

# APPROVED

MAY 17, 2017

BOARD REPORT

BOARD OF RECREATION  
AND PARK COMMISSIONERS

NO: 17-133

DATE May 17, 2017

C.D. All

## BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10461 – SECTION 1G  
(OTHER SPECIAL FUNDED POSITIONS)

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
\*H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

### RECOMMENDATION

Amend Personnel Resolution No. 10461 effective immediately as follows:

#### Section 1G – Other Special Funded Positions

#### ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
2	1513	Accountant – Planning – Quimby/Park Fees
1	1358	Administrative Clerk – Greek Theatre – Greek Theatre Operations
1	7246-4	Civil Engineering Associate IV – Planning – Quimby/Park Fees
2	9184	Management Analyst – Planning – Quimby/Park Fees
1	2464-1	Principal Recreation Supervisor I – Greek Theatre – Greek Theatre Operations
1	9171-2	Senior Management Analyst II – Planning – Quimby/Park Fees

### SUMMARY

On December 14, 2016, the Board approved Board Report No. 16-248 that, in part, established a new Special Funds Account in Department 89, Fund 302, with "Park Fee Program Administration" as the Account Name. This account was established so that three percent (3%) of collected Quimby/Park Fees (hereinafter referred to as "Quimby Fee" or "Quimby Fees") could be deposited in the account and used to fund administrative costs incurred by the Department of Recreation and Parks (RAP) pursuant to Section 12.33.J.1 of the *Park Dedication and Fee Update Ordinance* (Ordinance No. 184,505). Management of the Planning Division has identified the need to establish the following six (6) positions whose salaries can be paid for by the Park Fee Program Administration account:

Two (2) Accountant, Code 1513, positions will carry out the professional accounting work involved in the analysis, preparation, maintenance, control, and reconciliation of financial records and reports related to the collection and expenditure of Quimby Fees.

## BOARD REPORT

PG. 2 NO. 17-133

One (1) Civil Engineering Associate IV, Code 7246-4, position will interface with City staff, consultants, and regulatory and permitting agencies on proposed land dedications, parkland acquisitions, and park capital improvement projects; review developer applications for tentative tract maps and parcel maps to ensure accuracy and compliance with the rules and regulations applicable to Quimby Fee projects; and provide professional and technical support on Quimby Fee projects, RAP special projects, and related hazard mitigation and resource management efforts.

Two (2) Management Analyst, Code 9184, positions will develop, prepare, and track contracts for projects funded by Quimby Fees and other sources; review, process, and approve purchase orders, work orders, and expenditure authorizations for Quimby Fee projects; coordinate with RAP accounting and financial staff on processing the final acceptance of Quimby Fee projects and assist in completing and submitting associated project close-out reports; and, in collaboration with RAP planning, real estate, and environmental staff, prepare reports requesting the allocation of funds to acquire parkland and carry out park capital improvement projects with Quimby Fee funding.

One (1) Senior Management Analyst II, Code 9171-2, position will manage and oversee the Quimby Fee program for RAP; analyze and recommend the establishment and preparation of policies, procedures, and processes for managing and administering the Quimby Fee program; serve as RAP's point-of-contact and liaison with other City departments, offices, and agencies for all Quimby Fee-related issues; and supervise and direct the Quimby Fee program support staff.

Management of the Greek Theatre has requested the following two (2) positions be established whose salaries can be paid for by another Department 89 Special Funds Account (Fund MG01 of Account 57T which is also known as the "Greek Theatre Operations" account):

One (1) Administrative Clerk, Code 1358, position will provide needed clerical support to RAP's administrative operation of the Greek Theatre.

One (1) Principal Recreation Supervisor I, Code 2464-1, position will maintain good relations with stakeholders in the community surrounding the Greek Theatre and with other interested parties; research, analyze, develop, and meet the Greek Theatre's short and long-term facility needs; and develop and coordinate recreational programs to be offered the public prior to and following the Greek Theatre's regular concert season.

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

### FISCAL IMPACT STATEMENT

Approval of this Board Report will not have a fiscal impact on RAP's General Fund given the salaries of these positions will not be paid from the General Fund budget but by special funds.

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