

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

**CITY OF OAKLAND**  
**AGENDA REPORT**

2009 OCT 15 PM 3:15

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: FMA/Parking Operations  
DATE: October 27, 2009

RE: **Action on Recommendations for Improvements to the City's Parking Garage Operations Including Changes to the Parking Validation Policy, Establishment of an Employee Parking Privilege Policy, Garage Automation, Capital Improvements, and Consolidation of Auxiliary Garage Services**

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**SUMMARY**

Operation of most City parking garages has long been managed by the Transportation Services Division of the Public Works Agency (now in CEDA), and a few garages have been under the management of the Oakland Redevelopment Agency (ORA). To improve operations, garage services have been consolidated as of July 1, 2009 and are now managed in the Parking Operations Division of the Finance and Management Agency. A report was presented to City Council on June 9, 2009 in which a number of potential changes to parking garage operations were discussed. This report provides specific recommendations regarding consolidation of garage services, automation of garages, improved management, new policies governing parking validation and employee parking privileges; and a plan to make essential capital improvements.

**FISCAL IMPACT**

The intended fiscal impact of consolidating garage operations is to increase garage revenue while reducing costs. Increased revenue will be achieved through garage automation; closer management of garage operations, improved cash handling practices, reduction in the number of spaces occupied by non-paying customers, and improved facility appearance and maintenance. Reductions in expenses will be achieved by reducing overhead through automation.

Once garages are automated, the need for garage operations and cashiering functions (currently provided mainly by outside companies) will be greatly reduced and in some cases eliminated. The funding currently used to pay garage management companies will be necessary to pay for the installation of automation systems at each of the following garages: Clay Street, Dalziel, Franklin, Harrison, Montclair, Pacific Renaissance, and Courthouse; and also fund capital improvement projects to perform much-needed parking lot repairs and improvement. In turn, it is anticipated that the improved facilities and automation systems will further increase revenues, particularly through improved financial controls and the greater efficiency of customer self-service. The capital improvement project (including automation) is expected to be *cost-recovering* over the five years of implementation; any additional revenues after this time period will help to offset the *negative fund balance in Fund 1750 Multipurpose Reserve (used for*

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**garage operations and off-street parking activities**) which currently stands at \$3,887,000 as of September 30, 2009. The fund has long had an operational deficit and while the fund's budget is currently balanced, revenues are not expected to exceed expense.

Positive revenue impacts are also anticipated from improved validation processes and tightening the employee parking privileges. The proposed revisions to the Parking Validation Program and Employee Parking Privileges are further discussed in the Key Issues and Impacts section of this report.

## BACKGROUND

The City owns 10 garages and 8 public parking lots. Historically, the City has contracted with garage operation companies to manage the garage facilities and three of the lots, while the City operates the remaining lots. The responsibilities for parking operations have been scattered throughout the City organization with parking enforcement and meter operations managed by the Parking Division; certain garages and lots (and their operators) managed by CEDA; and certain garages managed by ORA. The condition of some of the facilities and whether or not the City has been able to maximize the benefit of its parking assets is also a concern.

In order to maximize efficiencies and accountability and also to comprehensively plan and manage capital improvements to the garages and lots, the City consolidated parking operation responsibilities under the Parking Division on July 1, 2009. Since then, staff has focused on two key areas of improving garage operations, as discussed in the June 9, 2009 report to the Finance Committee:

- Certain City policies as they relate to ***free parking practices*** for ***employees*** and ***visitors or customers*** need to be revised. The existing practice of awarding certain employees free parking privileges is too broad and subjective, with insufficient controls to ensure that employees not entitled to free parking are not receiving it. There has also been a long practice of allowing visitors to present as payment a parking voucher on which they sign their name; this practice has particularly been abused and is believed to have resulted in the unnecessary loss of revenue.
- To minimize operational costs, improve customer service, and increase financial accountability, staff has developed a plan to ***install automation equipment*** at seven of the ten garages owned by the City. In addition, certain ***capital improvements*** are essential in a number of garages. Collectively, these capital improvements (including automation) are projected to cost \$2.5 million. As a result of automation in particular, costs to manage and operate garages will decrease and revenues are expected to increase. Staff expects the net effect of minimizing expenditures and maximizing revenues will be sufficient to offset the capital improvement and automation cost of \$2.5 million within five years of implementation.

## KEY ISSUES AND IMPACTS

### Parking Validation Program

The City's parking validation program is grossly outdated and has long been abused. Staff has revised Administrative Instruction (AI) #4401 (which had not been updated since 1986) to implement better controls over parking validation for downtown garages. The new AI has been prepared (see *Attachment A*) and a draft has been circulated to City departments; the AI is scheduled to go into effect November 1, 2009. The new instruction limits the parties authorized both to provide validation and to receive validation.

Under the new guidelines, the Clay Street Garage will remain open and free parking will be available for the public to attend City Council meetings. Free parking will also be validated for members of City of Oakland Boards or Commissions and members of the public attending Boards or Commissions meetings, for the duration of the meeting. For other purposes, departments and elected officials may purchase parking validation stickers from the Parking Division to provide limited free parking in downtown garages for:

- Government agency representatives conducting business with the City;
- Business or community representatives conducting business with the City for which they are not being compensated; and
- City employees based at other locations such as the Municipal Service Center, Parks and Recreation facilities, Library facilities, and the Oakland Museum who are conducting City business.

In July 2009, Parking Operations began stricter enforcement of existing validation policies. Specifically the practice of allowing parkers or staff to simply sign a parking voucher as validation for a customer or visitor has been eliminated, and a means through which the City accounts are to be charged for the cost of providing free parking validation has been defined. The new AI will significantly reduce the potential for unauthorized validations, and thereby increase revenues.

### Employee Parking Privileges

Employee parking privileges have been loosely organized and were previously governed by an old memorandum that had been issued from the City (Manager) Administrator's office. To provide clearer guidelines, create greater efficiency, and to bring current practices in line with other City policies, staff has developed a new AI, scheduled to go into effect by the end of the calendar year, that provides departments with guidelines on which employees qualify for free parking and how free parking should be awarded (see *Attachment B*). To receive free parking for part or all of the year, employees will have to be in one of seven categories:

- Elected or appointed officials (Mayor, City Council, City Attorney, City Auditor, City Administrator, City Clerk)
- Staff to elected or appointed officials (specific number of spaces per official)

- Agency directors and department heads
- Deputy, assistant, and/or associate directors
- Employees who have free parking as a specific benefit documented in their hiring agreement
- Employees who use their personal vehicle in the performance of assigned duties and for whom the department has authorized such use under the provisions of AI 4403 Automobile Allowance in Categories II and IV of that AI.
- Employees needing parking on a seasonal basis for the duration of time where there is a need to work late/irregular hours. *These permits are available to staff at 50% of the regular monthly rate.*

In addition to other requirements (e.g. completing an application form), designated parking spots will be assigned by the Parking Manager and are subject to the approval of the City Administrator based on proximity to worksite and, where applicable, compliance with the Americans with Disabilities Act. The Parking Manager or designee will be responsible for creating and maintaining a database of all employees that utilize the City’s free parking privileges. In assigning designated parking spots to employees, preference will be given to the City Center West and Dalziel garages, allowing increased public access to the more centrally located Clay Street Garage. The Parking Manager will also be responsible for issuing, maintaining, and deactivating parking passes.

***Current Status***

Currently, there are 51 employees with parking privileges in the Clay Street garage, 28 spaces for elected officials and their staff, plus 36 unused reserved spaces in the basement of Clay Street. There are 17 spaces reserved for employees in the Dalziel Building garage plus one elected official; and 82 spaces reserved for employees in the City Center West garage. The remainder of the spaces, while not incurring a direct expense, potentially reduce revenue generated from hourly parkers due to the unavailability of those spaces.

	Dalziel	Clay	CCW	Total
<b>Total Spaces</b>	<b>213</b>	<b>330</b>	<b>1461</b>	<b>2004</b>
City Employees	17	51	82	157
Elected Officials & staff	1	28	1	29
Vacant Reserved Space (Clay basement)	-	31	-	31
City Operations vehicles (no payment)	18	10	205	28
Reserved Monthly (paid)	52	31	500	583
<b>Transient Spaces</b>	<b>125</b>	<b>179</b>	<b>673</b>	<b>1176</b>

### *Progress to Date*

- In August 2009, the Parking Manager deactivated all Clay Street garage passes for which it was known that the information was not current or for passes that had been issued more than three years ago. Patrons or employees using those passes had to turn in their pass and provide an authorization form before their pass could be returned to them and reactivated. *Thirty-four passes were deactivated* as a result of this effort.
- In collaboration with Douglas Parking, the Parking Manager conducted occupancy surveys of Clay Street and Dalziel Building garages on random days during the months of August and September. Through that process it was determined that Clay Street garage tends to be full to capacity for 1 to 2 hours weekdays between 10:00 a.m. and 1:00 p.m.; Dalziel tends to be full up to an hour between 11:00 a.m. and 1:00 p.m. on weekdays. Also, according to staff at City Center West, they never have to turn parkers away. This occupancy analysis supports the AI's intention to provide free or subsidized parking to eligible employees in the City Center West garage, and only when necessary – in the Dalziel and Clay Street garages.
- Over the summer, staff developed a draft Administrative Instruction governing employee parking privileges. The document is currently in review and there are likely to be further refinements. *A copy of the AI is presented for the Committee for input.*
- Staff are currently evaluating whether employees qualifying under the different categories would increase or decrease the number of employees with parking privileges. If it appears that the categories are too broad, staff will refine the category definitions.

### *Next Steps*

- Over the next two months, the Parking Division will be reassigning employee parking for employees in categories II, III, and IV to either the basement of Clay Street garage or Dalziel; employees in categories V and VI will be assigned to City Center West, Dalziel garage, or Clay Street basement level (depending on their work assignments and hiring agreements). Departments will be asked to provide justification and an updated authorization form for each employee to whom they wish to assign free or reduced-cost parking under the provisions of the new Administrative Instruction.
- The Parking Division will conduct outreach to companies and buildings nearby to promote monthly paid parking at Clay Street and Dalziel garages.
- The Human Resources Employee Relations division will meet and confer with the appropriate unions to discuss the proposed impacts since taking away parking privileges from employees to whom it was previously granted will require a meet and confer for represented employees.

- Some parking spaces previously reserved for City-owned vehicles will become available as Public Works reduces fleet size as per City Council direction.
- The new Administrative Instruction will be implemented by the end of the calendar year.

**Garage Management Operations**

Staff from the Parking Division and CEDA have been working together for several months to implement the transition of all parking operations to the Parking Division. This transition process has included physical inspections of each site, review of financial data pertinent to all parking facilities, review of the management contracts with operators, and discussions of how best to maximize these important City assets. Garages managed by CEDA were turned over to the Parking Division effective July 1, 2009.

Currently, the City manages some of its parking lots and contracts with various vendors to provide management of garage operations at other sites. The following table provides a listing of facilities, their location and size, and the group providing management services:

FACILITY	ADDRESS	OPERATOR	TERM	TYPE	SPACES
Dalziel Garage	250 Frank Ogawa	Douglas Parking	monthly	Garage	213
Franklin Garage	1719 Franklin St	Douglas Parking	monthly	Garage	482
1200 Harrison Garage	290 Harrison St	Douglas Parking	monthly	Garage	200
Clay St Garage	1414 Clay St	Douglas Parking	monthly	Garage	335
W Manuel Courthouse Lot	525 6th St	Douglas Parking	monthly	Lot	223
18th & Telegraph Lot		Douglas Parking	monthly	Lot	152
Montclair Garage	6235 La Salle	Montclair Bus Assoc	annual	Garage	305
Scout Lot	2250 Mountain Blvd.	Montclair Bus Assoc	annual	Lot	28
Pacific Renaissance Garage	388 9th St	Pacific Renaissance	annual	Garage	578
Piedmont Lot	4150 Howe St	City	N/A	Lot	119
Parkway Lot	343 Wayne Place	City	N/A	Lot	36
Lake Park Lot	3195 Lakeshore Ave	City	N/A	Lot	169
Grand Ave Lot	3270 Grand Ave	City	N/A	Lot	81
Dimond Lot	3400 Dimond Ave	City	N/A	Lot	48
City Center West Garage	1250 MLK Jr. Way	CMA Asset Managers	annual	Garage	1461
Univ. of Cal. Office of Pres.	409 12th St	Douglas Parking	monthly	Garage	145
Franklin 88	9th and Franklin St	CMA Asset Managers	annual	Garage	224

The operator agreements with vendors vary somewhat, but in general, garage operators are paid a management fee and are reimbursed for the expenses they incur for cashiering, facility repair, and facility maintenance. The City pays all utilities (PG&E and Waste Management). In the City's accounting system, these expenses are rolled up into one account.

**Capital Improvements and Automation**

Automation: Staff is currently working with garage automation vendors to identify the best equipment for the City's needs, and plans to issue a Request for Proposals (RFP) by November 1, 2009. After receiving bids and evaluating the results, **staff will return to the Committee in early January 2010 with a recommended vendor to fully automate the garages.** Automation is expected to improve efficiency and eliminate expenses related to garage cashiering and management functions. Under existing agreements, the management companies provide cashiering, security, and cleaning; the City has provided maintenance, utilities, and repairs. Staff is proposing the installation of automation equipment at seven garages: Dalziel, Franklin Street, Harrison Street, Clay Street, Willie Manuel Courthouse Lot, Montclair, and Pacific Renaissance. Automation equipment eliminates the need for cashiers and allows for more flexibility in hours of operation. The cost of transferring some of the services previously provided by the parking management companies once automation has been implemented are as yet unclear. Staff will be better able to make an estimation of those costs once automation has been implemented at one of the garages. Automation is also expected to facilitate a more positive customer experience through convenience and ease of use.

Capital Improvements: In additions, all of the City's parking facilities are in need of repair and improvement. Capital investment is necessary for the parking facilities include improvements to the stairwell in the Clay Street Garage, and paving improvements to the Courthouse Lot. Other improvements would include new signage, repainting lines, steam cleaning, and general repairs.

**CAPITAL IMPROVEMENTS**

FACILITY	ADDRESS	SPACES	AUTOMATION	FACILITY REPAIRS AND IMPROVEMENTS	TOTAL CIP COST
Dalziel Garage	250 Frank Ogawa	213	\$150,000	\$25,000	\$175,000
Franklin Garage	1719 Franklin ST	482	\$250,000	\$50,000	\$300,000
1200 Harrison Garage	290 Harrison St	200	\$175,000	\$50,000	\$225,000
Clay St Garage	1414 Clay St	335	\$250,000	\$575,000	\$825,000
W Manuel Courthouse Lot	525 6th St	223	\$250,000	\$300,000	\$550,000
Montclair Garage	6235 La Salle	305	\$175,000	\$0	\$175,000
Pacific Renaissance Garage	388 9th St	578	\$250,000	\$0	\$250,000
<b>TOTALS</b>		<b>2336</b>	<b>\$1,500,000</b>	<b>\$1,000,000</b>	<b>\$2,500,000</b>

Staff estimates that it will cost \$1.5 million to automate seven City garages, and at least \$1 million for the essential capital improvements, for a total of \$2.5 million. The expenses would be funded over a five-year period or longer through the elimination of most garage operation management and cashiering costs.

**SUSTAINABLE OPPORTUNITIES**

There are no direct economic, environmental, or social equity opportunities resulting from action on this item.

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**DISABILITY AND SENIOR CITIZEN ACCESS**

The proposed action does not impact disability and senior citizen access.

**RECOMMENDATION(S) AND RATIONALE**

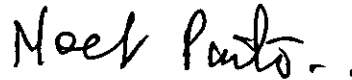
Staff recommends that Council accept this report and support the recommendations regarding improvements to the City's parking garage operations including changes to the parking validation policy, establishment of an employee parking privilege policy and garage automation.

- AI on *garage parking validation* is scheduled to be effective November 1, 2009.
- AI on *employee and city official parking privileges* will go into effect by the end of calendar year 2009.
- RFP for garage automation will be issued by November 1, 2009, and recommendations on a vendor selection will be presented to the Finance Committee in January 2010.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff requests that Council accept staff's recommendations.

Respectfully submitted,

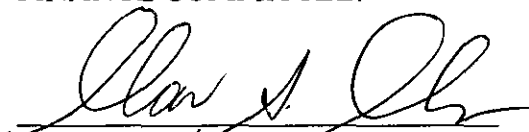


Noel Pinto  
Parking Operations Manager

Prepared by:  
Kip Walsh, Administrative Services Manager II  
Finance & Management Agency

Attachment A – Administrative Instruction 4401 – Parking Validation  
Attachment B – Administrative Instruction re: Employee Parking Privileges

APPROVED AND FORWARDED TO THE  
FINANCE COMMITTEE:

  
Office of the City Administrator

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Finance and Management Committee  
October 27, 2009



# CITY OF OAKLAND



## ADMINISTRATIVE INSTRUCTION

<b>SUBJECT</b>	Parking for City Business – Customer & Employee Parking Validation at Downtown City Garages	<b>NUMBER</b>	4401
<b>REFERENCE</b>		<b>EFFECTIVE</b>	November 1, 2009
<b>SUPERSEDE</b>	AI 4401 dated September 1, 1986		

### I. PURPOSE

This Instruction states the policy and procedures for City-paid customer parking validation at the City's downtown garages.

### II. POLICY

Only those parties specifically covered under this Administrative Instruction are authorized to provide customer parking validation on behalf of the City. Agency directors, department heads and/or their designee(s) are authorized to provide prepaid parking validation for customers or employees conducting City business at City Hall or elsewhere in the Civic Center Complex. The respective agencies or departments are responsible for purchasing the prepaid parking validation stickers from their own departmental budgets from the Parking Division, at the cost set in the Master Fee Schedule.

### III. DEFINITIONS

#### Parties Authorized to Provide Pre-paid Parking Validation Stickers:

Agency directors, department heads and/or their designee(s) are authorized to provide prepaid parking validation for customers or employees conducting City business at City Hall or elsewhere in the Civic Center Complex; this includes elected officials' offices.

**Parties Authorized to Receive Pre-paid Parking Validation:**

Validations are only authorized for the following categories of individuals:

- 1) *Individuals wishing to speak at City Council meetings and who have completed speaker cards:* The Clay Street Garage will remain open and free parking will be available for the duration of the meeting.
- 2) *Members of City of Oakland Boards, Commissions who are on Board or Commission business, and individuals wishing to speak at Board or Commission meetings and completing speaker cards:* Validations may be authorized for the duration of the meeting.
- 3) *Other governmental agency representatives who have business with the City:* Validations may be authorized up to a maximum of 4 hours.
- 4) *Individuals or representatives of organizations invited by the City for services, presentation, or participation without compensation including members of interview panels for Human Resources recruitment/testing activities:* Validations may be authorized up to a maximum of 4 hours.
- 5) *City employees based at other locations, such as the Municipal Service Center, Parks and Recreation facilities, Library facilities, and the Oakland Museum, who are on City business (e.g. meetings with other City officials) at City Hall or Civic Center:* Validations may be authorized up to a maximum of 4 hours, and only while conducting business in City offices.

**Category 1:** The Clay Street Garage will remain open and free parking will be available for the public to attend City Council meetings.

**Categories 2 through 5:** Those Agency or Department Heads authorized to provide parking validation are required to utilize prepaid validation stickers or electronic validation. **The use of hand or machine ink-stamped validations or signatures is no longer allowable and will not be accepted at any City garage. Only prepaid validation stickers or electronic validations will be accepted.** Agencies or departments are responsible for the expense of parking validation in their respective budgets and for purchasing the prepaid parking validation stickers or electronic validation machines from the Parking Division at the fee amount set forth in the Master Fee Schedule.

**IV. PROCEDURES**

For City Council Meetings (Category 1) the Clay Street Garage will remain open and free parking will be available for the duration of the meeting.

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The following procedure shall be followed when providing prepaid parking validation stickers (Categories 2 through 5):

- 1) The parker submits his or her ticket to the appropriate staff of the Agency, Department, Board or Commission for validation. The Agency/Department representative shall record the name, purpose of the visit, and the beginning and end time of the visit in a logbook provided by the Parking Division.
- 2) The Agency or Department Head or their Executive Assistant will validate the ticket after confirming that the person submitting the ticket was on City business; no other individuals are authorized to validate parking tickets; and
- 3) The parker then submits the validated ticket to the parking attendant or automated equipment, who will accept the validated ticket as payment in full for the allowable time. The parker is responsible to pay for any additional time they may have been parked in the garage.
- 4) The Agency or Department shall make their logbook available to the Parking Division on a monthly basis for review.
- 5) Parking Division will audit the logbooks and garage records on a monthly basis to ensure appropriate usage and reconciliation of validation.

Prepaid validation stickers or electronic validation shall be purchased by the individual departments and agencies using funds from their own operating budgets. Stickers may be purchased from the Parking Division at the cost set forth in the Master Fee Schedule.

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Dan Lindheim  
City Administrator

# CITY OF OAKLAND



## ADMINISTRATIVE INSTRUCTION

<b>SUBJECT</b>	CITY EMPLOYEE PARKING PRIVILEGES	<b>NUMBER</b>	
<b>REFERENCE</b>		<b>EFFECTIVE</b>	
<b>SUPERSEDE</b>	N/A		
<i><b>DRAFT – for discussion purposes</b></i>			

### I. PURPOSE

The purpose of this administrative instruction is to establish City policy and procedures on employee and City official parking privileges and to describe benefit eligibility.

### II. POLICY

The City may provide parking privileges for eligible employees and City officials in City owned and operated parking facilities to support such employee and City officials in the delivery of their official duties and responsibilities. The City may also provide employees with access to City-owned garages at a reduced or subsidized monthly rate. Assignments to specific garages will be in the following priority: City Center West, Clay Street basement level, and Dalziel Garages, and will also be based on proximity to worksite and, where applicable, compliance with the Americans with Disabilities Act.

### III. DEFINITIONS

#### Term

Parking Privileges  
Category I

#### Definition

Elected and Appointed Officials:

- a) Council – one free on-street parking spot and one assigned parking spot at Clay Street garage. Second spot in Clay Street basement can or may be used by staff and/or official visitors.
- b) Mayor – one free designated parking spot at Clay Street, basement level.
- c) City Auditor – One assigned free parking spot at Clay Street basement level or Dalziel garage.
- d) City Attorney – One assigned free parking spot at Clay Street, basement level.
- e) City Administrator – one assigned free parking spot at Clay Street, basement level.
- f) City Clerk – one assigned free parking spot at Clay Street basement level or Dalziel garage.

Parking Privileges  
Category II

Staff to Elected Officials

- a) Council – two assigned parking spot per Council office for assigned staff in Clay Street, basement level.
- b) Mayor – five assigned parking spots for staff at Clay Street, basement level.
- c) City Auditor – two assigned free parking spots for staff Clay Street, basement level.
- d) City Attorney – five assigned parking spots for staff Clay Street, basement level.
- e) City Administrator – five assigned free parking spot at Clay Street, basement level or Dalziel garage.
- f) City Clerk – one assigned free parking spot at Clay Street basement level or Dalziel garage.

Parking Privileges  
Category III

Agency Directors and Department Heads – one assigned free parking space at City Center West, Clay Street basement level or Dalziel garage.

Parking Privileges  
Category IV

Deputy, Assistant and/or Associate Directors – one free parking space at City Center West, Clay Street basement level, or Dalziel garage.

Parking Privileges  
Category V

Employees who have parking as a specific benefit in their hiring agreement – at City Center West, Clay Street basement level, or Dalziel garage.

Parking Privileges  
Category VI

Employees who are required to use their vehicle in the performance of assigned duties will be given free parking at the discretion of the City Administrator - at City Center West, Clay Street basement level or Dalziel garage.

Parking Privileges  
Category VII

Employees needing parking on a seasonal basis for the duration of time where there is a need to work late/irregular hours may be granted free parking in the Dalziel garage after 5 p.m. for the duration of the assignment for which they are required to work late. Alternatively, employees in Category VII may purchase all-hours access to Dalziel garage at 50% of the monthly rate.

**IV PROCEDURES**

**A. General Policy Terms and Conditions**

- 1. Employees who participate in the City car share program or use City pool vehicles will not be eligible for the City’s parking privilege program.
- 2. Designated parking spots will be assigned by the Parking Manager and are subject to the approval of the City Administrator based on proximity to worksite and for compliance with the Americans with Disabilities Act.
- 3. Parking Privileges assignments require approval of a Parking Eligibility Form to be submitted by the Department to the City Administrator and Human Resources Director for approval and to the Parking Manager for review.

4. The Parking Manager will be responsible for creating and maintaining a database of all employees that utilize the City’s free parking privileges.
5. The Parking Manager will be responsible for issuing, maintaining, and deactivating parking passes.
6. For all new employee or employee promotions the Department must submit the Parking Benefits Form to the Director of Human Resources Management. Director of Human Resources Management will submit to the City Administrator for approval.
7. The Department of Human Resources Management will be responsible for reporting all employee separations to the Parking Administration Division on a timely and regular basis.
8. The Department of Human Resources Management will maintain the list of eligible classifications. Revisions to the list of classifications will be made as changes to the City’s Classification Plan occur.

**B. Parking Privilege Approval**

**Responsible Party**

**Action**

Requesting Offices

1. On behalf of eligible employees department submits “Authorization for Parking Benefit” to the Director of Human Resources Management, for approval.

Director of Human Resources Management

2. Staff will ensure the requestor is in an eligible classification and/or the parking benefit is consistent with the terms of the hiring agreement.

3. If approved, the Director of Human Resources Management will submit Authorization for Parking Benefit Form to the City Administrator who, after approval, will forward to Parking Manager. Parking Manager will return a copy of the form to the requesting Agency or Department.

Parking Manager

4. Parking Manager will maintain database of eligible employees, issue parking passes, and communicate parking slot assignment information per City Administrator direction.

5. Collect and track payments from employees who are authorized to participate in the subsidized rate program.

**C. Elimination of Parking Privileges**

1. *Parking Privileges for City officials and associates shall be discontinued for failure to comply with the provisions of this Administrative Instruction.*
2. *Parking Privileges benefit shall be discontinued when a change in employment status occurs that transfers or removes a City official or associate from a qualifying position.*
3. *Parking Privileges may be changed or revoked at any time due to business necessity.*

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DAN LINDHEIM  
City Administrator

Attachments:                   Appendix A – List of Category IV Eligible Classifications  
  Authorization for Parking Benefit Form

**ADMINISTRATIVE INSTRUCTION \_\_\_\_ : CITY EMPLOYEE PARKING PRIVILEGES**  
**Appendix A - List of Category IV eligible classifications**

TITLE
Assistant Chief of Fire Department
Assistant City Administrator
Assistant City Architect
Assistant City Attorney
Assistant Director of Park and Recreation
Assistant Director, Pub Works Agency
Assistant Library Director
Deputy Chief of Fire Department
Deputy City Administrator
Deputy Director, Building Official
Deputy Director, City Planner
Deputy Director, Comm & Econ Dev
Deputy Director, Community and Economic Development
Deputy Director, Economic Development and Employment
Deputy Director, Housing
Deputy Director, Prg Planning & Dev
Deputy Director, Program Planning and Development

*Note: This list is not intended to be exhaustive or all inclusive. Other classifications may be deemed eligible at the discretion of the City Administrator. Revised lists will be posted as changes are made to the City's Classification Plan and/or as new classifications become eligible.*



**CITY OF OAKLAND  
AUTHORIZATION FOR FREE PARKING BENEFITS**

*Please refer to AI \_\_\_\_\_ for instructions  
(Please print or type)*

<b>Employee Information:</b>
Employee Name (last, middle, first)
Employee ID #
Classification Title
Contact #
Agency/Department

<b>Check one:</b>
<input type="checkbox"/> New Authorization
<input type="checkbox"/> Change in eligible classification
<input type="checkbox"/> Change in eligible category

<b>Vehicle Description:</b>
Year _____
Make _____
Model _____
License _____
Plate # _____

<b>Approval routing:</b>
Employee Signature _____ Date _____
Agency Director/Department Head Signature _____ Date _____
Director of Human Resources Management _____ Date _____
City Administrator _____ Date _____

QUALIFYING CATEGORY
I - Elected/Appointed
II - Staff to Elected/Appointed
III - Director or Dept. Head
IV - Asst. or Deputy Director
V - Hiring Agreement
VI - Driving Required*
VII - Seasonal/off hours

*\*Justification for employees qualifying under Category VI must be attached, e.g. employee will drive more than 40% time in the execution of her/his duties, etc.*

<b>For Parking Division Use Only:</b>	
Effective Date: _____	Initials: _____
Assigned Garage: _____	Date: _____
Assigned Parking Slot: _____	Processed: _____
Parking Pass ID #: _____	