

**City of Fayetteville Staff Review Form**

**2015-0425**

**Legistar File ID**

**10/6/2015**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Peter Nierengarten

9/11/2015

Sustainability & Resilience /  
Chief of Staff

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Staff recommends approval of a resolution to add 1.0 full-time equivalent position that will be used to staff event parking in the Spring Street Parking Deck.

**Budget Impact:**

2130.9131.5100.00

Parking

Account Number

Fund

Project Number

Project Title

**Budgeted Item?** No

Current Budget \$ 149,848.00

Funds Obligated \$ 98,424.00

Current Balance **\$ 51,424.00**

**Does item have a cost?** Yes

Item Cost \$ 8,686.00

**Budget Adjustment Attached?** No

Budget Adjustment

Remaining Budget **\$ 42,738.00**

V20140710

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Comments:

**MEETING OF OCTOBER 6, 2015**

**TO:** Mayor and City Council

**THRU:** Don Marr, Chief of Staff

**FROM:** Peter Nierengarten, Sustainability & Resilience Director

**DATE:** September 11, 2015

**SUBJECT: Addition of 1.0 Full-Time Equivalent (FTE) Position for Event Parking in the Spring Street Parking Deck**

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**RECOMMENDATION:**

Staff recommends approval of a resolution to add 1.0 full-time equivalent position that will be used to staff event parking in the Spring Street Parking Deck.

**BACKGROUND:**

The Walton Arts Center (WAC) may request event parking for shows when 600 or more patrons are expected to attend an event at their facility. Since 2013, the Parking Division has been providing Event Parking Staff in the West Avenue Lot for WAC events. The West lot has 296 parking spaces and is regularly filled during WAC shows. Event parking staff helps expedite patron parking for WAC shows by directing traffic, taking payment, and answering questions.

**DISCUSSION:**

The Walton Arts Center's first large show is scheduled for November 6<sup>th</sup> and the Spring Street Parking Deck is scheduled to open in late October 2015 and will provide 236 parking spaces adjacent to the WAC. In order to fully staff event parking for the WAC events, staff request 1.0 full-time equivalent positions that will be used to provide 4 part time event parking staff for the Spring Street Parking Garage.

**BUDGET/STAFF IMPACT:**

Budget to cover expenses associated with event parking staff and equipment is available within the Parking Division's 2015 budget.

**Attachments:**

Parking Attendant Position Description

**Class Title:** PARKING ATTENDANT**Bargaining Unit:** Staff Senate**Class Code:** 0529**Salary:** \$10.10 - \$15.39 Hourly  
\$21,008.00 - \$32,011.20 Annually[View Job Postings](#)[Email me when more jobs like this become available](#)

Essential Job Duties	Benefits
<ol style="list-style-type: none"> <li>1. Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.</li> <li>2. Responsible for assisting patrons entering the parking lots during Event Parking days as scheduled.</li> <li>3. Sell Event Parking vouchers, including taking cash payments from patrons and issuing them a parking permit voucher.</li> <li>4. Manage the inventory of the parking lot to ensure the lot is used efficiently; make necessary adjustments when parking lot is full.</li> <li>5. Open and close the parking gates at scheduled times to accommodate the traffic flow during event parking.</li> <li>6. Audit voucher counts and cash collections to ensure accuracy of sales.</li> <li>7. Seek remedies to parking problems and answer inquiries from patrons.</li> <li>8. Work regular and irregular shifts, including shift rotations necessary to provide event parking services during Walton Arts Center shows. Shifts will frequently include weekends and some holidays. Must be available to work flexible shifts during the hours of 4:00pm through 11:00pm weekdays, and 12:00pm through 11:00pm on Saturday and Sunday. Work schedules will be set depending on the days the Walton Arts Center has large shows, and/or at other times during special events.</li> <li>9. Prepare reports as necessary.</li> <li>10. Maintain a daily report of events and work productivity.</li> <li>11. Assist with clean up in parking lots and other areas as assigned.</li> <li>12. Become familiar with geographical locations within the Entertainment District and the Downtown Business District in order to efficiently assist patrons find their desired location.</li> <li>13. Perform other duties as assigned.</li> </ol>	
<b>Secondary Job Duties:</b> <ol style="list-style-type: none"> <li>1. Perform secondary duties as assigned.</li> </ol>	
<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>1. High school diploma or GED; plus twelve months of related experience.</li> <li>2. Ability to effectively communicate with others orally and in writing.</li> <li>3. Possess a valid Driver's License.</li> <li>4. Must successfully pass a criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. 21-15-103 and A.C.A. 21-15-111.</li> <li>5. Ability to learn and follow procedures for event parking. Ability to become familiar with rules for the City's paid parking programs.</li> <li>6. Ability to respond to questions from customers and the general public in a professional manner.</li> </ol>	

7. Ability to effectively communicate using a portable radio.
8. Must be able to perform basic math; using addition and subtraction in order to make change when accepting payments for parking.
9. While performing the functions of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; frequently stoop, kneel and crouch. The employee must frequently lift and move up to 25 pounds.
10. While performing the functions of this job, the employee is regularly exposed to outside weather conditions and vehicle traffic entering and exiting the lot.
11. Must be able to work a flexible schedule. Work assignments can be general or specific and special events can cause schedule changes frequently.

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