



## Legislation Details (With Text)

**File #:** 13-0310      **Version:** 2

**Type:** Agenda Item      **Status:** Approved

**File created:**      **In control:** Board of Supervisors

**On agenda:** 4/30/2013      **Final action:** 4/30/2013

**Title:** Chief Administrative Office recommending the Board take the following actions related to the establishment of the Parks Division reporting to the Chief Administrative Office:  
 1) Adopt Resolution 046-2013 approving the revised job specification and salary range for the Parks Manager position and adding this position allocation as well as the Department Analyst position approved with resolution to the Parks Division budget; and  
 2) Authorize the transfer of park operations and river management functions from Environmental Management to the Parks Division effective May 1, 2013.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2A - Parks Manager Reso 2013 4-30-13, 2. 2B - Parks Manager Job Spec Rev 4-30-13, 3. Executed Resolution 046-2013.PDF, 4. A - Staff Report - Parks & Recreation 3-25-13.pdf, 5. B - Parks Structure.pdf, 6. C - Notes from 2-15-13 Parks Workshop.pdf

Date	Ver.	Action By	Action	Result
4/30/2013	2	Board of Supervisors	Approved	Pass
3/25/2013	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board take the following actions related to the establishment of the Parks Division reporting to the Chief Administrative Office:  
 1) Adopt Resolution **046-2013** approving the revised job specification and salary range for the Parks Manager position and adding this position allocation as well as the Department Analyst position approved with resolution to the Parks Division budget; and  
 2) Authorize the transfer of park operations and river management functions from Environmental Management to the Parks Division effective May 1, 2013.

**FUNDING:** General Fund.

### Background

BUDGET SUMMARY:		
Total Estimated Cost	Annual	\$131,000
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$	

Total Funding Available	\$	
Change To Net County Cost		\$131,000

**Fiscal Impact/Change to Net County Cost:**

The total estimated annual cost for the Parks Manager position is approximately \$131,000. This position will primarily be funded with General Fund resulting in an increase in Net County Cost for the Parks Division of \$131,000.

**Background**

On March 25, 2013, the Board approved a proposal to establish a Parks Division reporting to the Chief Administrative Office and directed staff to prepare the necessary administrative changes to implement the proposal. The Parks Division will include:

- One Parks Manager
- One Department Analyst
- One River Recreation Supervisor
- Five Seasonal employees

The Parks Manager position will be a new position within the Parks division reporting to the Assistant Chief Administrative Officer. The Department Analyst is an existing position that has been assigned to support park related activities. The River Recreation Supervisor and seasonal employees are currently under Environmental Management but would transfer to the Parks Division.

**Reason for Recommendation**

The proposed Resolution revises the prior Parks and Recreation Manager job specification to reflect the recently approved organizational structure, update the responsibilities that will be assigned to the position, and establish a salary commensurate with those duties and responsibilities.

Additionally, staff recommends the transfer of parks operations and river management functions from Environmental Management to the Parks Division effective May 1, 2013, the beginning of the summer season. The budgets and position allocations for these programs will be included in the FY 2013-14 Recommended Budget.

**Action(s) to be taken following Board approval**

- 1) Human Resources will implement the changes to the personnel allocations.
- 2) Park operations and river management functions will transfer to the Parks Division reporting to the Chief Administrative Office.
- 3) Position allocations and program budgets will be transferred to the Parks Division as part of the FY 2013-14 Recommended Budget.

**Contact**

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