



## INTEROFFICE MEMORANDUM FROM THE PARKS AND RECREATION DEPARTMENT

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TO: Samuel A. May, City Manager

VIA: Cale Curtis, Assistant City Manager, Acting Human Resources Director

FROM: Michael A. Jones, CPRP Parks and Recreation Director

DATE: January 9, 2018

SUBJECT: Reclassification of Vacant Positions

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As our Parks and Grounds Maintenance level of service grows as a division/department with an increased standard of care expected by our public, and best practices within industry standards, our manpower is currently spread thin and we are falling behind on completing our routine scheduled maintenance.

In order to alleviate this issue, I am recommending for your approval to reclassify our open Division Leader vacancy (early retirement), and Service Worker II vacancy (internal promotion), to three (3) Service Worker I positions.

By doing so we will be replacing two (2) employees that function as more of a middle management role, with three (3) employees that will function in a more hands on role. By reclassifying these positions, we will be able to provide a higher level of service to our Parks and Grounds maintenance plan, concentrating on sports turf maintenance, spot spray application of herbicide, daily repairs, mulching, fertilizing, and more. This will create a safer, cleaner, and greener experience for our public as they enjoy our public parks and facilities.

Based on a rough estimate, the proposed reclassification of the three positions hired at entry level can be covered in the adopted FY 2019 budget.

Future budgets will be impacted, and the required funds will be included in the annual budget process.

CC: Human Resources Department  
Finance Department