

Capitola City Council

Agenda Report



Meeting: January 26, 2023

From: City Manager Department

Subject: Recreation Division Staffing Adjustments and Update to Hourly/Seasonal Pay

Recommended Action: 1) Approve adjustments to the Recreation Division staffing; and 2) Adopt the proposed resolution updating the Hourly/Seasonal pay rates.

Background: Currently, the Recreation Division has both permanent and temporary employee classifications with the same title of Recreation Assistant. Until recently, there were two permanent full-time employees serving as Recreation Assistants. One of those employees changed positions within the City and is now serving as the Development Services Technician for the Public Works Department, leaving one Recreation Assistant position vacant in the Recreation Division. The Division also has three permanent employees serving as Recreation Coordinators, working at three-quarter time.

Discussion: With the permanent fulltime Recreation Assistant vacancy in the Recreation Division, staff analyzed how to best reorganize and streamline the Division. Staff proposes eliminating the one currently vacant Recreation Assistant position, shifting the currently-filled Recreation Assistant position into the Customer Service: Office Coordinator role, and transitioning the three Recreation Coordinators into full time positions.

The Customer Service: Office Coordinator job description was approved by the City Council on July 28, 2022. That job description encompasses the basic duties of the current Recreation Assistant, while being a more appropriate title for the current employee working in that position.

To maintain successful Division functionality and customer service, staff also proposes increasing the hours worked by the three permanent Recreation Coordinators from three-quarter time to full-time.

Both the Recreation Assistant and Customer Service: Office Coordinator classifications are represented by the Association of Capitola Employees (ACE) and the proposed staffing update has been communicated to ACE. This change still allows for hiring temporary employees in the Recreation Assistant role on an as-needed basis to perform seasonal tasks.

Fiscal Impact: None. Eliminating the one full-time Recreation Assistant offsets costs associated with the other proposed staffing changes.

Seasonal/Hourly Pay:

On November 10, 2022, the City Council approved an updated hourly/seasonal pay schedule to comply with the State minimum wage requirements, currently at \$15.50/hour. Staff noticed an administrative mistake in that adopted pay schedule; the attached resolution corrects the \$0.05 numerical error (Attachment 1). Staff recommends that Council adopt the proposed resolution and hourly/seasonal pay schedule.

Attachments:

1. Resolution
2. Salary Schedule

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Reviewed By: Julia Moss, City Clerk; Tamar Burke, Assistant City Attorney

Approved By: Jamie Goldstein, City Manager