

# CITY OF OAKLAND

## AGENDA REPORT

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2008 JUN -5 AM 10:42

TO: Office of the City Administrator  
ATTN: Deborah Edgerly  
FROM: Community and Economic Development Agency  
DATE: June 11, 2008

RE: **Action On A Report Discussing the Number and Cost of City Paid Parking Spaces for City Employees**

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### SUMMARY

At the April 28, 2008 Rules Committee meeting, staff was directed to prepare a report discussing the number and cost of City-paid parking spaces for City employees. This report responds to this request and presents pertinent information.

### FISCAL IMPACT

Parking for 206 City employees represents potential uncollected revenue to the City's Multi Purpose Reserve Fund (Fund 1750) This amount, if collected, would come from respective City departments, whose employees are provided with parking.

### BACKGROUND

#### City Garages

The City owns several garages in the downtown area which provide parking for customers and employees of local businesses and the various City agencies in the City Center complex. These garages are operated under contract by parking management firms, with management and oversight of the garages performed by CEDA Transportation Services Division.

Parking at three of the downtown garages is provided to City employees based on practices and protocols established through Administrative Instructions and directives from city administration. Individual parking benefits are provided with approval by the City Administrator's Office.

Currently, 0.5 full-time equivalents (FTE) of an engineering technician is dedicated to managing and monitoring garage and parking lot operations. Historically, parking management staff consisted of 2.5 FTE, including a full-time parking manager, a senior-level parking technician, and a half of a position devoted to fiscal oversight. Most of these positions were eliminated in the late 1990's due to budget cuts, and have not been restored.

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Revenues from the garages are deposited into Fund 1750 (Multi Purpose Reserve Fund), which funds operating costs within CEDA and may be used to fund capital improvements to the garages.

**KEY ISSUES AND IMPACTS**

**Cost of Parking**

Currently, the City provides free or low-cost parking for elected officials and their staff, eligible employees and pool vehicles at three downtown garages: 1) the Clay Street Garage immediately behind City Hall, at Clay Street and 14<sup>th</sup> Street; 2) the Dalziel Garage, in the basement of 250 Frank Ogawa Plaza; and 3) the City Center West Garage, on 12<sup>th</sup> Street between Jefferson Street and Martin Luther King, Jr. Way. A summary of available parking spaces and those currently assigned to employee parking is shown below:

Facility	Total Spaces	Elected Officials	Pool Vehicles	Employees	Total City Parkers	%
Clay St. Garage	335	42	6	54	102	30
Dalziel Garage	213	3	7	26	36	17
City Center West	1461	0	199	126	325	22
Totals:	2009	45	212	206	463	23

Employer-provided parking is also available to employees at satellite locations such as the corporation yards at Edgewater Drive and Coliseum Way.

Currently, revenues are not collected from City departments for providing parking to employees, with the exception of a nominal \$22.00 per vehicle at the Clay Street Garage, which is paid from the Vehicle Equipment Fund to Fund 1750. At the current monthly parking rates (\$180.00 per space at Clay and Dalziel, and \$200.00 at City Center West), the potential uncollected revenue represents \$38,412.00 per month, or \$460,944.00 per year for providing parking to City employees. If this money were collected, it would likely come from the respective departments operating budgets and deposited into Fund 1750.

Administrative Instruction (AI) 4403 sets forth the City’s policy for vehicle allowance for eligible elected officials and employees. Separately, a memorandum dated October 24, 2000 from former City Manager, Robert Bobb, sets forth policy for parking eligibility (see attached). In accordance with this policy, certain employees are eligible to receive parking as an employee benefit, specifically:

- Employees whose pay grade is 22 and above and work in the downtown area
- Employees with technical positions whose responsibilities require them to perform site visits more than 50% of the time, and
- Management employees whose pay grade is between 16 and 21, and demonstrate a specific need for parking on a case-by-case basis.

Through procedures outlined by these two documents, eligible participants receive a monthly allowance for use of their private vehicle to perform City business and are provided a parking space. Although these documents provide guidance, they include subjective criteria and have at times been applied inconsistently: AI 4403 also provides for direct reimbursement of non-vehicle expenses, such as parking fees and bridge tolls.

Staff from the City Administrator's Office and CEDA Transportation Services have been reviewing AI 4403 and current parking policy. This review has included consideration of alternatives that would allow employees more flexibility in transportation choices, including transit passes, bicycling, carpooling as well as single occupant vehicle usage. Changes in policy would factor in the need and frequency for employees to use their personal vehicles for City business, the availability of alternative transportation, and the overall cost to the City. Since this review began, the City Administrator has requested that additional parking assignments be frozen pending completion of that review. New parking assignments have been issued only on a case-by-case basis upon approval by the City Administrator's Office.

#### **SUSTAINABLE OPPORTUNITIES**

*Economic:* The information presented in this report will allow for further discussion as to the policy for pricing of City employee parking at City-owned garages.

*Environmental:* There are no direct environmental opportunities contained in this report. However, revisions to the City's policies may lead to a reduction in single occupant vehicle usage.

*Social Equity:* No social equity opportunities have been identified.

#### **DISABILITY AND SENIOR CITIZEN ACCESS**

There are no disability or senior citizen issues addressed in this report.

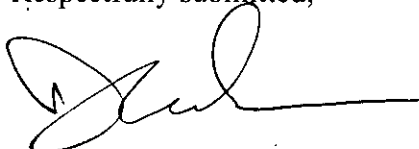
#### **RECOMMENDATION AND RATIONALE**

Staff recommends acceptance of this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council accept the report.

Respectfully submitted,

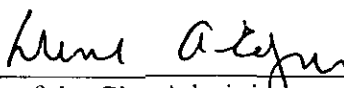


\_\_\_\_\_  
Dan Lindheim, Director  
Community & Economic Development Agency

Reviewed by:  
Michael J. Neary, P.E.  
Deputy Director  
Community & Economic Development Agency

Prepared by:  
Wladimir Wlassowsky, P. E.  
Transportation Services Division Manager

APPROVED AND FORWARDED TO  
THE CITY COUNCIL:

  
\_\_\_\_\_  
Office of the City Administrator

**ATTACHMENTS**

- A. Administrative Instruction 4403
- B. City of Oakland Parking Policy (October 24, 2000, from Robert Bobb, City Manager)

**CITY of OAKLAND  
ADMINISTRATIVE INSTRUCTION**

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Subject:	AUTOMOBILE ALLOWANCE	Number:	4403
References:	AI 120, AI 528, AI 4405	Effective Date:	October 1, 2000
Supersedes:	AI 4403, dated December 1, 1996	Responsible Agency:	Public Works Agency

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**I Policy**

The City shall provide for the rental of privately owned vehicles from City officials and associates who remain in compliance with the terms and conditions of this Instruction.

**II Purpose**

To facilitate the transportation of City officials and associates conducting City business, such as attending community meetings, professional training and development, off-site inspections and field work, and other officially sanctioned City business.

**III Definitions**

<u>Term</u>	<u>Definition</u>
Category I	Includes the Mayor, Vice Mayor, City Council Members, City Manager, City Attorney and City Auditor.
Category II	Includes designated associates in Units UK1, UM1, U31, and U41, including City Manager's executive staff, agency heads, department heads, assistant or deputy agency directors, division managers and others as recommended by the Agency Director or Department Head. The approving authority is the City Manager, or the City Attorney or City Auditor for associates within their departments.
Category III	Includes associates whose work assignment requires the use of a personal vehicle on a regular basis. The approving authority is the Agency Director or Department Head; or the City Attorney or City Auditor for associates within their departments.
Category IV	Includes associates who drive their personal vehicles on an intermittent or occasional basis. The approving authority is the Agency Director or Department Head, City Attorney or City Auditor.

**IV Procedures and Guidelines****A. General Policy Terms and Conditions**

1. The rental of a private vehicle for use on official City business is based upon need and the economic benefit to the City.
2. All participating City officials and associates must maintain a valid driver's license and a current automobile liability insurance policy as a condition of continued eligibility to receive an automobile allowance.
3. All City officials and associates receiving an automobile allowance, in any category, must comply with AI 4405, DMV Pull Notice Program.
4. The City is not responsible for any costs of operation, repair or damage, or payment of insurance deductibles to a rented personal vehicle. Non-vehicle expenses such as parking fees, bridge tolls, etc., while conducting City business are reimbursable through the associate's department accounting unit.
5. Categories I, II and III: City officials and associates may use their approved vehicle for City business trips more than 75 miles beyond the boundary lines of the City of Oakland. Travel reimbursement is based upon an equivalent round-trip economy class airfare cost. Use travel authorization and expense forms in accordance with AI 120, Travel on City Business.
6. Automobile allowance payments will commence as of the effective date of authorization. Note that no Agency or Department director is authorized to give an associate permission to use his/her private vehicle before final approval has been granted by the approving authority.
7. City officials and associates shall report any vehicle related accidents that occur while on City business on Driver Report Form 600-161. To obtain a copy of the form, and information on completing and submitting the form, City officials and associates should call the City Attorney's Office, Claims Division, phone number 238-3364.
8. Use of a motorcycle (or other motorized vehicle with less than four wheels) is prohibited in the course of conducting City business.
9. Vehicle operators must comply with all vehicle codes during the course of conducting City business.

**B. Automobile Allowance Approval**

Responsible Party	Action
City Official or Associate	<ol style="list-style-type: none"> <li data-bbox="695 428 1421 701">1. Submits "Authorization for Automobile Allowance" (Exhibit 1) with: 1) evidence of automobile liability insurance in the minimum amounts of \$100,000 per individual; \$200,000 per accident; and \$25,000 property damage; and 2) a photocopy of a valid California driver's license to the Insurance Administration Division, Office of Personnel, for approval.</li> <li data-bbox="695 737 1421 800">2. If approved, submits Authorization for Automobile Allowance to agency director or department head.</li> </ol>
Agency Director or Department Head	<ol style="list-style-type: none"> <li data-bbox="695 842 1421 940">1. Reviews and approves Authorization for Automobile Allowance for associates in Categories III and VI. Returns approved form to the associate.</li> <li data-bbox="695 976 1421 1108">2. If recommending approval of Category I or II, forwards the signed authorization form to the City Manager; or to the City Attorney or City Auditor for associates in their departments.</li> </ol>
City Manager, City Attorney, City Auditor	<ol style="list-style-type: none"> <li data-bbox="695 1144 1421 1310">1. Reviews and approves the Authorization for Allowance for associates in Category I or II. Forwards original of approved form to Human Resource Operations, Office of Personnel and returns a copy of the form to the requesting Agency or Department.</li> </ol>

**C. Automobile Allowance Payment Processing – Category I and II**

Human Resource Operations	<ol style="list-style-type: none"> <li data-bbox="695 1411 1421 1719">1. Establishes and coordinates automatic payments to associates through the payroll system. Payments will be received the first pay period of each month for the current month.  Initial Authorization for Automobile Allowance requests with an effective date between the first of the month and the fifteenth of the month will receive the full monthly reimbursement.</li> </ol>
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Initial Authorization for Automobile Allowance requests with an effective date between the sixteenth of the month and the thirty-first of the month will receive one-half of the monthly reimbursement.

**D. Automobile Allowance Payment Processing – Category III and IV**

Associate

1. Initially submits approved Authorization for Automobile Allowance request to agency or department accounting representative designated to process automobile allowance payments.

Initial Authorization for Automobile Allowance requests with an effective date between the first of the month and the fifteenth of the month will receive the full monthly base reimbursement. Initial Authorization for Automobile Allowance requests with an effective date between the sixteenth of the month and the thirty-first of the month will receive one-half of the monthly base reimbursement.

2. Monthly, completes Automobile Trip Log (Exhibit II) and Automobile Expense Claim form (Exhibit III). All miles driven on City business must be reported in detail on the Log. Commuting to and from work on assigned work days cannot be claimed.
3. Submits the Automobile Trip Log and Automobile Expense Claim form to Department Head for approval and forwarding to the agency or department representative designated to process such claim forms.

Agency or  
Department  
Designated  
Representative

1. Initially submits approved Authorization for Automobile Allowance request to the Financial Services Agency, Accounts Payable Division.
2. Ensures that the Automobile Expense Claim form is completed correctly and forwarded to the Financial Services Agency, Accounts Payable Division. All associates approved for Categories III and IV will receive payment through the vendor payment system.



3. Sets up supplier number for associates filing for claims for the first time.
4. Ensures that funds are available to pay for claims.

**E. Discontinuance of Automobile Allowance**

1. The automobile allowance for City officials and associates shall be discontinued for failure to comply with the provisions of AI 4403, Automobile Allowance and/or AI 4405, DMV Pull Notice Program.
2. Automobile allowance shall be discontinued when a change in employment status removes or transfers a City official or associate from a qualifying position.

**F. Additional Information**

1. Rates

Category I rates are established by City Council Resolution. Auto Allowance rates for Categories II, III, and IV are established by the City Manager. The following categories and rates apply:

Category I (per month)

Mayor	\$600
Vice Mayor	\$575
City Councilmembers	\$550
City Manager	\$750
City Attorney	\$550
City Auditor	\$550

Category II (per month)

Designated associates in Units UK1, UM1, U31 & U41	\$350
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Category III (per month)

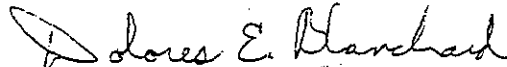
Designated associates in Unit UH1, UM1 U31 & TM1	\$125 + IRS rate per mile
Other designated associates	\$ 95 + \$0.27/mile

Category IV (per month)

Designated associates	IRS rate per mile
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2. Tax Reporting

Fixed rate monthly automobile allowances paid to City officials and associates in Categories I and II, are considered as reportable income and are subject to federal and state withholding. Actual expenses may be claimed as an itemized expense on federal and state taxes. City officials and associates must apply the current federal and state tax regulations to their individual tax circumstances.



ROBERT C. BOBB  
City Manager

Attachments (3)

**CITY OF OAKLAND**  
**AUTHORIZATION FOR AUTOMOBILE ALLOWANCE**  
*Please refer to AI 4403 for Instructions*  
*(Please print or type)*

<p>Associate Name (last, first, middle initial) _____</p> <p>Job Title _____ Rep Unit _____</p> <p>Agency/Department/Section _____</p> <p>Driver's License # _____ Expiration Date _____</p>	<p>Check one:  <input type="checkbox"/> New Authorization  <input type="checkbox"/> Additional  <input type="checkbox"/> Replacement                  (Old Vehicle License # _____)</p> <p>Category requested: _____</p> <p>Estimated mileage/month: _____                  (Categories III and IV)</p>
<p>Carrier: _____ Insurance _____</p> <p>Policy #: _____</p> <p>Expiration Date: _____</p> <p><small>In the event of insurance cancellation or non-compliant insurance coverage as specified in AI 4403, the associate must notify his/her supervisor.</small></p> <p><input type="checkbox"/> Valid California Driver's License  <input type="checkbox"/> Insurance complies with City requirements</p> <p>Insurance Administration Division _____ Date _____</p>	<p align="center"><b>Vehicle Description</b></p> <p>Year _____</p> <p>Make _____</p> <p>Model _____</p> <p>License No. _____</p>
<p><b>Approval for Categories I and II:</b></p> <p>Associate Signature _____ Date _____</p> <p>Agency/Department Head _____ Date _____</p> <p>City Manager/City Attorney/City Auditor _____ Date _____</p>	<p><b>Approval for Categories III and IV:</b></p> <p>Associate Signature _____ Date _____</p> <p>Agency/Department Head _____ Date _____</p>
<p>Effective Date of Authorization _____</p>	<p><small>Initial Authorization for Automobile Allowance requests with an effective date between the first of the month and the fifteenth of the month will receive the full monthly reimbursement. Initial Authorization for Automobile Allowance requests with an effective date between the sixteenth of the month and the thirty-first of the month will receive one-half of the monthly reimbursement.</small></p>





City of Oakland  
AUTOMOBILE EXPENSE CLAIM

FOR ACCOUNTING USE ONLY
Batch #

Month/Year:	Associate:	Rep Unit:	Agency/Department:	Supplier No.:
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Check category. Enter only City business miles. Calculate amount. Attach automobile trip log.	AMOUNT
<input type="checkbox"/> CATEGORY III \$ 95/month plus \$0.27/mile x _____ miles traveled.	
<input type="checkbox"/> CATEGORY III \$125/month plus \$0.325/mile x _____ miles traveled.	
<input type="checkbox"/> CATEGORY IV \$0.325/mile x _____ miles traveled.	
<input type="checkbox"/> Incidental Reimbursable Expenses (parking meter, tolls, etc.)	
<b>TOTAL</b>	

Dist	Amount	Entry/Fund	Organization	Account	Project	Program	Dept Specific
1							
2							
3							

I declare that I have a current valid driver's license and that I have City-required personal liability and property damage insurance in effect.

Approved: \_\_\_\_\_  
Department Head

Associate: \_\_\_\_\_

Accounts Payable/Entered by: \_\_\_\_\_

Send original to Accounts Payable, Yellow to Department, Pink to Associate

CITY OF OAKLAND  
Memorandum

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

Re: City of Oakland Parking Policy

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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.