

RESOLUTION NUMBER 047 - 2009

**A RESOLUTION REPEALING RESOLUTION 096A-2001 AND ESTABLISHING
A REVISED KITSAP COUNTY COMMUTE TRIP REDUCTION AND
PARKING PROGRAM POLICY**

WHEREAS, Kitsap County implemented a program for Commute Trip Reduction in accordance with RCW 70.94; and

WHEREAS, on June 4, 2001, the Kitsap County Board of Commissioners adopted Resolution Number 096A-2001 which established parking policies for the Kitsap County Commute Trip Reduction Parking Program; and

WHEREAS, changes in the Commute Trip Reduction program and parking program necessitated a revision of that policy; and

WHEREAS, an employee committee was formed to review and revise the policy;

NOW, THEREFORE, BE IT RESOLVED, by the Kitsap County Board of Commissioners in regular session assembled, hereby repeals Kitsap County Resolution Number 096A-2001 and adopts the recommended policy governing Commute Trip Reduction and Parking Program attached hereto, which includes the following sections:

- I. Definitions
- II. Applicability
- III. Vehicle Registration and Parking Permits
- IV. Liability
- V. Campus Designated Parking Spaces
- VI. Campus Parking Lottery
- VII. Campus Parking Enforcement
- VIII. Campus Parking Tickets and Fines
- IX. Campus Parking Appeal Process
- X. County Smart Commuter Incentives
- XI. Authorized Use of the County Smart Commuter Car
- XII. Kitsap Transit SCOOT Car Program
- XIII. Commute Trip Reduction Committee

This policy shall become effective April 13, 2009.

DATED this 23rd day of March, 2009.

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**



Charlotte Garrido

Charlotte Garrido, Chair

Steve Bauer

Steve Bauer, Commissioner

Josh Brown

Josh Brown, Commissioner

ATTEST:

Opal Robertson

Opal Robertson
Clerk of the Board

Kitsap County Commute Trip Reduction Program and Kitsap County Parking Policy

The purpose of this Policy is to support and promote the Commute Trip Reduction Program for Kitsap County employees as required by law, and to address the parking and transportation requirements of County employees, and to establish rules governing the parking of vehicles on and around the Administration Building, Public Works Building and Courthouse. This Policy is not intended to conflict with or supersede traffic regulations of the State of Washington or the City of Port Orchard. The County Employee Transportation Coordinator (ETC) and the County Parking Administrator (PA) are responsible for administering and enforcing this Policy, in partnership with Elected Officials and Department Heads. A copy of this Policy may be obtained during employee orientation, or from the ETC, the PA, or the County Intranet.

SECTION I Definitions

1. "Vehicles" include trucks, automobiles, and motorcycles.
2. "County campus" and "Campus" includes County-owned parking lots and streets surrounding the Administration Building, Public Works Building, Courthouse, and jail, as designated in Appendix A.
3. "Work time" means County-paid time.

SECTION II Applicability

1. This Policy applies to County employees who park vehicles on the Campus during work time.
2. The rules and regulations contained in this Policy are enforced between 6:00 AM and 6:00 PM, Monday through Friday, except holidays and unless otherwise posted.

SECTION III Vehicle Registration and Parking Permits

1. **VEHICLE REGISTRATION** – All employees wishing to park on Campus must register their personal vehicles.
 - a. The vehicle registration form may be obtained during employee orientation or from the ETC or PA. The form must be completed and returned to the ETC in Administrative Services to receive a registration sticker.
 - b. Each vehicle will clearly display a valid registration permit sticker, either red (paid reserved parking) or blue (free unreserved parking). On

automobiles, the registration permit is affixed to the driver's side rear window or bumper. On motorcycles, the permit is affixed where visible.

- c. Registration permits shall be:
 - i. Free to employees;
 - ii. Non-transferable;
 - iii. Removed from the employee vehicle upon sale of the vehicle or termination of employment; and
 - iv. Re-applied for if lost, damaged or removed.

SECTION IV Liability

Parking privileges granted hereunder constitute a license to park on the County campus and do not constitute a lease of property or facilities or a bailment of the vehicle by the County. Use of County parking facilities is at the owner's or applicant's risk, and the County shall not be liable or responsible for loss of or damage to any vehicle parked on the campus, or its contents.

SECTION V Campus Designated Parking Spaces

1. **DESIGNATED EMPLOYEE PARKING SPACES** – Employees shall park their vehicles and/or County-assigned vehicles only in designated employee parking spaces. Designated employee parking includes the following:
 - a. **Employee Free-Parking** – Employees may park in spaces marked as "Employee Registered Parking". These free parking spaces are available on a first-come-first-serve basis. (See Appendix A)
 - b. **Employee Paid Parking** – Only employees paying the monthly parking fee and selected by lottery may park in spaces labeled as "Employee Paid Parking". Employees who choose to pay for an assigned parking space may submit their request to the ETC or PA.
 - i. The parking fee will be set by resolution adopted by the Board of County Commissioners. The number of paid parking spaces is limited and may vary in the event of construction or renovation.
 - ii. Parking fees are collected automatically through employee payroll deduction on a monthly basis. The deductions are made on the second payday of each month.
 - iii. Paid parking assignments are conducted annually through a lottery system (see Section IV Parking Lottery).
 - iv. After the lottery, the ETC or PA assigns available spaces consistent with Appendix A.
 - v. Paid parking spaces are individually assigned.

- vi. Free parking spaces will be decreased in the Upper Cline Lot as the demand for paid parking and rideshare increases. However, the Upper Taylor Lot will remain free parking, even after the Upper Cline Lot is full of paid parking spaces.
 - c. **Employee Disabled Parking** – Employees with a valid Washington State Disabled Parking Permit or license plate may park free of charge in spaces marked as "Disabled Parking" in the Administration Building garage, Public Works Building and the gated lot behind the Courthouse. The vehicle must also display a County employee vehicle registration permit. The ETC or PA will provide card access if needed.
 - d. **Employee Smart Commuter Parking** – Smart Commuter participants shall have first choice of designated carpool or vanpool spaces. These are preferential parking spaces and will be marked by "Rideshare" signs.
 - e. **County Vehicle Parking** – Departments choosing to keep County fleet vehicles on-site in employee reserved spaces are required to pay the monthly parking fee.
 - f. **Emergency Response Vehicles** – During County business hours, Sheriff's office vehicles shall park in designated Sheriff areas in gated lots. (See Appendix A)
 - g. **Motorcycles** – For parking and Smart Commuter purposes, motorcycles are not an alternate commute. The Commute Trip Reduction Program classifies motorcycles as "Single Occupancy Vehicles". All motorcycles will abide by the same parking rules as automobiles, i.e. park in designated employee parking spaces, pay appropriate monthly fees, etc. A motorcycle with two or more riders at least three times a week is eligible for carpool status and a reserved parking space.
- 2. VISITOR PARKING** – Visitor Parking on the Campus shall be restricted to members of the public conducting business at the Campus. Visitor parking may have a time limit. A juror, or potential juror, may receive a pass that will extend the visitor parking limit to all day. County employees **shall not** park their personal vehicles in County-owned lots designated as visitor or public parking. The ETC and PA are authorized to obtain from the State of Washington Department of Licensing the name of registered owners of vehicles parked in Visitor Parking lots. Employees will be notified that they are in violation of this Policy.
- 3. ON-STREET PARKING** – Parking on city streets bordering the Administration Building, Public Works Building and the Courthouse is for visitor parking only. Employees are prohibited from parking their vehicles during business hours while on duty. Employees who work off campus may park in campus public spaces while they deliver/pick up during business hours (as defined in Section 2, paragraph 2).

4. **LOADING/UNLOADING PARKING SPACES** – Striped loading/unloading areas shall be used only for loading and unloading equipment and supplies for no more than 15 minutes. These areas are not to be used as short-term parking.

SECTION VI Campus Parking Lottery

1. **ASSIGNMENT** – During the first quarter of the year, at a time determined by the ETC and PA, a lottery will be held to determine the selection order of parking space assignments. The lottery may be scheduled for different times depending on construction schedules on the Campus.
2. **LOTTERY ATTENDANCE** – If an employee fails to attend the space assignment portion of the lottery, or does not have someone present as a representative, a parking space will be assigned to the employee by the ETC or PA.
3. **PAID PARKING ASSIGNMENT** - The paid parking spaces will be assigned to specific employees from the effective date of the assignments until the next lottery. Employees are allowed to trade their assigned paid parking space with another employee who has an existing assigned paid parking space with approval from the PA. This makes it a permanent reassignment of the paid parking space.
4. **ELECTED OFFICIALS** - Elected officials and Department Directors are not exempt from the payment provisions herein but may select their parking spaces prior to the lottery.

SECTION VII Campus Parking Enforcement

1. **PARKING ENFORCEMENT OFFICER**–The ETC or PA are designated as parking enforcement officers. The ETC or PA are authorized to issue citations or have unregistered or unauthorized vehicles towed from the Campus. The ETC and the PA are authorized to obtain from the State of Washington Department of Licensing the name of registered owners of vehicles. Employees will be notified if they are in violation of this Policy.
2. **PENALTIES** – Failure to abide by this parking Policy may result in towing and/or impoundment of the violator’s vehicle, and/or monetary fines. Parking on the Campus is a privilege and may be revoked by the County Administrator upon recommendation of the ETC and PA.
3. **Discipline.** The Policy constitutes a term and condition of employment. The ETC or PA may notify an employee’s supervisor if he/she is in violation of this Policy. In addition to penalties, violators may be subject to discipline pursuant to the

Kitsap County Personnel Manual, Chapter 12 (Discipline and Discharge) and/or applicable collective bargaining agreement.

**SECTION VIII
Campus Parking Tickets and Fines**

1. **TICKET FINES** – Unauthorized or improperly parked vehicles may be ticketed and/or towed at the owner’s expense and liability. The following chart lists ticket fees.

Ticket Description	Ticket Amount
Parking Unregistered Employee Vehicle on Campus	\$ 20.00*
Parking Permit not displayed or displayed improperly	\$ 20.00*
Parked unauthorized in a “Paid Parking Only” space	\$ 20.00*
Parked unauthorized in a “Carpool/Vanpool Only” space	\$ 40.00*
Parked in a “Visitor Parking Only” space	\$ 20.00*
Parked over the time limit permitted	\$ 20.00*
Obstructing a loading or disabled loading zone	\$ 20.00*
Parking in handicap parking space without a placard	\$75.00*

2. **PAYMENT OF PARKING FINES** – Payment for all parking tickets will be given to the ETC or PA within fifteen calendar days from date issued. If the ticket is not paid within fifteen calendar days, the ticket may be sent to a collection agency.
3. **UNPAID PARKING FINES**– Unpaid fines may be sent to a collection agency. The amount of the fine will increase if it is turned over for collection. \$20.00 fines will increase to \$40.00, \$40.00 fines to \$80.00 and \$75.00 fines to \$150.00. Failure to pay fines may result in loss of Campus parking privileges.
4. **TICKET APPEALS** –Ticket recipients must submit the appeal of a ticket in writing to the PA within fifteen calendar days of the ticket. If the PA denies the appeal, the recipient has fifteen calendar days to pay the full fine.

**SECTION IX
Campus Parking Appeal Process**

1. **APPEAL OF TICKET** – Any employee who has received a parking ticket may file a request to have the ticket reviewed. The appeal must be filed with the PA no later than fifteen calendar days after the ticket was issued. If an appeal is not filed within this time, the ticket is deemed final.

- 2. PARKING TICKET APPEAL PROCESS** – Each appeal must be prepared in writing Appeals may be based solely on the written statement submitted to the PA. The appeal must include the ticket number(s) and the license number of the vehicle(s).
- a. The PA will review the appeal. A written determination will be sent via e-mail or letter to the appealing individual notifying them of the decision.
 - b. The PA may order payment of the fine(s) in whole or in part or the cancellation of such fine(s). If the appeal is denied and the appealing party fails to pay the charge(s) within fifteen calendar days after date of notification, the ticket may be sent to a collection agency, pursuant to RCW 19.16.500.

SECTION X County Smart Commuter Incentives

Kitsap County encourages wholeheartedly the use of transit by employees. It is in the best interest of the citizens of Kitsap County and employers in Kitsap County that the local transit agency, Kitsap Transit, make every effort to schedule transit routes to minimize commute time for citizens traveling to and from their jobs.

1. County Smart Commuter incentives are a privilege granted to employees to encourage trip reduction. The County may provide Smart Commuter incentives for employees as adopted by resolution of the Board of County Commissioners. Any or all incentives may be changed or deleted at any time by resolution at the discretion of the Board of County Commissioners.
2. Incentives will be dependent upon financial conditions and cash flow in designated County funds.
3. Incentives may include, but are not restricted to, free reserved parking spaces in designated areas, monetary incentives for registered carpool members, subsidize in whole or in part local bus/ferry passes, proportional subsidizing of vanpool costs, guaranteed ride home (GRH), and other incentives as determined by the Board of County Commissioners.
4. It is the responsibility of the employee to notify the ETC or PA immediately of any change in commute status so that any applicable incentives may be adjusted.

SECTION XI Authorized Use of the County Smart Commuter Car

1. The County Smart Commuter Car is for County business use only.
2. Employees authorized to use the Smart Commuter Car are Smart Commuters (carpool, vanpool, bus & ferry pass users, walkers and bicyclists) registered as such with Kitsap Transit.

3. The car should be reserved through the County e-mail system or contact your ETC. Reservations should include the employee name, phone number, and destination address.
4. Reservations should be cancelled as soon as possible by calling the ETC or PA. If the user is unavoidably detained and cannot return the car as scheduled, the user should call the ETC or PA so that subsequent users may be notified.
5. When the fuel gauge goes below one-fourth of a tank, the user should refuel the car before returning the key to the ETC.

SECTION XII
Kitsap Transit SCOOT Car Program

1. Kitsap County supports and encourages the use of the Kitsap Transit Smart Commuter Options of Today (SCOOT) Car Program by providing parking for the SCOOT car. The SCOOT car is owned and maintained by Kitsap Transit and is for employee personal business only (errands, medical appointments, lunch, etc) within Kitsap County.
2. Authorized users of the car are Smart Commuters (carpool, vanpool, bus & ferry pass users, walkers and bicyclists) registered as such with Kitsap Transit.
3. Each authorized County employee user must complete the Kitsap Transit SCOOT Car orientation and abide by all Kitsap Transit SCOOT Car Rules and Regulations for use of the car.
4. The County will provide a meeting room for SCOOT Car orientation sessions for the convenience of County employees.

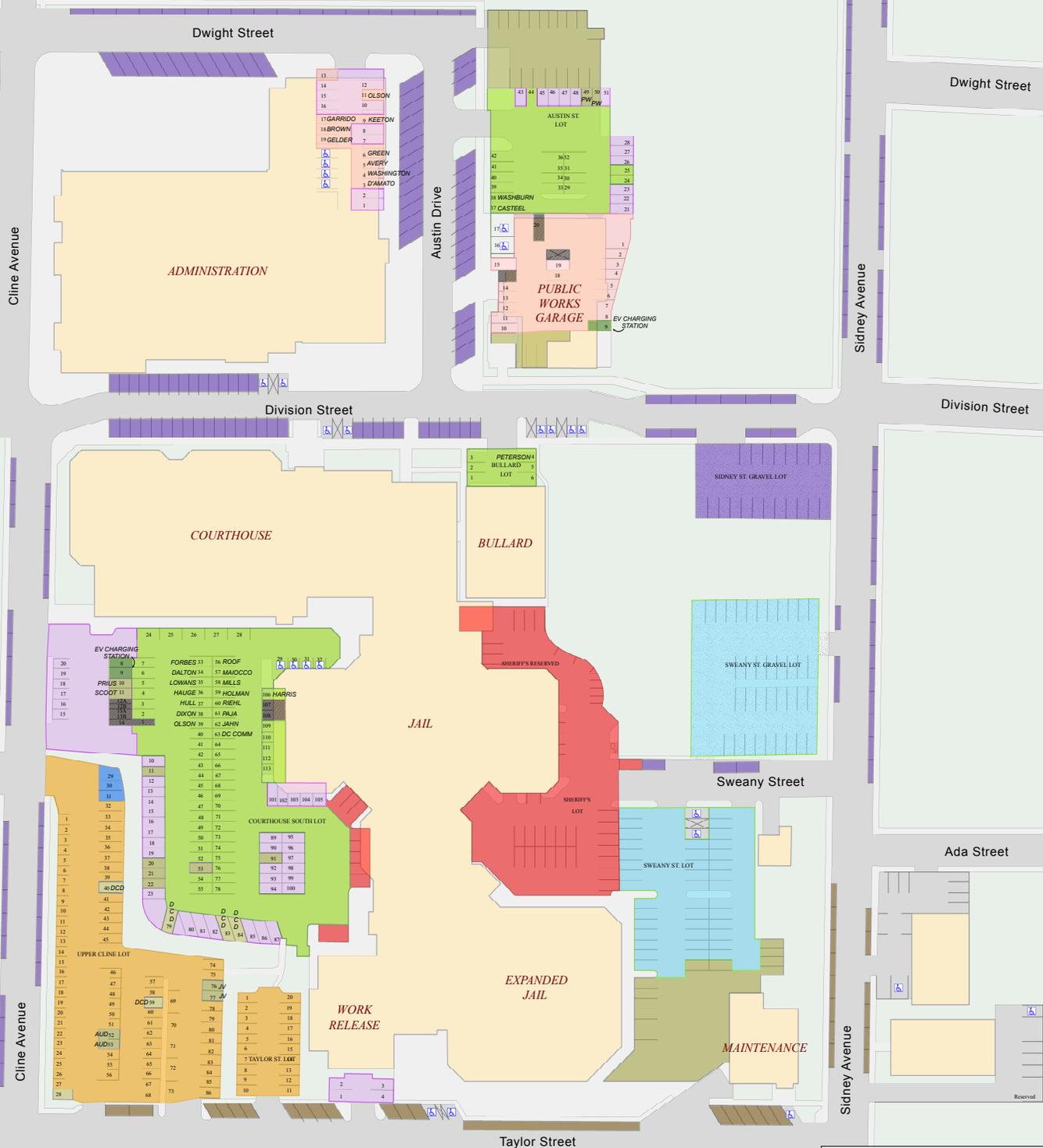
SECTION XI
Commute Trip Reduction Committee

The Commute Trip Reduction Committee will be comprised of seven (7) employees selected based on department representation, union representation and commute representation to reflect a fair and balanced committee that would present the best possible Commute Trip Reduction and Parking policy for Kitsap County Employees.

The Committee will meet as needed at the discretion of the PA and ETC.

Kitsap County Campus Parking

Tiered Parking Plan



- \$15 (98 spots)
- \$40 (85 spots)
- \$50 (24 spots)
- Motorcycle (10 spots)
- Electric Vehicle (3 spots)
- Carpool (62 spots)
- 2 hr Parking Public Only (183 spots)
- All Day Parking Employee/Public (127 spots)
- Public Only (77 spots)
- Fleet (18 spots)
- Jail (3 spots)
- Law Enforcement (49 spots)
- Handicap Parking
- Buildings

