

**City of Carson City
Agenda Report**

Date Submitted: March 10, 2015

Agenda Date Requested: March 19, 2015
Time Requested: 10 minutes

To: Mayor and Supervisors

From: Community Development

Subject Title: For Possible Action: To approve the reclassification of a Parking Officer Technician (CCEA Grade 24) position to a Compliance Officer position (CCEA 20) and approve moving the position from the Treasurer’s Office to the Community Development Department. *(Lee Plemel)*

Staff Summary: The Parking Officer Technician position is currently assigned to the Treasurer’s Office. The person who held the position recently retired and the position is currently vacant. The Board is being asked to reclassify the Parking Technician Officer position into a Compliance Officer position, the job description for which would be amended to include the duties of parking enforcement. There will be a budget savings in the next Fiscal Year due to the reclassification of the position to a lower grade, and the new position will allow the Code Enforcement Division to handle more compliance issues. The Code Enforcement Division currently has one compliance officer.

Type of Action Requested:

- | | |
|--|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Ordinance—First Reading |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Other (No Action) |

Does This Action Require a Business Impact Statement: Yes No

Recommended Board Action: I move to approve the reclassification of a Parking Officer Technician (CCEA Grade 24) position to a Compliance Officer position (CCEA 20) and approve moving the position from the Treasurer’s Office to the Community Development Department.

Explanation for Recommended Board Action: The Parking Officer Technician’s primary job duty is to enforce parking regulations with the downtown area (two-hour parking areas) and throughout the City, including handicapped parking and other parking-related violations. The amount of revenues collected from the Parking Officer Technician’s tickets has not been covering the cost of the position in recent years. Staff is recommending replacing the Parking Officer Technician with a Compliance Officer at a lower grade while continuing to collect parking enforcement revenues and assisting the Code Enforcement Division with other code compliance issues.

There are mixed opinions among downtown businesses regarding the continued enforcement of parking time limits within the downtown area, but there are many businesses that support the continued enforcement of the time limits to ensure that parking is available throughout the day. Staff concurs that parking time limits should continue to be enforce so local employees do not occupy the spaces all day. But staff also believes that the enforcement schedule could be modified to ensure parking turnover during the heaviest parking periods of the day while

reducing the daily staff time spent on parking enforcement. It is anticipated that the new Compliance Officer would spend approximately 75% of his/her time on parking enforcement and 25% on other code compliance duties. This would allow the Compliance Officer to assist the current Compliance Officer with other code compliance issues, such as temporary signs, weeds, and nuisance enforcement.

Applicable Statute, Code, Policy, Rule or Regulation: N/A.

Fiscal Impact: We anticipate an initial annual savings of \$15,953.58

Explanation of Impact: Of the anticipated savings, we anticipate the Traffic Fund will save \$14,048.48 and the General Fund will save \$1,905.10

Funding Source: Parking Fund and General Fund.

Alternatives:

- 1) Replace the Parking Officer Technician and leave the position with the Treasurer’s Office.
- 2) Replace the Parking Officer Technician with part-time employees that only do parking enforcement under the Treasurer’s Office.

Supporting Material:

- 1) Proposed Compliance Officer job description
- 2) Budget impact summary

Prepared By: Lee Plemel, Community Development Director

| | |
|--|----------------------|
| Reviewed By: <u></u> | Date: <u>3.10.15</u> |
| (Community Development Director) | |
| <u></u> | Date: <u>3/10/15</u> |
| (City Manager) | |
| <u></u> | Date: <u>3/10/15</u> |
| (District Attorney's Office) | |
| <u></u> | Date: <u>3/10/15</u> |
| (Finance Director) | |

Board Action Taken:

| | | |
|---------------|----------|---------|
| Motion: _____ | 1) _____ | Aye/Nay |
| | 2) _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

(Vote Recorded By)



Compliance Officer

Class Code:
00130

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jan 28, 2010
Revision Date: Feb 18, 2015

SALARY RANGE

\$14.29 - \$20.19 Hourly
\$29,719.46 - \$41,992.50 Annually

DESCRIPTION:

DEFINITION:

Under general supervision of the Senior Compliance Officer, performs a variety of responsible duties involved in the compliance of codes, performs inspection of properties, commercial signs, landscape and irrigation projects, both plans and in the field, for compliance with city ordinances. Investigates zoning complaints, writes reports, correspondence and serves citations. Notify noncompliant property owners of violations and follow-up with appropriate actions as determined by the Health Director.

CLASS CHARACTERISTICS:

This classification typically works under general supervision performing the full range of technical duties with authority to inspect projects and properties and enforce city ordinances. Positions in this class are flexibly staffed; in cases where the responsibilities of the position have sufficiently increased to warrant an upgrade, to the Senior Compliance Officer.

PHYSICAL DEMANDS:

In addition to the minimum requirements and the job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical office/field setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Some accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EXAMPLE OF DUTIES:

EXAMPLES OF DUTIES: (The following is used as a partial description and is not restrictive as to duties required.)

- Patrols the City to identify parking violations; completes parking violation tickets, and issues citations or warnings for violations.
- Performs inspection of properties, commercial signs, landscape and irrigation projects, both plans and in the field, for compliance with city ordinances.
- Review conditions of approval on decisions of the staff, Planning Commission and Board of Supervisors, including but not limited to parcel maps, subdivisions, special use permits, variances and others as determined by the City and investigate the properties for compliance with those conditions and notify noncompliant property owners of violations and to follow-up with appropriate actions as determined by the Director and/or Carson City

Municipal Code.

- Compile information about property which is not in compliance with the City codes (including title(s) 8 nuisance, 17 Sub-divisions, 18 zoning and 20 signs, of the Carson City Municipal Code) and investigate the properties for compliance with city code requirements, following adopted departmental policy.
- Serve as witness on behalf of and at the request of the City in administrative hearings and judicial proceedings involving City code compliance and violations; and
- Maintain files and records of all work performed and submit reports containing detailed descriptions of the work performed.
- Make recommendations to the City on ways to achieve compliance with codes and issue citations to noncompliant property owners; and
- Provide City with reports of information listed in subparagraphs 1 through 5 of non-compliance codes and obtain follow-up information as requested and notify property owners of violations and corrective procedures.
- Cross trains in business licenses.
- Performs other related duties, as may be required by the City.
- Must perform all duties in a safe manner.

QUALIFICATIONS:**MINIMUM QUALIFICATIONS:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: graduation from high school and two years of college course work in regional or city planning, building inspection or related field and two years experience in public service investigative work, preferably in the areas of zoning or building inspection.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Carson City Municipal Code.
- Investigative techniques for zoning code enforcement.
- Issuance of citations to noncompliant property owners.
- Developing effective recommendations and prepare comprehensive reports.

Ability to:

- Learn and administer codes, regulations and methods of assessment for Code enforcement, Business license.
- Analyze and compile technical and statistical information and prepare reports.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work safely.

SUPPLEMENTAL INFORMATION:**CONDITIONS OF EMPLOYMENT:**

- 1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreements and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.*
- 2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- 3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an*

assigned response position. This may required working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

4. Employees may be required to complete Incident Command System training as a condition of continuing employment.

5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$54.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.

6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at (775) 887-2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

7. Carson City is an Equal Opportunity Employer.

| POSITION | LOW RANGE | HIGH RANGE | GRADE | | Total Amount | Traffic | General Fund |
|----------------------------|-----------|------------|--------|--------------------------|------------------|------------------|--------------|
| PARKING OFFICER TECHNICIAN | 15.7716 | 22.2849 | CER 24 | SALARIES | 46,352.59 | 46,352.59 | |
| | | | | Total wages | 46,352.59 | 46,352.59 | |
| | | | | CCEA FOUL WEATHER GEAR | 150.00 | 150.00 | |
| | | | | Total additional pays | 150.00 | 150.00 | |
| | | | | GROUP INS-CC SELF | 8,661.50 | 8,661.50 | |
| | | | | MEDICARE | 674.29 | 674.29 | |
| | | | | PERS ER PAID | 11,935.79 | 11,935.79 | |
| | | | | WORKERS COMP - MUNICIPAL | 558.99 | 558.99 | |
| | | | | Total benefits | 21,830.57 | 21,830.57 | |
| | | | | Total expense | 68,333.16 | 68,333.16 | |
| | | | | | | | |
| | | | | General Fund Transfer | | (15,000.00) | 15,000.00 |
| | | | | | | | |
| | | | | NET | | 53,333.16 | 15,000.00 |

Calculated using the
High Range Rate

22.2849

| POSITION | LOW RANGE | HIGH RANGE | GRADE | | Total Amount | 75% Traffic | 25% GF |
|--------------------|-----------|------------|--------|--------------------------|------------------|------------------|------------------|
| COMPLIANCE OFFICER | 14.2882 | 20.1887 | CER 20 | SALARIES | 33,810.47 | 25,357.85 | 8,452.62 |
| | | | | Total wages | 33,810.47 | 25,357.85 | 8,452.62 |
| | | | | CCEA FOUL WEATHER GEAR | 150.00 | 112.50 | 37.50 |
| | | | | Total additional pays | 150.00 | 112.50 | 37.50 |
| | | | | GROUP INS-CC SELF | 8,661.50 | 6,496.13 | 2,165.38 |
| | | | | MEDICARE | 492.43 | 369.32 | 123.11 |
| | | | | PERS ER PAID | 8,706.20 | 6,529.65 | 2,176.55 |
| | | | | WORKERS COMP - MUNICIPAL | 558.99 | 419.24 | 139.75 |
| | | | | Total benefits | 18,419.11 | 13,814.33 | 4,604.78 |
| | | | | Total expense | 52,379.58 | 39,284.69 | 13,094.90 |

Calculated using
Bottom 3rd Rate

16.2550