



## ADMINISTRATIVE PROCEDURES

<b>TITLE: Parking at Marion County Facilities</b>		<b>PROCEDURE #: 1005-A</b>
<b>DEPT: Business Services</b>		<b>DIVISION: NA</b>
<b>EFFECTIVE DATE: 12/13</b>	<b>REVIEWED: 04/2024</b>	<b>REVISED: 05/2024</b>

**OBJECTIVE:** To establish a procedure for use of parking facilities by county elected officials, employees, volunteers, and Marion County and State Court employees.

**REFERENCE:** Policy # 1005

**POLICY STATEMENT:** Marion County Board of Commissioners sets policies for parking of county vehicles, employee parking and parking for Marion County and State Court employees of Marion County.

**APPLICABILITY:** All elected officials, Marion County and State Court employees.

**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 department employees, contractors, and other agencies/parties permitted to park in CH and CH Square will be required to pay a fee for parking. Paid parking spaces will be reserved.

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 If it is determined that a vehicle is too large for the assigned space, the assignment may be rescinded, and the employee placed back on the waiting list until another suitable space is available.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 assigned a parking space in CH and CH Square have access to the parking structure according to their assigned work status: *Regular* (6am to 8pm, Monday through Friday), *Extended* (5:00am to 10:00 pm, Sunday through Saturday), or *Always* (24 hours per day, seven days per week). All employee parkers must abide to Section 3 of Policy 1005, and Section 7 of Procedure 1005-A.

2.2. Employees authorized to drive county fleet vehicles parked in CH and CH Square facilities will be granted electronic access via pool car fob 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 will not be given electronic access unless approved by

MCBS.

MCBS reserves the exclusive right of placement of parkers and will make assignments to the first eligible applicant on the waiting list.

3. Parking Assignment:

3.1. Parking in Marion County parking facilities other than CH and CH Square is available for customers, clients, Marion County and State Court employees, fleet vehicles, and contractors, subject to availability. Parking in CH and CH2 will be assigned by MCBS based on Priority of Assignment referenced in Section 4 of Policy 1005.

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 five (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 13<sup>th</sup> 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 twice-monthly basis and are not prorated for regular, part-time employees.
  - 5.5. Parking fees are collected through payroll deduction for employees twice monthly and through a monthly journal voucher or invoice for county fleet vehicles, other agency, and contractor vehicle assignments.
  - 5.6. CERA pre-tax eligibility is available for employees parking in CH and CH Square facilities.
  - 5.7. Employees are responsible for submitting a new CERA form when terminating parking at CH or CH Square parking facilities. Payroll deductions will continue until a request to cancel has been received. CERA forms submitted to terminate parking must be received 10 days prior to the next official pay day to avoid additional charges. CERA forms not received within this time frame are not eligible for a refund.
  - 5.8. Parking fees for parking facilities at CH and CH Square are listed in Attachment B.
  - 5.9. Parking fees are charged to county departments for fleet vehicles parked in CH and CH Square parking facilities.
  - 5.10. Parking fees for the CH parking facility are charged to other agencies and contractors as agreed upon by the Board of Commissioners.
6. Electric Charging Stations and Fees
- 6.1. CH Square has electronic charging stations available for individuals who are currently assigned a parking space.
  - 6.2. A rotation schedule is maintained by Business Services for available time slots for charging.
  - 6.3. To be placed on the schedule, Business Services must receive a formal request from the individual wanting to be included in the rotation.
  - 6.4. Time slots are limited, and if no available times are available at the time of the request, the individual will be placed on a waiting list to be added to the rotation when a slot becomes available.
  - 6.5. Individuals and departments that use the electronic charging stations at any county parking facilities shall be charged for charging services according to the vehicle's battery size outlined in Attachment B.

7. 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 Risk Management. 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:

- 7.1. The parking structures are designated no smoking areas by county ordinance.
- 7.2. 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.
- 7.3. Only one motorized vehicle per space is allowed.
- 7.4. 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.
- 7.5. Yield right-of-way to pedestrian traffic within the parking facilities.
- 7.6. Obey all directional arrows, signs, traffic control devices, and other posted instructions.

Cutting across parking spaces as a shortcut through the parking structure is not permitted.

- 7.7. Only park in designated loading zones while loading or unloading people or goods, not to exceed 15 minutes unless otherwise posted.
- 7.8. Observe the maximum-posted speed limit.
- 7.9. Stay within your parking lines. Double check after you park to make sure your vehicle is inside the parking space. Adjust if necessary.
- 7.10. It is the responsibility of all parkers to report any vehicle changes or additional vehicles to MCBS to maintain accurate information for all vehicles.
- 7.11. All users of Marion County parking facilities must not engage in motor vehicle maintenance and repair in parking facilities except for emergency repairs.
- 7.12. Parking personal vehicles in spaces designated for county fleet vehicles is not permitted.
- 7.13. All users of gated parking facilities shall ensure that the gate closes behind them completely upon entry and departure of the facility for security purposes.
- 7.14. It is not permitted to leave a personal vehicle parked overnight without prior notification to Business Services. The only exception is for employees who have a permitted parking space at CH or CH Square that are conducting county business and utilizing a county pool car for overnight travel.

8. 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

Reviewed: 04/24

Revised: 05/24

Attachment A

**Parking Facilities**

Facility	Number of Parking Spaces	Monitored/Gated	Reserved/Non-Reserved
Courthouse	192	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	3 parking spots assigned for county vehicles
Health Department – Center St.	337	Uncovered	Some reserved
Silverton Rd	167	Leased - Uncovered	Some reserved
Beverly Ave. NE	37	Leased - Uncovered	Reserved
Woodburn	18	Leased - Uncovered	Secured Parking Area
Wolverine	22	Uncovered	Fenced area for county vehicles and employee parking
Wolverine	29	Uncovered	Open parking
Sheriff’s Office – Brooks	15	Uncovered	Open Parking Lot
Sheriff’s Office – Aumsville Hwy.	372	Uncovered	Open Parking Lot
Behavioral Health Crisis Center	54	Uncovered	First come, first serve. County vehicles are assigned 10 parking spaces.

Attachment B

**Parking Fees in Downtown Salem**

Facility	Number of Parking Spaces	Monitored/Gated	Monthly Fee
Courthouse	192	Monitored for permit parking in front ground level area and gated for remainder of parking facility	\$55.00
Courthouse Square	313 – Regular  2 – Electric Vehicle	Gated	\$55.00 \$15.00 - locker key deposit (one time only charge)  Additional Charging Fee \$ 5.00 – Small (0-35 kWh) \$ 7.50 – Mid (36-70 kWh) \$10.00 – Full (71 kWh & up) \$20.00 – Wall plug in (all day)