



City Council Agenda Item

City Council Meeting Date: April 20, 2021

TO: Honorable Mayor and City Council Members

FROM: Jim Throop, City Manager
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SUBJECT: Restructuring of Parks and Recreation Divisions to a Combined Parks & Recreation Division under the Community Development Department; Adoption of Resolution No. 6398(21) to Amend the City's Compensation and Classification Plans for Management, Supervisory, and Confidential Employees to Replace the Recreation Manager Job Classification and Compensation with the Parks & Recreation Manager Job Classification and Compensation

Recommendation:

Staff recommends the City Council:

- 1) Reorganize the Parks Division, moving it from the Public Works Department to the Community Development Department, and combining it with the Recreation Division into a Parks & Recreation Division, and approve the reallocation of positions within the departments budgets as follows:
 - a. Establishing a Parks & Recreation Manager job classification, position allocation, and salary;
 - b. Deleting the Recreation Manager job classification, position allocation, and salary; and
 - c. Adjust the departments' budgets accordingly; and
- 2) Adopt Resolution No. 6398(21) (attached), which will:
 - a. Approve and adopt the Parks & Recreation Manager job classification;
 - b. Amend the Compensation Plan for Management, Supervisory, and Confidential Employees to:
 - i. Approve and adopt the salary for the Parks & Recreation Manager reallocations; and

- ii. Delete the Recreation Manager job classification, position allocation, and salary; and
 - c. Approve and adopt the proposed reorganization, reallocation, and adjustment of funding allocations for the Community Development Department, Parks & Recreation Division for the remaining Fiscal Year (FY) 2020-21; or
- 3) Provide an alternate direction.

Background:

The previous Parks, Recreation and Urban Forestry Department was reorganized in 2011 as a cost savings measure with the elimination of a department, and a department head position. Parks and Urban Forestry Divisions were moved to the Public Works Department and the Recreation Division was placed under the Community Development Department.

Discussion:

In order to return to a traditional structure in a cost-effective manner, staff recommends moving the Parks and Recreation Divisions to a new Division entitled Parks & Recreation Division under the Community Development Department with the creation of a Parks & Recreation Manager to oversee the division¹. The intent of the restructuring would be to:

- improve efficiencies in communication and coordination with special projects (park renovations, grant projects, volunteer projects);
- leverage volunteer opportunities;
- management and better coordination of contracts and leases that cross over between the use of parks and recreational programming (youth and adult sports);
- improve and leverage part-time workforce to address maintenance deficiencies within the parks and recreation facilities; and
- leverage administrative support personnel within the new division.

Fiscal Impact:

There is no fiscal impact since this is a reorganization using salaries budgeted during the Biennial Budget FYs 2019-21. There are enough revenues in the budget to cover the reorganization until a new budget for FYs 2021-23 is adopted.

There will be a future allocation adjustment for the newly created position of Parks & Recreation Manager, such that it is in line with other manager positions, and given the extensive amount of responsibility that the position will be taking on. This equates to an

¹ The Urban Forestry Division will remain under the Public Works Department.

increase of approximately \$18,000 annually, which will be included in the Biennial Budget FYs 2021-23.

Conclusion:

Adoption of Resolution No. 6398(21), will formally reorganize the separated Parks, and Recreation Divisions into a united Parks & Recreation Division under the Community Development Department. It will also replace the Recreation Manager with a Parks & Recreation Manager position and compensation in the City's Classification and Compensation Plans.

Respectfully submitted,

James Throop, City Manager

Attachment: Resolution No. 6398(21)