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**Title:** CONSIDER APPROVAL OF THREE FULL-TIME CITY EMPLOYEES TO PERFORM PARKING ENFORCEMENT SERVICES, INCLUDING APPROVAL FOR VEHICLES AND UNIFORMS (CITY COUNCIL)

**Sponsors:** Community Services

**Indexes:**

**Code sections:**

**Attachments:** 1. Ex. No. 1 - Parking Control Officer Job Specs, 2. Ex. No. 2 - Cost of Parking Control Officers, first year, 3. Ex. No. 3 - Number of Citations and Corresponding Revenue, 4. Ex. No. 4 - Parking Enforcement Survey

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, April 19, 2016

Discussion

**SUBJECT:**

**CONSIDER APPROVAL OF THREE FULL-TIME CITY EMPLOYEES TO PERFORM PARKING ENFORCEMENT SERVICES, INCLUDING APPROVAL FOR VEHICLES AND UNIFORMS (CITY COUNCIL)**

**I. SUMMARY**

California law provides that cities may contract with outside vendors for the processing, but not the issuance, of parking citations. In order to effectively enforce parking restrictions in the City of Carson, three parking enforcement officers, as well as uniforms, vehicles, and equipment are needed. Directly hiring these officers is the best option for the City, and in addition will provide the City with more efficient control of parking enforcement. The cost of the officers and equipment will be offset by the revenue generated by the parking citations.

**II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the job description for Parking Control Officer with a Salary Range 326

(\$3,375.00 - \$4,298.00) of the AFSCME MOU.

2. AUTHORIZE the City Manager or his/her designee to initiate recruitment for the Parking Control Officer positions.
3. DISCONTINUE the contract with American Guard Services, once the City positions are filled.

### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate that is consistent with the requirement of law.

### **IV. BACKGROUND**

The City Attorney's office has notified the City of Carson staff that cities cannot contract with outside agencies to issue parking citations. The state legislature has curtailed local government's role in administering and enforcing the California Vehicle Code, as well as in administering and enforcing locally-enacted traffic regulations. Thus, unless expressly authorized by the legislature, a city, whether charter or general law, has no police power over vehicular traffic control unless expressly authorized by the Vehicle Code. For example, the Vehicle Code allows cities to adopt and enforce traffic and parking laws regulating the following: processions and assemblages on highways; licensing of vehicles and drivers for hire; traffic control devices; street closures; and alleyways. Cities may also regulate the stopping, standing, and parking of vehicles within their jurisdiction during street sweeping, and cities have the express authority to contract with an outside vendor "processing agency" for the processing of parking citations. However, the Vehicle Code has no provision expressly authorizing the City to contract with outside vendors for the issuance of parking citations.

Staff has conducted a classification and salary study of comparable positions responsible for issuing parking citations in other cities (Exhibit No. 4). Based upon this information, staff prepared a job description for the position of Parking Control Officer (Exhibit No. 1). The classification would be responsible for enforcing the Carson Municipal Code and California Vehicle Code regulations and issuing parking citations. Employees hired in this classification would also be responsible for explaining ordinances and other regulations and interface with community members and governmental agencies. It is anticipated that these positions will be filled concurrent with, or close to, the beginning of FY 2016-17.

### **V. FISCAL IMPACT**

The initial cost for fiscal year 2016-2017 to hire three Parking Control Officers, including salaries, benefits, uniforms, equipment, and the purchase of three vehicles is \$283,479.00 in account 01-90-910-003-5xxx (Exhibit No. 2). Funding source is the City's general fund. The estimated revenue from parking citations is \$1.1 million per year. This is based on an average of the last three years citation collections (Exhibit No. 3). The current contract for parking control is \$155,203.00.

Estimated cost for subsequent years is approximately \$250,000 to \$275,000. Annual costs include salaries, new equipment, fuel, vehicle repairs and set aside money for vehicle replacement.

Staff is targeting September 1, 2016, for the Parking Enforcement team to be in place.

**VI. EXHIBITS**

1. Parking Control Officer Job Specifications. (pgs. 3-4)
2. Cost of Parking Control Officers, first year. (pg. 5)
3. Number of Citations Issued with Corresponding Revenues Generated. (pg. 6)
4. Parking Enforcement Survey. (pg. 7)

Prepared by: Ralph Aranda, Community Services Director

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## PARKING CONTROL OFFICER

### Job Summary:

Under the direction of the Code Compliance Supervisor, enforces provisions of the City's Municipal Code and California Vehicle Code. Issues citations and notices, and responds to related complaints and questions. The Parking Control Officer performs parking control responsibilities, which requires knowledge of City municipal code regulations and the California Vehicle Code.

### Essential Duties and Responsibilities:

(Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Enforces Carson Municipal Code and California Vehicle Code regulations.
2. Writes citations for violations and performs office follow-up work on citations as required.
3. Marks vehicle tires to determine time violations.
4. Explains and interprets municipal ordinances and other regulations as needed; interfaces with community and governmental agencies as required.
5. Identifies and assists in the removal of abandoned vehicles on city streets.
6. Answers questions and provides information to the public concerning topics related to parking control.
7. Prepares and maintains a variety of files and prepares reports as required.
8. Maintains activity and citation logs.
9. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City emergency plan.
10. Performs security patrol of activities at municipal facilities and public meetings and coordinate duties with law enforcement agencies.
11. Performs related duties as required.

### Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### Education and Experience:

Graduation from high school or GED required. One year of full-time paid experience working in an environment with extensive public contact, responding to the public regarding programs, policies, procedures, rules and regulations.

### Basic Knowledge of:

- Safe driving techniques
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills using tact, patience, and courtesy.

### Skill and Ability to:

- Enforce provisions of the City's Municipal Code and the California Vehicle Code.
- Issue citations; respond to related parking control complaints and questions.
- Interpret and explain required City codes and ordinances and state laws, and apply them to a variety of situations.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.

- Establish and maintain effective working relationship with others.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach, and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to sit or stand for long periods.
- Require the ability to walk or drive long distances.
- Will be required to work evenings and/or weekends.
- Is subject to outside and inside environmental conditions.
- Perform work which may involve lifting, pushing, and/or pulling of objects which may weigh approximately 25 pounds and may occasionally weigh up to 50 pounds.
- Will be required to use City vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.
- Respond to emergency situations.



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**Parking Control Officers - City Cost**

Range 326 from the AFSCME Salary Schedule

	hourly	monthly	annually
Step A	19.47	3,375.00	40,500.00
Step B	20.43	3,542.00	42,504.00
Step C	21.45	3,718.00	44,616.00
Step D	22.51	3,902.00	46,824.00
Step E	23.63	4,095.00	49,140.00
Step F	24.80	4,298.00	51,576.00

**Parking Control Officers - Uniform Cost**

4 - Polo shirts wembroidery	216
4 - Pants	226
1 - Belt	20
1 - Jacket wembroidery	28
Uniform cost	490
<b>Uniform cost, 3 officers</b>	<b>1,470</b>

**Parking Control Officers - Vehicle Cost**

3 vehicles, with City seals and light bar	
Vehicle Purchase - ESTIMATE	
Ford Focus SE	18,125
Emergency light bar	1,200
Vehicle cost	19,325
<b>Vehicle cost, 3 vehicles</b>	<b>57,975</b>

**Parking Control Officers - Salary & Benefits FY 2016/17**

Classification	Range	Step	Hourly	Monthly	Object Code							GRAND TOTAL
					5002	5501	5502	5503	5505	5510	5512	
Parking Control Officer	326	A	19.47	3,375	20,250	5,696	9,558	522	120	294	250	36,690
		B	20.43	3,542	21,252	5,978	9,558	522	120	308	250	37,988
Total - Salaries and Benefits					41,502	11,674	19,116	1,044	240	602	500	74,678
<b>Salaries &amp; Benefits - 3 officers</b>					<b>124,506</b>	<b>35,022</b>	<b>57,348</b>	<b>3,132</b>	<b>720</b>	<b>1,806</b>	<b>1,500</b>	<b>224,034</b>

TOTAL COST FOR 3 CITY PARKING CONTROL OFFICERS - FY 2016/17	
UNIFORMS	1,470.00
VEHICLES	57,975.00
SALARIES & BENEFITS	224,034.00
<b>TOTAL</b>	<b>\$ 283,479.00</b>



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Number of Citations Issued with Corresponding Revenue Generated:

	# of Citations Issued	Revenue Generated
Jan-13	1,482	\$ 82,260.00
Feb-13	1,414	\$ 87,653.00
Mar-13	1,966	\$ 109,200.00
Apr-13	1,917	\$ 132,042.00
May-13	1,749	\$ 120,960.00
Jun-13	1,736	\$ 101,526.00
Jul-13	1,800	\$ 115,011.00
Aug-13	1,822	\$ 105,647.00
Sep-13	1,823	\$ 95,273.00
Oct-13	2,126	\$ 105,627.00
Nov-13	1,859	\$ 108,990.00
Dec-13	2,039	\$ 110,084.00
<b>TOTAL</b>	<b>21,733</b>	<b>\$ 1,274,273.00</b>

	# of Citations Issued	Revenue Generated
Jan-14	2,228	\$ 117,854.00
Feb-14	1,909	\$ 101,940.00
Mar-14	1,936	\$ 127,554.00
Apr-14	1,784	\$ 120,561.00
May-14	1,353	\$ 83,579.00
Jun-14	1,764	\$ 89,209.00
Jul-14	2,159	\$ 112,003.00
Aug-14	1,861	\$ 101,458.00
Sep-14	1,029	\$ 60,066.00
Oct-14	1,782	\$ 49,042.00
Nov-14	1,440	\$ 78,843.00
Dec-14	1,640	\$ 68,936.00
<b>TOTAL</b>	<b>20,885</b>	<b>\$ 1,111,045.00</b>

	# of Citations Issued	Revenue Generated
Jan-15	1,864	\$ 71,965.00
Feb-15	2,145	\$ 73,630.00
Mar-15	2,110	\$ 85,678.00
Apr-15	1,846	\$ 105,076.00
May-15	1,772	\$ 82,493.00
Jun-15	2,083	\$ 63,590.00
Jul-15	2,727	\$ 92,165.00
Aug-15	1,943	\$94,011.00
Sep-15	2,571	\$101,261.00
Oct-15	2,535	\$155,811.00
Nov-15	2,182	\$120,386.00
Dec-15	2,281	\$99,340.50
<b>TOTAL</b>	<b>26,059</b>	<b>\$ 1,145,406.50</b>

\* Clancy's Start date

EXHIBIT NO. 3

**City of Carson  
Parking Enforcement Survey**

**Lakewood**  
parking enforcement

start	\$ 20.56	\$ 42,768.00
max	\$ 25.02	\$ 52,032.00

**Manhattan Beach**  
parking and animal control

start	\$ 23.22	\$ 48,300.00
max	\$ 29.64	\$ 61,644.00

**Hermosa Beach**  
parking and animal control

start	\$ 20.94	\$ 43,560.00
max	\$ 25.47	\$ 52,968.00

**Long Beach**  
parking control

start	\$ 16.66	\$ 34,656.00
max	\$ 22.77	\$ 47,364.00

**Redondo Beach**  
parking and animal control

start	\$ 20.82	\$ 43,308.00
max	\$ 23.81	\$ 49,524.00

**Torrance**  
police services officer  
(parking enforcement is a small component of this job classification)

start	\$ 21.64	\$ 45,011.20
max	\$ 25.03	\$ 52,062.40

**Compton**  
parking control

start	\$ 15.86	\$ 33,000.00
max	\$ 18.56	\$ 38,604.00

**Lawndale**  
municipal services officer

start	\$ 21.83	\$ 45,396.00
max	\$ 26.53	\$ 55,188.00

**El Segundo**  
police services officer

start	\$ 21.60	\$ 44,933.64
max	\$ 26.26	\$ 54,616.92

**Culver City**  
parking enforcement

start	\$ 20.90	\$ 43,490.46
max	\$ 25.49	\$ 53,036.36

**Hawthorne**  
police services officer

start	\$ 23.04	\$ 47,928.00
max	\$ 33.39	\$ 69,456.00

**Bell**  
parking enforcement

start	\$ 19.88	\$ 41,352.48
max	\$ 24.16	\$ 50,264.28

Average starting - all cities surveyed:  
Average max - all cities surveyed:

hr	\$ 20.58	\$ 42,806.40
yr	\$ 25.51	\$ 53,060.80

Average starting - parking only:  
Average max - parking only:

hr	\$ 18.77	\$ 39,041.60
yr	\$ 23.20	\$ 48,256.00

