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Title: CONSIDER ADOPTING RESOLUTION NO. 23-121 APPROVING THE TRANSFER OF THE GROUNDS DIVISION IN THE PUBLIC WORKS DEPARTMENT TO THE DEPARTMENT OF COMMUNITY SERVICES/PARKS AND RECREATION, ADOPTING RESOLUTION NO. 23-108 CREATING THE LANDSCAPE AND PARK MAINTENANCE SUPERINTENDENT POSITION, AND ADOPTING RESOLUTION NO. 23-112 AUTHORIZING THE TRANSFER OF THE FY 2023/24 GROUNDS DIVISION BUDGET

Sponsors: Community Services

Indexes:

Code sections:

Attachments: 1. Resolution No. 23-121.pdf, 2. Resolution No. 23-108.pdf, 3. Landscape and Park Maintenance Superintendent Job Specification.pdf, 4. Grounds Division Staff Positions.pdf, 5. Public Works Grounds Division Organization Chart.pdf, 6. Vehicles & Equipment.pdf, 7. Resolution No. 23-112.pdf

Date	Ver.	Action By	Action	Result
7/5/2023	1	City Council		

Report to Mayor and City Council

Wednesday, July 05, 2023

Consent

SUBJECT:

CONSIDER ADOPTING RESOLUTION NO. 23-121 APPROVING THE TRANSFER OF THE GROUNDS DIVISION IN THE PUBLIC WORKS DEPARTMENT TO THE DEPARTMENT OF COMMUNITY SERVICES/PARKS AND RECREATION, ADOPTING RESOLUTION NO. 23-108 CREATING THE LANDSCAPE AND PARK MAINTENANCE SUPERINTENDENT POSITION, AND ADOPTING RESOLUTION NO. 23-112 AUTHORIZING THE TRANSFER OF THE FY 2023/24 GROUNDS DIVISION BUDGET

I. SUMMARY

To provide a direct line of supervision between the Director of Community Services/Parks & Recreation and Grounds staff, the City Council is asked to adopt Resolution No. 23-121 that will authorize the transfer of this Division currently located in the Public Works Department to the Department of Community Services/Parks & Recreation effective July 6, 2023 (Exhibit No. 1). Called the Landscape and Park Maintenance (LPM) Division, this change will serve to improve, enhance, and strengthen communication and direction between the staff that operates the parks, and the employees that maintain the exterior

areas of all City parks and the Civic Center. Staff is also requesting the adoption of Resolution No. 23-108 that will create a Landscape and Park Maintenance Superintendent classification (Exhibit No. 2 & 3). This position will be charged with providing leadership and direction to LPM staff.

Thirty-eight (38) current employees - 28 FT and 10 PT - will be re-assigned to the Community Services/Parks and Recreation Department (Exhibit No. 4 & 5). Public Works and Community Services staff have collaborated to organize the proposed division transfer by sharing vital operational and financial information, such as its FY 2023/24 budget, Blanket Purchase Orders, details about contracts, and a roster of its assets (vehicles and equipment) (Exhibit No. 6). Additionally, new account numbers in Community Services have been created with the assistance of Finance. To authorize the transfer of the budget from Public Works to Community Services, staff is requesting the adoption of Resolution No. 23-112 (Exhibit No. 7).

Should the City Council approve this proposal, this action will be reviewed in six months to determine if any changes, updates, or corrections are needed. If it is concluded that additional staff are required to support operations, a recommendation will be presented to the City Council during midyear.

II. RECOMMENDATION

TAKE the following actions:

1. WAIVE further reading and ADOPT Resolution No. 23-121, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, APPROVING A REORGANIZATION THAT WILL TRANSFER THE GROUNDS DIVISION IN THE DEPARTMENT OF PUBLIC WORKS TO THE DEPARTMENT OF COMMUNITY SERVICES/PARKS & RECREATION TO CREATE THE LANDSCAPE AND PARK MAINTENANCE DIVISION
2. WAIVE further reading and ADOPT Resolution No. 23-108, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR LANDSCAPE AND PARK MAINTENANCE SUPERINTENDENT."
3. WAIVE further reading and ADOPT Resolution No. 23-112, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE FISCAL YEAR 2023-24 BUDGET IN THE GENERAL FUND THAT WOULD AUTHORIZE THE TRANSFER OF THE GROUNDS DIVISION BUDGET IN THE DEPARTMENT OF PUBLIC WORKS TO THE DEPARTMENT OF COMMUNITY SERVICES/PARKS & RECREATION."

1.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

Recreation's facilities, with their extensive amenities and robust programming, have often been viewed as the one of the City of Carson's jewels. To uphold this enduring perception, the City Council is asked to approve the transfer of the Grounds Division from the Public Works Department to the Department of Community Services/Parks & Recreation. This additional Division will be called the Landscape and Park Maintenance, and will provide a direct line of supervision and communication between the staff that operates the parks, with the employees that maintain all exterior areas of these facilities, including fields, courts, and pools. This new Division will also be charged with the upkeep of the grounds surrounding the Carson Civic Center. The ultimate intent of this proposal is to affirm the outstanding recreational experience the community has come to expect from the city.

The new Division will be spearheaded by a Landscape and Park Maintenance Superintendent who will work closely with the Director of Community Services to document and implement maintenance/repair plans and projects. Thirty-eight (38) current employees - 28 FT and 10 PT - are impacted by this change (Exhibit Nos. 4 & 5). The Pool Maintenance Specialist is currently assigned to another supervisor, and will be moved to a Section upon approval of this proposal (Exhibit Nos. 4 & 5).

Public Works and Community Services staff have been working closely to ensure the smooth transition of the Division by sharing operational and financial information. A summary of the FY 2023/24 budget has been provided, as well a list of Blanket Purchase Orders typically used for supplies, equipment, and equipment maintenance/repair. Details about Grounds' sole and several potential contracts have been discussed. A roster of the Section's assets - vehicles and equipment - that will move along with staff has been given to Community Services (Exhibit No. 6). Additionally, new account numbers in Community Services have been created with the assistance of Finance.

To formalize this transfer, the City Council is asked to adopt Resolution No. 23-121 that will authorize the transition of the Grounds Division in Public Works to the Department of Community Services/Parks & Recreation to establish the Landscape and Park Maintenance Division effective July 6, 2023 (Exhibit No. 1). Staff is also requesting the adoption of Resolution No. 23-108 that will create a Landscape and Park Maintenance Superintendent position (Exhibit Nos 2 & 3). Finally, staff is recommending the adoption of Resolution No. 23-112, that will transfer the FY 2023/24 Grounds budget to Community Services (Exhibit No. 7).

Should the City Council approve staff's recommendations, this action will be reviewed in six months to determine if any changes, updates, or corrections are needed. If it is concluded that additional staff are required to support operations, a recommendation will be presented to the City Council during midyear.

V. FISCAL IMPACT

Funds to support this new Division were included in the FY 2023/24 Public Works Department budget in Account Nos. 101-80-840-105 and 101-80-840-107. If the transfer is

approved, the funds will be moved to the Community Services/Parks & Recreation Department in Account No. 101-90-970-105-XXXX for Landscaping Maintenance and Account No. 101-90-970-107-XXXX for Park Grounds.

VI. EXHIBITS

1. Resolution No. 23-121. (pgs. 5-6)
2. Resolution No. 23-108. (pgs. 7-8)
3. Landscape and Park Maintenance Superintendent Job Specification. (pgs. 9-11)
4. Grounds Division Staff Positions. (pg. 12)
5. Public Works Grounds Division Organization Chart. (pg. 13)
6. Vehicles and Equipment. (pgs. 14-15)
7. Resolution No. 23-112. (pgs. 16-19)

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