

APPROVED
OCT 16 2013

REPORT OF GENERAL MANAGER

NO. 13-268

DATE October 16, 2013

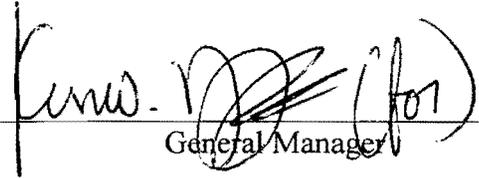
BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10382 – SECTION 1D
(SUBSTITUTE POSITIONS)

R. Adams		K. Regan	_____
*H. Fujita	_____	M. Shull	_____
V. Israel	_____	N. Williams	_____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

1. That the Board amend Personnel Resolution No. 10382 effective immediately as follows:

Section 1D – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
1	9134	Principal Project Coordinator – Planning

2. Subject to the Mayor’s approval, authorize the appropriation of \$785,000.00 transferred from Public Works, Fund 682 Department 50, per Council File No. 13-1248, to Fund 302 Department 89, Account 89270K, General Capital, Sub-Account HP, Hollywood Central Park.

SUMMARY:

On October 4, 2013, the City Council moved, subject to approval by the Mayor, to make the Department of Recreation and Parks (RAP) the lead agency for the development, preparation, and review of studies needed for the Hollywood Central Park project (see attached Council File No. 13-1248). This project proposes to cover a portion of the 101 or Hollywood Freeway – that part of the freeway between Hollywood and Santa Monica Boulevards – in order to create a 44-acre street level park for a community that is park poor. It has been determined that a new position in RAP of Principal Project Coordinator, Code 9134, is required to ensure that the feasibility of this high-priority special project is explored in an appropriate and timely manner.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-268

Upon approval of this Board Report, one (1) additional position of Principal Project Coordinator, which is a non-represented classification, will be established in substitute authority in RAP's Personnel Resolution. The Council has asked that RAP request this position be exempted from civil service pursuant to Charter Section 1001 (b) once the Board establishes it. In addition, RAP will seek approval from the Managed Hiring Committee to fill the position at such time that the position is established.

The duties and responsibilities to be assigned this position will include managing the City's review of consultant reports and studies on the proposed Hollywood Central Park project; facilitating discussion between the Board of Recreation and Park Commissioners, Mayor, City Council, and other elected officials on the project; receiving input regarding the project from appropriate internal and external agencies, departments, and organizations; preparing and presenting verbal and written reports on the review of the project; and monitoring the budget and expenditures for the consultant reports and studies.

Under Council File No. 13-1248, \$785,000.00 will be transferred from the Department of Public Works to RAP for the Hollywood Central Park project. In addition to funding the above position, \$525,000.00 will be appropriated to RAP to negotiate and execute an agreement with the Friends of the Hollywood Central Park to provide services relative to the preparation of an Environmental Impact Report/Environmental Impact Study and associated technical studies. RAP is requesting that the funds be appropriated as recommended above.

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

FISCAL IMPACT STATEMENT:

The fifth step, annual salary for a Principal Project Coordinator is \$118,912.00. At least two (2) years of salary funding for this position is provided for via the Council motion (Council File No. 13-1248). Therefore, establishing this position will not impact RAP's General Fund. Further, the appropriation of \$525,000.00 for contractual services will not have an impact on RAP's General Fund.

Prepared by Harold T. Fujita, Director, Human Resources Division.