

CITY OF HUNTINGTON BEACH

MEETING DATE: May 2, 2005

DEPARTMENT ID NUMBER: PD-05-004

Council/Agency Meeting Held: _____	_____ City Clerk's Signature
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: May 2, 2005	Department ID Number: PD-05-004

CITY OF HUNTINGTON BEACH
REQUEST FOR ACTION

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: DR. *Penelope Culbreth-Graft* Penelope Culbreth-Graft, City Administrator

PREPARED BY: KENNETH W. SMALL, Chief of Police
JIM B. ENGLE, Community Services Director *H. Stuart (ACTING)*

SUBJECT: TRANSFER OF COMMUNITY SERVICES PARKING CONTROL PROGRAM TO THE POLICE DEPARTMENT

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CITY CLERK
CITY OF
HUNTINGTON BEACH, CA

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue:

Beginning in December 2004, discussions were held between the Community Services and Police Departments about a transfer of the Community Services Departments' Parking Control Program under the control and supervision of the Police Department in order to provide greater service to the public.

Funding Source:

The three staff personnel and their associated budgets will be transferred from Community Services Department to the Police Department.

Recommended Action:

Approve the transfer of the Community Services Parking Control Program to the control and supervision of the Police Department, including approval to modify the table of organization at both departments to reflect the transfer of one permanent and two recurrent Parking Control Officers (PCO).

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Alternative Action(s):

Do not approve the transfer of the Community Services Parking Control Program to the control and supervision of the Police Department and direct staff accordingly.

Analysis:

Several years ago, the Police Department Parking Control Program was insufficiently staffed to provide the appropriate level of service to the Pier Plaza.

The Community Services Department recognized the need to provide an appropriate level of service to Pier Plaza and formed its own Parking Control Program to provide that service. Recently, the HCP Sports Complex became part of the Community Services Department Parking Control Program's area of responsibility as well.

The Police Department Parking Control Program is now fully staffed for full-time positions and is just short of having a fully staffed complement of part-time positions. At the current staffing level, the Police Department Parking Control Program is capable of absorbing both the staff and service obligations to both Pier Plaza and the HCP Sports Complex now provided by the Community Services Department.

The merging of the Community Services Department Parking Control Program into the Police Department Parking Control Program will provide a higher level of service to the Pier Plaza and HCP Sport Complex by providing a larger staff of Parking Control personnel to concentrate on appropriate issues occurring during peak hours for both locations.

In December 2004, discussions were initiated between the Police Department and the Community Services Department regarding a proposed transfer of the Community Services Department Parking Control Program to the Police Department. Currently, the Community Services Department program consists of one full-time position and two part-time positions.

Both departments are in agreement that the following benefits would be realized if the Community Services Department Parking Control Program was merged with the Police Department Parking Control Program:

- Service to the public will be greatly enhanced due to a single established parking control philosophy originating from a single authority.
- The Police Department will be able to provide greater coverage at Pier Plaza and the Sports Complex due to the larger Parking Control Staff.
- Processing of citation appeals will be centralized with the police supervisors, who have a great deal of training and experience in handling these issues and can accommodate any additional appeals generated from the enforcement efforts at Pier Plaza and the Sports Complex.

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- The process of issuing citations and processing any resultant appeals will be much more consistent.
- Safety for the Community Services Parking Control Officers will be improved as members of the Police Department. They will be provided with additional safety equipment such as police radios and vehicles equipped with enhanced emergency lighting. They will also receive enhanced training in the protocols for appropriate use for both items.
- All Police Department Parking Control Officers receive both initial and ongoing training related to applicable law, vehicle operation and officer safety. All of which will serve to reduce the city's exposure to liability. The Police Department is equipped to provide a high level of ongoing training in a variety of crucial subject matter.
- A merger of this nature will provide all members of the Parking Control staff an opportunity to work a variety of assignments such as the Pier Plaza, Sports Complex, street sweeping enforcement, abandoned vehicle abatement and traffic control at traffic collisions and major events. This variety of tasks will contribute to enhanced morale and a more knowledgeable and productive workforce.
- Each member of the Community Services Parking Control Program will receive enhanced training in the use of the Mobil Dispatch Terminal (MDT), how to conduct searches of the Department of Motor Vehicles Database, as well as legal and enforcement issues related to city-wide parking dynamics.

Each employee moving from the Community Services Department to the Police Department will be required to participate in a modified background investigation to gain security clearance to the Police Department.

This modified investigation will include:

- Personal History Statement
- Background interview
- Polygraph examination
- Live Scan fingerprints (national criminal inquiry)
- State/local criminal inquiry
- DMV inquiry
- Contact with the current employer
- Review of personnel file
- Limited contact of references

If any concerns are noted during the background process, additional information may be requested.

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Part-time Parking Control Officers presently assigned to the Community Services Department will receive a slightly higher hourly compensation to correspond with the part-time PCO's pay rate in the Police Department. This pay differential is appropriate due to the increased demands placed on them by the wide variety of additional skills and responsibilities placed on them as members of the Police Department Parking Control Program.

The merging of the Community Services Department Parking Control Program into the existing Police Department Parking Control Program will affect the work schedule of the one full-time employee of the current Community Services Department program. That employee currently works five days a week during dayshift hours with weekends off. If the two programs are merged, that single employee will become the least tenured full-time PCO in the Police Department. Because tenure will affect the employee's ability to select work hours and days, due to selection based on seniority in that position, it is possible the employee may be placed on a work schedule that is undesirable to the employee. It is certain the employee will have to change from a five day, eight hour a day workweek to a four day, ten hour a day workweek. While this is unlikely, this could also be viewed as undesirable from the employee's perspective.

While the Police Department views the additional responsibilities and wider variety of duties involved in such a merger as positive, it may be the opposite from the employee's viewpoint. This may also be the case regarding the additional training, background investigation requirement and working under the supervision of the Police Department. All of these issues were discussed with the existing Parking Control employee of the Community Services Department.

It is the opinion of Community Services Department and the Police Department that the merging of the Community Services Department Parking Control Program under the control and supervision of the Police Department is appropriate and will provide enhanced service to the public. The Police Department Parking Control Program will provide parking control coverage at the HCP Sports Complex and Pier Plaza required by the Community Services Department. Prior to bringing this item to the City Council, meetings and approvals were obtained from the Personnel Commission, Labor Management Relations Committee, Municipal Employees Association, and the involved full-time employee.

Environmental Status:

N/A

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Attachment(s):

City Clerk's Page Number	No.	Description
—		<i>None</i>

RCA Author: Terry Lindsey, Lieutenant

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