

DATE: 12/27/06

TOWN MNGR: *[Signature]*

Town Council Staff Report

To: Mayor and Town Council
From: Kevin R. Plett, Town Manager
Kenneth Leary, Community Services Director
Meeting Date: January 2, 2007

Subject: Adopt Resolution Number 2535-07 Amending the Authorized Positions for Fiscal Year 2006/07 Adding a Regular Part-time Recreation Coordinator and deleting a Temporary Part-time Recreation Specialist.

Background:

The Council through the adopted budget document authorizes all current positions. The current year budget contains a .75 (full-time equivalent) Temporary Part-time Recreation Specialist. Part of the duties of the Town Manager is to recommend changes to staffing as needed. A review of our Children Programs staffing resulted in a recommended change. Only the Council can amend the authorized positions to be filled by the Town Manager.

Discussion/Analysis:

The existing position of the Temporary Part-time Recreation Specialist is an important position for the Town. It was determined that it needs to be upgraded to meet expanding duties and responsibilities of operating the After School and Town Camp programs of which duties have been increased. Also, by adding new responsibilities to the position it necessitated a review of the appropriate classification for the incumbent.

After doing a complete review of the current After School and Camp program position, it has been determined that the incumbent in this position has taken on additional duties and responsibilities that warrant a promotion within the job classification schedule. The goals are to increase the responsibilities and job duties in this position for the incumbent who possesses the necessary skills and meets the responsibilities, and requirements of this position, and to improve the working environment and services to the public and staff.

The existing classification of Recreation Program Coordinator is being recommended. The current budget includes a Temporary Part-time Recreation Specialist at 30 hours per week. The recommendation would be to delete this position and replace with a Regular Part-time Recreation Coordinator at the same hours per week. There will be a budget impact of about \$4,000 that will be addressed in the mid-year budget review.

In closing, it is important to have duties requested of an employee match their classification to make clear what is expected from the employee as well as paying a fair and competitive salary in order to recruit good employees and retain them over the long-term. No new personnel are proposed by this action, and the budget impact will be minor compared with the benefit of having a stable incumbent in the position.

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Recommended Action:

Adopt Resolution Number 2535-07 Amending the Authorized Positions for Fiscal Year 2006/07 Adding a Regular Part-time Recreation Coordinator and Deleting a Temporary Part-time Recreation Specialist.

Attachment 1 - Resolution Number 2535-07

Town of Yountville
Resolution Number 2535-07

Amending the Authorized Positions for Fiscal Year 2006/07 Adding a Regular Part-time Recreation Coordinator and Deleting a Temporary Part-time Recreation Specialist

Recitals

- A. It is necessary for the Council to authorize the position of Recreation Coordinator as a three quarter-time position and delete the three quarter-time position of Recreation Specialist.
- B. The Town Manager is authorized to fill open positions authorized by the Council in the current year budget document or by supplemental authorization.

Now therefore, the Town Council of the Town of Yountville does resolve as follows:

- 1. The authorized positions for the current fiscal year are amended to include a .75 Regular Part-time Recreation Coordinator and deleting a .75 Temporary Part-time Recreation Specialist.
- 2. The authorized position shall be represented by the Yountville Employees' Association, subject to the conditions of employment, as set forth in the Memorandum of Understanding with the Town.
- 3. The Town Manager is hereby authorized to fill the position.

Cynthia Saucerman, Mayor

ATTEST:

State of California)
County of Napa) §
Town of Yountville)

I, Michelle Price, Town Clerk of the Town of Yountville, do hereby certify that the foregoing Resolution was duly adopted by the Town Council of the Town of Yountville at a regular meeting thereof held on the 2nd day of January 2007, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michelle Price, Town Clerk