

RESOLUTION NUMBER 007 - 2026

**A RESOLUTION REPEALING AND REPLACING THE
KITSAP COUNTY COMMUTE TRIP REDUCTION AND
PARKING PROGRAM POLICY**

WHEREAS, Resolution 047-2009 established a revised Kitsap County Commute Trip Reduction and Parking Program Policy for county employees; and

WHEREAS, the County recognizes the need to provide additional clarity regarding the use and restrictions of commuter vehicles, including provisions related to overnight stays and usage; and

WHEREAS, the County also acknowledges the increasing integration of electric vehicles into the fleet and the need to address their unique operational and charging requirements; and

WHEREAS, it is in the interest of operational efficiency, accountability, and environmental stewardship to repeal Resolution 047-2009 and replace it with the policy as identified in Exhibit A (Revised Kitsap County Commute Trip Reduction Program and Kitsap County Parking Policy)

NOW, THEREFORE, BE IT RESOLVED:

1. That Resolution 047-2009 is hereby repealed in its entirety.
2. The Revised Kitsap County Commute Trip Reduction and Parking Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.
3. This policy shall be effective November 1, 2025.

DATED or ADOPTED this 12 day of January, 2026.



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

ORAN ROOT, Chair

KATHERINE T. WALTERS, Commissioner

CHRISTINE ROLFES, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

EXHIBIT A
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, establishing 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. "Campus" means Kitsap County County-owned parking lots and streets surrounding the Administration Building, Public Works Building, Courthouse, and jail, as designated in Appendix A.
2. "County Commuter Car" means the County Smart Commuter Car, designated and reserved for official County business use only by eligible Smart Commuters, as detailed in Section XI.
3. "Employee Transportation Coordinator (ETC)" means the Purchasing and Contracts Manager of the Department of Administrative Services or designee.
4. "EV Stations" means electric vehicle stations owned and operated by the parking program which are identified on Appendix A.
5. "Parking Administrator (PA)" means the Director of the Department of Administrative Services or designee.
6. "User" means any employee or authorized applicant operating or parking a vehicle on the Campus.
7. "Vehicles" means trucks, automobiles, and motorcycles.
8. "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 with the Department of Administrative Services.
 - a. The vehicle registration form can be found on the Kitsap County Parking Program page. The employee will receive a Kitsap County parking placard after the registration has been received.
 - b. Each vehicle will clearly display the parking placard while parked in a reserved parking spot. On automobiles, the placard is affixed to the rearview mirror or dashboard. On motorcycles, the permit is displayed 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 revocable 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 user's risk, and the County shall not be liable or responsible for loss (including theft) or damage (including but not limited to fire, vandalism, or acts of nature) to any vehicle parked on the campus, or its contents.

The County shall not be liable or responsible for any damage to a vehicle, charging equipment, or property arising from the use of the EV Stations, including without limitation, electrical surges, equipment failure, or improper use of the charging station by the user.

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 bi-weekly basis.
 - III. Paid parking assignments are conducted annually through a lottery system. (See Section VI Campus 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. The Upper Taylor Lot will remain free parking, even after the Upper Cline Lot is full of paid parking spaces.
- c. **Secured Gate Parking** - When parking in a County lot secured by a gate, **each user is required to swipe their own County-issued badge** to activate the gate. Failure to properly badge in may result in the **bar arm gate causing damage to the vehicle**, which will be considered **the responsibility of the driver**, not the County.
- d. **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.
- e. **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.
- f. **County Vehicle Parking** – Departments choosing to keep County fleet vehicles on-site in employee reserved spaces are required to pay the monthly parking fee and will be processed by the Department of Administrative Services as an end of year journal entry.
- g. **Emergency Response Vehicles** – During County business hours, Sheriff's office vehicles shall park in designated Sheriff areas in gated lots. (See Appendix A)
- h. **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.
- i. **Electric Vehicles** – Electric vehicle users must register with the Department of Administrative Services for use of EV stations as identified on Appendix A. EV stations are designated for the sole purpose of charging Electric Vehicles. Vehicles must be

removed from the EV station immediately upon completion of charging or upon reaching a predefined time limit, whichever comes first. Any vehicle parked in the EV station but not actively charging is subject to citation and/or towing under the provisions of this Policy. All other rules and regulations surrounding the EV stations will be pursuant to Resolution 098-2025 EV Charging Policy CTR Program.

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, their participation in that lottery will be forfeited.
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, the County Administrator and Department Directors are not exempt from the payment provisions herein but will remain frozen in current, designated parking spaces.

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 due to egregious or repeated violations, including but not limited to, fraudulent use of a permit, unauthorized use of a County Vehicle for commuting, repeated nonpayment of fines, actions that threaten safety on County parking facilities, or other violation deemed egregious by the County Administrator.
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.
4. **Revocation Appeal.** If the County Administrator recommends revocation of parking privileges, the employee will be notified in writing of the grounds for revocation and the effective date. The employee may appeal the revocation decision in writing to the County Administrator within 10 calendar days of notification. The decision of the County Administrator, or their designee, following this appeal will be final.

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 EV Station when not actively charging | \$50.00* |

| | |
|---|----------|
| 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. When an unpaid fine is referred for collection, the original fine amount will be increased, and the employee will be responsible for all collections fees and costs, in addition to the fine amount. The fine amounts will escalate as follows: \$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.

SECTION VIII

Campus Parking Appeal Process

1. **APPEAL OF TICKET** – Any employee who has received a parking ticket may file an appeal of the ticket. The appeal must be in writing and 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. The written appeal must include the ticket number(s) and the license number of the vehicle(s).
2. **PARKING TICKET APPEAL PROCESS** – The appeal must be submitted to the PA via the designated County email system or by hand delivery to the Department of Administrative Services office during business hours.
 - a. **Review Scope.** The PA will review the employee's appeal statement along with all relevant County enforcement facts. The PA shall issue a written determination within 15 calendar days of receiving the appeal. The 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. Failure to pay within the timeframe may result in the ticket being 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, subsidies in whole or in part for 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 available for County business use only on an occasional basis.
2. Employees authorized to use the Smart Commuter Car are Smart Commuters (carpool, vanpool, bus & ferry pass users, walkers and cyclists) registered as such with Kitsap Transit.
3. The PA may authorize the use of the Commuter Car by a group of three or more employees, who are not registered as smart commuters, to attend a County event or training, in order to reduce the number of vehicles on the road.
4. Eligible employees authorized to operate the County Commuter Car must possess a valid Washington State driver's license with no restrictions that would impair their ability to safely operate a motor vehicle.
5. Reservation Process. The CTR commuter car must be reserved via Outlook by sending a meeting invite through the County email system. Alternatively, employees may contact their Employee Transportation Coordinator (ETC) for assistance with booking. All reservation requests must include the following details:
 - Employee name
 - Contact phone number
 - Destination address
6. Reservation Limitations. To ensure equitable access for all eligible users and prevent vehicle monopolization, reservations are subject to the following limitations:

- a. Advance Booking Limit: Reservations may not be booked more than one (1) calendar month in advance of the intended use date.
 - b. Consecutive Use Limit: A single reservation or sequence of reservations by the same employee may not exceed five (5) consecutive calendar days. This limit applies to all days falling within the enforcement period of (6:00 am and 6:00 pm, Monday through Friday, except holidays). Exception: Additional days may be permitted with prior written approval from both the employing official of the requesting employee's department or office and the Parking Administrator.
 - c. Reoccurring Reservation Prohibition. Recurring or standing reservations are not permitted. This policy is intended to provide fair and consistent availability of the vehicle to all qualified individuals. Users are encouraged to plan ahead and submit their reservation requests each month accordingly.
- 7. Commuter cars must be promptly returned at the end of each daily reservation and may not be retained overnight. Overnight Stays using commuter vehicles are strictly prohibited unless prior written approval is obtained from both the employing official of the requesting employee's department or office and the Parking Administrator.
 - 8. Cancellations. Reservations should be cancelled as soon as possible by removing the reservation on the CTR calendar. 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.
 - 9. Fuel. 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. This composition is intended 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.

APPENDIX A

The parking map referenced in this policy is updated annually. The most current version of the map, even if not included within this policy document, will always be considered the authoritative version and is available on the Kitsap County Employees Parking and Commute Trip Reduction Program intranet [site](#).

