

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Parks and Recreation	(2) MEETING DATE 1/26/2016	(3) CONTACT/PHONE Nick Franco, Director 805-781-5204	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center (FC) 305 Parks, by adding a 1.00 Full Time Equivalent (FTE) Parks Superintendent position. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution amending the PAL for FC 305 – Parks by adding a 1.00 FTE Parks Superintendent position.			
(6) FUNDING SOURCE(S) FC 305 - Parks Operations Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$30,406.00	(8) ANNUAL FINANCIAL IMPACT \$121,626.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts.			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Parks and Recreation / Nick Franco, Director
805-781-5204

DATE: 1/26/2016

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center (FC) 305 Parks, by adding a 1.00 Full Time Equivalent (FTE) Parks Superintendent position. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the attached resolution amending the PAL for FC 305 – Parks by adding a 1.00 FTE Parks Superintendent position.

DISCUSSION

The Department of Parks and Recreation is requesting to add a 1.00 FTE Maintenance Superintendent position. This request is in support of regulatory compliance, trails coordination, and deferred maintenance (see attached duties). The Department finalized its Strategic Plan in December 2015 which includes the overall goal of achieving National Accreditation by 2020. A fundamental element of accreditation is the establishment and adherence to Maintenance and Operations Management Standards including preventative maintenance plans and legal regulatory compliance as well as ADA compliance, an environmental sustainability program, and zero waste plans (see attached accreditation standards).

The former Parks Division of the former General Services Agency for many years had the management of the park system divided between two Parks Superintendents. One Superintendent focused on operations and the other on maintenance activities, both coordinated by a Parks Manager or Deputy Director. In 2011, upon the retirement of the former Maintenance Superintendent and as part of the seven year pain plan, the Maintenance Superintendent position was eliminated for cost savings. The workload for the Maintenance Superintendent was distributed to the remaining one Parks Superintendent, the Supervising Rangers and the Deputy Director for Parks. The impact of the loss of the position has been increased deferred maintenance, less responsiveness to trail issues, and storm water, ADA, and other code compliance issues.

The added position would primarily be responsible for the many regulatory compliance issues within the operations and maintenance of parks. The recent increasingly complex storm water runoff management and Americans with Disability Act (ADA) requirements are just two examples of new or expanded inspection and reporting requirements that impact park operations. This position will develop and implement Storm Water Pollution Prevention Plans (SWPPP) for park areas, coordinate plan review, inspections and reporting with the Public Works and Planning Departments required by the State of California, provide annual required training to all Parks and Golf staff, support the Rangers to ensure maintenance plans are in place and being implemented for bio-swales and other related areas for storm water runoff in parks, and perform inspections and monitor maintenance in all storage yard areas.

Additionally, this position will provide oversight of the pesticide management program by providing annual training to staff, monitoring applications on County parks property, preparing annual recommendations, perform inspections, keep records and represent the Department during audits. The Maintenance Superintendent will assist with the development of and maintain the Department's ADA transition plan and review facilities and programs for compliance. This position will also serve as the Department's safety coordinator including annual updates of the Business Plans, managing the hazardous

materials storage program, updating the playground inspection program and work with Risk Management to reduce employee injuries.

The Maintenance Superintendent will be the Department's Trail Coordinator, working with the numerous volunteer groups throughout the county and assisting with grant writing and seeking funding to implement the numerous trail projects supported by the public.

The Department's deferred maintenance has continued to grow and this position will develop annual plans to assist with addressing the many deferred maintenance projects as well as implement preventative maintenance projects to prevent the expansion of the deferred maintenance list.

OTHER AGENCY INVOLVEMENT/IMPACT

This request has been coordinated with the Department of Public Works, the Department of Human Resources and with the Administrative Office.

The Department of Public Works is requesting a County-wide Stormwater Coordinator who will work closely with staff in the Departments of Planning and Building, Parks and Recreation, and the Health Agency. To be effective at implementing a whole program within the County, the Department of Parks and Recreation will need this additional staff person to address the stormwater issues upon the approximately 14,000 acres managed by the Department. A portion of the duties of the requested position will be in support of the County-wide Stormwater Program.

FINANCIAL CONSIDERATIONS

The Department of Parks and Recreation will fund this position out of existing Department funds. No additional General Fund support is requested. The Department is currently in the process of moving to new office space and has anticipated the office space requirements for this position. As a result, no new office or workspace costs will be required as a result of this position.

RESULTS

The addition of this position will help the Department achieve its mission and its three main goals:

1. The Department will have well managed park areas
2. The Department will continuously improve its service delivery
3. The Department will invest in its human resources

Measures for these goals are in the Department's Strategic Plan (see attached). This position will primarily influence the following Strategic Plan Performance Measures:

- 1.1.3 – Percentage of Commission for Accreditation of Parks and Recreation Agencies standards met by the Parks and Golf Divisions to achieve and maintain national accreditation.
- 1.3.2 – Number of deferred maintenance projects that are completed by fiscal year end.
- 1.4.2 – Number of known historic structures and cultural sites that are stabilized and protected.
- 1.5.1 – Number of active trail maintenance agreements.
- 1.5.2 – Number of trail miles within the county park system that receive a satisfactory or better rating based on annual customer satisfaction surveys.
- 2.2.3 – Number of projects completed and programs delivered that help implement the Department's ADA transition plan.
- 3.2.1 – Number of employee accidents and injuries.

Additionally, this position will be a significant contributor to the data anticipated for use in the Parks and Recreation Operating Ratio and GIS (PRORAGIS) system used by the National Recreation and Parks Association as a comparative national benchmarking tool for park and recreation agencies.

ATTACHMENTS

1. Resolution to amend the FC 305 PAL
2. Proposed Organizational Chart
3. List of duties for Park Maintenance Superintendent
4. List of National Accreditation Standards