The City of Seattle Director's Rule 06-01

Fleets & Facilities Department

Subject:

Rules, Policies & Procedures Regarding:

Municipal Core Area Parking Procedures

Number: 06-01

Effective: March 15, 2006

Supersedes: Municipal Core Area Parking Procedures

December 1, 2004

Approved:

Brenda Bauer, Director

1. Purpose

It is the purpose of the City's Core Parking Program to manage the City's limited parking resources. Fleets and Facilities Department (FFD) is committed managing the City's parking resources so that all departments are adequately served as they carry out their public mission.

These rules, policies and procedures are for those who park in downtown municipal facilities, including City employees, visitors, contractors and consultants. These rules, policies and procedures include three appendices. The appendices may be amended from time to time by the Director without further notice.

2. References

2.1 SMC 3.18.030 G.

The Director of Fleets and Facilities is empowered to "establish rates of fees to be charged for parking privately owned vehicles of City officers, employees, agents, and other persons on City premises and implement policies and procedures to administer a City facility parking program consistently with policy developed by the City Council."

2.2 SMC 4.20.375 (B).

Allows City officials to "request the issuance of occasional City-paid one-day parking passes, on the same basis as those are available to other City officers and

employees, when it is necessary to park privately-owned motor vehicles in such garage or facilities for purposes that are solely related to City business."

2.3 SMC Chapter 3.02 "Administrative Code".

Any portion of these rules, policies, and procedures that constitute "rules" as defined in SMC Chapter 3.02 are adopted pursuant to that chapter.

3. General Information

3.1 Designated and Assigned Parking Areas

* SeaPark Garage

* Seattle City Hall Garage

* Seattle Municipal Tower Garage

3.2 Eligibility Determination

Current annual permit or proximity cardholders will be accommodated as priorities allow. A waiting list for vehicle parking will be administered by Fleets & Facilities in accordance with priorities established as follows:

* Assigned City-owned vehicles

* Personal vehicles of Elected Officials of the City

* Personal vehicles of City Department Heads and Other City Officers

* Personal vehicles of Elected Officials' Personal Staff: 3 for Mayor's Office, 2 for City Council; and 1 for City Attorney and Municipal Court Judges.

* Vehicles carrying disabled persons. A valid Washington State Disabled Person Certification must accompany the F&FD parking permit.

* Personal vehicles of the Division Directors or Managers within City Departments who report directly to Department Heads and are in exempt classification status. Exceptions shall be made on a case-by-case basis and approved by the Director of Fleets and Facilities.

* Carpool spaces set aside for use by City employees.

* Night Permit

* Motorcycle Permit

* Personal vehicles of members of City Boards, Commissions and Committees, while attending the regular meeting of such Boards, Commissions and Committees.

* All other vehicles as determined on a case-by-case basis with approval by the Director of Fleets & Facilities and a written request from the appropriate Department Director.

4. Permits and Proximity Cards

4.1 Issuance of Permits or Proximity Cards

The Director of Fleets and Facilities or an authorized representative is authorized to issue all parking permits and proximity cards. Persons applying for permits for private vehicles must complete a "Private Vehicle Parking Application and Payroll Authorization Form." No more than one annual permit will be issued to one person. Applicants for permits for City vehicles must complete a "City Vehicle Parking Application" form.

Issuance of temporary and occasional use permits will be determined by Fleets and Facilities on a case-by-case basis, based on availability of parking space and the City business needs of the applicant.

The possession of a valid permit or proximity card does not guarantee the holder a parking stall. All parking, except where otherwise noted, is on a first-come, first-served basis.

4.2 Kinds of Permits and Proximity Cards

Valid permits or proximity cards are required on all vehicles, whether attended or unattended, in the municipal parking areas.

4.2.1 Annual Permits or Proximity Cards

Annual permits are issued at the beginning of a calendar year, good for that year, assuming payment of required fees. City and private vehicles are assigned proximity cards for the Seattle City Hall, Seattle Municipal Tower or SeaPark Garages.

4.2.2 Temporary Permits

Temporary permits are issued to provide short term parking in the garages on a daily basis. SeaPark and Seattle Municipal Tower temporary permit-holders must pull a spitter ticket at the gate to gain entrance. To exit, hand the cashier your transient permit and spitter ticket, and sign out. Permits will be issued on a space-available basis and are available through the Fleets and Facilities Department Core Parking Coordinator.

4.2.3 Validations

All Departments may purchase 20 validation stamps per book at the rate of $200 per book. These may be used for special situations such as for guests or employee events as needed in lieu of a proximity card. The all-day stamps are valid for ten hours in the SeaPark Garage.

4.2.4 Night Permits

Permits are issued to employees parking in the core parking areas during evening hours. These permits are valid for use between the hours of 3:30 P.M. and 8:00 A.M. Non-compliance with this time restriction will result in citation and possible impoundment. Other times and rates may be negotiated with the Parking and Security Services Manager, if space is available.

4.2.5 Motorcycle and Scooter Permits

These vehicles are permitted to park in the motorcycle parking stalls only at the SeaPark Garage. Permits are good for one calendar year, assuming payment of required fees.

4.2.6 Handicapped Permits

City employees with valid Washington State Handicapped Certifications may apply for a Fleets and Facilities City parking permit and may park in designated handicapped stalls or any non-reserved stall with this valid City permit. The possession of a handicapped certificate does not automatically entitle the applicant to a permit. Disabilities limiting mobility or severe health conditions will be the prime consideration in determining whether a handicapped parking permit is a reasonable accommodation under the circumstances for the individual disability in question. Handicapped stalls are on a first come basis and are located in the Civic Center garages are for public use.

4.2.7 Carpool

These permits are for City employees only and are issued or renewed quarterly assuming payment of required fees. All members of the carpool must be City employees.

4.2.8 Occasional Use

Occasional Use permits are issued on a first-come, first-served basis for timespecific parking in the Civic Center garages. These permits are usually for evenings, weekends and holidays to allow employees and officials to park at facilities where they are attending meetings or working on special projects or during late hours, holidays, and weekends. Occasional Use permits may be granted

at no cost for recurring meetings where official or employee work and meeting schedules are restricted, and on-site parking allows the official or employee to maximize work time. Occasional Use permits may be obtained in advance by calling the Core Parking Coordinator and providing the employee's name, department and make, model and license plate number of the car. If the request comes outside regular working hours, the requester should call building security with the same information.

Officials and employees with Occasional Use permits may be required to move their vehicles to accommodate other priority uses of the garage, even where Occasional Use permits may have already been granted for that date/time.

4.3 Permit Violations

4.3.1 Permits may be used only for City Business for the times, dates and location specified.

4.3.2 A City employee's use of a permit for other than City Business or contrary to the authorized times, dates or location may result in disciplinary action up to and including termination of employment, consistent with City Personnel and disciplinary policies and rules. Use of permits contrary to the allowable use may also constitute a violation of other City laws or policies.

4.3.3 Use of permits contrary to the allowable use may result in a suspension of the official or employee's access to parking.

4.3.4 The Director of the Fleets & Facilities Department, or designee, shall determine based upon available information whether or not a permit was used contrary to permissible uses, and may report such use to an appropriate supervisor or agency and may suspend parking use privileges.

4.4 Lost or Stolen Permits or Proximity Cards

There will be a $25 fee for reissue of all lost or stolen permits and proximity cards. The individual must pay the fee for private vehicle parking permits. The Department shall be billed for permits issued to City departments.

4.5 Transferability Conditions

Temporary permits are transferable to all individuals/vehicles authorized. All other permits and proximity cards are not transferable. They may not be used by individuals or vehicles other than those to whom the permit or proximity card was originally issued.

4.6 Revocation of Permits or Proximity Cards

Permits are the property of the City of Seattle and may be revoked by the Director of Fleets and Facilities for any of the following reasons:

* When the purpose for which the permit or proximity card was issued changes, including loss of priority or ineligibility as the result of termination of employment or transfer;

* When a permit or proximity card is used by an unregistered vehicle or by an unauthorized individual;

* Falsification on the parking permit application;

* Continued violations of parking procedures;

* Alteration of permits;

* Simultaneous parking of two or more privately owned vehicles registered to a single permit or proximity cardholder; and

* Fraudulent permits (not original issue, including photocopied).

4.7 Driver's License and Liability Insurance Required

The applicant for a permit or proximity card shall possess a valid Washington State, United States Government, or other driver's license acceptable under the laws of Washington. The vehicle for which an applicant seeks a permit must also be covered by minimum liability insurance requirements as provided in State law. See Appendix II for details.

4.8 Permit or Proximity Card Holder is Responsible

The person to whom a permit or proximity card is issued pursuant to these procedures shall be held responsible for adherence to the parking rules. This person may be cited for any violation of these procedures involving the vehicle for which the permit or proximity card is issued.

5. Parking of Motorcycles, Scooters, Mopeds and Bicycles

Motorcycles, scooters, and mopeds are, for the purpose of these procedures, considered motor vehicles. These vehicles must park in areas designated Motorcycles and are subject to all traffic and parking procedures controlling other motor vehicles. Such vehicles with a valid permit may park in the SeaPark Garage. Such vehicles may not be parked in standard automobile parking spaces.

Bicycles and electric bicycles, if they fit into the provided racks, may be parked in the Civic Center garages in areas designated for bicycle use only. Bicyclists shall walk their bikes while in the building or parking garage.

Bike racks are located on the north side of Level P6 in the SeaPark Garage and the south side of the plaza at Seattle Municipal Tower. The Seattle City Hall bike racks are located in the Short Term parking area closest to the James Street entrance. In the SeaPark Garage there are three bike racks located on Level 1C

6. Hours of Operation

The Seattle Municipal Tower and SeaPark Garage are open for business Monday through Friday from 6:00 A.M. until 10:00 P.M. Seattle City Hall Garage is open for business Monday through Friday from 7:00 A.M. until 6:00 P.M.

7. City Hall Parking

There are a limited number of spaces available for short-term parking, such as appointments with elected officials, loading and unloading, pick up and delivery of a visitor to City Hall, and short-term handicapped parking while conducting business in City Hall. Entrance to the parking area is on James Street between 4th and 5th Avenues.

8. Parking Charges

Employee private vehicle parking charges will be made by payroll deductions. Each applicant for private vehicle parking must complete a "Private Vehicle Parking Application and Payroll Authorization Form", which authorizes the Department of Finance to deduct parking permit fees from an employee's payroll warrant. If an employee violates these rules, Fleets and Facilities may, after notifying the employee, suspend the employee's parking privileges and stop the payroll deduction.

9. Termination of Parking Notice

Departments or private individuals may terminate their parking permits by providing at least 30 days prior notice to the Fleets and Facilities Department Core Parking Coordinator. The permit or proximity card number and the date of termination should be provided. The permit or proximity card should be returned to the Parking Coordinator upon termination. Payroll deductions or charges will be made through the end of the current month and shall not be prorated.

10. Parking Regulations

10.1 Reserved Stalls

No vehicle shall be parked so as to occupy a reserved stall unless registered to that stall.

10.1.1 Reserved stalls will be marked with a sign specifying the designated parker or department vehicle for that stall. Vehicles will receive citations for non-compliance.

10.1.2 Reserved stalls for private cars are subject to Washington State Leasehold Excise Tax.

10.2 Delivery Vehicles

Delivery vehicles are permitted to park in designated areas for the time specified by the signs and require a temporary permit obtainable from the Core Parking Coordinator. These vehicles and those of City employees shall not park in or remain in a load zone longer than the stated time.

11. Liability of the City

The City of Seattle assumes no liability for vehicles parked on municipal properties, including loss of valuables left in the vehicles. Neither the City nor its employees shall be liable for loss or damages of any kind resulting from impounding and storage of vehicles parked in violation of these rules. See Appendix II for details of Washington State Liability requirements.

12. Notice of Violation and Impoundment

12.1 Violations

Private vehicles parked in City facilities in violation of these rules or other applicable law are subject to citation and may be towed. City vehicles without permits shall also be cited, the appropriate department notified, and if the condition persists, a charge equal to the cost of a permit shall be added to the departments' monthly bill.

12.2 Inoperative Vehicles

No disabled or apparently inoperative vehicles shall be parked in a parking area for a period of time in excess of three working days. Vehicles that have been parked for more than three days and appear to be disabled or inoperative may be impounded and stored at the expense of the owner and or operator after a reasonable attempt has been made to contact the owner or operator. Circumstances will be evaluated and, if needed, additional time may be granted in order to resolve the situation.

13. Assigned Vehicles

Vehicles that are assigned to a particular department's fleet are required to park either in their reserved stall or on the 10th and 11th floors of the Seattle Municipal Tower garage or the 5th and 6th floors of the SeaPark Garage. Failure to park in the proper areas may result in citation and deactivation of the proximity card. The offending department may be charged the daily parking rate for each day the assigned vehicle is improperly parked. The employee responsible for improper parking is subject to discipline in accordance with Personnel rules.

14. Regulatory Signs, Markings, Barricades, etc.

The Director of Fleets and Facilities is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the ramps and decks for the regulations of traffic and parking. Such signs, barricades, structures, markings and directions shall be placed where, in the opinion of the Director of Fleets and Facilities, they will best achieve the objectives of these procedures. Drivers must abide by these signs at all times. Failure to do so constitutes a violation of these rules.

APPENDIX I

Safety Rules for Drivers Using the Seattle City Hall, Seattle Municipal Tower or SeaPark Garages

1. Lights ON.

2. Six (6) miles per hour, maximum.

3. Intermittent honking when backing up.

4. Make a FULL stop before exiting the garage.

5. No left turn when exiting certain posted exits in the Seattle City Hall Garage.

6. The one-way traffic pattern will always be followed as directed.

7. Engine idling time will be held to a minimum.

8. The vehicles shall be properly parked. Set the hand brake with the foot brake on. Set the transmission in "PARK" position. Remove keys. Turn off Lights. Lock doors.

9. Vehicle shall only be parked in designated stalls, well within the lines marking the boundaries of each stall. Small vehicles shall park in stalls marked "Small Car" whenever possible, unless the vehicle is permitted to park in an assigned stall or area.

APPENDIX II

Liability Insurance: Required by the State of Washington

Private vehicles of employees should carry the following minimum amounts of insurance required by the State of Washington, which is currently:

$25,000 of bodily injury or death of one person in any one accident;

$50,000 of bodily injury or death of any two persons in any one accident;

$10,000 of injury to or destruction of property of others in any one accident.

APPENDIX III

2006 Parking Rates

Reserved SMT / SeaPark =$1020/YR

Non-Reserved SMT / SeaPark =$900/YR

Private Vehicles

Reserved SMT / SeaPark =$218.91/MO

Non-Reserved SMT / SeaPark =$190/MO

Carpool 2 Persons SMT / SeaPark =$129/MO

3 Persons SMT / SeaPark =$114/MO

Transient SMT / SeaPark =$240/YR

Handicap SMT / SeaPark =$85/MO

Night SeaPark =$20/MO

Motorcycle SeaPark =$25/MO

* A State Leasehold Excise Tax (L.E.T.), currently 12.84 percent, must be paid on each private reserved stall. This adds $24.91 to the regular rate.

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