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REF: 93-12-73.a

DEPARTMENT OF
PUBLIC WORKS

TRANSPORTATION DIVISION
PARKING

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CALIFORNIA

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February 15, 1994

APPROVED
BY THE CITY COUNCIL

MAR 1 1994

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: EXPANSION OF PARKING ENFORCEMENT OPERATIONS

LOCATION: City-wide

COUNCIL DISTRICTS: All Districts

RECOMMENDATION:

This report recommends Council adopt the attached resolution amending the FY 1993/1994 On-Street operating budget to:

- convert two (2) career full-time Parking Enforcement Officers to four (4) half-time career (.50 FTE) Parking Enforcement Officer positions for the Street Cleaning Program
- add two (2) career part-time (.25 FTE) Parking Enforcement Officer positions for the Disabled Persons Parking Enforcement Program
- add six (6) non-career half-time (.50 FTE) Relief Parking Enforcement Officer positions for enforcement during absences of career employees.

CONTACT PERSON: J. Mark Morgan, Parking Administrator, 264-7475

FOR COUNCIL MEETING OF: March 1, 1994

SUMMARY:

This report requests Council approval to increase the On-Street operating budget by two (2) career part-time Parking Enforcement Officer positions, six non-career half-time Relief Parking Enforcement Officer positions, and convert two career full-time positions to four career half-time positions. These positions will provide expansion of parking enforcement to:

- target unmet neighborhood needs; such as the enforcement of parking restrictions for commercial trucks in residential neighborhoods
- expand the handicap enforcement program to weekends with greater weekday coverage
- backfill for career employees on leave status

The establishment of the relief positions also provides job opportunities for non-career Relief Parking Lot Attendants who may be impacted by the forthcoming privatization of City parking facilities (Lots G, K, & U).

COMMITTEE/COMMISSION ACTION:

At the February 9, 1994 meeting, the Neighborhood and Public Safety Issues Committee endorsed staff recommendation for Council approval. The Committee also requested staff to report back on additional proactive measures staff could take to increase enforcement of:

- commercial truck parking violators
- disabled persons and fire lane violators, and graffiti taggers
- routine patrols of neighborhood streets

Staff will report back to the Neighborhood and Public Safety Issues Committee on the above subjects within 60-days.

BACKGROUND INFORMATION:

In the past 18 months Council has approved numerous measures to enhance the parking enforcement program. Three important neighborhood and community issues that were addressed included the enforcement of the street cleaning program, disabled parking violations and commercial truck violations in residential areas. Council took the following action on these three issues:

**EXPANSION OF PARKING ENFORCEMENT OPERATIONS
MARCH 1, 1994**

- **September 1993:** Phase II of the Central City Street Cleaning Program was approved by Council including approval of two additional Parking Enforcement Officers. Due to budgeting constraints, the program was implemented with existing staff, which provided a general fund savings and vacancies for any job cuts. Utilizing existing staff, however, resulted in decreased enforcement to other on-street parking programs.
- **June 1993:** Council approved the increased fine for truck parking violations in residential neighborhoods from \$14 to \$100.
- **October 1992:** Council approved a six-month pilot program for the enforcement of disabled persons parking spaces in private and commercial parking lots. This program was implemented May 3, 1993. A brief summary of the pilot program accomplishments is provided on Attachment A.

Based on the enforcement and financial success of the pilot program, staff is recommending the pilot disabled persons parking enforcement program be adopted as a full-time program. Because existing enforcement staff were utilized throughout the pilot period, approval of a full-time program will require dedicated staffing levels in order to achieve the same success without further impacting other enforcement programs.

In addition to staff recommendation to continue with disabled persons parking enforcement program, Council has also directed staff to evaluate the feasibility of expanding enforcement activities to provide increased services to neighborhoods. As mentioned above, the continuance or expansion of various enforcement programs requires personnel to be pulled from other enforcement activities. In order to continue the disabled persons parking enforcement program and expand enforcement activities to deal with neighborhood issues, staff proposes the establishment of part-time Parking Enforcement Officer positions. The use of these positions provides a more efficient utilization of personnel and will allow for the continuance and/or expansion of parking programs without impacting core enforcement activities. These positions would be used primarily for:

- targeting unmet needs such as commercial truck parking violations in residential areas
- enhanced weekday and weekend support of the disabled persons parking enforcement program
- part-time daily assignments such as the street cleaning program which requires only two - four hours of enforcement activity daily
- backfill for career enforcement officers' absences

The benefits derived from using part-time and relief employees include:

- increased ability to respond to neighborhood concerns
- increased quality of garden refuse and street maintenance services through consistent enforcement of parking restrictions
- additional revenue from expanded programs
- continued revenue that is otherwise lost when career enforcement officers are absent due to illness or vacation.

In order to provide the service and benefits mentioned, staff has determined that 12 part-time positions would be needed to ensure adequate coverage and flexibility, without exceeding the 1040 hour annual limitation of part-time and relief positions. It is proposed the positions be utilized in the following manner.

- Two (2) career full-time positions will be converted into four (4) career half-time (.50 FTE) positions. These positions will be dedicated to the Street Cleaning Enforcement Program. This will free full-time career employees to target outlying neighborhoods and enhance the Disabled Persons Parking Enforcement Program.
- Two (2) career part-time (.25 FTE) positions will be utilized to expand the Disabled Persons Parking Enforcement Program to both Saturday and Sunday.
- Six (6) non-career half-time (.50 FTE) Relief Parking Enforcement Officer positions will be utilized to backfill behind full-time career employees.

The attached table (Attachment B) provides a summary of the current enforcement coverage and projected enforcement coverage utilizing part-time and Relief Parking Enforcement Officers.

The addition of Relief Parking Enforcement Officers provides positions which could be filled by Relief Parking Lot Attendants who are impacted by the forthcoming privatization of City parking facilities.

FINANCIAL CONSIDERATIONS:

Total annual cost for the additional eight (8) part-time Parking Enforcement Officers is estimated at \$104,700. These costs include labor, benefits, services, and supplies. Additional gross revenues of \$325,500 annually will offset the added expenditures. Attachments C and D summarize revenue and expenditure projection assumptions.

To support the expanded program in FY 1993/94, initial costs of \$35,000 will be required for equipment purchases, plus an additional \$2,800 in fleet maintenance. These costs include two scooters, two vehicle radios, and 11 hand-held radios. Staff proposes transferring \$37,800 in General Fund Contingency (101-310-7012-4999) to offset these expenditures. The General Fund contribution will be offset by an estimated increase in net revenue of \$43,900 generated for the remainder of FY 1993/94.

POLICY CONSIDERATIONS:

The expansion of the Disabled Persons Parking Program and increased ability to respond to neighborhood parking concerns enhances the City's responsiveness to quality of life issues plaguing neighborhoods and ensures greater access privileges for disabled persons. The addition of the recommended part-time positions provide a cost effective program by which the City can immediately respond to community needs while maintaining a consistent level of enforcement throughout all residential and business communities.

Consistent with the City's efforts to minimize the impacts of privatization, non-career Relief Parking Lot Attendants, impacted by the privatization of parking facilities, will be given priority when initially filling the non-career Relief Parking Enforcement Officer positions.

MBE/WBE CONSIDERATIONS:

Materials and services will be procured in accordance with the City's MBE/WBE policy.


Respectfully submitted,


J. MARK MORGAN
Parking Administrator

RECOMMENDATION APPROVED:


WILLIAM H. EDGAR
City Manager

APPROVED:


MICHAEL KASHIWAGI
Deputy Director of Public Works

JMM:ow
Attachments

RESOLUTION NO. *94-123*

ADOPTED BY THE SACRAMENTO CITY COUNCIL

APPROVED
BY THE CITY COUNCIL

ON DATE OF _____

MAR 1 1994

**A RESOLUTION AMENDING THE FY 1993/94
ON-STREET PARKING OPERATING BUDGET**

OFFICE OF THE
CITY CLERK

THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the FY 1993/94 City budget be amended as follows:

On-Street Parking Citation Revenue (101-310-3124-3301) \$ 80,976

2. That the FY 1993/94 City budget be amended as follows:

On-Street Parking Operating Budget

- A. Two (2) Career (.25 FTE) Parking Enforcement Officers (101-310-3124-4101) \$ 6,100
- B. Six (6) Non-career (.50 FTE) Relief Parking Enforcement Officers \$28,000
- C. Two (2) career (1.0 FTE) Parking Enforcement Officer positions \$ -0-
convert to four (4) career (.50 FTE) Parking Enforcement Officer positions
- D. Registration (101-310-3124-4272) \$ 360
- E. Safety Equipment (101-310-3124-4431) \$ 1,100
- F. Printing (101-310-3124-4213) \$ 400
- G. Clothing/Uniform (101-310-3124-4492) \$ 1,860
- H. Fleet (101-310-3124-4234) \$ 2,800

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RESOLUTION NO.: _____

DATE ADOPTED: _____

I. Mechanical and Equipment

(101-310-3124-4610)

\$35,000

TOTAL \$75,628

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

**DISABLED PERSONS PARKING ENFORCEMENT
PILOT PROGRAM SUMMARY**

Handicap Parking Fine	\$275
Enforcement Began	May 3, 1993
Staffing	1 FTE
Average Daily Citations	9
Total Citations Written	999
Total Voids	157
Estimated Revenues	\$134,600
Estimated Operating Costs	\$ 36,000
Estimated Net Revenues	\$ 98,000
Enforcement Schedule	Monday - Saturday 10:30 a.m. - 7:30 p.m.

CURRENT AND PROPOSED ENFORCEMENT STAFFING LEVELS

PRIORITY	PROGRAM	CURRENT FILLED STAFFING LEVEL	IMPACT OF ABSENTEEISM	STAFFING LEVEL USING PART-TIME/RELIEF
1	Meter/Zones	8	8	8
2	Residential	8	5	8 (1)
2	Street Cleaning	2	2	4 (2)
3	Disabled Persons	1	1	2.5 (3)
4	Outlying Areas	2	0	2
	TOTAL	21	16	24.5

- (1) Reflects use of Relief positions backfilling for absences
(2) Reflects conversion of two (2) full-time career positions to four (4) half-time.
(3) Reflects two (2) part-time positions for weekends

**REVENUE/EXPENDITURES
WEEKEND DISABLED PERSONS PARKING ENFORCEMENT PROGRAM
ANNUAL PROJECTIONS**

<u>Revenue</u>	
<i>Estimated Citations</i>	520
(.5 per hour x 1040 hours)	
<i>Estimated Collection</i>	312
(60% collection rate)	
<i>Gross Citation Revenue</i>	\$ 85,800
(\$275 fine)	
<i>County/State Contribution</i>	\$ -1,560
(\$5 per cite collected)	
<i>Processing Fee - City of Inglewood</i>	<u>\$ -1,040</u>
(\$2 per citation issued)	
<i>Gross City Revenue</i>	
\$ 82,400	
 <u>Expenditures</u>	
2 .25 FTE Relief Parking Enforcement Officer	\$ 18,300
(2 x \$ 9,150)	
Services and Supplies	<u>\$ 600</u>
(2 x \$300)	
Subtotal	\$ 18,900
 NET CITY REVENUE	 \$ 63,500

FY 1993/94 Three Month Projections

<u>Revenues</u>	
<i>Estimated Citations</i>	
129	
(.5 cites per hour x 258 hours)	
<i>Estimated Collection (60%)</i>	77
<i>Gross Citation (\$275)</i>	\$ 21,175
County/State Contribution (\$5)	\$ - 385
Processing Fee (\$2)	<u>\$ - 258</u>
<i>Gross City Revenue</i>	\$ 20,532
 <u>Expenditures</u>	
2 (.25) FTE Parking Enforcement Officer(4 months)	\$ 6,100
(2 x \$3,050)	
Services and Supplies	<u>\$ 740</u>
(2 x \$370)	
Subtotal	\$ 6,840
 NET CITY REVENUE	 \$ 13,692

**REVENUE/EXPENDITURES
BACKFILL
ANNUAL PROJECTIONS**

<u>Revenue</u>	
<i>Estimated Citations</i> (5 cites per hour x 5286 hours)	26,430
<i>Estimated Collection</i> (70% collection rate)	18,501
<i>Gross Citation Revenue</i> (\$21 average)	\$ 388,521
<i>County/State Contribution</i> (\$5 per cite collected)	\$ -92,505
<i>Processing Fee - City of Inglewood</i> (\$2 per citation issued)	<u>\$ -52,860</u>
<i>Gross City Revenue</i>	\$ 243,156
<u>Expenditures</u>	
6 .5 FTE Relief Parking Enforcement Officers (6 x \$14,000 no benefits)	\$ 84,000
Services and Supply (6 x \$300)	<u>\$ 1,800</u>
Subtotal	\$ 85,800
NET CITY REVENUE	\$ 157,356

FY 1993/94 Three Month Projections

<u>Revenues</u>	
<i>Estimated Citations</i> (5 cites per hour x 1,314 hours)	6,570
<i>Estimated Collection 70%</i>	4,599
<i>Gross Citation Revenue (\$21)</i>	\$ 96,579
<i>County/State Contribution</i> (\$21 average)	\$ -22,995
<i>City Processing (\$2)</i>	<u>\$ -13,140</u>
<i>Gross City Revenue</i>	\$ 60,444
<u>Expenditures</u>	
6 (.5) FTE Relief Parking Enforcement Officers (4 months) (6 x 4,668)	\$ 28,008
Services/Supply (6 x \$370)	<u>\$ 2,220</u>
Subtotal	\$ 30,228
NET CITY REVENUE	\$ 30,216