

CITY CLERK/PARKING ENFORCEMENT

Parking Enforcement is a revenue producing department made up of the following employees: one Supervisor, one Assistant Supervisor for the VES Program, one Installation and Repair person, one Assistant Installation and Repair person, five Parking Control Enforcement Officers.

Working under the control of the City Clerk this department generates revenue for the city through enforcement of applicable laws and city policies relating to vehicles parking in violation of city statutes, and city policies relating to residential parking and abandoned vehicle code infractions.

Goals and Objectives:

Upon recommendation of City Fleet Manager, we will continue to replace vehicles on our "Vehicle Cycle Program" with hybrid vehicles to save in fuel costs; continue to educate the public regarding disabled parking through the VES (Volunteer Enforcement Specialist); continue to work with downtown patrons in regards to parking problems, act as ambassadors in assisting the general public, and at the same time, maintain efficiency and professionalism in carrying out our works and responsibilities pertaining to our job.

Services Provided

- Install, maintain & collect revenue from parking meters
- Enforce and issue citations to vehicles parked in violation of city statutes;
- Enforce city policies relating to residential parking and abandoned vehicle code infractions;
- Respond to citizen complaints concerning abandoned vehicles and issue ticket(s) and /or warnings when necessary;
- Report illegal vehicles and other illegal activities to appropriate department;
- Post "No Parking" signs and bag meters for merchants in downtown area when needed;
- Post "No Parking" signs for construction on streets in city and maintain the "No Parking" on these streets by either ticketing or towing of vehicles when milling or repaving.

Updated 6/17/08

PARKING ADMINISTRATION
 Dept # 0132
 2009 BUDGET COMPARISON

	2007 ACTUAL	2008 ACTUAL THRU 30-Jun-2008	2008 REVISED BUDGET	2009 SUBMITTED	\$ INCREASE (DECREASE) FROM 2008 APPR	% CHANGE FROM 2008 APPR TO 2009
5111 TOTAL WAGES	306,371		354,691	355,009	318	0.09%
5131 PERF - EMPLOYERS SHARE	18,662		23,972	25,738	1,766	
5132 FICA	22,229		27,134	27,158	24	
5134 LIFE MEDICAL & HEALTH INSURAN	76,500		81,000	81,000	-	
5136 UNEMPLOYMENT COMPENSATION	344		355	355	-	
5137 WORKERS COMP INSURANCE	3,096		3,245	3,590	345	
5138 CLOTHING ALLOWANCE	3,673		4,500	4,500	-	
513A PERF - EMPLOYEES/PD BY CITY	8,957		10,274	10,650	376	
513R RETIREES HEALTH INSURANCE	8,500		9,000	9,000	-	
Total 5100	\$448,332	\$236,045	\$514,171	\$517,000	\$2,829	0.55%
5219 OTHER OFFICE SUPPLIES	700		1,000	1,000	-	
5231 GASOLINE	13,127		20,892	20,892	-	
5299 OTHER MATERIALS & SUPPLIES	353		2,500	2,500	-	
Total 5200	\$14,180	\$8,369	\$24,392	\$24,392	\$-	0.00%
532C CELL PHONE	258		300	-	(300)	
5331 PRINTING OTHER THAN OFFC SUPPL	1,752		1,000	1,000	-	
5342 LIABILITY INSURANCE	1,252		1,390	5,657	4,267	
5369 CONTRACTED SERVICE	4,646		5,100	5,100	-	
536N GARAGE CONTRACT - NONTARGET	1,575		4,524	4,524	-	
536T GARAGE CONTRACT - TARGET	9,252		10,040	11,513	1,473	
5399 OTHER SERVICES AND CHARGES	105		2,000	2,000	-	
539B MASTER LEASE	42,894		47,169	50,653	3,484	
Total 5300	\$61,734	\$30,892	\$71,523	\$80,447	\$8,924	12.48%
5444 PURCHASE OF OTHER EQUIPMENT	32,194		-	-	-	
Total 5400	\$32,194	\$-	\$-	\$-	\$-	
Total	\$556,441	\$275,306	\$610,086	\$621,839	\$11,753	1.93%

Parking Enforcement 2009-2013 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2009	2010	2011	2012	2013
1	<u>Vehicle Replacement</u>						
	a) 2002 Ford Ranger - Vehicle #22012	LE-Lease	27,000	-	-	-	-
	b) 2005 GMC Sierra 2550HD	LE-Lease	-	-	-	29,000	-
2	<u>Electronic Parking Meters</u>						
	150 Eagle CK Mechanisms @ \$149.95 each =	CEDIT	22,493	-	-	-	-
	150 Duncan Housing #70 @ \$195.00 each =	CEDIT	29,250	-	-	-	-
	150 (4 Ft.) 40 Gauge steel meter post @ \$42.00 each=	CEDIT	6,300	-	-	-	-
TOTAL			85,043	-	-	29,000	-

- 1 Vehicle replacement as recommended by Fleet Manager
- 2 Meters are needed for the Downtown expansion for Harrison Square Project, completion in 2009.

STAFFING LEVELS
BUDGETED
CITY CLERK/PARKING ENFORCEMENT

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
Parking Control Supervisor	F	1	1	1	1	1	1	1	1	1	1	1	1	1	
Parking Control Asst. Supervisor/VES	F	0	0	0	0	0	0	0	0	0	1	1	1	1	
Installation - Repair	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Assistant Installation - Repair	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Parking Enforcement Officers	IAM	5	5	5	5	5	6	6	6	5	5	5	5	5	
Part-time Supervisor for Volunteer Program	IAM	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	0	0	0	0	
TOTAL		8	8.5	8.5	8.5	8.5	9.5	9.5	9.5	9	9	9	9	9	