

2010 JAN 13 PM 6:03

CITY OF OAKLAND
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: FMA/Parking Operations
DATE: January 19, 2010

RE: **Supplemental Report on Discussion and Possible Action on an Administrative Policy on Employee and City Official Parking Privileges and Assigning Employees and Officials to Specific Parking Garages**

SUMMARY

At the January 12, 2010 Finance and Management Committee meeting, Committee members reviewed the proposed Administrative Instruction on Employee and City Official Parking privileges. The Committee requested changes to the Administrative Instruction to clarify that parking is free under the assigned categories and to include an annual reporting requirement that details who has assigned parking by job classification. The Committee also requested a list of who has a free assigned parking spot by job classification.

DISCUSSION

Attached to this report are a revised draft AI and the list of employees who currently have free parking, as requested by the Committee.

The Committee also requested that staff investigate the possibility of offering free public transportation privileges (such as a monthly Alameda County Transit pass) in lieu of receiving free parking or an auto allowance. Staff is working on this request and will return to the Finance and Management Committee in March 2010 with a report.

Item: _____
City Council
January 19, 2010

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that Council accept this report and support the recommendations in the draft Administrative Instruction regarding City Officials' and employee parking privilege policy.

Respectfully submitted,

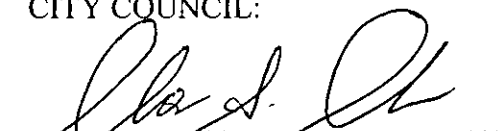


Noel Pinto
Parking Operations Manager

Prepared by:
Thomas DiSanto, Administrative Services Manager II
Finance & Management Agency, Parking Administration

Attachments – Administrative Instruction re: City Employee Parking Privileges
Classifications of Employees with Parking Privileges as of January 2010

APPROVED AND FORWARDED TO THE
CITY COUNCIL:


Office of the City Administrator

Item: _____
City Council
January 19, 2010

CITY OF OAKLAND



ADMINISTRATIVE INSTRUCTION

SUBJECT	CITY EMPLOYEE PARKING PRIVILEGES	NUMBER	
REFERENCE		EFFECTIVE	February 1, 2010
SUPERSEDE	N/A		
<i>DRAFT – for discussion purposes</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 define 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 based on space availability, proximity to worksite and, where applicable, compliance with the Americans with Disabilities Act.

III. DEFINITIONS

Term

Definition

Parking Privileges
Category I

Elected and Appointed Officials:

- a) Council – one free on-street parking spot and one free assigned parking spot in Clay Street garage basement. Second spot in Clay Street basement may be assigned to staff.
- b) Mayor – one free designated parking spot at City Hall, basement level.
- c) City Auditor – One assigned free parking spot at Dalziel garage.
- d) City Attorney – One assigned free parking spot at City Hall, basement level.
- e) City Administrator – one assigned free parking spot at City Hall, basement level; or Dalziel garage.
- 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 free parking spot per Council office for assigned staff in Clay Street, basement level.
- b) Mayor – seven assigned free parking spots for staff at Clay Street, basement level.
- c) City Auditor – two assigned free parking spots for staff at Clay Street, basement level.
- d) City Attorney – seven assigned free parking spots for staff at 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 Clay Street basement level or Dalziel garage.

Parking Privileges
Category IV

Deputy and Assistant Directors or other classifications at similar levels in the organization (U31 or UM1 grade 22 or higher) – one assigned free parking space at Clay Street basement level, City Center West, or Dalziel garage.

Parking Privileges
Category V

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

Parking Privileges
Category VI

Employees who are required to use their vehicles in the performance of assigned duties or whose work assignments regularly require that they work late hours may be assigned free parking at City Center West, Clay Street basement level, or Dalziel garage. Department heads must provide written justification and parking access may only be granted at the discretion of the City Administrator on a case-by-case basis.

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 during their peak season(s). Department heads must provide written justification and parking access may only be granted at the discretion of the City Administrator on a case-by-case basis.

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. An *Authorization for Parking Benefit Form* must be submitted by the Department to the Parking Manager and Human Resources for review and approved by the City Administrator before a parking space can be assigned.
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. 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.
7. 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 Department	1. Submits <i>Authorization for Parking Benefit</i> to the Director of Human Resources Management for review of compliance of request with policy.
Director of Human Resources Management	2. Reviews request for compliance with policy by determining if the employee is in an eligible classification or the parking benefit is consistent with the terms of the hiring agreement. 3. If in compliance, forwards <i>Authorization for Parking Benefit Form</i> to the City Administrator for approval.
City Administrator	4. Authorizes the assignment of parking space to employees who meet the requirements and forwards the completed form to the Parking Manager.
Parking Manager	5. Once request is approved, assigns parking location and issues parking pass.

Parking Manager
(cont'd)

6. Maintains database of eligible employees, issues parking passes, and provides Department with completed form and parking space assignment.
7. Collects and tracks payments from employees who are authorized to participate in the subsidized rate program.
8. Reviews parking rosters quarterly for compliance and changes in personnel.

C. Elimination of Parking Privileges

1. Parking Privileges for City officials or employees 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 employee from a qualifying position.
3. Parking Privileges may be changed or revoked at any time due to business necessity.

V. Annual Reporting

No later than January 31st of each year, the Parking Division staff shall provide a report to the Finance and Management Committee detailing the number of free assigned parking spots by job classification/title, the parking privilege category (defined above) under which the free assigned spot is authorized, and the garage in which the free parking spot is assigned.

DAN LINDHEIM
City Administrator

Attachment:
Form

Authorization for Parking Benefit

CITY OF OAKLAND AUTHORIZATION FOR FREE PARKING BENEFITS

Please refer to AI _____ for instructions

(Please print or type)

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

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

Vehicle Description:
Year _____
Make _____
Model _____
License _____
Plate # _____

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

QUALIFYING CATEGORY
<input type="checkbox"/> I - Elected/Appointed
<input type="checkbox"/> II - Staff to Elected/Appointed
<input type="checkbox"/> III - Director or Dept. Head
<input type="checkbox"/> IV - Asst. or Deputy Director
<input type="checkbox"/> V - Hiring Agreement
<input type="checkbox"/> VI - Driving Required*
<input type="checkbox"/> 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.*

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

Classifications of Employees with Parking Privileges
January 2010

Department	Title	Garage	Category/Comments
CAO	City Administrator	DALZIEL	I - City Official
Auditor	City Auditor	DALZIEL	I - City Official
City Clerk	City Clerk	DALZIEL	I - City Official
I - City Official Count 3			
City Council	Exec. Asst. to City Council	CLAY	II(a) - Council Staff
City Council	Legislative Analyst	CLAY	II(a) - Council Staff
City Council	Legislative Analyst	CLAY	II(a) - Council Staff
City Council	Legislative Analyst	CLAY	II(a) - Council Staff
City Council - D1	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D1	Legislative Analyst	CLAY	II(a) - Council Staff
City Council - D2	Council Chief of Staff	CLAY	II(a) - Council Staff
City Council - D2	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D2	Legislative Analyst	CLAY	II(a) - Council Staff
City Council - D3	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D3	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D3	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D4	Council Chief of Staff	CLAY	II(a) - Council Staff
City Council - D4	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D4	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D5	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D5	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D5	Legislative Analyst	CLAY	II(a) - Council Staff
City Council - D6	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D6	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D7	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D7	Councilmember Aide	CLAY	II(a) - Council Staff
City Council - D7	Councilmember Aide	CLAY	II(a) - Council Staff
City Council-At-Large	Councilmember Aide	CLAY	II(a) - Council Staff
City Council-At-Large	Councilmember Aide	CLAY	II(a) - Council Staff
II(a) - Council Staff Count 25			
Mayor's Office	Staff to Mayor	CLAY	II(b) - Mayor's Staff
Mayor's Office	Staff to Mayor	CLAY	II(b) - Mayor's Staff
Mayor's Office	Staff to Mayor	CLAY	II(b) - Mayor's Staff
Mayor's Office	Staff to Mayor	CLAY	II(b) - Mayor's Staff
Mayor's Office	Staff to Mayor	CLAY	II(b) - Mayor's Staff
Mayor's Office	Staff to Mayor	CLAY	II(b) - Mayor's Staff
II(b) - Mayor's Staff Count 6			
City Attorney	Administrative Services Manager II	CLAY	II(d) - City Attorney Staff
City Attorney	Agency Admin Mgr	CLAY	II(d) - City Attorney Staff
City Attorney	Chief Assistant City Attorney	CLAY	II(d) - City Attorney Staff
City Attorney	Chief Assistant City Attorney	CLAY	II(d) - City Attorney Staff
City Attorney	Deputy City Attorney	CCW	II(d) - City Attorney Staff
City Attorney	Executive Assistant to City Attorney	CLAY	II(d) - City Attorney Staff
City Attorney	Legal Communications Director	CLAY	II(d) - City Attorney Staff
City Attorney	Special Counsel	CLAY	II(d) - City Attorney Staff
II(d) - City Attorney Staff Count 8			
CAO	Assistant City Administrator	CLAY	II(e) - City Admin Staff
CAO	Assistant to City Administrator	CLAY	II(e) - City Admin Staff
CAO	Assistant to City Administrator	CCW	II(e) - City Admin Staff
CAO	Assistant to City Administrator	CLAY	II(e) - City Admin Staff

**Classifications of Employees with Parking Privileges
January 2010**

Department	Title	Garage	Category/Comments
CAO	City Administrator Analyst	CLAY	II(e) - City Admin Staff
CAO	City Administrator Receptionist	CLAY	II(e) - City Admin Staff
CAO	Equal Access	CLAY	II(e) - City Admin Staff
CAO	Executive Asst to City Administrator	CLAY	II(e) - City Admin Staff
II(e) - City Admin Staff Count 8			
CEDA	Director, CEDA	DALZIEL	III - Dept or Agency Director
CAO	Director, DCP	DALZIEL	III - Dept or Agency Director
DHRM	Director, DHRM	CLAY	III - Dept or Agency Director
DHS	Director, DHS	CLAY	III - Dept or Agency Director
DIT	Director, DIT	CLAY	III - Dept or Agency Director
FMA	Director, Finance	CLAY	III - Dept or Agency Director
OPR	Director, OPR	DALZIEL	III - Dept or Agency Director
Public Ethics Comm.	Director, Public Ethics	CLAY	III - Dept or Agency Director
PWA	Director, PWA	DALZIEL	III - Dept or Agency Director
OFD	Fire Chief	CLAY	III - Dept or Agency Director
III - Dept or Agency Director Count 10			
PWA	Assistant Director, PWA	CLAY	IV - Asst/Deputy/Manager
PWA	Assistant Director, PWA	DALZIEL	IV - Asst/Deputy/Manager
FMA	Controller	CLAY	IV - Asst/Deputy/Manager
OFD	Deputy Chief of Fire	CLAY	IV - Asst/Deputy/Manager.
CEDA	Deputy Director, CEDA	CLAY	IV - Asst/Deputy/Manager
CEDA	Deputy Director, CEDA	DALZIEL	IV - Asst/Deputy/Manager
CEDA	Deputy Director, CEDA	CLAY	IV - Asst/Deputy/Manager
OFD	Division Manager	DALZIEL	IV - Asst/Deputy/Manager
CAO	Budget Director	CLAY	IV - Asst/Deputy/Manager
DHRM	HR Manager	CLAY	IV - Asst/Deputy/Manager
DHRM	HR Manager	CLAY	IV - Asst/Deputy/Manager
DHRM	HR Manager	CLAY	IV - Asst/Deputy/Manager
DIT	IS Manager	CCW	IV - Asst/Deputy/Manager
DIT	IS Manager	CCW	IV - Asst/Deputy/Manager
DIT	IS Manager	CCW	IV - Asst/Deputy/Manager
DIT	IS Manager	CCW	IV - Asst/Deputy/Manager
DIT	IS Manager	CCW	IV - Asst/Deputy/Manager
DIT	IS Manager	CCW	IV - Asst/Deputy/Manager
OFD	OES Manager	CLAY	IV - Asst/Deputy/Manager
CEDA	Real Estate Services Manager	CLAY	IV - Asst/Deputy/Manager
FMA	Revenue Manager	CLAY	IV - Asst/Deputy/Manager
FMA	Risk Manager	CLAY	IV - Asst/Deputy/Manager
FMA	Treasury Manager	CLAY	IV - Asst/Deputy/Manager
IV - Asst/Deputy/Manager Count 23			
FMA	Administrative Services Manager II	CLAY	V - Hiring agreement verified
CEDA	Agency Admin Mgr	DALZIEL	V - Hiring agreement verified
PWA	Agency Admin Mgr	DALZIEL	V - Hiring agreement verified
FMA	Assistant Controller	CLAY	V - Hiring agreement verified
PWA	Building Manager	DALZIEL	V - Hiring agreement verified
CEDA	CDBG Manager	CLAY	V - Hiring agreement verified
CEDA	CEDA Planning and Zoning	DALZIEL	V - Hiring agreement verified
PWA	Environmental Services Manager	CLAY	V - Hiring agreement verified
CEDA	Planner IV	CCW	V - Hiring agreement verified
FMA	Principal Financial Analyst	DALZIEL	V - Hiring agreement verified

**Classifications of Employees with Parking Privileges
January 2010**

Department	Title	Garage	Category/Comments
FMA	Principal Financial Analyst	DALZIEL	V - Hiring agreement verified
FMA	Principal Financial Analyst	DALZIEL	V - Hiring agreement verified
V - Hiring agreement verified Count 12			
CEDA	Administrative Services Manager II	DALZIEL	VI - Car required/long hours
CEDA	Administrative Services Manager II	CCW	VI - Car required/long hours
PWA	Administrative Services Manager II	CCW	VI - Car required/long hours
PWA	Administrative Services Manager II	CLAY	VI - Car required/long hours
CEDA	Architect Assoc.	CCW	VI - Car required/long hours
CEDA	Architect Asst.	CCW	VI - Car required/long hours
CAO	Assistant to City Administrator	CLAY	VI - Car required/long hours
OFD	Assistant to Fire Chief	CLAY	VI - Car required/long hours
PWA	Building Engineer	DALZIEL	VI - Car required/long hours
CEDA	CIP Coordinantior	CCW	VI - Car required/long hours
CEDA	CIP Coordinator	CCW	VI - Car required/long hours
CEDA	CIP Coordinator	CCW	VI - Car required/long hours
CEDA	CIP Coordinator	CCW	VI - Car required/long hours
CEDA	CIP Coordinator	CCW	VI - Car required/long hours
CEDA	CIP Coordinator	CCW	VI - Car required/long hours
CEDA	CIP Coordinator	CCW	VI - Car required/long hours
CEDA	Civil Engineer	CCW	VI - Car required/long hours
CEDA	Civil Engineer	CCW	VI - Car required/long hours
CAO	Commercial Bldg. Coordinator	CCW	VI - Car required/long hours
CEDA	Communication Director	CLAY	VI - Car required/long hours
OPD	Community Program Supervisor	CLAY	VI - Car required/long hours
CEDA	Construction Inspector Sr.	CCW	VI - Car required/long hours
CEDA	Construction Inspector Sr.	CCW	VI - Car required/long hours
CEDA	Construction Inspector Sr.	CCW	VI - Car required/long hours
CEDA	Construction Inspector Sr.	CCW	VI - Car required/long hours
CEDA	Construction Inspector Supevisor	CCW	VI - Car required/long hours
CEDA	Construction Inspector Supevisor	CCW	VI - Car required/long hours
CEDA	Construction Manager	CLAY	VI - Car required/long hours
CEDA	Dev/Redev Program Manager	CCW	VI - Car required/long hours
CEDA	Director of Building	CLAY	VI - Car required/long hours
CAO	Director of CPRB	DALZIEL	VI - Car required/long hours
PWA	Electrical Engineer II	CCW	VI - Car required/long hours
PWA	Environmental Program Supv.	CCW	VI - Car required/long hours
CEDA	Film Coordinator	DALZIEL	VI - Car required/long hours
CEDA	Inspection Services Manager	CLAY	VI - Car required/long hours
CEDA	IT Manager	DALZIEL	VI - Car required/long hours
CEDA	Monitoring & Evaluation Supervisor	CLAY	VI - Car required/long hours
CAO	Neighborhood Services Coord.	CCW	VI - Car required/long hours
CEDA	Principal Financial Analyst	DALZIEL	VI - Car required/long hours
CEDA	Project Manager	CCW	VI - Car required/long hours
PWA	Project Manager II	CCW	VI - Car required/long hours
CEDA	Real Estate Agent	CCW	VI - Car required/long hours
CEDA	Real Estate Agent	CLAY	VI - Car required/long hours
CEDA	Real Estate Agent	CCW	VI - Car required/long hours
CEDA	Real Estate Agent	CCW	VI - Car required/long hours
CEDA	Real Estate Agent	CCW	VI - Car required/long hours
CEDA	Real Estate Agent	CCW	VI - Car required/long hours
CEDA	Redev. Area Manager	CCW	VI - Car required/long hours

**Classifications of Employees with Parking Privileges
January 2010**

Department	Title	Garage	Category/Comments
CEDA	Redev. Area Manager	CCW	VI - Car required/long hours
CEDA	Senior Transportation Planner	CLAY	VI - Car required/long hours
PWA	Solid Waste / Recy Prog Superv	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Spec. Combination Insp.	CCW	VI - Car required/long hours
CEDA	Sr. Traffic Eng. Tech.	CCW	VI - Car required/long hours
CEDA	Sup. Civil Engineer	CCW	VI - Car required/long hours
CEDA	Sup. Civil Engineer	CCW	VI - Car required/long hours
CEDA	Sup. Civil Engineer	CCW	VI - Car required/long hours
CEDA	Sup. Transportation Engineer	CCW	VI - Car required/long hours
CEDA	Sup. Transportation Engineer	CCW	VI - Car required/long hours
CEDA	Transportation Engineer	CCW	VI - Car required/long hours
CEDA	Transportation Engineer	CCW	VI - Car required/long hours
CEDA	Transportation Engineer	CCW	VI - Car required/long hours
CEDA	TSA Principle Civil Eng.	DALZIEL	VI - Car required/long hours
CEDA	Urban Econ Analyst IV	CCW	VI - Car required/long hours
CEDA	Urban Econ. Analyst II	CCW	VI - Car required/long hours
CEDA	Urban Econ. Analyst III	CCW	VI - Car required/long hours
CEDA	Urban Econ. Analyst IV	CCW	VI - Car required/long hours
CEDA	Urban Economic Analyst III	CCW	VI - Car required/long hours
CEDA	Urban Economic Coordinator	CLAY	VI - Car required/long hours
CEDA	Urban Economic Coordinator	CLAY	VI - Car required/long hours
CEDA	Watershed Prog. Supv.	CCW	VI - Car required/long hours
VI - Car required/long hours Count			79
CAO	Accountant III	DALZIEL	VII - Late hours seasonally
CAO	Principal Financial Analyst	DALZIEL	VII - Late hours seasonally
CAO	Financial Analyst	DALZIEL	VII - Late hours seasonally
CAO	Financial Analyst	DALZIEL	VII - Late hours seasonally
CAO	Budget and Operations Analyst III	DALZIEL	VII - Late hours seasonally
CAO	Budget and Operations Analyst III	DALZIEL	VII - Late hours seasonally
CAO	Budget and Operations Analyst III	DALZIEL	VII - Late hours seasonally
CAO	Budget and Operations Analyst III	DALZIEL	VII - Late hours seasonally
CAO	City Administrator Analyst	DALZIEL	VII - Late hours seasonally
VII - Late hours seasonally Count			9
Grand Count			183