ADMINISTRATIVE PROCEDURES

Procedure Number: 51-2

Effective Date: 11/01/1994
Revision Date: 07/01/14

County Administrator

SUBJECT: **PARKING**

DEPARTMENT RESPONSIBLE: **Facilities Management**

I. STATEMENT

This procedure has been established to:

A. Set forth guidelines for the use of motorized vehicle and bicycle parking facilities located at levels "A" and "B" in the County Government Complex, El Presidio Garage (EPG), Legal Services Building Garage (LSG), the North end of the Old County Courthouse (Old Courts - OC) and Public Works Garage (PWG), Parking Lot, 6th & Broadway (Congress Parking Lot), 33 North Stone/Pennington St Garage, and a pending new structured parking garage at the Public Service Center (PSC) 200 N. Stone.

B. Establish and maintain a fair and equitable system for assignment and enforcement related activities for parking in these facilities.

C. Encourage a market based mix of both monthly parking users as well as daily public access users in the El Presidio Garage, Public Works Garage and pending Public Service Center Garage.

D. When economically feasible, improve and encourage parking in Pima County facilities for special downtown events.

E. Promote and enhance the air quality programs in the downtown area by encouraging employees to choose other modes of travel, i.e. car pooling, bicycling, transit and other forms of communal ridership.

II. FACILITIES

A. Pima County owns a significant number of parking spaces in the downtown Tucson area. Parking spaces are provided for hourly, daily and monthly users in the following facilities: "A" Level County Complex: 209 spaces serving the parking needs of Pima County employees, visitors, the media, messengers/couriers, several service vehicles, and other needs as determined appropriate by the Facilities Management Director.

B. "B" Level County Complex: 154 parking spaces available in this facility serving Pima County vehicles and other needs as determined appropriate by the Facilities Management Director. County service vehicles and vendor vehicles on a space available basis only. Motor pool vehicles are also based at this facility.

C. El Presidio Parking Garage (EPG): Located at 160 West Alameda: 575 spaces serving monthly and daily parking clients. This facility is open Monday through Friday 6 AM to 8 PM. Closed weekends and holidays, except for occasional special events.
Requests for special event opening should be addressed to: PCFM Parking Services Manager, 150 West Congress St. 3rd Floor, Tucson, AZ 85701

D. Legal Services Building Garage (LSG): Located at 50 North Scott. 244 spaces serving monthly parking clients only. This garage is open Monday through Friday 6 AM to 8 PM. Closed weekends and holidays, except for occasional special events. Reduced rate rooftop parking is available at this garage. New clients are currently limited to Pima County employees via a waiting list.

E. Old Courts Parking Lot (OC): Located at the north end of the old Pima County Courthouse, 115 North Church Ave. Six parking spaces available for use as determined by PCFM Director.

F. Public Works Garage (PWG): Located at 50 West Alameda. 780 parking spaces serving monthly and daily parking clients. . Reduced rate rooftop parking is available at this facility. The garage is open Monday through Friday 6 AM to 9 PM Closed holidays and weekends except for occasional special events.

Parking for YMCA at the Public Works Garage is covered by a separate lease agreement.

Requests for special event opening should be addressed to: PCFM Parking Services Manager, 150 West Congress St. 3rd Floor, Tucson, AZ 85701

G. 33 North Stone Ave (33NS). Located at 33 North Stone Ave. 29 parking spaces within the basement of the building and 200 spaces located in the City of Tucson, Parkwise Pennington Street Parking Garage. The Pennington Street Parking Garage is open 24/7 (no overnight parking). Spaces in the 33NS building are accessible between the hours of 7AM – 6PM Monday – Friday

H. Congress Parking Lot (FCPL). Located at 30 South 6th Ave. 80 parking spaces. Open 7 AM – 6 PM Monday – Friday for monthly parking. Outside of restricted hours, lot is open for public use.

I. Public Service Center Garage (PSC). Located at 38 E. Alameda. 705 parking spaces serving monthly and daily parking clients. This facility will be open Monday through Friday, 6 AM to 8PM and closed weekends and holidays, unless directed otherwise by the Facilities Management Director.

J. 200 N Stone Ave Lot – (11) parking spaces serving occupants and visitors conducting business in the immediately adjacent County owned facility.

III. ASSIGNMENT OF PARKING SPACES & BICYCLE LOCKERS

The Facilities Management (Department) will be responsible for the assignment of all parking spaces and bicycle lockers.

A. General:

The Facilities Management Department will be responsible for the assignment of all I parking spaces and bicycle lockers where assigned parking stalls occur. The Pima County Human Resources Department shall notify Facilities Management regarding all employee separations or employee changes in status that would possibly affect Parking Operations in order to account for any cost related consequences of such changes.

The Facilities Management Director will make a reasonable effort to accommodate unique needs of monthly parkers (Ex: wider, taller, or longer vehicles) considering such factors as vehicle turning radii and clearances when assigning designated stalls.

1. Access:

With the exception of permanently assigned spaces, visitor access to level" A" garage will be allowed on a space available/business related basis. If the garage is full, access may be denied with instructions for alternative parking.

All requests for visitor parking must be made by emailing the Parking Operations Office at Parking Garage Operations@pima.gov. Only PCFM Parking Garage Operators (PGO) may grant visitor access privileges. All requests must be approved by PGO with no exceptions. Contracted security staff is not authorized to grant visitor access.

2. Permits:

Monthly parking permits shall be assigned to the individual and the space by Facilities Management PGO for A Level and the lower level of the pending Public Service Center Garage. The permit shall be numbered corresponding with the space number assigned the individual and be displayed as to be readily seen by parking personnel.

3. Pima County Disabled Parking Permit Procedures:

   a. "A" Level parking requests for employees with mobility-related disabilities shall be handled by the respective department director from the department's space allocation pool, (Refer to E.E.O Guidelines.)

   b. A Pima County Employee who demonstrates that he/she has a permanent or temporary disability pursuant to the Arizona Revised Statutes 28-881 will be provided a parking space at the employee's expense. Parking will be in the closest County facility, on a space available basis. The Parking Manager is responsible for parking space assignments and fee assessments.

   c. Application Procedure:

      1) If an eligible employee has a permanent or temporary disability and has a disabled insignia (license plate or placard) from the Motor Vehicle Division, s/he may contact the ADA Coordinator, Human Resources Department, Employment Rights, for a Pima County Application for Disabled Parking Permit. The completed application will be processed and forwarded to the Parking Manager in Facilities Management, within five working days of receipt.

      2) If an employee has a permanent or temporary disability and has no disabled insignia from the Motor Vehicle Division, s/he may obtain a Pima County Application *for* a temporary disabled parking accommodation and a Physician's Authorization for Disabled Parking Accommodation from the ADA Coordinator, Human Resources Department, Employment rights. The completed application will be processed and forwarded to the Parking Manager in Facilities Management, within five working days of receipt.

      3) If a disability is temporary, a parking accommodation will be assigned for the period noted on the Physician's Authorization form. Maximum authorization period is for six months. If the disability lasts beyond the time allowed, the employee must resubmit a note from the physician for a one time extension of the time frame, not to exceed an additional two months. Requests for extensions are to be submitted to the ADA Coordinator at 150 West Congress Street, 4th floor, Tucson, AZ 85701. For any extended time beyond 6 months, the employee must contact the (Motor Vehicle Division for disabled license plates or insignia.

      4) Civil and Employment Rights/ADA will process the application for disabled parking within a reasonable time and forward the paperwork to Facilities Management Parking Operations. Parking Operations is responsible for any parking space assignments and providing appropriate forms for the assessment of parking fees.

4. Off Peak and Alternative Facility Parking:

   a. Off Peak Parking

      Provisions for off peak parking in the County Complex shall apply to those employees who work hours other than 8 AM - 5 PM. Requests for off peak parking permits shall be submitted in writing by the Department Director and reviewed by the Facilities Management Director. Employees who have been authorized by Facilities Management for off peak parking shall present their employee identification card for admittance to Security prior to entering" A" Level of the County Complex. Individuals admitted during these periods shall park as designated by the gate security officer. All other County employees may use the complex garage "A" Level after hours (5 PM - 6 AM) weekends and holidays with proper Pima County ID.

      1) Private vehicles are prohibited from occupying an "A" level Visitor Parking Space in excess of two (2) consecutive days without prior arrangements with PCFM Parking Operations.

   b. Alternative Facility Parking

      1) If any parking facility is closed due to an emergency, holiday, or being full, monthly clients may be directed to and temporarily accommodated at another Pima County facility.

5. Car Pool Spaces and Eligibility:

   a. Car pool spaces will be provided on a space available basis at 33NS, LSG, and PWG. Car pool assignments will be restricted to downtown County employees only.

   b. Eligibility for Car pool subsidies will be determined by Facilities Management Parking Garage Operations.

      1) See Section VI, Car Pools, for car pool guidelines.

      2) Facilities Management Parking Garage Operations will randomly check for Car pool compliance.

6. Parking Use:

   a. "A" Level County Complex Parking spaces in this facility will be assigned to individuals in the following categories: Elected Officials and Department Directors, Administrative spaces by department, Car pools, Visitor/Disabled Visitor, Motorcycle, and Bicycles. The basis used to calculate the department allocation is based on the number of downtown employees as shown below.

      Facilities Management will make every effort to support this allocation but may not be able due to some unforeseen circumstances. Facilities Management is responsible for all parking allocations.

Department allocations include the director's space as well as additional spaces that may be required for mobility-related disabled employees of the department. Allotment will be assigned at the Department Directors or Elected Official's discretion. The Department Director/Elected Official will notify the Facilities Management Parking Operations office of the individual's assigned spaces within the department allocation. Parking assignment changes must be reported to the Facilities Management Parking Operations office at least five days prior to the effective date of the change. Specific guidelines relative to the application, assignment, payment and collection of fees are addressed in Section 6 of this procedure. Facilities Management Parking Operation reserves the right to reassign "A" Level departmentally allocated spaces. These are spaces that have been allocated to a department but unassigned for more than two pay periods. Departments will be notified prior to any action being taken.

b. "B" Level County Complex Assigned and unassigned parking spaces will be provided on "B" Level primarily for County owned fleet vehicles including:

1) Assigned "B" Level spaces:

A. Service vehicles - Facilities Management vehicles, Motor Pool vehicles and Emergency Operations Center vehicles.

2) Unassigned "B" Level spaces on a space available basis:

A. County vehicles from outlying departments clearly identified as such. (No take home vehicles.)

B. Regular commercial vehicles with permits for pick up and delivery of heavy items as well as equipment service contractors on a space available basis.

C. Service vehicles.

D. Couriers/Messengers.

3) Departmental assigned county vehicles used as Motor Pool vehicles will be allowed access to the County Complex "B" Level garage on a space available basis.

A. These vehicles will be evaluated as to their usage by monitoring their daily use by Fleet Management.

B. These vehicles must be used during the workday for pool car purposes and be available to all employees within the assigned department.

c. Long term storage of vehicles on "B" level is prohibited

d. El Presidio Garage (EPG):

Hourly/daily/monthly parking.

e. Legal Services Garage:

As parking spaces become available in this facility they will be designed for monthly County employee parking only. As needed, a waiting list will be maintained on a first-come, first served basis. Reduced rate rooftop parking is available at this facility.

f. Old Courts:

Spaces at this facility will be allocated in the same manner as provided for in "A" Level parking assignments.

g. Public Works Garage:

Reserved, covered, parking spaces in this facility will be assigned to the following departments, Wastewater, Transportation, and Planning and Development and other County Departments as determined by the Facilities Management Director

1) City of Tucson, per separate agreement, has twenty-three (23) reserved covered parking spaces in this garage.

Reserved spaces are located on the first floor of the Garage. Reduce rate rooftop parking at this facility will be available.

2) Pima County Departments based in the Public Works Building 201 North Stone Avenue are assigned ninety (90) roof level parking spaces for departmental vehicles only.

A. Employees are strictly forbidden from using PWG roof level access card assigned to Pima County vehicles for their own parking needs.

B. Violators will face disciplinary action administered by their respective Department Director.

C. Congress Parking Lot. 60 parking spaces Allocated per existing agreements or at the discretion of PCFM Director.

i. Several private sector accounts that were leasing space in the lot at the time Pima County assumed control of this property are allowed to continue tenancy.

D. 33 North Stone Parking Garage (Bank of America Building)

i. An agreement between PC and COT addresses leasing issues associated with this parking facility.

ii. Tenant leases dictate fees charge to various tenants in the 33 North Stone Ave. building. As leases expire, monthly parking fees will be adjusted to the standards set forth in this document.

h. COT Parkwise Garage – Pennington Street: (REVISIT THIS AGREEMENT)

With the purchase of the Bank of America Building, Pima County assumed the lease of 200 parking spaces at this garage. Of the 200 spaces, 58 are allocated per separate lease to tenants of the BofA building. This allows the County to lease 142 spaces to County employees on a monthly basis. Cards and stickers will be issued to the employees who wish to park in this facility. FM Garage Operations will provide the proper forms for payroll deduction. The availability of these spaces may change pending negotiations with COT.

IV. Reporting and Enforcement of Penalties for Parking Violations (Infractions)

A. On "A" level, "B" Level, the Old Courthouse facilities, and lower level of the pending Public Service Center Garage, all vehicles must be parked in the space corresponding to the number assigned. In the event that another vehicle is located in an assigned parking space, the driver should immediately notify the main gate security office at 724-8345. A security/traffic officer will direct to a space that may be used while the assigned space is blocked. Security will immediately attempt to remove the illegally parked vehicle.

B. Penalties for drivers who are assigned spaces/levels and violate any parking rule will be notified by Security/Parking Operations according to the following guidelines:

1. First Offense - Warning citation to employee with copy to department director.

2. Second Offense - Warning citation and notice of impending loss of parking privileges to employee with copy to department director.

3. Third Offense - Loss of parking privileges. Notice to County Administrator, Department Director, Employee Relations Division, Central Services Financial Operations Division and Facilities Management. Reinstatement of parking privileges will be given only upon the direction of the County Administrator.

C. Infractions:

1. Maintenance of Vehicles: The driver of any vehicle which is contaminating the garage or creating a safety hazard (i.e. leaking fluids) will be issued a warning citation by Security. Failure to correct the situation after sufficient notice may result in denied access to the garage or loss of parking privileges. In a case where Security determines that any vehicle is imposing an imminent threat to health, welfare, or safety of the public, said vehicle will be denied access to or towed from the garage at

the employee's or driver's expense.

2. Reckless Driving: The driver of any vehicle which is observed failing to abide by the rules or regulations of the garage or fails to operate his or her vehicle in a safe manner may be issued a citation, denied access to the garage, and / or suffers loss of parking privileges.

3. Illegal Parking/Access to "A" and "B" Level County Complex: Illegal parking in unassigned spaces, failure to obtain temporary parking permits or illegal use of permanent or temporary permits may result in issuance of a citation and/or booting of the vehicle. Parking privileges may be revoked for alterations to a permit or using a forged permit.

4. "A" Level: Outlying Departments, LSG Garage permits must be properly displayed on vehicles entering the facilities. Vehicles without proper identification may be denied access.

5. Misuse of EPG and PWG access cards: EPG and PWG entries and exits are controlled by computer. The Access card supplied to monthly parking clients is to be used for every entry and exit. The card is to be used for parking (1) one vehicle at any time. The card is not to be "passed back" allowing more than one vehicle to enter or exit the parking facility without payment of applicable fees. Computer generated reports will be used to document violations.

   a. Passback violations will result in the forfeiture of parking privileges.

   b. Monthly parking clients, who, due to their negligence, must use the cashier manned lane for exiting (e.g. Misplaced access card, forgotten access card, ticket taken or entry, etc.), will be charged the applicable daily/hour parking fee. Parking clients: who contact the Garage Operation Office prior to exiting can avoid this charge.

V. FEES

A. Effective July 1, 2008 the charge for long-term (monthly pass) parking in all Pima County facilities or Pima County employees will be:

1. $70.00 per month, per vehicle

   a. Car pool: 2 rider $60.00 per month per vehicle / $30.00 per person

   b. Car pool: 3 rider $60.00 per month per vehicle / $20.00 per person

2. $40.00 per month, per motorcycle

3. $4.00 per pay period, per bicycle locker

4. Rooftop parking $45.00 per month

5. Congress Parking Lot: $60.00 per month

6. 33 North Stone Ave Parking (COT Parkwise Garage): $70.00 per month

   a. Car Pool: 2 rider $60.00 per month per vehicle / $30 per person

   b. Car pool: 3 rider $60.00 per month per vehicle / $20.00 per person

B. Effective July 1, 2007, the charge for non-county employed (private sector) client's long term(monthly pass) parking:

1. El Presidio Garage: $85.00 per month per vehicle
2. Legal Services Garage: $85.00 per month per vehicle
3. Public Works Garage: $85.00 per month per vehicle
4. 33 North Stone: $85.00 per month per vehicle
5. Congress Parking Lot: $60.00 per month per vehicle

C. Hourly/Daily parking fees at El Presidio Garage and Public Works Garage facilities: (Effective 07/01/14)

1. 0 – 2 hours = $2.00
   2 – 3 hours = $3.00
   3 – 4 hours = $4.00
   4 – 5 hours = $5.00
   5 – 6 hours = $6.00
   6 – 7 hours = $7.00
   7 + hours = $8.00
   In & Out Pass = $9.00

   In & Out Pass = *$9.00* (Note: In and Out Pass is good for day of issue only *and allows one additional entry/exit on day of issue only*)

2. Juror rate (Public Works Garage Only) $2.00 flat fee.
   Conciliation Court rate (El Presidio Garage & Public Works Garage) $2.00 flat fee.

D. Lost Access Cards, Permits or Gate Controllers:

Will be replaced for a $25.00 fee. If found and returned to parking operations within15 calendar days, the lost card fee will be refunded. No refund after 15 days.

1. Pennington Street Parking Garage access cards will be replaced at a cost of $50.

E. Monthly permits/access cards are the property of Pima County and must be returned at the termination of monthly parking. If not returned *a twenty-five dollar ($25)* lost card fee will apply.

1. Monthly permits/access cards are not transferable. Permits/access cards must be returned to the Parking Operations Office in order to terminate monthly parking agreements. Payroll deductions or monthly fees will remain in effect until permit(s), access card(s), gate controller(s) are returned.

2. Pima County employees canceling parking must turn in permit or access card and complete the Payroll Deduction Cancellation form. Parking which is canceled cannot be put on hold for restart at a later date. All fees are subject to review and approval by the Board of Supervisors on an annual basis.

F. Pima County Visitor passes are allowed for only one day at a time and must be signed and dated by an authorized signer. Passes are to be used discriminately and kept to a minimum. Excessive use of them may be grounds for revoking these privileges. These passes may be used for the following:

1. Vendors or consultants who can not find parking on the A-level or B-level garage that are invited by a County employee to conduct business may be issued passes. Vendors not specifically invited may not be issued passes.

G. Pima County Departments are expressly prohibited from paying an employees parking fee.

H. Public Works Garage parking spaces will be allowed on the 5th floor at a nominal fee of $1.00 per day for the following County contractors:

1. Securitas (or any future County contracted garage security provider) guards provided they are in full uniform and park on the 5th floor of the Public Works Garage. Parking on any other floor will require payment of the full price parking fee.

2. Custodial staff of ISS Facilities Services Inc. (or future County contracted downtown custodial vendor) provided they are in full uniform and park on the 5th floor of the Public Works Garage. Parking on any other floor will require payment of the full price parking fee.

3. No county employee may park for free in any County owned and operated parking facility.

VI. CAR POOLS

A. Statement:

The Pima County Board of Supervisors has approved a parking subsidy program for downtown employees. Objectives of the program are to reduce downtown air pollution by encouraging Pima County employees to car pool. Eligible employees may apply for car pool parking status through the Facilities Management Parking Garage Operations office.

1. Program Guidelines

   a. All net revenues derived from rental of parking spaces on level" A" of the County Complex will be used to fund employee travel reduction incentive programs approved by the County Administrator. These programs include car-pooling, SunTran and VanTran bus pass subsidies, and bicycle lockers.

   b. All fees are subject to review and approval by the Board of Supervisors on an annual basis.

   c. Each car pool must meet the program guidelines to reduce air pollution through pool make-up. Participants in a car pool must reside at a close distance from one another or en route to downtown offices from the furthest residing member.

2. Car pool spaces will be provided on a space available basis. Car pool assignments will be restricted to downtown County employees only.

   a. Eligibility for car pool subsidies will be determined by the Facilities Management Parking Garage Operations in accordance with the Pima County subsidy guideline reflected in this Administrative Procedure and in keeping with the air pollution reduction goal.

   b. Facilities Management Parking Garage Operations will randomly check for car pool compliance.

B. Eligibility:

Regular employees appointed to full-time status working for Pima County in the downtown area are eligible to apply for the parking subsidy program. The downtown area is defined as the area bounded by 1-10 on the West, 6th Avenue on the East, Cushing Street on the South, and the railroad tracks on the North.

1. Car pools with two eligible employees working in the downtown area may receive a $10 discount.

2. Car pools with three eligible employees working in the downtown area receive a $10 discount.

C. Non- Eligible Employees:

1. Participants in the daily rider monthly bus pass subsidy program are not eligible to participate in the parking subsidy (Car pool) program.

2. Persons in another car pool at State, County, or City parking facilities.

3. Persons who have their own parking spaces in State, County, or City parking facilities.

4. Persons who are renting Pima County bicycle lockers.

5. Persons who uses car-pool less than four days per week.

4. Non-County employees as a primary rider.

D. Procedures:

1. Eligible downtown employees may apply for parking through the Facilities Management Parking Garage Operation.

2. Eligible downtown employees wishing to apply must complete an application identifying each rider in the Car pool. Applications may be obtained from the Facilities Management Parking Garage Operation Office.

3. Each car pool member shall complete a payroll deduction agreement. The applicable car pool parking fee will be equally divided or prorated among each of the car pool participants.

4. Employees on an approved leave of absence without pay shall continue to be eligible for the parking subsidy program. The car pool is responsible for the full monthly payment to parking during the leave of absence. When the definition of a car pool is no longer applicable, the full rate shall apply. Car pool participants shall be given a maximum of 30 days to acquire replacement participants in the car pool.

E. Responsibilities:

1. Employee Services Division shall:

a. Promote the parking subsidy (Car pool) program to all eligible employees during employee orientation briefings.

2. Financial Operations Division Shall:

a. Make bi-weekly payroll deductions.

b. Furnish Facilities Management Parking Operation with bi-weekly reports providing the data necessary to monitor and budget for the parking subsidy program.

3. Facilities Management Parking Operations shall:

   a. Monitor the payroll deduction reports on a monthly basis regarding parking; bicycle locker and bus pass deductions in an effort to ensure compliance with the program.

   b. Notify the driver and Facilities Management Director of any non-compliance issue of the parking subsidy (Car pool) program.

   c. Provide Financial Operations Division with payroll deductions and changes there to insure timely processing.

VII. APPLICATION

Assignment, Payment and Collection Procedures:

Long term parking assignments on "A" level County Complex, 33NS, FCPL, EPG, LSG, OC, PWG and PSC will be assessed and payroll deducted from the individual members of the car pool. Detailed procedure on the application, assignment payment and collection procedures can be obtained from Facilities Management Parking Garage Operation. The Facilities Management Parking Garage Operation will notify employees at least 15 days in advance of any changes in parking assignments, fees and/or other procedures.

A. Responsibilities:

In general, the following is a breakdown of responsibilities relative to parking in the Pima County parking facilities.

1. Facilities Management - Develop and maintain parking procedures and programs.

   a. Annually review parking procedures and fees. Submit recommendations to the County Administrator and Board of Supervisors for review and approval.

   b. Issue and monitor assignment of parking permits.

   c. Maintain garage space and facilities, including signs and painted markings in the parking garages.

   d. Establish and maintain waiting lists, as necessary, for all Pima County employees interested in parking in the County facilities.

   e. Accept, screen and determine eligibility for departmentally assigned employee parking, bicycle locker and car-pooling applications.

   f. Assist employees with the preparation of payroll deduction forms as needed and prepare all other payroll deduction information relative to parking. Forward this information to Financial Operations on a timely basis.

   g. Prepare all private sectors and other agency billing.

h. Prepare daily revenue deposit permits. Deposit same with Pima County Treasurer's office in a timely manner.

2. Sheriff's Department (Security Division)

a. Enforce all parking policies.

b. Violations of parking policies shall be enforced by local jurisdiction having authority.

c. Control garage entrances and exits.

d. Remove or retain unauthorized vehicle(s).

Financial Operations Division Implement and maintain payroll deduction program.

VIII. BICYCLE LOCKERS

A. General Information:

1. Pima County bicycle lockers are located in the following parking garages:

A and B Level County Complex

Public Works Garage (4th floor)

Pending PSC Garage

B. Availability and Use:

1. As part of the alternative transportation modes program, 34 bicycle lockers are available to Pima County employees who bicycle to work on a daily basis.

2. Persons using a locker for long-term storage will be removed from the bicycle locked program and not permitted to return without reinstatement by the County Administrator.

C. Fees & Deposits:

1. A refundable key deposit of $10 is required of all locker renters.

2. The $10 deposit will be paid by the renter upon the issuance of a locker key.

3. The $10 deposit will be refunded to the renter upon the return of the locker key at the termination of the rental agreement.

4. A lost key is cause for the renter to forfeit the $10 deposit at the termination of the rental agreement.

5. Replacement keys issued during the term of the rental agreement cost $10.

6. An annual charge of $104 ($4 per pay period) for bicycle locker rental will be assessed each renter via payroll deduction. - Temporary and private sector employees must pay $1 per pay period (cash or check payable to Pima County Treasurer) for a minimum of six months, in advance. Temporary payments are made via Parking Manager, c/o El Presidio Garage.

7. The bicycle locker rental period will coincide with a pay period. Rental periods will not be split.

8. Bicycle locker rental fees are non refundable. It is the full responsibility of the renter to promptly advise the Parking Garage Management of termination of bicycle locker use and return the key to receive a deposit.

D. Administration:

1. Facilities Management Parking Garage Operations is responsible for the collection of fees, record keeping, bookkeeping and maintenance of the bicycle lockers.

2. Revenues from the rental of bicycle lockers will be deposited in the respective parking garage account.

3. Bicycle locker maintenance costs will be charged to the respective parking garage account.

4. A waiting list for available bicycle lockers will be established and maintained by the Facilities Management Parking Garage Operation as necessary.

5. Lockers will be made available on a first come, first served basis from a waiting list of applicants.

6. Random bicycle locker surveys may be conducted by the Facilities Management Parking Garage Operation to determine locker usage and compliance. Bicycle locker renters who are not actively using the locker will be notified in writing and asked to relinquish the locker/key.

7. Personal property stored in these lockers is at owner's risk. Pima County assumes no responsibility for loss or damage due to fire, theft, breakage, or collision.

IX. B Level Tunnel Security Lock System

A. Statement:

The pedestrian tunnel connecting El Presidio Parking Garage (B level) with the Pima County Complex "B" level parking facility has a controlled entry and exit system by using a combination locking mechanism.

1. PCFM Parking Operations is charged with administering this access way.

   a) PCFM Parking Operations will issue the combination number to County employees only who are using the El Presidio Garage.

2. PCFM Downtown Maintenance shop will provide necessary maintenance to the locking system, doors, handrails, lights, walkways and pavement associated with the tunnel.

3. For security reasons, tunnel shall remain locked at all times.