



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: November 14, 2006

TO: Mayor and Councilmembers

FROM: Administrative Division, Parks and Recreation Department

SUBJECT: Reorganization And Position Changes In The Parks And Recreation Department

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 06-055, The Position and Salary Control Resolution for Fiscal Year 2007, Affecting the Parks and Recreation Department Effective November 14, 2006.

DISCUSSION:

Over the past several years, due to employee turnover and budget reductions, the Parks and Recreation Department has implemented a number of changes to the Department's organizational structure to reduce expenses and improve the efficiency and effectiveness of operations. Certain position vacancies have allowed the department to evaluate operations and put new staffing structures in place to improve service delivery. Specifically, changes are now being proposed for the vacant Assistant Parks and Recreation Director and City Arborist positions, and the filled Street Tree Inspector.

Assistant Parks and Recreation Director

Prior to 2004, there were two Assistant Directors functioning as division heads. The Recreation Assistant Director was eliminated in the FY 2005 budget, and a second Recreation Programs Manager was added. Both Recreation Managers report to the Director.

The Parks Assistant Director has been held vacant since January 2005 for budget savings. With the FY 2006 budget, the Parks Superintendent position was upgraded from the supervisor classification to Parks Manager. That position oversees the Parks Division, including the urban forestry program.

REVIEWED BY: _____ Finance _____ Attorney

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The recruitment is currently underway for the Assistant Parks and Recreation Director. The position responsibilities have been upgraded from a parks-specific division manager to a true Assistant Department Head over both the parks and recreation divisions and, as a result, the salary range was increased to range 451, \$3,943.76 - \$4,793.68 biweekly, based on recommendations from the recent Manager and Supervisor Compensation Survey.

Department divisions will be split between the Director and the Assistant Director, with Parks, Golf, and the Project Management Team reporting to the Assistant Director. Recreation, Creeks and Administrative Services will report to the Director. The Assistant Director will also have oversight of key departmental operations and initiatives, and provide leadership assistance to the Director in planning, coordination and management of the department.

City Arborist - Proposed as an Urban Forest Superintendent – Supervisor Classification

The City Arborist position, which oversees the City's urban forestry program, has been vacant since March 2006. Historically, the position has been classified as a manager reporting to the Parks Assistant Director. This position now reports to the Parks Manager, who has greater responsibility for day-to-day management, budget and planning of the forestry program. The Department recommends downgrading the City Arborist position to Urban Forest Superintendent in the supervisor classification, range 332, \$2,178.46 - \$2,647.93 biweekly. Since "City Arborist" is a term referenced in various City ordinances; the Superintendent will fulfill the role of City Arborist as part of their duties.

The Urban Forest Superintendent title is more reflective of the job. The Superintendent position will spend approximately 60% of the time in the office; planning and organizing workload, handling customer complaints, consulting with the Public Works and Community Development departments, acting as staff liaison to the Street Tree Advisory Committee, administering the tree trimming contracts, preparing and monitoring the budget, and overseeing, evaluating, and disciplining staff. The remainder of the time will be spent in the field with the public and the crews, monitoring, analyzing, and solving problems and concerns.

With approval of this classification change, the position will immediately open for recruitment.

Street Tree Inspector – Proposed Upgrade to Supervisor Classification

The Street Tree Inspector has the day-to-day responsibility for scheduling and coordinating the City tree crews and equipment, monitoring the work of the outside tree trimming contracts in the field, and responding to service requests. The incumbent Street

Tree Inspector has been temporarily classified as a Parks Supervisor since April 2006, due to the vacancy of the City Arborist/Urban Forest Superintendent position.

In evaluating the urban forestry program for greater operational efficiency and effectiveness, the Department recommends that the Street Tree Inspector position be permanently upgraded from a General employee to a Supervisor classification, with the salary equivalent to the Parks Supervisor classification, range 328, \$2,135.43 - \$2,595.63 biweekly. The recommendation is based on the daily supervision of City tree crews, monitoring of contracts, and the limited amount of time the City Arborist/Urban Forest Superintendent spends in the field.

In reviewing how the Urban Forestry program has functioned over the years, the Department determined that the Street Tree Inspector has historically fulfilled the role of supervisor without the authority. The department believes that the quality of employee supervision and coordination of work efforts will be improved if the position has the authority of the Supervisor rank to ensure that the work gets done properly and in the most efficient manner.

With approval, the position will be permanently classified at the Supervisor level.

Conclusion

In summary, staff believes that this proposed reorganization will result in a more effective use of staff and resources, provide improved operational efficiency for the Department, and improved service delivery for our customers.

BUDGET/FINANCIAL INFORMATION:

With salary savings already existing in the Department from the vacancy of the Assistant Director and City Arborist positions, the Department can absorb any additional costs associated with this reorganization.

ATTACHMENT: Organizational Chart

SUBMITTED BY: Nancy L. Rapp, Parks and Recreation Director 

APPROVED BY: City Administrator's Office 