Seattle
Finance &
Administrative Services

Director's Rule

Department: **City of Seattle** **Department of Finance and Administrative Services**	Rule No: FO 06-01-2023	Supersedes: Clerk File No. 307560
	Publication: 4/18/23	Effective: 5/15/2023
Subject: Municipal Core Area Parking Procedures	Code and Section Reference(s): 2.1 SMC 3.39.010 (C4, C6) 2.2 SMC 3.39.020 (Q, R) 2.3 SMC 3.126.040 2.4 SMC Chapter 3.02 "Administrative Code"	
Approved: Leslie Weisenbach Leslie Weisenbach (May 10, 2023 08:34 PDT) Leslie Weisenbach Deputy Division Director Andrew Lu (May 10, 2023 08:57 PDT) Andy Lu Business Unit Officer Kiersten Grove, Acting Department Director	05/10/2023 Date 05/10/2023 Date 05/11/2023 Date	

Proposed Department of Finance and Administrative Services (FAS) Director's Rule on Municipal Parking Procedures for Downtown Core Buildings (Replacement)

Policies & Procedures Regarding: Municipal Parking Procedures for Downtown Core Buildings
Number: FO-06-01-2023
Effective: 5/15/2023
Supersedes: Municipal Core Area Parking Procedures (March 15, 2006; December 1, 2004)

1. Purpose

It is the purpose of the City's Core Parking Program to manage the City's limited off-street parking resources on City property. The Department of Finance and Administrative Services (FAS) is committed to managing the City's off-street 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. City employees are also subject to FAS Employee Parking Standard Operating Procedures.

2. References

2.1 SMC 3.39.010 (C4, C6)

The Department of Finance and Administrative Services "shall be responsible for administering the following internal services for the City including but not limited to … municipal property management and real estate services… [and] capital facilities and improvements planning, construction, operation and maintenance for general government use."

2.2 SMC 3.39.020 (Q, R)

"The Director of Finance and Administrative Services' functions and power include but are not limited to the following: ... Manage the City's real estate portfolio. … Management includes planning and development, acquisition, disposal, analysis, development of policy and procedure and general administration, including space allocation and operations. … [and] … Establish a system of prices, rates, and allocations, and charge city departments and other users for services furnished by the Department and the use of City facilities, Department services, vehicles and equipment."

2.3 SMC 3.126.040

"City Officials who choose to park privately-owned motor vehicles in City-owned parking facilities … shall pay for such parking consistent with fees charged to other City officers and employees for comparable parking privileges. Neither the City nor any of its departments shall pay for, reimburse, or otherwise subsidize such payments made by City Officials. City Officials also shall be eligible for other types of parking permits, including but not limited to carpool parking permits, on the same terms and pursuant to the same rates as are applicable to other City officers and employees; and

may 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."

2.4 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 Outside of this Director's Rule, all relevant FAS policy and procedures related to parking shall be administered by FAS, and can be found within the FAS Employee Parking Standard Operating Procedures.

4. Parking Rate Setting

4.1 FAS posts its current parking rates on the FAS internal website. From time to time, the FAS Director will have the authority to update these rates based on a market study and post new rates at that site.

5. Responsibility of User and Liability of the City

5.1 The person to whom a permit or access card is issued 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 access card is issued.

5.2 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.

6. Notice of Violation and Impoundment

6.1 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.

6.2 Inoperative Vehicles

No disabled or apparently inoperative vehicles shall be parked in a parking area for a period more than 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 to resolve the situation.

7. Regulatory Signs, Markings, Barricades, etc.

The Director of FAS 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 FAS, they will best achieve the objectives of these procedures. Drivers must always abide by these signs. Failure to do so constitutes a violation of these rules.

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

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a. Lights ON
b. Six (6) mph, maximum speed
c. Intermittent honking when backing up
d. Make a full stop before exiting the garage
e. No left turn when exiting certain posted exits in the Seattle City Hall Garage
f. The one-way traffic pattern will always be followed as directed
g. Engine idling time will be held to a minimum
h. Vehicles shall be properly parked. Set the hand brake with the foot break on; set transmission in 'PARK' position; remove keys; turn off lights; locks doors.
i. Vehicles shall only be parked in designated stalls, well within the lines marking boundaries of each stall. Small vehicles shall park in stalls marked "Small Car" wherever possible, unless the vehicle is permitted to park in an assigned stall or area.