



The County of El Dorado

Chief Administrative Office


330 Fair Lane
Placerville, CA 95667-4197

Terri Daly
Chief Administrative Officer

Phone (530) 621-5530
Fax (530) 626-5730

March 18, 2013

TO: Board of Supervisors

FROM: Terri Daly, Chief Administrative Officer 

RE: Recommendations for Parks & Recreation Division

Numerous times over the past two years different Board members have expressed the desire to review the structure and staffing levels for our Parks and Recreation function. The economic downturn of the past five years caused parks and recreation activities to be put in a holding pattern, restricting any activity to the bare minimum. Parks staff and functions were divided among several departments in order to keep maintaining essential functions.

During this time, the Parks & Recreation Commission and related committees have continued to meet and volunteer hours have continued to be invested in recreation functions. Last year, in an attempt to access the needs and to reduce redundancy, the CAO's office took on the task of serving as the communication hub for parks and recreation. The assessment provided by that move, the recognition of the hours of volunteer hours put into parks and recreation, considerable prompting by the Parks and Recreation Commission and the Board of Supervisors brought us to the point where it is time to formalize the parks structure and staffing in order to maximize efforts and results.

On February 15, 2013, the Park and Recreation Commission held a public workshop to discuss Parks issues in the County and arrive at a consensus of how to move forward. I facilitated that meeting and gathered information that I used in developing the recommendations that I brought back to the Parks and Recreation Commission for confirmation. At the February workshop, four questions were posed:

- What is included in "Parks and Recreation"?
- What is a Platform for the Future – what is possible/effective approach?
- What are all the Commissions and Committees that would be partners/stakeholders?
- What are the Staff Functions we need for Parks and Recreation?

Some of the issues that surfaced during the workshop are easy to solve and some will take considerable time and resources. To start, I bring you a recommendation for a first step in terms of organizational structure and staffing.

In terms of organizational structure, your Parks and Recreation Commission should be the body that makes recommendations to the Board of Supervisors regarding all parks and recreation activities. Just as the Board turns to the Agriculture Commission for recommendations on agricultural issues, the Parks and Recreation Commission should be the body that reviews all decisions prior to coming to the Board of Supervisors. In turn, the Parks and Recreation Commission may establish several advisory or ad hoc committees to research and resolve issues such as the El Dorado Trail or the SPTC corridor. On some issues, there is an excess of information coming to the Board of Supervisors and to individual Supervisors from disparate sources, making it difficult to formulate balanced, thoughtful solutions. Your Parks and Recreation Commission could serve that role of vetting, researching and making recommendations to the Board on decisions regarding parks facilities and recreational opportunities in the County.

Regarding staffing, in 2011 the Parks functions included:

- Parks Operations in Environmental Management
- River Management in Environmental Management
- Park Maintenance in Department of Transportation
- Capital Outlay Projects in Department of Transportation
- Commissions and Committees coordination in the Chief Administrative Office

While this distribution across several departments was required as a holding place during difficult times, I feel the area of Parks and Recreation would be better served to consolidate all the parks-related operations and personnel in a division in the Chief Administrative Office, working closely with the Division of Economic Development and all other CAO functions. I have closely linked Parks with Economic Development because they have overlapping interests and duties and provide internal as well as external functions.

I propose that staffing for Parks and Trails as follows:

- One Manager of Parks and Recreation
- One Department Analyst
- One River Supervisor
- Five Seasonal Employees

On March 7, 2013, I presented to the Parks and Recreation Commission this structure and staffing plan and the Commission supported this proposal. This proposal simply aligns current practice with a structure that will be more effective. We want to utilize current staff more effectively, and, equally important, offer a structure in which volunteer time is more productive. Please note that we are not proposing to add staff positions at this time, but to bring staff together into one division. If this recommendation is approved, the appropriate administrative changes will come to the Board for approval.

If the Board accepts these recommendations, the next steps are:

- 1) Staff will prepare the necessary administrative changes to implement the recommendations.
- 2) The Parks and Recreation Commission will bring to the board their recommendation for a committee structure that reports to the commission. What committees are needed, in what form (standing or ad hoc) and what issues are each committee addressing?
- 3) Staff will make administrative changes required by changes in Parks and Recreation Commission's committee structure, as approved by the Board.
- 4) Parks and Recreation Commission will bring to the Board its recommendation of Park and Recreation priorities, based on the Parks and Trails Master Plan and community input.

Thank you for your consideration of this proposal.