



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Parking Enforcement Staffing and Code Compliance Program

RECOMMENDED MOTION:

Approve the Police Department to Continue Staffing Three (3) full-time Parking Enforcement Officers and for the Community Development Department to assign Code Compliance functions with allotted staff.

SUMMARY

Pursuant to past direction and discussion at the City's strategic planning session concerning the Community Development Department needs for a Code Enforcement Officer position, the Sausalito Police Department has analyzed the position of Parking Enforcement Officer. This report will address the workload of our existing Parking Enforcement staff, the needs of the community in addressing parking enforcement activities, as well as the budgetary considerations pursuant to a reduction in Parking Enforcement personnel.

The Community Development Department will be conducting analysis in assigning Code Enforcement responsibilities to an employee within the Department due a to greater nexus of issues with planning, building, and civil ordinance fields versus law enforcement functions. The public acceptance of Code Enforcement tasks is also a key factor in this program's success.

BACKGROUND

This report is based upon an earlier direction that the City of Sausalito analyze the need for employing three (3) full-time Parking Enforcement Officers, and the need for a Code Enforcement position, including how it would be funded.

The Sausalito Police Department employs three (3) full-time Parking Enforcement Officers to serve the parking needs of the City of Sausalito. Duties assigned to the parking enforcement staff include: the enforcement of laws, codes and regulations pertaining to parking within the City of Sausalito, responding to complaints and inquiries concerning parking issues, identifying and abating abandoned vehicles, traffic control,

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patrolling an assigned area and reporting traffic and criminal incidents, providing information to the public, directing traffic in emergency situations, parking meter collection and maintenance, and other related duties as assigned. The Sausalito Police Department has found it optimal to deploy two (2) on duty Parking Enforcement Officers each day to address the various parking needs within the community.

Code compliance enforcement duties are currently shared by multiple CDD employees. Enforcement is based on complaints and rarely involves proactive identification of violations. CDD staff turnover and other workload tasks have hampered the Department's ability to actively address code enforcement and compliance functions in recent years.

ISSUES

General Workload and Staffing

The Sausalito Police Department employs three (3) full-time Parking Enforcement Officers (PEOs) to deliver parking services to the community. If all 3 PEOs are available for scheduling, the community enjoys 2 of them on-duty every day with the exception of Tuesday and Thursday, during which only 1 PEO is on duty. With the realization that personnel take time off for vacation, sick leave, injuries, compensation time off, select holidays, and staff vacancies through resignations, we do not always have a PEO available.

Historically, the Sausalito Police Department has scheduled PEOs to work 7-days a week between the hours of 8 a.m. and 6 p.m. This schedule has been altered to address the needs of the community, to include special parking situations such as the residential preferential parking zones, special events, etc. Staffing 1 PEO 7-days a week for 10-hour days would require 3,650 hours. One full-time employee is paid for 2,080 hours during a single year. Each new employee is afforded 216 hours of time off for vacation and sick leave, leaving a balance of 1,864 hours of availability. The 1,864 hours does not include time off for injuries, compensation time off, or holidays.

Schedule

The current schedule for the PEO's days of work consists of:

Parking Officer #1 working Sunday, Monday, Tuesday, and Wednesday
Parking Officer #2 working Wednesday, Thursday, Friday, and Saturday
Parking Officer #3 working Sunday, Monday, Friday, and Saturday

This schedule was adopted to provide the best coverage of parking personnel on the days during which we experience the largest volume of vehicular traffic. It has been our

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experience that this schedule is the optimum in addressing our parking needs with the level of staff we currently possess. We have found that dividing the responsibilities of parking issues between 2 on-duty PEO's assists in proper coverage and greater assurances that we identify and notice those persons who are in violation of our parking regulations. A single PEO covering our geographic area cannot properly identify and correct parking scofflaws and merely provides a band-aid remedy on the parking problems.

One of the downfalls we experience with having 3 PEOs, is when one of them becomes unavailable for duty. It is not uncommon for us to have only one PEO on duty during the heavy traffic days (Friday, Saturday, Sunday) when one of our PEOs takes time off. Also, when PEO #1 or PEO #2 takes time off, we find that there is no PEO on duty on either Tuesday or Thursday. Time zone enforcement schedules cannot be fully maintained by only one PEO.

With the retirement of our senior Parking Enforcement Officer in December 2007, we currently staff two (2) Parking Enforcement Officers. Their schedule currently is:

Parking Officer #1 working Sunday, Monday, Tuesday, and Wednesday
Parking Officer #2 working Wednesday, Thursday, Friday, and Saturday

Based upon this schedule, if one of the PEOs were to take a day off other than Wednesday, we would not have a PEO on duty for that day. Additionally, if one of the PEOs were to take a vacation, there would be weeks in which there would be 3 days with no one on duty addressing the parking needs for this community. If you consider the possibility of the remaining PEO taking time off for injury, illness, or resignation, the City of Sausalito would be without a person to handle the parking needs for an extended period of time.

This report is based upon an earlier suggestion that the City of Sausalito analyze;

- the need for employing three (3) full-time Parking Enforcement Officers, and
- the need for a Code Enforcement position including how it would be funded.

Meetings and discussion concerning code enforcement occurred between the Police Department and Community Development managers. Understanding that most of the code enforcement emphasis was aimed at planning, building code and engineering issues, it was agreed that the department best suited to manage the code enforcement function is Community Development. It was further discussed that the exact role of the person assigned to conduct code enforcement duties be either a Building Inspector or Assistant Planner position. The new Community Development Director shall design and recommend a Code Compliance Program to the City Manager and City Council based on the needs of the community. The Community Development Department's staff allotment does allow for assigning code compliance duties to a CDD employee.

FISCAL IMPACT

Under the current collective bargaining agreement between the City of Sausalito and the Sausalito Police Association, a Parking Enforcement Officer's base annual compensation is between \$68,299 and \$74,146. The difference between this compensation and that of a Code Enforcement Officer is unknown as of the date of this report.

Revenue received by the City of Sausalito for services rendered by PEOs include fees for vehicle abatement as well as parking citations. Based upon the parking citation revenue received during the 2005 fiscal year and using a simple math formula of reducing staff by 1/3 and reducing parking citation revenue by 1/3, the net result would be the loss of \$131,630.33 for a single year. However, the actual loss would be closer to a 45% loss of citation productivity which would be closer to a \$177,700 loss in revenue based upon the 2006 citation revenue.

The Community Development Department's current staffing and budget plan will not cause additional funding needs in order to implement a Code Compliance Program.

STAFF RECOMMENDATIONS

Continue to support the Police Department in employing three (3) full-time Parking Enforcement Officers as is currently budgeted.

Assign the Building Inspector or an Associate Planner to absorb Code Compliance responsibilities on a part-time basis. The new Community Development Director will have the responsibility to implement this program and the discretion to assign code compliance responsibilities in the best interest of managing the Department and providing services for the community.

ATTACHMENTS

None.

PREPARED BY:

REVIEWED BY (Department Head):

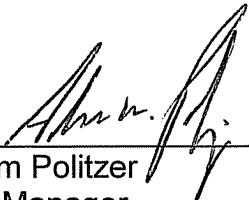

Donald E. MacQuarrie, Captain


Scott Paulin, Chief of Police

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SUBMITTED BY:

REVIEWED BY (Department Head):



Adam Politzer
City Manager

Diane Henderson, CDD Director

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