

**OFFICE OF THE MAYOR**  
**ADMINISTRATIVE ORDER 2007-03**

**AN ADMINISTRATIVE ORDER TO ESTABLISH RATES FOR THOSE PARKING LOTS AND DECKS SERVING CITY HALL ; TO ESTABLISH WHICH LOTS AND DECKS SHALL BE USED TO SERVE CITY HALL FOR AUTHORIZED USERS INCLUDING CITY STAFF, EMPLOYEES AND ADMINISTRATORS; TO ESTABLISH THAT THE OFFICE OF ENTERPRISE ASSETS MANAGEMENT IN THE DEPARTMENT OF EXECUTIVE OFFICES REGISTER AUTHORIZED USERS, TO AUTHORIZE THAT THE FINANCE DEPARTMENT ESTABLISH PAYROLL DEDUCTIONS FOR PARKING LOTS AND DECKS FEES FOR THOSE CITY STAFF, EMPLOYEES, AND ADMINISTRATORS WHO WISH TO PARTICIPATE; TO ESTABLISH THAT THE OFFICE OF ENTERPRISE ASSETS MANAGEMENT AS THE ADMINISTRATOR OF THE PARKING PROGRAM; TO AUTHORIZE THE FINANCE DEPARTMENT TO ESTABLISH ACCOUNTS FOR COLLECTED FEES AND PAYMENTS OF COSTS AND EXPENSES, AND FOR OTHER PURPOSES.**

**WHEREAS**, the City does not currently have a standard policy regarding parking allocation and fees for City employees, which has led to inequitable practices in allocating spaces and charging employees; and

**WHEREAS**, the provision of parking and parking security services by the City is not cost-free and is currently subsidized through general revenues of the City; and

**WHEREAS**, the City has an interest in promoting environmentally conscious commute alternatives such as MARTA and vanpooling, carpooling and healthful choices such as walking in lieu of encouraging single occupancy automotive travel; and

**WHEREAS**, it is the ultimate responsibility of staff, administrators and employees to secure and pay for their own parking; and

**WHEREAS**, the Office of Enterprise Asset Management in the Department of Executive Offices is charged with the responsibility of administering the registering of parking lot permits to those Authorized Users for use of City owned or leased lots; and monitoring changes, and acting as liaison between the City of Atlanta and the parking management company.

\_\_\_\_\_  
Date 11/29/07

**WHEREAS**, the Finance Department is charged with the responsibility for administering the payroll deductions from City employees; and

**WHEREAS**, the Mayor recognizes the importance of a coordinated parking plan and system for City staff, administrators and employees who choose to participate; and

**WHEREAS**, an analysis was performed on the parking lot supply and demand in the area around City Hall by Walker Parking Consultants to determine, among other things, current market rates for parking in the vicinity of City Hall.

**NOW, THEREFORE, BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF ATLANTA**, pursuant to Sections 3-104 of the City of Atlanta Charter, 1996 GEORGIA LAWS P. 4469, *et seq.*, and Section 3-302 of the Charter, it is hereby ordered as follows:

**Section 1:** That the Office of Enterprise Asset Management, in the Department of Executive Offices shall implement a process by which all Authorized Users parking on a City owned or leased parking lot and deck shall register with the Office of Enterprise Asset Management. Those Authorized users, including City staff, employees and administrators, who have registered will be given new hang tags, permits or cards (as needed) with a lot assignment. Authorized Users shall pay a set fee of thirty five dollars (\$35.00) per month for parking, said money to be deducted from the employees pay check on a monthly basis. The tags, permits or cards are not transferrable.

**Section 2:** That parking passes for the new Government Center parking deck shall be offered to those staff, employees and administrators selected by each department on an as needed basis.

**Section 3.** That the Office of Enterprise Asset Management is responsible for administering the registering of parking lot and deck permits to those Authorized Users for use of City owned or leased lots and decks; monitoring changes, and acting as liaison between the City of Atlanta and the parking management companies.

**Section 4:** That the Office of Enterprise Asset Management may assign spaces at its sole discretion and may revoke any permits at its sole discretion. Authorized Users have no rights, title or interests of any kind to any parking permit, space, lot, or deck. The parking permit, space, lot, and deck shall be for the exclusive use of the Authorized Users and issued for such periods as the Office of Enterprise Asset Management deems appropriate.

**Section 5:** That any modification to the parking rate shall be set by ordinance of the City Of Atlanta, and that Authorized Users are on notice that said rate may change at any time in the future.

**Section 6:** That the Finance Department shall facilitate a payroll deduction every month commencing July 1, 2008 for parking fees in accordance with the rate which is determined by ordinance of the City of Atlanta for those Authorized Users who choose to participate. These

fees shall be placed into an account established by the Finance Department as authorized by City policy for payments of costs, expenses and other purposes.

**Section 7:** That the City Of Atlanta elected officials shall be exempt from the herein-above mentioned fees and payroll deductions.

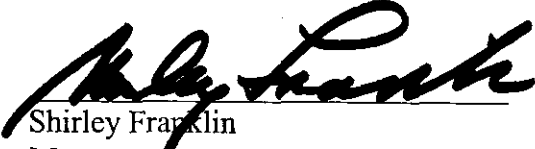
**Section 8:** That the City of Atlanta, its departments, agencies, staff, employees and administrators are under no obligation, charge or responsibility to locate parking for any City staff, employees, or administrators.

**Section 9:** That the City, its departments, agencies and employers shall not be responsible for the security of cars parked in the City's owned or leased lots.

**Section 10:** Cars improperly registered, left overnight, on weekends or beyond the time allotted for Authorized Users may be booted or towed at owner's expense.

**Section 11:** This Administrative Order shall remain in effect until rescinded by the Mayor.

**SO ORDERED** this day of November 19 , 2007.

  
Shirley Franklin  
Mayor

ATTEST:

  
Municipal Clerk