Attachment B – Parking Fees

Addendum – Parking Assignments for Move Back to Courthouse Square

Attachment A

Parking Facilities

Facility	Number of Parking Spaces	Monitored/Gated	Reserved/Non-Reserved
Courthouse	176	Monitored – Part - Covered, Part - Uncovered	Reserved/Permitted
Courthouse Square	314	Gated - Covered	Reserved 59 – Transit 253 – Marion Co. 2 – motorcycle
Public Works - Silverton Road	302	Uncovered	First come, first serve for employee vehicles. County vehicles are assigned 65 parking spots
Juvenile Department – Center St.	285	Uncovered	86 reserved and employee
Community Services – Dog Shelter	25	Uncovered	
Health Department – Center St.	300	Uncovered	Some reserved
Lancaster	70	Leased - Uncovered	Some reserved
Beverly Ave. NE	37	Leased - Uncovered	Reserved
Woodburn	18	Leased - Uncovered	Secured Parking Area
Sheriff’s Office – Aumsville Hwy.	225	Uncovered	
Sheriff’s Office – Wolverine	22	Uncovered	Fenced area for county vehicles and employee parking
Sheriff’s Office – Wolverine	29	Uncovered	Open parking with 12 spaces reserved for Marion County Sheriff’s Office
Sheriff’s Office – Brooks	15	Uncovered	Open Parking Lot

Attachment B

Parking Fees in Downtown Salem

Facility	Number of Parking Spaces	Monitored/Gated	Monthly Fee
Courthouse	176	Monitored for permit parking in front ground level area and gated for remainder of parking facility	\$55.00
Courthouse Square	253	Gated	\$55.00 \$15.00 - locker key deposit (one time only charge)

ADDENDUM

Parking Assignments for Move Back to Courthouse Square

1. Employees having had a permitted parking space in CH Square will be eligible for a permitted space upon moving back.
2. Assignment of spaces will be based on the following priorities:
 - 2.1. Elected Officials – with offices in CH Square
 - 2.2. Department Heads – with offices in CH Square
 - 2.3. County assigned fleet vehicles
 - 2.4. County pool fleet vehicles
 - 2.5. Elected Officials – with offices in another MC facility
 - 2.6. Department Heads/departmental reserved space or spaces with offices other than CH Square
 - 2.7. Employees whose department head identifies as using his/her personal vehicle for frequent work-related business
 - 2.8. Employees by seniority based on continuous service date
3. Employees may request the parking space previously permitted in CH Square. MCBS will attempt to grant these requests based on availability and employee seniority.
4. MCBS, in conjunction with departments located in CH and CH Square, has the authority to determine the number of county assigned and pool fleet vehicles permitted for parking in CH and CH Square.