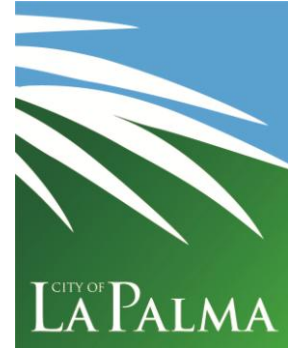


City of La Palma

Agenda Item No. 5



MEETING DATE: AUGUST 20, 2013

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Michael Belknap, Community Services Director

AGENDA TITLE: Part-Time Recreation Vacancies

PURPOSE:

This report addresses current and impending vacancies of part time Senior Recreation Leader and Recreation Leader positions in the Community Services Department and requests City Council approval for filling these vacancies.

BACKGROUND:

The City Council established a review process of all vacant positions authorized in the budget. As is typical at the end of Summer, due to attending college and accepting other jobs, six (6) employees have submitted or plan to submit their resignations from the Community Services Recreation Division. All of these positions are at will part time Employees (PTE), 100% funded by the General Fund.

SUMMARY:

The six (6) vacant positions include two (2) Senior Recreation Leaders and four (4) Recreation Leaders. These positions' duties include Central Park supervision during afternoons, evenings, and weekends; leading programs such as Fit N Fun and Club La Palma; and working various special events including La Palma Days, Fitness Run For Fun, and Community Activities & Beautification Committee events. These positions are essential in providing quality facilities and programs for our residents.

ALTERNATIVES:

The City Council could choose not to fill these positions; however programs and services would be severely impacted without the staff to run them. Should this be the Council's decision, programs and services would need to be eliminated. Likely programs for elimination are Fit N Fun and teen special events, and Central Park operating hours would be limited.

FISCAL IMPACT:

On average, Senior Recreation Leaders work between 15 – 20 hours per week and Recreation Leaders work 10 – 15 hours per week. The City’s policy is to limit these positions to 999 hours so they do not enter the Public Employees Retirement System (PERS). Instead, they participate in Public Agency Retirement Services (PARS) where the 7.5% retirement contribution is split evenly between the City and the employee, contributing 3.75% each.

The approximate expenditure for these positions is:

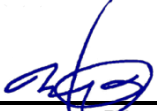
- Senior Recreation Specialist Leaders (2) \$17,900
- Recreation Leaders (4) \$23,800
- PARS (3.75%) \$ 1,564
- \$43,263

These positions are budgeted in 01-410 Youth & Family Services, 01-420 Neighborhood and Community Services, 01-430 Health & Wellness, and 01-440 Facility Operations and Resources.


RECOMMENDED ACTION:

It is recommended that the City Council authorize the recruitment and hiring of two (2) Senior Recreation Leaders and four (4) Recreation Leaders and create an eligibility list for six (6) months should future vacancies occur.

APPROVED:



Department Director



Finance (if applicable)



City Manager