

STAFF REPORT

City Council Consent Item

DATE: April 15, 2024

TO: Honorable Mayor and Council Members

FROM: Merritt Perry, City Manager

**SUBJECT: Approve Proposed Change to Parks and Recreation Department
Organizational Chart**

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the proposed change of the current Parks and Recreation Department's position of Recreation/Transit Administrative Supervisor to Administrative Assistant II. Staff also recommends approving the proposed organizational chart.

EXECUTIVE SUMMARY:

The Parks and Recreation department is under new direction and the recreation programs are under new management as well. After assessing the administrative needs of the department, in conjunction with recent staffing changes, staff is recommending eliminating the Recreation/Transit Administrative Supervisor position and allocating the budgeted salary to an Administrative Assistant II position. The current Fiscal Year 2023-24 full-time pay rate schedule has both positions listed at step no. F23, so this change would fill the currently vacant Recreation/Transit Administrative Supervisor position with an Administrative Assistant II position. It is anticipated that the recreation related function of the previous position will be assigned to the recreation supervisor, such as scheduling and managing adult sports, and administrative functions previously performed by the Recreation supervisor will be delegated to the new administrative position.

Staff believe redirecting the essential functions and services of the Administrative Assistant II will provide the opportunity for a higher degree of administrative support and oversight for the entire department. This change will also include cross training of other staff and will put the City in an improved position for succession planning, as multiple people within the department will be versed on all routine Parks and Recreation administrative functions.

FISCAL IMPACT:

There is no anticipated cost change, as this change would eliminate one position at step no. F23 and add a different position at step no. F23 to the City's org chart.

RECOMMENDED COUNCIL ACTION:

Approve proposed change to Parks & Recreation Organizational Chart. Consent Agenda vote.

ATTACHMENTS:

- Current Fortuna Organizational Chart
- Proposed Organizational Chart