



ADMINISTRATIVE DIRECTIVE

PARKING POLICIES FOR DOWNTOWN TUCSON	NUMBER	PAGE
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EFFECTIVE DATE		January 20, 2016

I. PURPOSE

To establish policies for department and employee responsibilities concerning parking at downtown City facilities.

II. POLICY

This administrative directive establishes specific policies governing parking at City managed downtown parking facilities. Police and Fire off-street parking facilities are excluded from the provisions of this administrative directive. Park Tucson has primary responsibility for the management of City downtown parking facilities.

Employee-paid, reserved parking at or near downtown City facilities shall be provided to department directors and deputy/assistant department directors or those authorized by the City Manager.

All City employees and City-marked vehicles are required to comply with posted parking regulations at all times and this administrative directive.

To increase the availability of public parking near downtown City facilities, downtown City employees should not park their personal vehicles in metered spaces during working hours. No department may provide free or reduced-cost parking to any of its employees at a downtown City facility outside of the policies established in this administrative directive.

The City assumes no liability or responsibility for any theft of personal property, vehicles, or damage to any vehicle while parked in any City managed facility.

III. DEFINITIONS

A. **Bicycle Lockers** - Bicycle storage provided upon request to all downtown employees when there is space available at City Hall, the County/City Public Works Building, and the Water Building for \$1 fee per pay period.

B. **“Park Smart” Smart Card** - Credit card-type cards containing a computerized chip, programmed with a pre-paid value that may be utilized in any City of Tucson parking meter displaying a Park Tucson sticker, rather than coins.

C. **City Managed Off-Street Parking Areas** - City owned and/or leased land used for monthly and hourly parking listed below and any parking facilities added for exclusive or partial use by City approved users:



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- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Centro Garage
345 E. Congress St.</p> <p>3. City Hall Lot
255 W. Alameda Street
Accessed from Pennington St.</p> <p>5. City/State Garage
498 W. Congress St.</p> <p>7. Paseo Redondo Surface Lot
300 W. Paseo Redondo</p> <p>9. Franklin Surface Lot
50 W. Franklin St.</p> <p>11. Historic Depot Surface Lot
400 N. Toole Ave.</p> | <p>2. La Entrada Garage
310 W. Alameda St.</p> <p>4. Main Library Garage
101 N. Stone Ave.</p> <p>6. Pennington Street Garage
110 E. Pennington St.</p> <p>8. Toole Avenue Surface Lot
201 E. Toole Ave.</p> <p>10. Depot Plaza Garage
45 N. 5th Ave.</p> <p>12. City Court North Surface Lot
103 E. Alameda Street
Accessed from Council Street at Toole Ave.</p> |
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D. **Downtown City Facilities** - City buildings and offices in the downtown area listed below and any buildings added for exclusive or partial use by the City:

- | | |
|---------------------------------|---------------------------|
| Armory Park | Armory Senior Center |
| City Court | City Hall |
| County/City Public Works Center | Historic Depot |
| Information Technology Building | La Entrada Water Building |
| Main Library | MLK Apartments |
| Park Tucson Offices | Tucson Convention Center |

E. **Hourly Parking** - Parking provided on an hourly or smaller incremental basis on the street in designated loading zones and at paid parking meters and in certain off-street parking facilities where separate charges are assessed each time the vehicle enters or exits the facility or parking space(s).

F. **Flat Rate Parking** – Parking provided for a flat fee between designated times for entrance and exit, at certain off-street facilities.

G. **Monthly Parking** - Paid parking provided in off-street facilities on a monthly basis Monday through Friday 6 a.m. - 6 p.m. that may include unlimited in and out privileges and, under limited circumstances, may include overnight and/or weekend parking.



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- H. **Parking Permit** - Permit issued by Park Tucson authorizing monthly parking in a designated space or lot.
- I. **Parking Meters** - Meters payable by coins, pay-by-space, currency, credit/debit card/smart cards, cell phones or cash keys that are in rights of way for temporary parking in the University of Arizona, 4th Avenue, and downtown areas.
- J. **Reserved Parking** - Employee paid parking spaces in City lots or facilities reserved for exclusive use by individuals or City vehicles as indicated by signs and generally limited to department directors, deputy/assistant department directors, or as authorized by the City Manager.
- K. **“GoTucson” Mobile Application** - A mobile application that is available for download at no charge to mobile phone users. GoTucson allows for payment of parking at Park Tucson parking meters, as well as payment of parking citation fines, and the purchase of transit fares.

IV. **OFF-STREET HOURLY PARKING**

- A. Off-street hourly parking is available at the Centro Garage, Main Library Garage, the Pennington Street Garage, the City/State Garage and the Depot Plaza Garage. Hourly parking is available through parking meters at Franklin Surface Lot, Paseo Redondo Surface Lot, Historic Depot Surface Lot, and Toole Avenue Surface Lot
- B. City departments may provide validated hourly parking at these facilities, as well as the County/City Public Works Garage and El Presidio Garage.
- C. All drivers of vehicles exiting these facilities, either City or private, must have an authorized validation stamp or pay with cash, credit, or debit. Receipts are issued upon request.

V. **ON-STREET HOURLY PARKING**

- A. City employees may pay and park City and private vehicles at parking meters up to the time limit on the meter. Successive meter feeding by employees is prohibited.
- B. Departments may purchase Park Smart cards for any value up to \$100, from the Park Tucson Office for employees required to perform work on a short-term basis in downtown, University of Arizona, and 4th Avenue areas.
- C. Designated parking meters, parking permit zones and loading zones may be taken out of service pursuant to procedures and a fee administered by Park Tucson.
<http://parktucson.tucsonaz.gov>



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VI. MONTHLY PARKING AT DOWNTOWN CITY FACILITIES

- A.** Departments and employees contact Park Tucson ((520) 791-5071), with requests for monthly parking, and/or bicycle storage lockers.
1. Parking in a City-managed facility is not a right of employment and employees, who work downtown, may contract to park their vehicles with private providers.
 2. All vehicles assigned to park in a monthly parking lot or garage, including City vehicles, shall display a City parking permit/sticker for that facility or lot on the rear view mirror or window so that the permit is clearly visible in accordance with the Parking Rules and Regulations provided by Park Tucson for the facility.
 3. Departments and employees shall not loan out, sublet, or transfer parking permits, access cards, or bicycle locker keys to any other individual. Park Tucson has a waiting list for its parking facilities. Any abuse or violation of this requirement may result in the loss of parking privileges at City-managed parking facilities for the duration of employment.
- B.** City departments requesting monthly parking at City-managed downtown parking facilities must provide an account number in writing to be billed by Park Tucson quarterly for the parking space. If space is unavailable, the department's request will be placed on a waiting list; Park Tucson may offer the requesting department a space in an available alternative facility until a space is available at the desired facility.
1. City departments may cancel their monthly parking at any time by notifying Park Tucson and returning the access card or key. Park Tucson will pro-rate charges on a monthly basis. Any adjustments due to a cancellation shall be reflected during the requesting department's next quarterly billing cycle. Failure to notify Park Tucson will result in no reimbursement.
 2. City departments will be notified of employees utilizing City vehicles who do not comply with the rules and regulations of the parking facility and will be expected to take appropriate corrective action. Failure of departments to address improper use of City vehicles within a downtown parking facility may result in the City vehicle being ejected from the facility.
- C.** Assignment of employee disabled parking spaces may be made on an as needed, as available, basis. In most circumstances, the employee will not be assigned a specific or reserved parking space. Standard parking charges will apply. Park Tucson has open designated disabled parking spaces in compliance with the Americans with Disabilities Act at all of its facilities. There will be an annual review of



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those employees eligible to receive disabled parking. All records pertaining to parking accommodations are confidential.

1. Disabled parking spaces are limited to an employee meeting State of Arizona criteria for obtaining a disabled license plate or placard.
2. The employee must have a completed, signed, and approved State Motor Vehicle Division application for disabled parking.

a. **Employees with Permanent Disabilities** – Reserved parking may be available to employees with permanent disabilities, who meet the following criteria:

An employee requesting a “reserved” parking space must contact the Human Resources Department and request reasonable accommodation as provided for by the Americans with Disabilities Act. If reasonable accommodation is approved, the Human Resources Department will notify Park Tucson. Park Tucson will notify the employee if and when the space is available and its location. Not all City facilities have adjacent parking.

b. **Employees with Temporary Disabilities** - A short term duration parking space up to six months may be granted, if space is available, to employees with temporary disabilities, who provide a signed letter from the employee’s physician indicating the nature of the disability and the anticipated recovery time.

D. City employees, who work in downtown Tucson, may use City-managed parking spaces and bicycle lockers in accordance with Park Tucson requirements and the rules and regulations specific to the facility in which they park. If space is unavailable, the employee will be placed on a waiting list and notified as soon as a facility has one available.

1. Rules are provided when Park Tucson issues a parking permit, access card and/or a key.
2. Park Tucson reserves the right to relocate monthly parking clients to a similar City-managed parking facility when necessary for temporary purposes or permanently when a surface lot undergoes redevelopment.
3. Payment for City employee parking is processed by pre-tax payroll deduction. When receiving a parking permit and/or access card, the requesting employee must fill out and sign a payroll deduction card, which Park Tucson forwards to the Finance Department’s Payroll Section, to begin the deduction.



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4. Employees no longer wanting to park in a City-managed surface lot or garage must return their parking access card/permit to Park Tucson. At that time a payroll deduction cancellation form will be completed and forwarded to the Payroll Section. Failure to return the access card/permit will cause the payroll deduction to continue. No refund will be provided for failure to follow this procedure.
5. Employees are responsible for their parking permits, access cards and bicycle storage locker keys. Damaged or broken permits, cards or keys, will be replaced free of charge. In case of theft, loss, or damage of permits, access card, or keys, Park Tucson must be notified. There is a replacement fee, but if the permit, card, or key is found within 30 days after the loss is reported, the replacement fee will be reimbursed upon return of the replacement item. There will be no reimbursement if a missing parking facility access item is found after the 30-day loss report has been filed.

VII. ENFORCEMENT

- A. Park Tucson Security and Parking Services Agents patrol the City-managed parking facilities throughout the day, and issue warnings and/or citations for vehicles not displaying the proper permit, for not parking in designated areas, for parking improperly, for parking in spaces reserved for others, and for parking in a way that creates a hazard or is not in compliance with posted signs. Parking privileges may be canceled after three warnings or citations.
- B. Decisions to terminate monthly parking privileges are the responsibility of the Park Tucson staff. An appeal of a decision to terminate parking privileges may be made in writing to the Park Tucson Commission prior to its next regularly scheduled meeting. The Park Tucson Commission will consider the appeal without taking oral testimony. Any decision by the Park Tucson Commission regarding an appeal of termination is final and binding.

VIII. PARKING VALIDATION

- A. Each department that uses validated hourly parking shall set aside sufficient funds in its operating budget to pay for hourly parking validation. City departments may validate parking for individuals other than City employees who visit the department or attend department meetings. This temporary hourly parking validation is not available for persons doing business at downtown City facilities such as individuals obtaining plans or permits, buying bus passes, or paying bills.
- B. Park Tucson is responsible for providing City departments with validation tickets that are to be used at the Pennington Street Garage, Centro Garage, Depot Plaza Garage, Main Library Garage, and the City/State Garage. Contact Park Tucson for these validations.



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- C.** At the County-City Public Works Garage and the El Presidio Garage, departments must stamp the back of the parking ticket and then give it to the cashier on their way out.
- D.** It is the responsibility of each department to monitor and regulate its temporary hourly parking validation programs. Upon request, Park Tucson will allow authorized department representatives to review their validated parking receipts, which are kept on file in the Park Tucson office.
- E.** The administrator of each office with a validation stamp for the County-City Public Works Garage, and El Presidio Garage shall submit a copy of the authorized stamp and the names, positions, and signatures of employees authorized to validate temporary hourly parking. Any subsequent deletions or additions of names to the list of employees authorized to validate temporary hourly parking must be reported to Park Tucson immediately. The administrator of each office with a temporary hourly parking validation stamp shall ensure that the use of validated parking complies with the policies and procedures in this directive.
- F.** City of Tucson parking garages use a separate ticket called a “chaser ticket” that is inserted after the original ticket into the slot of an automated pay station or exit lane verifier, or given to the facility cashier if one is available.
- G.** For those who provide validation at the County-City Public Works Garage and the El Presidio Garage, the employee charged with validating temporary hourly parking shall place the department stamp on the reverse side of the ticket and, in the space provided, date and sign as the authorized department representative. The visitor must present the validated parking ticket to the attendant.
- H.** Employees shall not validate their own parking, with the exception of General Services Department employees on City business in the downtown area who are authorized to validate their own tickets by writing “General Services” on the back of the ticket along with their signature and employee number.
- I.** City employees from other locations visiting City Hall on official business for short periods of time may park in the City Hall South Lot in reserved spaces designated “CITY VEHICLE OR PERMIT” IN EITHER A MARKED City vehicle or a private vehicle with a valid permit. Departments may obtain one or more City Hall “visitor” parking permits from Park Tucson and must ensure that such permits are used only for limited duration official business at City Hall. If a City employee with a “visitor” permit finds all of the designated City Hall parking spaces occupied, the employee may park in El Presidio Garage and obtain validation. The employee must present the “visitor” permit when requesting temporary hourly parking validation.
- J.** Employees required to attend evening Mayor and Council meetings may park in El Presidio Garage and obtain temporary hourly parking validation from the City Clerk Council Reporter. El Presidio Garage closes at 11:00 p.m. or 30 minutes after the



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end of the Mayor and Council meeting, whichever is later. The City Clerk Council Reporter will inform the garage attendant when the Mayor and Council meeting will end.

- K.** Police officers attending City Court may park in several locations around the City Court building located at 102 E. Alameda. Marked or unmarked police vehicles may park on Council Street just north of City Court in the designated Police Department parking zones or at the Pennington Street Garage. Off-duty police officers attending City Court in their personal vehicles may park in the Park Tucson designated metered spaces immediately surrounding City Court. A Tucson Police Department placard (issued by Park Tucson) identifying the operator of the vehicle as a police officer, must be placed on the dashboard on the driver side of the vehicle. If an identification card is not properly displayed so it can be readily seen, a citation may be issued.
- L.** Other parties that may be eligible for the City's temporary hourly parking validation process include persons conducting City sponsored activities, i.e. staff training, blood drives, review panels or oral boards, or volunteers assigned to downtown City departments.
- M.** Individuals appointed to boards, committees, and commissions (members) may also receive temporary hourly parking validation when engaged in activities related to their appointments. If appointment activities are expected to cause members to use temporary hourly parking validation more than four times per month, the City Clerk's Office should contact Park Tucson to arrange alternate parking for these members.

IX. MANAGEMENT OF CITY PARKING FACILITIES

Park Tucson is assigned responsibility to manage all City-owned parking facilities and lots in the downtown area.

Park Tucson shall:

- Ensure the appropriate operation, maintenance, and signage of City parking facilities;
- Develop, administer, and manage maintenance, security, and other related use contracts, and leases for parking spaces;
- Issue parking permits, access cards, and bicycle locker keys to City departments, City employees and others who contract to park;
- Sell and add value to Park Smart cards up to \$100 maximum; a non-refundable fee of \$5 is due at the time of request;
- Manage hourly/monthly parking validation programs for several government facilities in the Central Business District at El Presidio Garage, the Main Library Garage, the



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County/City Public Works Garage, the City/State Garage, Depot Plaza Garage, Centro Garage, and the Pennington Street Garage;

- Monitor compliance with parking validation policies and procedures;
- Identify City parking-related needs and problems, and recommend new parking programs as needed;
- Develop new parking facilities in the downtown area; and
- Recommend adjustments in parking rates and fees and establish travel reduction programs and incentives as needed or directed by the Park Tucson Commission.

Appendices

- A – Current Schedule of Rates
- B – Downtown Parking Map

References

Park Tucson web site: <http://parktucson.tucsonaz.gov>
Downtown Parking Map: <http://parktucson.tucsonaz.gov>

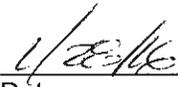
Review Responsibility and Frequency

The City Manager will review this directive annually, or as necessary. Last review date: August 6, 2010.

Authorized



 City Manager



 Date

CITY OF TUCSON

DEPARTMENT OF TRANSPORTATION, PARK TUCSON DIVISION

SCHEDULE OF FEES AND RATES FOR PARKING GARAGES AND LOTS

Parking Garages	Monthly Rates*	Weekday Hourly Rates	Daily (Flat) Rates	Hours of Operation																																							
Pennington Street Garage																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Regular</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 20%; text-align: right;">85.00</td> </tr> <tr> <td>Motorcycle**</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">42.50</td> </tr> <tr> <td>Bicycle Locker</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">2.00</td> </tr> </table>	Regular	\$	85.00	Motorcycle**	\$	42.50	Bicycle Locker	\$	2.00		<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Mon - Fri</th> <th style="text-align: center;">6am - 5pm</th> </tr> <tr> <td style="text-align: center;">0 - 1 Hour</td> <td style="text-align: center;">Free</td> </tr> <tr> <td style="text-align: center;">1 - 2</td> <td style="text-align: center;">\$ 2.00</td> </tr> <tr> <td style="text-align: center;">2 - 3</td> <td style="text-align: center;">\$ 3.00</td> </tr> <tr> <td style="text-align: center;">3 - 4</td> <td style="text-align: center;">\$ 4.00</td> </tr> <tr> <td style="text-align: center;">4 - 5</td> <td style="text-align: center;">\$ 5.00</td> </tr> <tr> <td style="text-align: center;">5 - 6</td> <td style="text-align: center;">\$ 6.00</td> </tr> <tr> <td style="text-align: center;">6 - 7</td> <td style="text-align: center;">\$ 7.00</td> </tr> <tr> <td style="text-align: center;">7+</td> <td style="text-align: center;">\$ 8.00</td> </tr> </table>	Mon - Fri	6am - 5pm	0 - 1 Hour	Free	1 - 2	\$ 2.00	2 - 3	\$ 3.00	3 - 4	\$ 4.00	4 - 5	\$ 5.00	5 - 6	\$ 6.00	6 - 7	\$ 7.00	7+	\$ 8.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;"><u>Evening (5pm - 6am)</u></th> </tr> <tr> <td style="width: 70%;">Sun - Wed</td> <td style="width: 30%; text-align: right;">\$ 3.00</td> </tr> <tr> <td>Thur</td> <td style="text-align: right;">\$ 5.00</td> </tr> <tr> <td>Fri - Sat</td> <td style="text-align: right;">\$ 5.00</td> </tr> <tr> <th colspan="2" style="text-align: left;"><u>Weekend Day (6am - 5pm)</u></th> </tr> <tr> <td>Sat - Sun</td> <td style="text-align: right;">\$ 3.00</td> </tr> </table>	<u>Evening (5pm - 6am)</u>		Sun - Wed	\$ 3.00	Thur	\$ 5.00	Fri - Sat	\$ 5.00	<u>Weekend Day (6am - 5pm)</u>		Sat - Sun	\$ 3.00	7 Days/Week: 24 Hrs/Day
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Parking Garages	Monthly Rates*	Weekday Hourly Rates	Daily (Flat) Rates	Hours of Operation
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City/State Garage				
Regular	\$ 55.00	Mon - Fri	6am - 5pm	Evening and Weekend
Motorcycle**	\$ 27.50	0 - 1 Hour	Free	
Bicycle Locker	\$ 2.00	1 - 2	\$ 2.00	Sat - Sun (24 Hours) \$ 3.00
Late Payment Fee	\$ 10.00	2 - 3	\$ 3.00	Special Event Fee \$ 5.00
Lost Permit Fee	\$ 25.00	3 - 4	\$ 4.00	Lost Ticket \$ 10.00
Lost Access Card Fee	\$ 50.00	4 - 5	\$ 5.00	
		5 - 6	\$ 6.00	
		6 - 7	\$ 7.00	
		7+	\$ 8.00	

7 Days/Week: 24 Hrs/Day

Main Library Garage				
Regular	\$ 65.00	Mon - Fri	Open - 6pm	Evening and Weekend
Motorcycle**	\$ 32.50	0 - 1 Hour	Free	
Bicycle Locker	\$ 2.00	1 - 2	\$ 2.00	Sat - Sun Free
Late Payment Fee	\$ 10.00	2 - 3	\$ 3.00	Special Event Fee \$ 5.00
Lost Access Card Fee	\$ 50.00	3 - 4	\$ 4.00	Lost Ticket \$ 10.00
		4 - 5	\$ 5.00	
		5 - 6	\$ 6.00	
		6 - 7	\$ 7.00	
		7+	\$ 8.00	

Monday - Friday
5:45am - 9:00pm

Saturday
7:45am - 6:00pm

Sunday
12:00pm - 6:00pm

La Entrada Garage***				
Regular	\$ 60.00	\$1/Hour at Metered Spaces		Mon - Fri 6:00am - 6:00pm
Motorcycle**	\$ 30.00			

Parking Lots	Monthly Rate*	Hourly Rate	Special Event Rate	Entire Lot Event Rate
Toole Avenue Parking Lot	\$ 35.00	\$1/Hour at Metered Spaces	\$5.00	Not Applicable
Franklin Parking Lot	\$ 45.00	\$1/Hour at Metered Spaces	\$5.00	\$1/space/day
Paseo Redondo Parking Lot	\$ 50.00	\$1/Hour at Metered Spaces	Not Applicable	Not Applicable
City Hall South Parking Lot***	\$ 50.00	No Hourly Parking is Available	Not Applicable	Not Applicable
City Court North Parking Lot***	\$ 50.00	No Hourly Parking is Available	Not Applicable	Not Applicable
Late Payment Fee	\$ 10.00			
Lost Hanging Tag Fee	\$ 25.00			

Validations

Available for purchase at face value (dollar-for-dollar).
20% Discount for Pre-purchased Validations, minimum purchase of 10 validations or \$20 in value

Notes

*Monthly permit rates for garages and lots do not include 2.5% Lease Tax. 2.5% Lease Tax is added to these rates.

**Motorcycle Parking monthly rate applies only to reduced-size spaces designated for motorcycle parking. These rates are one-half the regular monthly rate.

***Only City of Tucson employees and City departmental fleet vehicles use this facility on a monthly basis.

CITY OF TUCSON
DEPARTMENT OF TRANSPORTATION, PARK TUCSON DIVISION
SCHEDULE OF FEES AND RATES FOR METERED PARKING

Meter Locations	Days/Hours	Hourly Rate
Downtown	Mon - Fri, 8am - 5pm	\$ 1.00
	Mon - Fri after 5pm	Free
	Sat - Sun, all day	Free
4th Avenue Area	Mon - Fri, 9am - 6pm	\$ 1.00
	Mon - Fri after 6pm	Free
	Sat - Sun, all day	Free
University of Arizona Area/ Main Gate Square	Mon - Fri, 8am - 5pm	\$ 1.00
	Mon - Fri, after 5pm	Free
	Sat - Sun, 8am - 5pm	\$ 1.00
	Sat - Sun, after 5pm	Free

Stored Value Devices

Fee

Parking Meter "Park Smart" Smart Cards

Stored Value	Dollar-for-dollar
Purchase Price	\$ 5.00
Limit on amount of value that may be stored	Up to \$100

Meter Exemption Program (MEP)

Weekdays 8am-5pm Enforcement	\$ 150.00
Weekdays 8am-5pm, plus Evening and Weekend Enforcement	\$ 225.00
24/7	\$ 325.00

Note: All meter-related fees include 2.5% Lease Tax (other than deposits, which are not subject to Lease Tax).