



CITY OF CARSON

701 East Carson Street

Legislation Details (With Text)

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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				
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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

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(\$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

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 - Vehicle Cost

Ford Focus SE	18,125
Emergency flight bar	1,200
Vehicle cost	19,325
Vehicle cost, 3 vehicles	57,975

Object Code

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



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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
TOTAL	21,733	\$ 1,274,273.00

	# 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
TOTAL	20,885	\$ 1,111,045.00

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	# 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
TOTAL	26,059	\$ 1,145,406.50

* Clancy's Start date

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

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

(parking enforcement is a small component of this job classification)

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:

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