

REPORT OF GENERAL MANAGER

NO. 05-228

DATE August 9, 2005

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESOLUTION AUTHORIZING STAFF PARKING REIMBURSEMENTS

J. Combs	_____	*H. Fujita	<u>df.</u>
S. Huntley	_____	B. Jensen	_____
J. Kolb	_____	F. Mok	_____
K. Regan	_____	M. Shull	_____

Robert H. Jensen (for)
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board adopt a resolution authorizing the Chief Accounting Employee to partially reimburse the monthly parking fees of full-time Department employees who are not able to obtain parking at the Garland Building from the City's Commute Options and Parking Section.

SUMMARY:

The Department's lease of space in the Garland Building includes the provision of 105 parking spaces for its employees. The assignment of these parking spaces is administered by the City Personnel Department's Commute Options and Parking Section. The number of full-time Department employees that both work and wish to park at the Garland Building already exceeds the number of available spaces under the lease and this number is only expected to continue to grow during Fiscal Year 2005-2006.

Currently, 105 spaces were allocated to the Department for employees to park at the Garland Building at an "out-of-pocket" cost of \$44 per month each. While the Department's lease only provides for these 105 parking spaces that are assigned and administered by the Commute Options and Parking Section, individuals can independently purchase parking at the Garland Building at a cost of \$70 per month from Ampco System Parking, the Garland Building's contract parking administrator.

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For the purpose of ensuring that all full-time Department employees that both work and wish to park at the Garland Building are treated equally, it is proposed to reimburse each Department employee, who is not able to obtain parking via the program administered by the Commute Options and Parking Section, the sum of \$26 per month whenever he or she privately purchases monthly parking at the Garland Building from Ampco System Parking.

Therefore, staff recommends that the Board of Recreation and Park Commissioners adopt the following resolution:

BE IT RESOLVED, that the Board authorizes the Chief Accounting Employee to reimburse those full-time employees not able to obtain monthly parking at the Garland Building from the City the sum of \$26 per month (or whatever the difference may be at any given time between the amount that employees pay the City for individual monthly parking at the Garland Building as assigned and administered by the Commute Options and Parking Section, and the amount charged individuals by Ampco System Parking for monthly parking at the Garland Building) upon submission, review, and approval of acceptable proof of expenditure for monthly parking.

FISCAL IMPACT STATEMENT:

Based on the current parking costs, it is estimated that annual parking reimbursements under this resolution will not exceed \$24,000. Funding for reimbursements is available in Fund No. 302/88, Account No. 6010 (Office and Administrative Expense).

Prepared by Gary Hill, Personnel Analyst II, Human Resources Division