

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

**FROM:** Mary K. Lindley, Director of Parks, Recreation, and Community Services 

**DATE:** January 9, 2006 (Meeting of January 18, 2006)

**SUBJECT:** Consider Consultant to Perform Organizational Study for the Parks, Recreation, and Community Services Department

**DISCUSSION**

The City Council is being asked to approve hiring a consultant to perform an organizational study of the Parks, Recreation, and Community Services Department. The recent resignation of the current Recreation Manager provides the City with an opportunity to evaluate the existing organizational structure and consider changes to better facilitate the growing responsibilities and demands on the Department.

**Recreation Division:**

The Recreation Manager reports to the Parks, Recreation, and Community Services Director. The Division operates with six full-time employees and approximately eight to 18 part-time employees depending on the season. The Division includes, but is not limited to: the Active Adult Center, youth and adult classes, special events, teen council and programs, youth and adult sports, seasonal youth day camps, recreation center and gym operations, park and recreation center rentals, and serves as the liaison to a number of groups and organizations including Moorpark youth sports groups and the Moorpark/Simi Valley Neighborhoods for Learning.

**Parks/Facilities Division:**

The Parks/Facilities Division is headed by the Park and Facilities Superintendent who reports to the Parks, Recreation and Community Services Director, and operates with five full-time employees. The Division includes responsibility for maintenance, operations, and improvement of: 15 parks, approximately 3.5 million square feet of landscape rights-of-way (medians and parkways), all City

buildings (including the High Street Theater and Police Facility), trails, and open space.

Administration Division:

The staffing in the Administration Division consists of six full-time employees including the Department Head. The Administration Division includes transit programs, solid waste and waste reduction programs, animal/vector control, art in public places, capital projects, and the department budget functions. As you are aware, the Council has previously approved the transfer of the transit programs to the City Engineer/Public Works Department. This transfer is expected to occur within the next few weeks.

Staff proposes hiring a consultant to prepare an organizational study on the Parks, Recreation, and Community Services Department. There are a number of issues to consider, including, but not limited to:

1. Increased park acreage facility square footage since the current staff levels were established.
2. Projected future increases in park, open space, median and parkway acreage.
3. Potential for the City to assume full responsibility for the operation of a municipal library. If that were to happen, it is anticipated that the Department would oversee the library's operation.
4. Potential for expanding the role of the Department to the administration of the High Street Theater. This is something that is being evaluated at the staff level.
5. Expansion of recreation services to provide more programming for teens and active adults.
6. Build out currently approved capital improvement projects and the subsequent added maintenance and refurbishment of facilities and landscaping.
7. Potential reassignment of certain functions to other departments in the City.

The primary scope of work would include:

- Assessment of the organizational structure of the Department
- Assessment of staffing levels based on existing and future programs, operations, and maintenance. This takes into account projected new acreage of parks and landscaped rights-of-way.
- Evaluation of the distribution of responsibilities/workload.
- Review the relationship between the various levels of staff, reporting structure, and authority.
- Evaluation of the existing job classifications and duties.

While the study is underway, the position of Recreation Manager will remain vacant and the salary savings generated by the vacancy will be used to fund the proposed study. It is anticipated the study will not exceed \$25,000.

#### **STAFF RECOMMENDATION**

Approve the organizational study as generally outlined in the Agenda Report, subject to final approval of the City Manager, and authorize the City Manager to sign an agreement not to exceed \$25,000.