



# COUNTY OF HUMBOLDT

For the meeting of: 3/19/2019

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File #: 19-349

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Allocation of Parks Caretaker I for Public Works Parks & Recreation

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Allocate one (1.0) full-time equivalent (FTE) Parks Caretaker I (class 0272, salary range 310, position 05) in budget unit (BU) 713, effective immediately following approval.

**SOURCE OF FUNDING:**

General Fund 1100713 Parks and Recreation

**DISCUSSION:**

The Department of Public Works seeks authorization to allocate one full-time (1.0 FTE) Parks Caretaker I position in order to fill the position for which funding was approved by your Board during the Mid-year Budget Report presented on February 26, 2019.

The Parks and Recreation Division of Humboldt County Public Works provides maintenance, oversight and management to all county owned parks. The demands of aging structures, safety requirements, implementation of security and standard day-to-day management of the parks has placed a burden on existing staff as we struggle and seek to meet the daily needs of the public throughout the Humboldt County Parks system.

The current staffing level within the Parks Division makes it difficult for the Division to adequately manage all thirteen (13) parks' facilities. There are currently six (6) full-time and up to four (4) seasonal extra help parks caretakers to service year-round needs of all thirteen (13) parks and trails and three (3) boat ramps. There currently is not enough of a presence. Existing staff works overtime to meet basic needs required to keep the parks open. Vandalism is one of the on-going issues at the parks. Payment stations continue to be broken into, translating into loss of revenue. Basic amenities such as restrooms, fire pits, benches, lighting, and playgrounds are in continuous need of repair and upkeep. Campsites need to be cleaned regularly and litter is constantly being disposed of by parks staff.

The McKay tract is the beginning phase of new responsibilities for staff. As new trails are added, the demand on staff increases. The need for public assistance and general maintenance exponentially increases with each new parkway. Approval of the position will increase the volume of services Parks and Recreation renders to the county. Translating to an increase in safety, grounds keeping, general maintenance, security and public assistance.

FINANCIAL IMPACT:

The estimated cost to allocate the Parks Caretaker I position to Parks and Recreation (1100 713) for the remaining Fiscal Year 2018-19, starting April 1, 2019, is \$14,219. The decrease of \$4,359 from the original declared amount of \$18,578, accounts for the savings resulting from the time required to recruit the position. The estimated costs thereafter for FY 2019-20 is \$58,024. Funding will be provided through a transfer from General Fund Contingencies in FY 2018-19, with an ongoing increase to the General Fund contribution for future fiscal years.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

County Administrative Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to allocate the position. This is not recommended, as this will leave the department unable to fill the position funded by your Board.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: I-2

Meeting of: 02/26/19

File No.: N/A