

2010 APR 22 PM 6:38

CITY OF OAKLAND
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Parking Administration
DATE: April 27, 2010

RE: **Discussion and Possible Action on a Supplemental Report Concerning a Proposed Administrative Policy on Employee and City Official Parking Privileges in Downtown Garages**

SUMMARY

The City of Oakland currently has no formal guidelines related to providing parking privileges to City employees or officials. The existing practice of awarding certain employees free parking privileges is too broad and subjective.

On January 12, 2010 and again on April 13, 2010, staff presented to the Finance and Management Committee a recommended draft Administrative Instruction (AI) guiding employee and official parking privileges. **The AI governs parking privileges in downtown garages only.** In response to requests from the Committee at the latest meeting, this report presents the following information:

1. Revenue impact of the recently completed movement of employees with parking privileges to the Clay Street basement and other garages, and status of relocating additional employees to the City Center West Garage.
2. List of employees who: (a) receive parking privileges at *downtown* locations by job classification, eligibility for a car allowance, salary and union representation, and (b) number of employees by department that receive parking privileges at *non-downtown* City locations.
3. A plan to offer Alameda County Transit Pass benefit to City employees.
4. Re-submittal of the proposed AI on employee and official parking privileges, and identification of employee who: (a) potentially would not be eligible to receive parking privileges under the proposed AI; and (b) currently do not but may in the future receive such privileges.

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DISCUSSION

1. Revenue Impact of Moving Employees to the Clay Street Garage Basement and non-Clay Street Garages, and Relocation of Additional Employees to the City Center West Garage

The adopted FY 2009-10 includes \$233,000 in budgeted Parking Garage Revenue (Fund 1750) related to the movement of employees from the upper floors of the Clay Street garage and the resulting additional parking spaces available for transient parking occupancy.

Effective March 22, 2010, City employees with parking privileges were moved from the Clay Street garage above-ground floors either to the basement or the Dalziel garage. The movement of employees to the basement of Clay Street or the Dalziel garage freed up approximately 34 parking spaces in the upper floors of the Clay Street garage for paid parking. If all of these spaces are bought by monthly parkers at \$160 per month, the resulting annual revenue would be \$65,280. After the move, parking spaces on the first floor of the Clay Street garage (except for the legally mandated disabled parking spots) have been designated as two-hour parking stalls to accommodate short-term transient parking patron needs. Spaces above the first floor will continue to be used mainly by hourly parkers.

So far there has been no discernible change in income from the move. Visual observations indicate that the Clay Street garage does not get full as often as it used to before the employee move, suggesting that spaces are more readily available for the paying public. Staff will continue monitoring the garage utilization, and when the Clay Street garage or the Dalziel garage reach maximum occupancy levels, customers would be re-routed to the City Center West garage, which continues to be under-utilized.

To free up additional space in the Clay Street and Dalziel garages for the paying public, staff asked City officials and employees with parking privileges if they would be interested in moving to the City Center West garage. Two employees who park in the Clay Street garage indicated willingness to move. If these two additional freed up spaces in the Clay Street garage are occupied by monthly parkers at a monthly rate of \$160, an additional \$3,840 in annual garage revenue will be generated.

2. Information on Employees who receive parking privileges at downtown locations non-downtown City locations.

A. *Attachment A* identifies employees who have parking privileges in downtown garages, including job classification, salary information, Union representation and whether the employee also receives a car allowance. There are a total of 184 City employees who currently receive free parking in one of the downtown garages (Clay Street, Dalziel or City Center West); this includes 37 elected officials or their staff (this excludes street parking for Council and City Hall basement parking for the Mayor and the City Attorney). Please refer to section 4 and *Attachment C* for information on how many of these employees would qualify for parking privileges under the new AI, and which qualified categories they would fall into.

If the City Council wishes to modify in any way the current parking privileges of City employees (including charging for parking) it will require a meet and confer with the appropriate Union. Changes to auto allowances will require bargaining with the appropriate Union.

B. The following table identifies by department the number of employees who receive parking privileges at non-downtown locations.

Department	Number of Employees	Notes
Fire	564	Of the 592 positions in OFD, 28 have no parking either paid or on City owned property. The City pays for six parking spaces assigned to OFD executive management. OFD pays for parking spaces at a Church located across the street from the EOC, because during an activation, staff from other organizations have to report to the EOC and parking becomes a serious <i>problem, which delays response times</i> . Onsite parking at many stations is limited and accommodates the crews assigned to that location. Because firefighters work at various locations, there are no individual space assignments. On average 4-5 employees can park at a fire station. In addition to the fire stations, onsite parking is available to staff at the Training Division, 250 Victory Court, EMS Division, 47 Clay Street, Fire Dispatch and OES at 1605 Martin Luther King Jr. Way.
Library	80	<p>Employees Park at Following location:</p> <ul style="list-style-type: none"> • Main Library, 125 14th Street—34 Employees • AAMLO, 659 14th Street—3 Employees • Brookfield, 9255 Edes Ave—4 Employees • Dimond, 3565 Fruitvale Ave—6 Employees • Golden Gate, 5606 San Pablo Ave—4 Employees • Lakeview, 550 El Embarcadero—4 Employees • MLK Jr., 6833 International—4 Employees • Rockridge, 5366 College Ave—11 Employees • Temescal, 5205 Telegraph Ave—6 Employees • West Oakland, 1801 Adeline St--4 Employees
Museum	22	The Director, Deputy Director and 2 Chief Curators receive free parking. 18 Custodians and Guards receive parking due to evening or overnight hours worked. The other 18 City paid employees purchase parking at a reduced rate (about 50% of the daily garage maximum). The remainder of the department's employees are paid through the Museum foundation and not the City.

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Department	Number of Employees	Notes
Parks and Recreation	221 FTEs – 810 staff members (number includes large amount of Part-Time staff).	Four employees receive parking privileges and parking in a downtown garage. The vast majority of the other employees work at Recreation Centers that have parking lots in which employees could park. All employees who drive, park for free at the Recreation Centers.
Police	305 ¹	Five members of the Police Executive Team park in the Police Administration Building. About 300 Police Officers at the Eastmont Station park their private vehicles at no cost in the stalls in which their police vehicles are parked while they are out on patrol. This fenced lot used for patrol vehicle parking is provided as part of the lease that the Police Department pays for this location.
Public Works	419	Employees Park at Following location: <ul style="list-style-type: none"> • 5050 Coliseum Way—20 Employees • 5921 Shepherd Canyon—19 Employees • 7101 Edgewater—219 Employees • 750 - 50th Ave—82 Employees • Fire Alarm Building - 10th Street—9 Employees • Joaquin Miller—1 Employee • Lakeside Park—1 Employee • Main Library—1 Employee • Various Parks—42 Employees • Various Recreation Centers— 25 Employees

3. Alameda County Transit Pass Program

Staff has researched the Alameda County Transit (AC) EasyPass program and the City will soon offer an AC Transit pass program to City employees. Under this program, the City can purchase AC Transit passes at a discounted rate. AC Transit requires that a minimum of 100 employees participate in order to implement the program. The discount increases as the volume of passes purchased increase. For 100 to 500 employees participating in the program, the City would pay between \$77 and \$115 per year per pass. If the City purchased 100 passes at \$115, the annual cost to the City would be \$11,500.

¹ OPOA leases a lot under Highway 880(MLK-Jefferson and 6th & 7th St) for downtown officer parking.

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4. Administrative Instruction on Employee Parking

Employee parking privileges were previously governed by an old memorandum that had been issued from the City (Manager's) Administrator's Office (see *Attachment D*). To provide clearer guidelines, and to bring current practices in line with other City policies, staff has developed a new Administrative Instruction that provides departments with guidelines on which employees qualify for free parking and how free parking should be awarded (see *Attachment B*). **The AI governs parking privileges in downtown garages only.** To receive free parking in downtown garages for part or all of the year, employees will have to be in one of seven listed categories below. The City Administrator has the authority to authorize or decline employee parking privileges at the time hire.

- 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 or similar level classifications.
- 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.
- 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.

Attached to this report is a list of employees who **currently receive parking privileges** (see *Attachment C*). The attachment lists the current employees by the eligible category, according to the bulleted list above. Overall, the following number of employees currently receive parking privileges. (Note that some employees fall into multiple categories, such as employees with hiring agreements. This also excludes street parking for Council and City Hall basement parking for the Mayor and the City Attorney)

- Elected or appointed officials: 2
- Staff to elected or appointed officials: 45
- Agency directors and department heads: 8
- Deputy, assistant or similar level classifications: 32
- Employees with parking in hiring agreements: 23
- Employees who use their personal vehicle in the performance of assigned duties: 66
- Employees needing parking on a seasonal basis at 50% of the regular monthly rate: 8

It is possible, that as many as 20 employees **could lose parking privileges** under the proposed AI. This will be subject to impact bargaining in most cases. Management does not anticipate that additional employees would be authorized parking privileges. New hires who replace currently eligible employees may or may not receive their predecessors' parking privileges (for example the Information Technology Director, Fire Chief or Public Works Director).

Given that employee parking privileges have been loosely organized and tracked, the attached list is as accurate as possible because there is currently no complete system that includes this information. Implementation of the Administrative Instruction will require:

- a) That all employees who will receive parking privileges will be approved and documented through the requirements of the AI and this information will be maintained in a central tracking system.
- b) That prior to any parking privileges being amended or taken away, a meet and confer process take place with relevant Unions.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that Council support staff's recommendations regarding City Officials' and employee parking privilege policy, as presented in Attachment B.

Respectfully submitted,

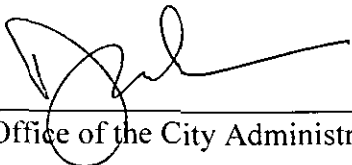


Noel Pinto
Parking Operations Manager

Prepared by:
Thomas DiSanto, Administrative Services Manager II
Parking Administration

- Attachments – A. List of Employees with Parking Privileges in Downtown Garages (Clay, Dalziel and City Center West)
 B. Proposed Administrative Instruction—Employee Parking Privileges
 C. List of Employees with Parking Privileges in Downtown Garages By Category of the Proposed AI.
 D. City of Oakland Parking Policy Memorandum October 24, 2000

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


Office of the City Administrator

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Attachment A						
Staff Report, April 27, 2010, Employee Parking						
Department	Classification	Base Salary	Bargaining Unit	Union	Garage	Auto Allowance
Budget Office	Budget Director	129,232.26	U31	CMEA	DALZIEL	
Budget Office	Budget & Operations Analyst	78,929.16	UM2	IFPTE Local 21	DALZIEL	
Budget Office	Budget & Operations Analyst	96,912.37	UM2	IFPTE Local 21	CLAY	
Budget Office	Financial Analyst	106,848.36	UM2	IFPTE Local 21	DALZIEL	
Budget Office	Principal Financial Analyst	114,999.96	UM1	IFPTE Local 21	DALZIEL	
Budget Office	Financial Analyst	106,848.36	UM2	IFPTE Local 21	DALZIEL	
CEDA	Acting WIB Director	150,000.00	UM	UNREP	CLAY	
CEDA	Engineer, Civil Principal	131,851.75	UM1	IFPTE Local 21	CLAY	X
CEDA	Director of Building	154,261.63	UK1	UNREP	DALZIEL	
CEDA	Manager, Real Estate Services	134,931.30	UM1	IFPTE Local 21	CLAY	X
CEDA	Deputy Director, Comm & Econ Dev	168,778.07	UK1	UNREP	CLAY	X
CEDA	Principal Civil Engineer	153,332.28	UM1	IFPTE Local 21	DALZIEL	
CEDA	Assist Director, Pub Works Agency	156,194.89	U31	CMEA	DALZIEL	X
CEDA	Inspection Services Manager	136,376.88	UM1	IFPTE Local 21	DALZIEL	
CEDA	Engineer, Civil Principal	137,631.23	UM1	IFPTE Local 21	DALZIEL	X
CEDA	Community Housing Services Manager	116,087.89	UM1	IFPTE Local 21	CLAY	X
CEDA	Administrative Services Manager II	116,087.90	UM1	IFPTE Local 21	CCW	X
CEDA	Manager, Zoning	128,509.87	UM1	IFPTE Local 21	CCW	X
CEDA	Manager, Agency Administrative	136,000.45	UM1	IFPTE Local 21	DALZIEL	X
CEDA	Development/Redevelopment Pgrm MGR	116,556.31	UM1	IFPTE Local 21	CCW	X
CEDA	Urban Economic Analyst III	62,905.15	TW1	IFPTE Local 21	CCW	X
CEDA	Specialty Combination Inspector	77,542.50	SD1	SEIU Local 1021	CCW	X
CEDA	Traffic Engineering Tech, Senior (O)	71,826.77	SD1	SEIU Local 1021	CCW	
CEDA	Monitoring & Evaluation Supervisor	100,274.27	UM2	IFPTE Local 21	CLAY	
CEDA	Watershed Program Supervisor	95,888.56	UM2	IFPTE Local 21	CCW	
CEDA	Development/Redevelopment Pgrm MGR	115,136.37	UM1	IFPTE Local 21	DALZIEL	
CEDA	Specialty Combination Inspector	82,290.00	SD1	SEIU Local 1021	CCW	X
CEDA	Development/Redevelopment Pgrm MGR	116,563.67	UM1	IFPTE Local 21	CCW	X
CEDA	Urban Economic Coordinator	106,146.63	UM2	IFPTE Local 21	CLAY	X
CEDA	Real Estate Agent	84,880.28	TF1	IFPTE Local 21	CCW	X
CEDA	Capital Improvement Project Coor	105,289.71	UM2	IFPTE Local 21	CCW	X
CEDA	Engineer, Transportation	95,729.89	TF1	IFPTE Local 21	CCW	
CEDA	Real Estate Agent	84,880.28	TF1	IFPTE Local 21	DALZIEL	X
CEDA	Real Estate Agent	84,880.84	TF1	IFPTE Local 21	CCW	X
CEDA	Specialty Combination Inspector	77,542.50	SD1	SEIU Local 1021	CCW	X
CEDA	Real Estate Agent	84,880.30	TF1	IFPTE Local 21	CCW	X
CEDA	Engineer, Civil Supv (Office)	102,257.99	TM2	IFPTE Local 21	CCW	
CEDA	Specialty Combination Inspector	77,542.50	SD1	SEIU Local 1021	CCW	X
CEDA	Capital Improvement Project Coor	86,425.21	UM2	IFPTE Local 21	CCW	X
CEDA	Engineer, Civil Supv (Office)	117,668.61	TM2	IFPTE Local 21	CCW	

CEDA	Engineer, Civil Supervising (Field)	112,236.17	TM2	IFPTE Local 21	CCW	X
CEDA	Capital Improvement Project Coor	105,715.36	UM2	IFPTE Local 21	CCW	
CEDA	Support Services Supervisor	20,962.50	CON	UNREP	CLAY	
CEDA	Capital Improvement Project Coor	105,197.39	UM2	IFPTE Local 21	CCW	X
CEDA	Real Estate Agent	77,237.16	TF1	IFPTE Local 21	DALZIEL	
CEDA	Administrative Services Manager II	122,392.23	UM1	IFPTE Local 21	CLAY	X
CEDA	Urban Economic Analyst IV, Projects	91,463.05	TW1	IFPTE Local 21	CCW	X
CEDA	Management Assistant	82,827.16	UM2	IFPTE Local 21	CLAY	
CEDA	Capital Improvement Project Coor	96,605.40	UM2	IFPTE Local 21	CCW	X
CEDA	Project Manager II	118,929.77	UM1	IFPTE Local 21	CCW	X
CEDA	Principal Inspection Supv	100,638.68	UH1	IFPTE Local 21	CCW	X
CEDA	Construction Inspector Sup (Field)	87,820.28	UH1	IFPTE Local 21	CCW	X
CEDA	Capital Improvement Project Coor	105,283.79	UM2	IFPTE Local 21	CCW	X
CEDA	Program Analyst III	79,841.37	TW1	IFPTE Local 21	CLAY	
CEDA	Engineer, Transportation Supv	117,669.20	TM2	IFPTE Local 21	CCW	X
CEDA	Real Estate Agent	23,244.75	CON	UNREP	CCW	
CEDA	Principal Inspection Supv	97,785.07	UH1	IFPTE Local 21	CCW	
CEDA	Film Coordinator	71,559.68	TW1	IFPTE Local 21	DALZIEL	
CEDA	Principal Financial Analyst	123,698.29	UM1	IFPTE Local 21	DALZIEL	
CEDA	Planner IV	179,113.08	TW1	IFPTE Local 21	DALZIEL	
CEDA	CIP Coordinator	112,185.72	UM2	IFPTE Local 21	CLAY	
CEDA	Information Technology Manager	143,192.40	UM1	IFPTE Local 21	DALZIEL	
CEDA	Urban Economic Analyst	87,239.16	TW1	IFPTE Local 21	DALZIEL	
CEDA	Budget & Operations Analyst	96,915.00	CON	UNREP	DALZIEL	
CEDA	Specialty Combination Inspector	82,290.00	SD1	SEIU Local 1021	DALZIEL	
CEDA	Sr Construction Inspector	87,264.96	SC1	SEIU Local 1021	DALZIEL	
CEDA	Administrative Services Manager I	106,567.56	UM1	IFPTE Local 21	DALZIEL	
CEDA	Urban Economic Analyst IV	101,757.12	TW1	IFPTE Local 21	DALZIEL	
CEDA	Specialty Combination Inspector	82,290.00	SD1	SEIU Local 1021	DALZIEL	
City Administrator	Public Information Officer	110,940.94	U31	CMEA	CLAY	
City Administrator	City Administrator Analyst	83,068.89	U31	CMEA	CLAY	
City Administrator	Receptionist	21,200.77	TL!	UNREP	CLAY	
City Administrator	Assist to the City Administrator	101,799.27	U31	CMEA	CLAY	X
City Administrator	Assist to the City Administrator--Nuisance Abatement	116,034.48	U31	CMEA	CCW	
City Administrator	Exec Asst to City Administrator	75,002.87	U31	CMEA	CLAY	X
City Administrator	Exec Asst to Asst City Administrator	55,566.57	U31	CMEA	CLAY	
City Administrator	Assist to the City Administrator--Equal Access	99,673.36	U31	CMEA	CLAY	X
City Administrator	Program Manager, Measure DD	155,851.57	UM1	IFPTE Local 21	DALZIEL	
City Administrator	City Administrator	216,620.77	UK1	UNREP	CLAY	X
City Administrator	Assistant City Administrator	204,079.60	UK1	UNREP	DALZIEL	X
City Administrator	Deputy City Administrator	123,432.00	UK1	UNREP	CLAY	X
City Attorney	City Attorney, Assistant	181,555.40	U31	CMEA	CLAY	X
City Attorney	Legal Communications Officer	84,082.46	UM1	IFPTE Local 21	CLAY	X
City Attorney	Deputy City Attorney V	156,194.91	U41	DCAVSCA	CCW	X
City Attorney	Manager, Agency Administrative	134,933.76	UM1	IFPTE Local 21	CLAY	X

City Attorney	City Attorney, Assistant	180,817.38	U31	CMEA	CLAY	X
City Attorney	Exec Asst to City Attorney	72,948.56	U31	CMEA	CLAY	
City Attorney	Manager, Legal Admin Services	122,382.41	UM1	IFPTE Local 21	CLAY	X
City Attorney	Special Counsel	163,340.93	U41	DCAVSCA	CLAY	X
City Auditor	City Auditor	134,269.43	UK1	UNREP	DALZIEL	X
City Auditor	Assistant City Auditor	111,999.96	U31	CMEA	DALZIEL	
City Auditor	Executive Assistant of the City Auditor	64,936.68	U31	CEMA	DALZIEL	
City Clerk	City Clerk	135,689.00	UK1	UNREP	DALZIEL	X
City Council	City Council PSE-51	61,707.23	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	61,707.23	TA1	IFPTE Local 21	CLAY	
City Council	City Councilmember's Assistant	58,263.86	TA1	IFPTE Local 21	CLAY	
City Council	City Councilmember's Assistant	79,323.47	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	63,050.57	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	77,418.00	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	65,390.78	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	14,037.97	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE 14	42,813.75	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE 14	42,660.65	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	81,913.62	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE 14, PPT	31,301.75	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	63,179.84	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	59,637.39	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	58,322.66	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE 14	54,250.53	TA1	IFPTE Local 21	CLAY	X
City Council	City Council Admin Assistant	39,785.04	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	63,260.33	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE 14	42,857.09	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	80,610.64	TA1	IFPTE Local 21	CLAY	
City Council	Senior Council Policy Analyst	81,630.07	TW1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	71,419.70	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	68,124.72	TA1	IFPTE Local 21	CLAY	
City Council	City Council PSE-51	52,318.06	TA1	IFPTE Local 21	CLAY	
Contract & Purchasing	Director of Contracts and Purchasing	153,036.62	UK1	UNREP	CLAY	X
DHS	Director of Human Services	170,819.56	UK1	UNREP	DALZIEL	X
Ethics Commission	Exec Dir to Public Ethics Comm	110,992.09	U31	CMEA	DALZIEL	
Fire Department	Fire Chief	150,553.38	UU1	UNREP	DALZIEL	
Fire Department	Manager, Emergency Services	141,681.00	UM1	IFPTE Local 21	CLAY	
Fire Department	Deputy Fire Chief	178,228.36	UU1	UNREP	DALZIEL	
Fire Department	Lieutenant of Fire Department	117,320.16	FQ1	IAFF Local 55	CLAY	
Fire Department	Assistant to the Director	91,740.06	UM1	IFPTE Local 21	DALZIEL	
FMA	Agency Director, FMA & Mgmt	152,317.07	UK1	UNREP	CLAY	X
FMA	Revenue & Tax Administrator	165,763.08	UM1	IFPTE Local 21	DALZIEL	X
FMA	Manager, Parking	127,501.51	UM1	IFPTE Local 21	CLAY	X
FMA	Controller, Assistant	128,509.86	UH1	IFPTE Local 21	CLAY	X
FMA	Manager, Claims & Risk	134,933.76	UM1	IFPTE Local 21	CLAY	X

FMA	Human Resources Analyst, Sr	117,522.37	UM1	IFPTE Local 21	DALZIEL	X
FMA	Principal Financial Analyst	123,698.28	UM1	IFPTE Local 21	DALZIEL	X
FMA	Manager, Treasury	164,010.39	UM1	IFPTE Local 21	CLAY	X
FMA	Controller, Assistant	121,891.97	UH1	IFPTE Local 21	CLAY	X
FMA	Administrative Services Manager II	115,866.35	UM1	IFPTE Local 21	DALZIEL	X
FMA	Principal Financial Analyst	123,698.29	UM1	IFPTE Local 21	DALZIEL	
FMA	Parking Enforcement Supervisor I	96,879.47	UH1	IFPTE Local 21	DALZIEL	
FMA	Tax Representative II	73,788.00	SD1	SEIU Local 1021	DALZIEL	
Human Resources	Director of Human Resources Mgmt	161,526.97	UK1	UNREP	CLAY	
Human Resources	Manager, Human Resources	138,688.67	U31	CMEA	CLAY	X
Human Resources	Manager, Human Resources	119,316.64	U31	CMEA	DALZIEL	X
Human Resources	Manager, Human Resources	131,414.88	U31	CMEA	CLAY	X
Human Resources	Executive Assistant	68,878.19	UM1	IFPTE Local 21	DALZIEL	
Information Technology	Manager, Information Systems	134,933.76	UM1	IFPTE Local 21	CCW	
Information Technology	Manager, Information Systems	127,924.99	UM1	IFPTE Local 21	CCW	
Information Technology	Project Manager III	154,919.83	UM1	IFPTE Local 21	CCW	X
Information Technology	Manager, Information Systems	126,912.36	UM1	IFPTE Local 21	CCW	
Information Technology	Manager, Information Systems	134,383.02	UM1	IFPTE Local 21	CCW	
KTOP	Cable TV Producer	87,896.15	TW1	IFPTE Local 21	DALZIEL	
KTOP	Station Manager KTOP	119,585.28	UM1	IFPTE Local 21	DALZIEL	
KTOP	Cable TV Operations Technician	87,896.15	TW1	IFPTE Local 21	DALZIEL	
KTOP	Cable TV Operations Technician	87,896.15	TW1	IFPTE Local 21	DALZIEL	
KTOP	Cable Production Assistant	44,323.50	SC1	SEIU Local 1021	DALZIEL	
KTOP	Cable TV Production Assistant	44,323.50	SC1	SEIU Local 1021	DALZIEL	
KTOP	Cable TV Production Assistant	44,323.50	SC1	SEIU Local 1021	DALZIEL	
KTOP	Crew Chief Cable TV Operations	87,896.16	TW1	IFPTE Local 21	DALZIEL	
KTOP	Cable TV Production Assistant	87,896.16	TW1	IFPTE Local 21	DALZIEL	
KTOP	Cable TV Production Assistant	87,896.15	TW1	IFPTE Local 21	DALZIEL	
KTOP	Stage Manager	77,690.30	CON	UNREP	DALZIEL	
KTOP	Chief Engineer	96,912.37	TW1	IFPTE Local 21	DALZIEL	
KTOP	Cable TV Production Assistant	44,323.50	SC1	SEIU Local 1021	DALZIEL	
Mayor's Office	City Administrator Analyst	67,415.36	U31	CMEA	CLAY	
Mayor's Office	City Administrator Analyst	84,809.22	U31	CMEA	CLAY	
Mayor's Office	Administrative Assistant	69,041.76	U31	CMEA	CLAY	
Mayor's Office	Project Manager III	101,116.26	UM1	IFPTE Local 21	CLAY	
Neighborhood Services	Program Analyst III	82,827.16	TW1	IFPTE Local 21	DALZIEL	
Neighborhood Services	Community Services Coordinator	70,184.52	TW1	IFPTE Local 21	CLAY	
Parks and Rec	Assistant to the Director	105,807.00	UM1	IFPTE Local 21	DALZIEL	
Parks and Rec	Administrative Services Manager II	122,517.60	UM1	IFPTE Local 21	DALZIEL	
Parks and Rec	Director of Recreation Services	155,472.49	UK1	UNREP	DALZIEL	X
Police Services Agency	Neighborhood Services Coordinator	53,432.11	TW1	IFPTE Local 21	CCW	
Public Works	Interim Director	28,027.50	UK1	UNREP	DALZIEL	X
Public Works	Assist Director, Pub Works Agency	156,194.88	U31	CMEA	DALZIEL	X
Public Works	Manager, Building Services	130,841.52	UM1	IFPTE Local 21	DALZIEL	X
Public Works	Assistant Director	156,194.88	CON	UNREP	DALZIEL	

Public Works	Manager, Agency Administrative	131,663.16	UM1	IFPTE Local 21	DALZIEL	X
Public Works	Manager, Environmental Services	125,262.23	UM1	IFPTE Local 21	DALZIEL	X
Public Works	Administrative Services Manager II	116,087.90	UM1	IFPTE Local 21	DALZIEL	X
Public Works	Administrative Services Manager II	117,039.44	UM1	IFPTE Local 21	CCW	X
Public Works	Exec Asst to Agency Director	64,400.87	UM1	IFPTE Local 21	CCW	
Public Works	Solid Waste/Recycling Prog Sup	103,949.07	UM1	IFPTE Local 21	CCW	
Public Works	Environmental Program Supervisor	111,010.83	UM1	IFPTE Local 21	CCW	
Public Works	Project Manager II	116,872.90	UM1	IFPTE Local 21	CCW	X
Public Works	Electrical Engineer II	96,804.05	TF1	IFPTE Local 21	CCW	X

CITY OF OAKLAND



ADMINISTRATIVE INSTRUCTION

SUBJECT	CITY EMPLOYEE PARKING PRIVILEGES AT DOWNTOWN GARAGES	NUMBER	
REFERENCE		EFFECTIVE	
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, for downtown locations only.

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. In lieu of free parking privileges, eligible employees may opt to enroll in an available public transportation program provided by the City.

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.

Parking Privileges
Category I, cont.

- 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: Authorization for Parking Benefit Form

**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 #: _____	
Employee Parking Approved Under Qualifying Category (circle): I II III IV V VI VII	

Attachment C			
Agenda Report, April 27, 2010, Employee Parking Privileges			
Category/Comments	Dept	Classification	Garage
I - Elected/Appt	City Auditor	City Auditor	DALZIEL
I - Elected/Appt	City Clerk	City Clerk	DALZIEL
II - Staff to CAO	City Administrator	Assist to the City Administrator	CLAY
II - Staff to CAO	City Administrator	City Administrator Analyst	CLAY
II - Staff to CAO	City Administrator	Receptionist	CLAY
II - Staff to CAO	City Administrator	Assist to the City Administrator--Nuisance Abatement	CLAY
II - Staff to CAO	City Administrator	Public Information Officer	CCW
II - Staff to CAO	City Administrator	Exec Asst to City Administrator	CLAY
II - Staff to CAO	CEDA	Principal Financial Analyst	DALZIEL
II - Staff to CAO	City Administrator	Exec Asst to Asst City Administrator	CLAY
II - Staff to CAO	City Administrator	Assist to the City Administrator	CLAY
II - Staff to CAO	Neighborhood Services	Program Analyst III	DALZIEL
II - Staff to City Atty	City Attorney	City Attorney, Assistant	CLAY
II - Staff to City Atty	City Attorney	Legal Communications Officer	CLAY
II - Staff to City Atty	City Attorney	Deputy City Attorney V	CCW
II - Staff to City Atty	City Attorney	Manager, Agency Administrative	CLAY
II - Staff to City Atty	City Attorney	City Attorney, Assistant	CLAY
II - Staff to City Atty	City Attorney	Exec Asst to City Attorney	CLAY
II - Staff to City Atty	City Attorney	Manager, Legal Admin Services	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Councilmember's Assistant	CLAY
II - Staff to Council	City Council	City Councilmember's Assistant	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE 14	CLAY
II - Staff to Council	City Council	City Council PSE 14	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE 14, PPT	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE 14	CLAY
II - Staff to Council	City Council	City Council Admin Assistant	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE 14	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY

Category/Comments	Dept	Classification	Garage
II - Staff to Council	City Council	Senior Council Policy Analyst	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Council	City Council	City Council PSE-51	CLAY
II - Staff to Mayor	Mayor's Office	City Administrator Analyst	CLAY
II - Staff to Mayor	Mayor's Office	City Administrator Analyst	CLAY
II - Staff to Mayor	Mayor's Office	Administrative Assistant	CLAY
II - Staff to Mayor	Mayor's Office	Project Manager III	CLAY
III - Agency/Dept Dir	Contract & Purchasing	Director of Human Services	CLAY
III - Agency/Dept Dir	CEDA	Acting WIB Director	CLAY
III - Agency/Dept Dir	Human Resources	Director of Human Resources Mgmt	CLAY
III - Agency/Dept Dir	Ethics Commission	Exec Dir to Public Ethics Comm	DALZIEL
III - Agency/Dept Dir	Fire Department	Fire Chief	DALZIEL
III - Agency/Dept Dir	Public Works	Interim Director	DALZIEL
III - Agency/Dept Dir	FMA	Agency Director, FMA & Mgmt	CLAY
III - Agency/Dept Dir	DHS	Director of Human Services	DALZIEL
IV - Asst/Deputy/Division Dir	Information Technology	Manager, Information Systems	CCW
IV - Asst/Deputy/Division Dir	CEDA	Engineer, Civil Principal	CLAY
IV - Asst/Deputy/Division Dir	CEDA	Planner IV	DALZIEL
IV - Asst/Deputy/Division Dir	KTOP	Station Manager KTOP	DALZIEL
IV - Asst/Deputy/Division Dir	Information Technology	Manager, Information Systems	CCW
IV - Asst/Deputy/Division Dir	CEDA	Director of Building	DALZIEL
IV - Asst/Deputy/Division Dir	Fire Department	Manager, Emergency Services	CLAY
IV - Asst/Deputy/Division Dir	CEDA	Manager, Real Estate Services	CLAY
IV - Asst/Deputy/Division Dir	Information Technology	Project Manager III	CCW
IV - Asst/Deputy/Division Dir	Information Technology	Manager, Information Systems	CCW
IV - Asst/Deputy/Division Dir	Fire Department	Deputy Fire Chief	DALZIEL
IV - Asst/Deputy/Division Dir	Human Resources	Manager, Human Resources	CLAY
IV - Asst/Deputy/Division Dir	CEDA	Deputy Director, Comm & Econ Dev	CLAY
IV - Asst/Deputy/Division Dir	CEDA	Principal Civil Engineer	DALZIEL
IV - Asst/Deputy/Division Dir	Public Works	Assist Director, Pub Works Agency	DALZIEL
IV - Asst/Deputy/Division Dir	City Administrator	Deputy City Administrator	CLAY
IV - Asst/Deputy/Division Dir	FMA	Revenue & Tax Administrator	DALZIEL
IV - Asst/Deputy/Division Dir	City Attorney	Special Counsel	CLAY
IV - Asst/Deputy/Division Dir	CEDA	Assist Director, Pub Works Agency	DALZIEL
IV - Asst/Deputy/Division Dir	CEDA	CIP Coordinator	CLAY
IV - Asst/Deputy/Division Dir	City Administrator	Program Manager, Measure DD	DALZIEL
IV - Asst/Deputy/Division Dir	FMA	Manager, Parking	CLAY
IV - Asst/Deputy/Division Dir	Public Works	Manager, Building Services	DALZIEL
IV - Asst/Deputy/Division Dir	CEDA	Inspection Services Manager	DALZIEL
IV - Asst/Deputy/Division Dir	Information Technology	Manager, Information Systems	CCW
IV - Asst/Deputy/Division Dir	Public Works	Assistant Director	DALZIEL

Category/Comments	Dept	Classification	Garage
IV - Asst/Deputy/Division Dir	Budget Office	Budget Director	DALZIEL
IV - Asst/Deputy/Division Dir	FMA	Controller, Assistant	CLAY
IV - Asst/Deputy/Division Dir	Fire Department	Lieutenant of Fire Department	CLAY
IV - Asst/Deputy/Division Dir	CEDA	Engineer, Civil Principal	DALZIEL
IV - Asst/Deputy/Division Dir	CEDA	Information Technology Manager	DALZIEL
IV - Asst/Deputy/Division Dir	City Auditor	Assistant City Auditor	DALZIEL
V - Hiring Agreements	CEDA	Community Housing Services Manager	CLAY
V - Hiring Agreements	FMA	Manager, Claims & Risk	CLAY
V - Hiring Agreements	FMA	Human Resources Analyst, Sr	DALZIEL
V - Hiring Agreements	CEDA	Administrative Services Manager II	CCW
V - Hiring Agreements	Human Resources	Manager, Human Resources	DALZIEL
V - Hiring Agreements	FMA	Principal Financial Analyst	DALZIEL
V - Hiring Agreements	Public Works	Manager, Agency Administrative	DALZIEL
V - Hiring Agreements	Parks and Recreation	Director of Recreation Services	DALZIEL
V - Hiring Agreements	FMA	Manager, Treasury	CLAY
V - Hiring Agreements	Public Works	Manager, Environmental Services	DALZIEL
V - Hiring Agreements	Public Works	Administrative Services Manager II	DALZIEL
V - Hiring Agreements	City Administrator	City Administrator	CLAY
V - Hiring Agreements	Public Works	Administrative Services Manager II	CCW
V - Hiring Agreements	City Administrator	Assistant City Administrator	DALZIEL
V - Hiring Agreements	CEDA	Manager, Zoning	CCW
V - Hiring Agreements	Parks and Recreation	Administrative Services Manager II	DALZIEL
V - Hiring Agreements	Fire Department	Assistant to the Director	DALZIEL
V - Hiring Agreements	Human Resources	Manager, Human Resources	CLAY
V - Hiring Agreements	Parks and Recreation	Assistant to the Director	DALZIEL
V - Hiring Agreements	CEDA	Manager, Agency Administrative	DALZIEL
V - Hiring Agreements	FMA	Controller, Assistant	CLAY
V - Hiring Agreements	FMA	Administrative Services Manager II	DALZIEL
V - Hiring Agreements	FMA	Principal Financial Analyst	DALZIEL
VI - Vehicle required	CEDA	Urban Economic Analyst	DALZIEL
VI - Vehicle required	CEDA	Development/Redevelopment Pgrm MGR	CCW
VI - Vehicle required	CEDA	Budget & Operations Analyst	DALZIEL
VI - Vehicle required	CEDA	Urban Economic Analyst III	CCW
VI - Vehicle required	CEDA	Specialty Combination Inspector	CCW
VI - Vehicle required	CEDA	Specialty Combination Inspector	DALZIEL
VI - Vehicle required	CEDA	Traffic Engineering Tech, Senior (O)	CCW
VI - Vehicle required	CEDA	Monitoring & Evaluation Supervisor	CLAY
VI - Vehicle required	Public Works	Exec Asst to Agency Director	CCW
VI - Vehicle required	KTOP	Cable TV Operations Technician	DALZIEL
VI - Vehicle required	Public Works	Solid Waste/Recycling Prog Sup	CCW
VI - Vehicle required	CEDA	Watershed Program Supervisor	CCW
VI - Vehicle required	Police Services Agency	Neighborhood Services Coordinator	CCW

Category/Comments	Dept	Classification	Garage
VI - Vehicle required	CEDA	Development/Redevelopment Pgrm MGR	DALZIEL
VI - Vehicle required	CEDA	Specialty Combination Inspector	CCW
VI - Vehicle required	CEDA	Development/Redevelopment Pgrm MGR	CCW
VI - Vehicle required	CEDA	Urban Economic Coordinator	CLAY
VI - Vehicle required	CEDA	Real Estate Agent	CCW
VI - Vehicle required	Public Works	Environmental Program Supervisor	CCW
VI - Vehicle required	CEDA	Sr Constrction Inspector	DALZIEL
VI - Vehicle required	CEDA	Capital Improvement Project Coor	CCW
VI - Vehicle required	Budget Office	Budget & Operations Analyst	DALZIEL
VI - Vehicle required	CEDA	Engineer, Transportation	CCW
VI - Vehicle required	KTOP	Cable TV Operations Technician	DALZIEL
VI - Vehicle required	CEDA	Administrative Services Manager I	DALZIEL
VI - Vehicle required	CEDA	Real Estate Agent	DALZIEL
VI - Vehicle required	CEDA	Real Estate Agent	CCW
VI - Vehicle required	CEDA	Specialty Combination Inspector	CCW
VI - Vehicle required	CEDA	Real Estate Agent	CCW
VI - Vehicle required	Human Resources	Executive Assistant	DALZIEL
VI - Vehicle required	CEDA	Engineer, Civil Supv (Office)	CCW
VI - Vehicle required	FMA	Parking Enforcement Supervisor I	DALZIEL
VI - Vehicle required	CEDA	Specialty Combination Inspector	CCW
VI - Vehicle required	CEDA	Capital Improvement Project Coor	CCW
VI - Vehicle required	CEDA	Engineer, Civil Supv (Office)	CCW
VI - Vehicle required	Neighborhood Services	Community Services Coordinator	CLAY
VI - Vehicle required	City Auditor	Exeuctive Assistant of the City Auditor	DALZIEL
VI - Vehicle required	CEDA	Engineer, Civil Supervising (Field)	CCW
VI - Vehicle required	CEDA	Capital Improvement Project Coor	CCW
VI - Vehicle required	Public Works	Project Manager II	CCW
VI - Vehicle required	KTOP	Cable Production Assistant	DALZIEL
VI - Vehicle required	Budget Office	Budget & Operations Analyst	CLAY
VI - Vehicle required	KTOP	Cable TV Production Assistant	DALZIEL
VI - Vehicle required	KTOP	Cable TV Production Assistant	DALZIEL
VI - Vehicle required	KTOP	Crew Chief Cable TV Operations	DALZIEL
VI - Vehicle required	CEDA	Urban Economic Analyst IV	DALZIEL
VI - Vehicle required	CEDA	Support Services Supervisor	CLAY
VI - Vehicle required	CEDA	Capital Improvement Project Coor	CCW
VI - Vehicle required	CEDA	Real Estate Agent	DALZIEL
VI - Vehicle required	CEDA	Specialty Combination Inspector	DALZIEL
VI - Vehicle required	CEDA	Administrative Services Manager II	CLAY
VI - Vehicle required	CEDA	Urban Economic Analyst IV, Projects	CCW
VI - Vehicle required	CEDA	Management Assistant	CLAY
VI - Vehicle required	CEDA	Capital Improvement Project Coor	CCW
VI - Vehicle required	KTOP	Cable TV Production Assistant	DALZIEL

Category/Comments	Dept	Classification	Garage
VI - Vehicle required	Budget Office	Financial Analyst	DALZIEL
VI - Vehicle required	KTOP	Cable-TV Production Assistant	DALZIEL
VI - Vehicle required	CEDA	Project Manager II	CCW
VI - Vehicle required	Budget Office	Principal Financial Analyst	DALZIEL
VI - Vehicle required	KTOP	Stage Manager	DALZIEL
VI - Vehicle required	CEDA	Principal Inspection Supv	CCW
VI - Vehicle required	City Administrator	Program Director	DALZIEL
VI - Vehicle required	CEDA	Construction Inspector Sup (Field)	CCW
VI - Vehicle required	CEDA	Capital Improvement Project Coor	CCW
VI - Vehicle required	CEDA	Program Analyst III	CLAY
VI - Vehicle required	CEDA	Engineer, Transportation Supv	CCW
VI - Vehicle required	KTOP	Chief Engineer	DALZIEL
VI - Vehicle required	KTOP	Cable TV Production Assistant	DALZIEL
VI - Vehicle required	CEDA	Real Estate Agent	CCW
VI - Vehicle required	CEDA	Principal Inspection Supv	CCW
VI - Vehicle required	Public Works	Electrical Engineer II	CCW
VI - Vehicle required	Budget Office	Financial Analyst	DALZIEL
VI - Vehicle required	FMA	Tax Respresentative II	DALZIEL
VI - Vehicle required	CEDA	Film Coordinator	DALZIEL

Attachment D

CITY OF OAKLAND
Memorandum

To: Agency Directors/Department Heads
From: Robert Bobb, City Manager
Date: October 24, 2000

Re: City of Oakland Parking Policy

The following outlines the new City of Oakland Parking Policy. This Policy should be used to determine if an employee is eligible to receive parking as an employee privilege. All Agency Directors and Department Heads should review this information and be cognizant of its parameters when requesting parking for new or existing staff. Please note that those staff members who currently have parking as of the date of this memo but who do not currently fall within these guidelines will be allowed to keep their parking privileges.

City of Oakland Parking Policy

City Employees will be eligible to receive parking as an employee benefit if they meet one of the following criteria:

- Employees whose *pay grade is 22* and above and who work in the downtown area, or
- Employees with technical positions whose responsibilities require them to perform site visits *more than 50%* of the time. These positions should be reviewed by the department/agency to ensure that the vehicle is used at least 50% of the time and then submit request to the City Manager's Office for approval and assignment.

Note: Employees with technical positions whose responsibilities require them to use their vehicles *less than 50%* of the time have the option of using their own vehicle or pool cars. The City is not obligated to provide parking for their use. Staff should review AI 4403 (revised October 1, 2000) regarding the rental of privately owned vehicles from city officials and associates for the purpose of conducting city business and adhere to all instructions outlined in that Administrative Instruction.

- Management employees (Rep unit M) whose pay grade is between 16 and 21 will be provided parking on a case by case basis. In these cases, departments must first review the job requirements and evaluate the level of responsibilities assigned to the position, i.e. if required to travel to meetings; attend early morning/late night meetings and site-visits; and/or represent the City Manager/Agency Director and/or perform other associated work where a City pool car would not suffice. If after review it is determined that the employee is eligible for parking the department/agency would forward the request and justification to the City Manager's Office for review.

Those who are not eligible for parking should be aware that the City has a fleet of pool cars for general City use and each department has a number of pool cars that are generally used for staff whose responsibilities require them to work off-site. All departments are required to have a maintenance schedule for these vehicles, (oil change, brake checks, fluid checks, etc.) that is in place and is verifiable for maximum usage.