



**KING COUNTY**

**2005 BODY OF WORK (BOW) REVIEW**

**CAREER SERVICE REVIEW COMMITTEE - DETERMINATION**

**Department:** DNRP/Parks

**Issue:** Create new positions in the 2<sup>nd</sup> quarter Omnibus

**Department Recommendation:** Create two (2) Parking Specialist positions (1.67 FTEs)

**Department Comments:**

- Marymoor Park is a very large regional park with 10 separate parking lots. In February of 2003, the Parks and Recreation Division began collecting a \$1.00 daily parking fee by County ordinance to generate revenue for Parks Division operating costs. By October, the division had installed 15 computerized parking machines to collect money and validate payment of this fee. These parking machines handle over 350,000 transactions annually. Because of this very high volume of transactions, the parking machines (essentially computers) which must operate in all kinds of adverse conditions caused by rain, cold, heat, dust and vandalism, require daily, monthly and yearly maintenance by trained technicians.

Additionally, in order to ensure that park patrons abide by the ordinance and pay the daily fee, lot surveillance must be done regularly and parking notices issued. All money receipted at the machines must be collected, secured, and delivered to the office for counting and banking. All of these tasks naturally require daily record keeping and tracking.

- In 2005, a total of 3,329 temporary employee hours were needed to maintain, enforce, and keep maintenance and non-compliance records for the parking system at Marymoor. This does not include hours required for counting and banking parking revenue.
- Additionally, program administration and supervision including dealing with outside repair orders and tracking parts purchases required approximately 1,350 hours of the Recreation Coordinator's time.
- Given the number of hours that must be covered in a week for the Marymoor parking system, and that staffing is needed seven days per week, one person cannot do the entire job and temporary staff will continue to be needed. However, based on limits as determined by the Logan Knox guidelines, the hours required certainly justify the hire of two positions (1.67 FTEs) to cover parking maintenance tasks and to act as a lead with a crew of STTs.
- This position is revenue backed. The parking system generates \$400,000 annually for parks maintenance and operations.
- These positions will mean that fewer individuals have access to and handle money, reducing the risk of employee theft and accounting errors. Two positions will replace 2.35 temporary employees, who are limited to 17 hrs per week.
- The positions will monitor the parking fee collection system including regular maintenance and operation of the 15 parking machines. S/he must be knowledgeable about repair of sensitive equipment and comfortable troubleshooting and researching unusual maintenance problems. S/he must also be able to oversee the work of others and track parts inventory, communicate with vendors for repair of existing parts and purchase of replacements, prepare and maintain activity logs, field

complaint calls from the public and handle enforcement (issuing notices, tracking, filing, follow-up), With so many machines in such a busy regional park, this is an ongoing body of work.

- The positions will also serve as a lead to parking staff, overseeing the work of temporary parking employees whose primary focus is basic machine maintenance, collecting money, and monitoring all parking areas for violations.
- A Career service position was requested in the 2006 budget but was denied. Parks intend to request for position in the 1st quarter Omnibus. Budget Office has advised that the 1st Quarter Omnibus was not appropriate without first proceeding and highlighting the need for this new career service position in the BOW Review.

See Appendix A for the response to questions raised at April 12 CSRC meeting.

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### **Determination/Recommendation:**

- Create two new regular career service positions (1.67 FTE) in the next 2006 Omnibus Ordinance or at least 2 TLTs until the positions can be approved in the 2007 budgetary process.**

### **CSRC Comments:**

The tasks performed by a 40-hour workweek Parking Specialist since 2003 will continue based on newly expanded facilities availability and new venues at Marymoor Park. The department estimates that Parking Specialist seasonal work requires 2000-4000 hours over 9 months. The CSRC discussed the benefits versus drawbacks to using a combination of STTs and TLTs rather than pursue FTE approval.

One drawback that affects TLTs is that workload diminishes during December through February. Therefore, the CSRC recommends the creation of 2 TLTs through 2006 (position end date of 12/31/06).

DNRP will include a formal request for Council approval for 1.67 FTEs as soon as possible. The TLTs would be requested via TempTrack as TLT Category 4 (Miscellaneous) because the work is part of a new county program in Parks (the implementation of parking fees). The department was reminded that if the request for positions is not successful, the BOW must cease immediately.

### **Committee Approval Signatures:**

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County Executive/Designee      Date

\_\_\_\_\_  
Director, Office of Management & Budget      Date

\_\_\_\_\_  
Director, Human Resources      Date

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Department Director      Date