



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Matthew R. Walsh, Director of Redevelopment, Downtown Services, and Special Projects
Bradley Osgood, Police Chief
Jennifer Johnston, Human Resources and Labor Relations Director

DATE: June 14, 2021

SUBJECT: Position Reclassification – Parking Division Field Personnel

Recommendation

1. Set the attached Ordinance eliminating the positions of Parking Enforcement Officer and Parking Technician, and establishing the new position of Parking Officer and Equipment Technician within the Parking Division of the Concord Police Department for public hearing on July 12, 2021.
2. Reduce the number of field personnel positions in the Parking Division from 7.6 FTEs to 7.0 FTEs as described herein.

Background

The Parking Division of the Police Department enforces parking regulations Monday – Saturday, 9AM – 7PM for a total of 60 hours / week. In accordance with the recommendations of the 2017 Strategic Parking Plan, hours of enforcement were expanded on July 1, 2018 from Monday-Friday, 8AM – 5PM (i.e. 45 hours / week).

Currently, the Parking Division has 7.6 Full-Time Equivalent (FTE) positions responsible for carrying out parking activities in the field. Of this total, 6 are full-time (40 hours / week) Parking Enforcement Officers (PEOs), which are responsible for enforcing parking regulations City-wide. The remaining 1.6 positions are Parking Technicians (two positions, one full-time 40 hours / week and another part-time, 24 hours / week). These positions are responsible for maintenance of parking meters and kiosks, as well as support enforcement activities as available.

Of the 7.6 positions, only 5 have historically been filled. The remaining 2.6 positions (2 PEOs and 0.6 Parking Technician) were established in FY2020 in accordance with the recommendations of the 2017 Strategic Parking Plan to support expanded hours of enforcement and expanded meter zones. However, these positions have never been filled. In addition, funding for these positions is not

included in the City Manager's FY2022 budget due to the Covid-19 Pandemic and negative financial impacts on the Parking Fund related thereto.

On April 14, 2021, the City's lone Parking Technician submitted his resignation. His last day was May 2, 2021.

On April 29, 2021 a Parking Enforcement Officer submitted her resignation. Her final day was May 14, 2021.

Due to these recent resignations, coupled with the 2.6 historic staff vacancies, only 3 of the 7.6 field personnel positions are presently staffed. Vacancies are hindering the Parking Division's ability to appropriately enforce parking regulations, as well as maintain meters and kiosks.

In FY2020, Parking Enforcement Officer positions were reclassified from Labor Grade 7 to 9. The Parking Technician position was reclassified from Labor Grade 9 to 10. Despite these efforts, it has been challenging to retain and recruit staff to fill these positions.

Discussion

1) **Reorganization Proposal:** The recent resignation of the City's lone Parking Technician, coupled with ongoing Parking Enforcement Officer vacancies, served as a catalyst for a review of the Parking Division's staffing needs. As a result, City Administration is proposing a reorganization of Parking Division's field personnel positions, as follows:

- a. The vacant 0.6 FTE Parking Technician position shall be permanently eliminated. This will leave 7 positions to conduct field operations for the Parking Division.
- b. The remaining 6 Parking Enforcement Officer and 1 Parking Technician positions shall be reclassified into a new position titled "Parking Officer and Equipment Technician" ("POETs").

POETs shall be crossed trained to conduct parking enforcement activities, as well as to maintain, repair meters, kiosks, and related equipment. Please see the attached job description for more information.

- c. The POET positions shall be classified at Labor Grade 12. If approved, compensation for the position if filled by the City's three existing employees shall be retroactive to the first pay period following July 1, 2021. In addition, said employees will be placed into the new labor grade per City policy.

2) **Benefits of the Proposed Reorganization:** If approved, this proposal would result in the following benefits for the City:

- a. All Parking Division field personnel shall be trained to maintain, repair, replace parking meters and kiosks, as well as carryout enforcement activities. This change shall improve the Division's operational efficiencies and customer service, as the City will no longer rely upon one individual to carry out maintenance of parking meters and kiosks.
- b. Proposed labor grade adjustments will help the City compete in the marketplace to retain and recruit individuals for these positions. Starting pay for Labor Grade 9 is \$16.64 / hour (\$34,611 / year) as compared to \$19.28 / hour (\$40,102 / year) for Labor

Grade 12. In addition, the new Labor Grade creates opportunity for additional step increases for long-time employees.

- c. The proposed reorganization shall eliminate one part-time position (0.6 FTE).
- d. After proposed adjustments to labor grades, as well as elimination of the 0.6 FTE, the reorganization is projected to save the City \$19,801 annually.

For these reasons, City Administration believes this reorganization is advantageous for the City, the parking public, and our employees.

- 3) Parking Committee Review: This concept was reviewed with the City's Parking Committee on April 26, 2021. The Committee was supportive of the concept.