



ADMINISTRATIVE PROCEDURES

Procedure Number: 51-2

Effective Date: 11/01/1994

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C. D. Durberry
County Administrator

SUBJECT: **PARKING**

DEPARTMENT RESPONSIBLE: **FACILITIES MANAGEMENT**

I. STATEMENT

This procedure has been established to:

- A. Set forth guidelines for the use of Pima County (County) motorized vehicle facilities.
- B. Establish and maintain a fair and equitable system for assignment and enforcement-related activities for parking facilities.
- C. Encourage a market-based mix of both monthly parking users as well as daily public access users in County-Owned/-Operated Parking Facilities.
- D. When economically feasible, improve and encourage parking in 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., carpooling, bicycling, transit and other forms of communal ridership.
- F. Pima County Facilities Management (PCFM) Parking Garage Operations may be contacted by email at Parking_Garage_Operation@pima.gov, or by phone at (520)724-8200.

II. FACILITIES

The 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:

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- A. "A" Level Downtown County Complex ("A" Level), 150 W. Congress Street—monthly parkers and limited, authorized visitor parking only
1. Parking spaces in this garage will be assigned to individuals in the following categories: Elected Officials and Department Directors Designees, Authorized Visitor/Disabled Visitor and Motorcycles.
 2. The PCFM Department is responsible for all parking allocations.
 3. Department parking assignments include the Director's space and may include Director's designees. The Department Director/Elected Official will notify the PCFM Parking Garage Operations office on changes to assigned spaces of individuals within their department.
 4. Parking assignment changes must be reported to the PCFM Parking Garage 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 V. Fees/Rates of this procedure.
 5. PCFM Parking Garage Operations reserves the right to reassign "A" Level spaces. Departments will be notified prior to any action taken. Only the PCFM Department Director approves "A" Level space requests.
- B. "B" Level Downtown County Complex ("B" Level), 150 W. Congress Street—Motor Pool vehicles only
1. Assigned and unassigned parking spaces will be provided on "B" Level for County-owned fleet or Motor Pool vehicles including:
 - a. Assigned "B" Level spaces

Service vehicles—PCFM vehicles, Motor Pool vehicles and other County vehicles as requested and where space is available.
 - b. Unassigned "B" Level spaces on a space available basis
 - 1) County vehicles from outlying departments clearly identified as such. (No take-home vehicles.)
 - 2) Regular commercial vehicles with permits for pickup and delivery of heavy items as well as equipment service contractors on a space available basis.
 - 3) Service vehicles, couriers/messengers.

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2. Departmental assigned County vehicles used as Motor Pool vehicles will be allowed access to the "B" Level garage on a space available basis.
3. Long-term storage (more than two days) of vehicles on "B" Level is prohibited.
- C. El Presidio Parking Garage (EPG), 160 W. Alameda Street—Hourly, Daily, Monthly Parking
- D. Scott Avenue Garage (SAG), 50 N. Scott Avenue

Parking in this garage is mainly for occupants of the County building located at 97 E. Congress; however, garage occupancy and availability is subject to change. Spaces will be allocated on an as-needed basis and, if necessary, a waiting list may be maintained on a first-come, first-served basis. This garage may be used at times for special event parking.

- E. Public Works Garage (PWG), 50 W. Alameda Street—Hourly, Daily, Monthly parking
1. Reserved, covered parking spaces in this facility will be assigned to the following departments: Regional Wastewater Reclamation, Transportation, Development Services and other County departments, as determined by the PCFM Department Director.
 2. City of Tucson, per separate agreement, has reserved parking spaces on the first floor of this garage.
 3. County departments based in the Public Works Building, 201 N. Stone Avenue, are assigned ninety (90) roof-level parking spaces for departmental Motor Pool-issued vehicles.
- F. 33 N. Stone Avenue (33NS), 33 N. Stone Avenue—monthly parkers only

Tenant leases dictate fees charged to various tenants in the 33 N. Stone Avenue building. As leases expire, monthly parking fees will be adjusted to the standards set forth in this document. A few spaces may be available for County Director or designee parking, as requested and on a space available basis.

- G. Public Service Center Garage (PSG), 38 E. Alameda Street—Hourly, Daily, Monthly Parking
- H. Pennington Street Garage (City of Tucson), 110 E. Pennington Street

County has 200 available parking spaces at this garage. PCFM Parking Garage Operations will issue parking access cards and stickers and provide proper

payroll deduction forms to County employees who wish to park in this facility. Availability for these spaces may change.

III. ASSIGNMENT OF PARKING SPACES

A. The PCFM Department Director or designee will be responsible for the assignment of all parking spaces.

B. General

Requests for a special event opening in any County parking garage should be addressed to Facilities Management Department Director, 150 W. Congress, 3rd Floor, Tucson, AZ 85701.

The Human Resources Department will notify the PCFM Department regarding all employee separations or employee changes in status that would possibly affect PCFM Parking Garage Operations' efforts to account for any cost-related consequence of such changes.

The PCFM Department Director will make a reasonable effort to accommodate unique needs of monthly parkers (e.g., 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, authorized visitor access to "A" Level garage will be allowed on a space available, business-related basis. If the garage is full or priorities change, access may be denied with instructions for alternative parking.

In the event service is needed on a personal vehicle (e.g., flat tire, dead battery), it is the driver's responsibility to notify and make arrangements with the PCFM Parking Garage Operations office prior to the service company's arrival to the County garage. If no arrangements are made, the vehicle company is required to pay the applicable garage fee, no exceptions.

All requests for visitor parking must be made by emailing the PCFM Parking Garage Operations at Parking_Garage_Operations@pima.gov, or call 724-8200. Only PCFM Parking Garage Operations may grant visitor access privileges. All requests must be approved by PCFM Parking Garage Operations office, no exceptions. Contracted security staff is not authorized to grant visitor access.

2. Permits

Monthly parking permits will be assigned to the individual and the space by the PCFM Parking Garage Operations office for "A" Level and the secure level of the Public Service Center Garage with approval from the PCFM Department Director. Such requests must come from County Administration or Department Directors. The permit will be numbered corresponding with the space number assigned to the individual and be displayed as readily seen by parking personnel.

3. County Disability Parking Permit Procedures

- a. The respective Department Director will handle "A" Level parking requests for employees with mobility-related disabilities. (Refer to E.E.O. guidelines.)
- b. A County employee who demonstrates a permanent or temporary physical disability will be provided a parking space at the employee's expense. Parking will be in the County facility closest to the employee's workstation, on a space available basis. The PCFM Parking Garage Operations Manager is responsible for parking space assignments and fee assessments.
- c. Application Procedure
 - 1) If an eligible employee has a permanent or temporary physical disability and has a disabled insignia (license plate or placard) from the Arizona Motor Vehicle Division (MVD), the employee 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 PCFM Parking Garage Operations Manager.
 - 2) If an employee has a permanent or temporary physical disability and has no disabled insignia from MVD, the employee may obtain a 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 Human Resources Department, ADA Division will review the application for disabled parking within a reasonable time and, if approved, forward the paperwork to the PCFM Parking Garage Operations office.

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- 3) If the disability is temporary, a parking accommodation will be assigned for the period authorized by MVD or as 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 W. Congress Street, 4th floor, Tucson, AZ 85701. For any extended time beyond six months, the employee must contact the MVD for disabled license plates or insignia.
- 4) The PCFM Parking Garage Operations office is responsible for any parking space assignments and providing appropriate payroll deduction forms for the parking fees.

4. Off-Peak and Alternative Facility Parking

a. Off-Peak Parking

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

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 Garage Operations.

b. Alternative Facility Parking

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 County parking facility.

5. Car Pool Spaces

Car pool spaces will be provided at a designated parking facility on a space available basis. Car pool assignments will be restricted to downtown County employees only. See Section VI below.

IV. REPORTING AND ENFORCEMENT OF PENALTIES FOR PARKING VIOLATIONS (INFRACTIONS)

- A. In all garages, all vehicles assigned a space number must be parked in the space corresponding to the number assigned. In the event another vehicle is located in an assigned parking space, the driver should immediately notify the Security office at 724-8345, or PCFM Parking Garage Operations at 724-8200. A security or traffic officer will direct the affected parker to an alternative space and will immediately attempt to have the illegally parked vehicle removed.
- B. Unless otherwise specified in Subsection C below, Security or the PCFM Parking Garage Operations office will enforce the parking rules according to the following guidelines:
1. First Offense—Warning citation to employee.
 2. Second Offense—Warning citation and notice of impending loss of parking privileges to employee with a copy to the Department Director.
 3. Third Offense—Loss of parking privileges. Notice to County Administrator, Department Director and the PCFM Department Director. Reinstatement of parking privileges will occur only upon the direction of the County Administrator to the PCFM Department Director.
- C. Infractions
1. Maintenance of Vehicles—Security or PCFM Parking Garage Operations will issue a warning citation to the driver of any vehicle that is contaminating the garage or creating a safety hazard (e.g., excessive exhaust, leaking fluids). 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 PCFM Parking Garage Operations 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 who fails 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 suffer the loss of parking privileges.

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3. Illegal Parking/Access within garages—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 or the booting or towing of the vehicle at the owner's expense. Parking privileges may be revoked for alterations to a permit or using a forged permit.
4. Monthly parkers assigned to a parking garage, or space within an assigned parking garage that requires the display of a tag or sticker, must always display the tag or sticker in their vehicle.
5. Misuse of Garage Access Cards—Entries and exits are controlled by computer. The access card supplied to monthly parking clients is to be used for every entry and exit. ("A" Level Garage is the only exception.) The access card is to be used for parking one (1) 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. Pass-back violations will result in the immediate forfeiture of parking privileges.
 - b. Monthly parking clients, due to their negligence (misplaced access card, forgotten access card, ticket taken upon entry, etc.), will be charged the applicable daily/hourly parking fee. Monthly parkers who contact the PCFM Parking Garage Operation office prior to exiting may avoid this charge. Abuses will be noted, and the driver may be required to pay the daily rate at the discretion of the PCFM Parking Garage Operations Manager.

V. FEES/RATES

- A. Fees for special event, public, monthly and private parkers are subject to change and may vary depending on circumstances and County Administration directives to the PCFM Department Director.
1. Currently, monthly rates for County employees can be found on the PCFM Department intranet, under "Parking" tab.
 2. Hourly rates are posted at entrances to the garages and may be viewed on Pima County's *Downtown Tucson Parking* website at <https://webcms.pima.gov/cms/one.aspx?portalid=169&pageid=88753>.
 3. PCFM Parking Garage Operations may charge a surcharge for debit and credit card transactions.
- B. Non-County employee (private sector) monthly parking rate may vary due to County Administration directive or separate agreement.

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- C. The rate for County vehicles and departmental motor pool vehicles is \$70 per month per vehicle. Costs for charging electric vehicles will be paid by the department responsible for payment of the meter connected to the charging station(s). All County drivers of County electric vehicles will have access to all County charging stations, per Administrative Procedure 49-10, Electric Vehicle Charging. Charging stations may be shared by more than one vehicle.
 - D. Juror rate is currently a \$2.00 flat fee. Jurors must park at the Public Works Garage to receive the reduced rate. To receive the reduced juror rate, jurors must get their tickets validated by the Jury Commissioner's Office prior to leaving the Courts building. No other authority can validate parking tickets for jurors.
 - E. Lost Access Cards, Permits or Gate Controllers:
 - 1. Will be replaced for a \$25.00 fee. If found and returned to PCFM Parking Garage operations within 15 calendar days, the lost card fee will be refunded. No refund after 15 days.
 - 2. Pennington Street Parking Garage access cards and placards will be replaced upon payment of the City of Tucson's replacement card fee.
 - F. Monthly permits/access cards are the property of 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 PCFM Parking Garage 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. County employees canceling their parking privileges must turn-in access card and complete the Payroll Deduction Cancellation Form. Parking that is canceled cannot be put on hold for restart at a later date.
 - G. No County employee may park for free in any County-owned and -operated parking facility.
 - H. County departments are prohibited from paying an employee's parking fee.
 - I. Intermittent County employees are not eligible for monthly payroll deductions and must pay hourly parking rates.

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- J. Public Works Garage 5th Floor parking spaces will be available to County vendors at a nominal fee, per the applicable vendor contract.
1. Contracted security provider's guards, provided they are in full uniform and on duty, must park on the 5th floor of the Public Works Garage, or as otherwise directed by the PCFM Parking Garage Operations Manager. Parking on any other floor or garage will require payment of the full-price parking fee.
 2. Contracted custodial staff, provided they are in full uniform and on duty, must park on the 5th floor of the Public Works Garage. Parking on any other floor will require payment of the full-price parking fee.

VI. CAR POOLS

- A. The Pima County Board of Supervisors has approved a parking subsidy program for downtown County employees. Objectives of the program are to reduce downtown air pollution by encouraging County employees to car pool. Eligible employees may apply for car pool parking status through the PCFM Parking Garage Operations office.
1. Program Guidelines
 - a. All net revenues derived from rental of parking spaces on "A" Level of the County Downtown Complex will be used to fund employee travel reduction incentive programs approved by the County Administrator. These programs include carpooling and bus pass subsidies.
 - b. All fees are subject to review and approval by the Board of Supervisors.
 2. Each car pool must meet the program guidelines. Participants in a car pool must reside at a close distance from one another or in route to downtown offices from the farthest residing member. Car pool assignments will be restricted to downtown County employees only.
 - a. Employee eligibility for a car pool subsidy will be determined by the PCFM Parking Garage Operations office, per the criteria set forth below.
 - b. The PCFM Parking Garage Operations office will randomly verify compliance with car pool requirements.
 - c. Only one parking pass will be issued per car pool.
 - d. The County Board of Supervisors will determine the amount of the subsidy.

B. Eligibility

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

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. County employees in another car pool at State, County or City parking facilities.
3. County employees who have their own parking spaces in State, County or City parking facilities.
4. County employees who use the car pool program less than four days per week.
5. County employees who carpool with non-County employees.

D. Procedures

1. Eligible downtown employees may apply for car pool parking through the PCFM Parking Garage Operations office.
2. Eligible downtown employees wishing to apply must complete an application identifying each rider in the car pool. Applications may be obtained from the PCFM Parking Garage Operations office.
3. Each car pool member will 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 will 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 a carpool is reduced to less than two employees, the full rate will apply to the remaining employee. Car pool participants will be given a maximum of 30 days to acquire replacement participants in the car pool.

E. Responsibilities

1. Human Resources Department will:

Promote the parking subsidy (Car pool) program to all eligible employees during employee orientation briefings.
2. Financial Operations Division will:
 - a. Make bi-weekly payroll deductions.
 - b. Furnish PCFM Parking Garage Operations with bi-weekly reports providing the data necessary to monitor and budget for the parking subsidy program.
3. The PCFM Parking Garage Operations office will:
 - a. Monitor the payroll deduction reports on a monthly basis regarding car pool parking and bus pass deductions to ensure compliance with the program.
 - b. Notify the driver and the PCFM Department Director of any non-compliance issue of the parking subsidy (Car pool) program.
 - c. Provide Financial Operations Division with payroll deductions amounts and changes to ensure timely processing.

VII. APPLICATION**A. Assignment, Payment and Collection Procedures**

Per Section III.A above, PCFM Parking Garage Operations will make long-term parking assignments for "A" Level County Downtown Complex, 33NS, EPG, PWG, SAG, PSG and the City of Tucson Pennington Street Garage and will assess the appropriate fees, which will be deducted from the employee's (including an individual car pool member's) bi-weekly paycheck. Detailed procedures on the application, parking assignment, payment and collection procedures can be obtained from the PCFM Parking Garage Operations office. PCFM Parking Garage Operations will notify employees at least 15 days in advance of any changes in parking assignments, fees and/or other procedures.

B. Responsibilities

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

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1. PCFM Department—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 County employees interested in parking in the County facilities.
 - e. Accept, screen and determine eligibility for departmentally assigned employee parking and carpooling 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 sector and other agency billing.
 - h. Prepare daily revenue deposit permits and deposit them with the County Treasurer's office in a timely manner.
 - i. Enforce all County parking policies. Violations of parking facilities not owned by the County will also be enforced by the local jurisdiction having authority.
 - j. Control garage entrances and exits.
 - k. Remove or retain unauthorized vehicle(s).
 2. Financial Operations Division—Implement and maintain payroll deduction program.

VIII. GARAGE LOCKERS

Lockers in County garages near bike racks are provided to store personal items (e.g., bicycle helmets, shoes, small equipment, backpacks) for daily use only. No items may be left overnight for any reason. County assumes no responsibility for loss or damage due to fire, theft, breakage or collision.

IX. "B" LEVEL TUNNEL SECURITY LOCK SYSTEM

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

- A. The PCFM Parking Garage Operations office administers this access way. PCFM Parking Garage Operations will only issue the combination number to County employees who use the El Presidio Garage.
- B. The PCFM Downtown Maintenance shop will provide necessary maintenance to the locking system, doors, handrails, lights, walkways and pavement associated with the tunnel.
- C. For security reasons, the tunnel doors must remain locked at all times.