

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

2009 DEC 22 PM 5:44

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: FMA/Parking Operations  
DATE: January 12, 2010

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

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**SUMMARY**

In order to maximize efficiencies and accountability, and to comprehensively plan and manage capital improvements to the garages and lots, the City consolidated parking operation responsibilities under the Parking Division as of July 1, 2009. One of the areas reviewed as part of this consolidation is free parking practices for employees. 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. Moreover, the practice has never been translated into a clearly articulated and transparent policy.

The attached draft Administrative Instruction (AI) is being presented at Committee for discussion by all interested parties. The draft AI sets forth the proposed City policy on employee and City official parking privileges. Additionally, this report discusses staff's recommendations to move all employees currently parking in the Clay Street garage to the Clay Street garage basement, or to the Dalziel or City Center West garage based on parking availability.

**FISCAL IMPACT**

The City could potentially realize additional revenues if the implementation of the parking policy results in the freeing up of parking spaces that could be used for general public parking. Moreover, additional public parking spaces would become available as a result of moving employees from the upper floors of the Clay Street garage to the basement of that garage, to the Dalziel Building garage or City Center West, or no longer providing free parking to employees that do not qualify under one of the categories identified in the Administrative Instruction.

Revenue from additional parking spaces in the Clay Street garage could be generated by leasing those spaces to monthly paid parkers or through hourly parking. The amount of potential revenue that could be realized is impossible to estimate at this time. The impact will be analyzed after the implementation of the proposed policies.

## **DISCUSSION**

### A. Proposed Policy

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 Administrative Instruction that provides departments with guidelines on which employees qualify for free parking and how free parking should be awarded (see attached Administrative Instruction). 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 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.

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.

### B. Impact On Employees

Currently, there are 50 employees with parking privileges in the Clay Street garage, 33 spaces for elected officials and their staff, plus 31 unused reserved spaces in the basement of Clay Street. There are 20 spaces reserved for employees in the Dalziel Building garage plus one elected official; and 102 spaces reserved for City employees in the City Center West garage plus two elected official. The remainder of the spaces (i.e. 227 for City vehicles), while not incurring

a direct expense, potentially reduce revenue generated from monthly or hourly parkers to whom those spaces are unavailable.

	Dalziel	Clay	CCW	Total
<b>Total Spaces</b>	<b>213</b>	<b>330</b>	<b>1461</b>	<b>2004</b>
Spaces Reserved for City Employee Parking	20	50	102	172
Spaces Reserved for Elected Officials & Staff	1	33	2	36
Vacant Reserved Space (Clay basement)	-	31	-	31
City Operations Vehicles (no payment)	18	4	205	227
Reserved Monthly (paid)	52	31	500	583
<b>Available to Paying Public/Visitors</b>	<b>122</b>	<b>181</b>	<b>652</b>	<b>955</b>

#### Next Steps

The City will review the list of employees currently receiving parking privileges to determine if they qualify under one of the categories identified in the draft Administrative Instruction. All employees with approved parking privileges currently parking in the Clay Street garage will be relocated to the basement, or reassigned to the Dalziel garage or City Center West garage based on parking availability.

To implement the Administrative Instruction once it has been approved:

1. Staff will review which employees would be impacted by the policy, either through the loss of parking privileges or re-location to another garage, and will hold a meet and confer with the Unions that represent the impacted employees.
2. After January 12, 2010, drivers entering the Clay Street garage with a parking access card will be handed a flyer and an employee parking application form by the garage parking attendant. A sign will be posted in the Clay Street garage notifying employees of the new employee parking policies.
3. City employees will fill a new application and submit for Department Head and City Administrator approval.
4. Parkers with approved parking forms will turn in their old parking access card and be issued a new parking access card.
5. All new approved parking will be issued for the basement of the Clay Street garage based on the parking privilege categories described in the Administrative Instruction.
6. Employees who cannot be accommodated in the basement of the Clay Street garage will be moved to Dalziel or City Center West if Dalziel cannot accommodate additional parkers.
7. All City vehicles (except building maintenance vans and surveyor vans) will be moved to the City Center West garage.
8. Implementation of the new parking policy, including issuance of new parking access cards, is anticipated to be completed by April 1, 2010.

#### **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 in the draft Administrative Instruction regarding City Officials' and employee parking privilege policy, and moving employees with parking privileges to the basement of the Clay Street garage, to the Dalziel Building garage or to the City Center West garage..

## ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that Council accept staff's recommendations.

Respectfully submitted,

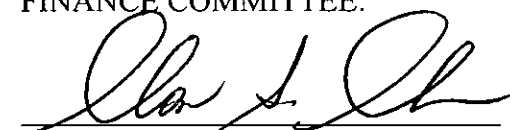


Noel Pinto  
Parking Operations Manager

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

Attachment – Administrative Instruction re: City Employee Parking Privileges

APPROVED AND FORWARDED TO THE  
FINANCE COMMITTEE:

  
Office of the City Administrator

Item: \_\_\_\_\_  
Finance and Management Committee  
January 12, 2010

# CITY OF OAKLAND



## ADMINISTRATIVE INSTRUCTION

SUBJECT	CITY EMPLOYEE PARKING PRIVILEGES	NUMBER	
REFERENCE		EFFECTIVE	February 1, 2010
SUPERSEDE	N/A		
DRAFT – for discussion purposes			

### 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

Parking Privileges  
Category I

#### Definition

Elected and Appointed Officials:

- a) Council – one free on-street parking spot and one 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 parking spot per Council office for assigned staff in Clay Street, basement level.
- b) Mayor – seven assigned 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 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.

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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)

<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
<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.*

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