



## City Council Agenda Item

**City Council Meeting Date:** May 17, 2022

**TO:** Dean Albro, City Manager

**FROM:** Gabriel Garcia, Human Resources Manager  
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Christie Alarcon, Community Development Director  
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**SUBJECT:** Adoption of Resolution No. 6500(22) to Establish Parks & Recreation Projects Coordinator Position in the Community Development Department, Parks & Recreation Division and to Amend the City's Compensation and Classification Plans Accordingly

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt Resolution No. 6500(22) (attached), which will:
  - a. Amend the City's Classification Plan to establish the Parks & Recreation Projects Coordinator job classification and designate it a Management, Supervisory, and Confidential (MS&C) classification;
  - b. Amend the City's Compensation Plan to:
    - i. Approve and adopt the salary for the Parks & Recreation Projects Coordinator classification; and
  - c. Approve and adopt the proposed new position, position allocation, and compensation, and adjustment of funding allocations for the Community Development Department, Parks & Recreation Division for the remaining Fiscal Year (FY) 2021-22, and FY 2022-23 respectively; or
- 2) Provide an alternate direction.

### **Background:**

In April 2021, the City Council approved the restructuring of the Parks & Recreation Divisions. That restructure has proven successful in:

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- improving efficiencies in communication and coordination with special projects (park renovations, grant projects, volunteer projects),
- leveraging 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),
- improving and leveraging the part-time workforce to address maintenance deficiencies within the parks and recreation facilities,; and
- leveraging administrative support personnel within the new division.

In December 2021, the City received news that it had been awarded the Statewide Park Development and Community Revitalization Program grant for the College Park Renovation project in the amount of \$3.6 million. Round 4 had been highly competitive with \$2.42 billion in requests and only \$548.3 million in grants awarded. 468 project applicants were considered for funding and only 112 were awarded.

**Discussion:**

Currently, the Parks & Recreation Division has multiple capital projects funded and in some state of readiness to begin construction:

- College Park Renovation Project,
- JM Restroom and Concession Stand,
- Beattie Park ADA Improvements,
- Beattie Park Lighting Project,
- River Park Campground Phase II,
- Thompson Park Playground,
- Aquatic Center Heaters, Dehumidification & Roofing Project,
- Ryon Park Tennis and Pickle Ball Courts, and
- Parks & Recreation Facilities Master Plan.

Staff continues to seek funding for additional improvements to our parks and recreation facilities, currently awaiting funding for Pioneer Park Playground & Exercise Equipment Project, which we anticipate having a funding determination by Fall 2022.

While the Parks & Recreation Manager has taken on the additional duties of project management, the scope of the upcoming projects requires additional assistance that could focus on day-to-day administration and management of the multiple projects. In order to be effective as well as ensure successful outcomes of grant-funded projects, the creation of a position that can focus solely on the capital project management is essential to the City's continued success.

Staff recommends the approval of the proposed new position, Parks & Recreation Projects Coordinator to assist in the success of the division. The job classification details the duties of the proposed position. Further, the position would be fully grant-funded with the Statewide Park Grant funding as well as Community Development Block Grant (CDBG) funding. As we continue to be successful in obtaining additional capital project

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grants, those funds would be utilized to not only fund the projects but the management of such projects with this position.

**Fiscal Impact:**

There will be no fiscal impact to the General Fund during this budget cycle given that the Statewide Park Grant funding budget included sufficient funding for project management, which will be utilized to fund this position.

Once the College Park Renovation project is complete, position funding will be through additional successful capital grant funding and annual CDBG capital project activity delivery costs given that the City is committed to utilizing CDBG grant funds to continue to make improvements to parks and recreation facilities to address ADA regulations.

**Conclusion:**

Adoption of Resolution No. 6500(22), will formally establish the Parks & Recreation Projects Coordinator position under the Community Development Department, Parks & Recreation Division and approve the position allocation and compensation.

Respectfully submitted,

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Gabriel Garcia, Human Resources Manager

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Christie Alarcon, Community Development Director

**APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:**

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Dean Albro, City Manager

Attachment: Resolution No. 6500(22)