

APPROVED

FEB 07 2017

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 18-027

DATE February 07, 2018

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10493 – SECTION 1H
(OTHER SPECIAL FUNDED POSITIONS)

AP Diaz
R. Barajas
*H. Fujita



V. Israel
S. Piña-Cortez
N. Williams



General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATION

Amend Personnel Resolution No. 10493 effective immediately as follows:

Section 1H – Other Special Funded Positions

ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	2426	Park Services Supervisor – Griffith Park – Parking Fees

SUMMARY

The Park Services Division generates approximately Nine Million Dollars (\$9,000,000) per year in revenue for the Department of Recreation and Parks (RAP). Until Fiscal Year 2013-14, RAP was budgeted two (2) positions of Park Services Supervisor, Code 2426, one of which was assigned to support the Park Services Division. The position assigned to support the Park Services Division was deleted for financial reasons.

The Park Services Division was detrimentally impacted by the deletion of this position. Staff has determined there is a need to reestablish a Park Services Supervisor position to provide the appropriate level of supervision to administer the Park Services Division. The Park Services Supervisor will be responsible for directing and managing seven (7) rental facilities, special events in the Griffith Region, special events in the Metro Region, the Travel Town Museum, the Park Film Office, Sherman Oaks Castle Park, City-wide Pay Tennis operations, and five (5) RAP parking lots (at Cabrillo Beach, Griffith Park, Harbor Regional Park, Hoover Park, and Westwood Park). In addition, the Park Services Supervisor will prepare financial reports, fee proposals, board reports, and budget documents, and will be tasked with establishing improvements for internal control of the Park Services Division (e.g., improvements in information technology and improvements to safeguard and protect cash payments).

This Report has been reviewed by staff of the Office of the City Administrative Officer.

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FISCAL IMPACT STATEMENT

The top annual salary of a Park Services Supervisor is currently Ninety-Four Thousand, Five Hundred and Eighty-Six Dollars and Forty Cents (\$94,586.40). Approval of this Board Report will not have a fiscal impact on RAP's General Fund given the salary of this position will be paid from a special funding source.

This Report was prepared by Harold T. Fujita, Director, Human Resources Division.