



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration/Recreation

SUBJECT: Motion to approve departmental reorganization of the Recreation Department to the Parks and Recreation Department – **Administration/Recreation**

CITY MANAGER RECOMMENDATION:

The City Manager recommends the reorganization of the Recreation Department to the Parks and Recreation Department.

BACKGROUND OF ITEM:

The Recreation Department is currently responsible for the day to day operations at the Pool and Tennis Center and the Community Center as well as the programming of recreation and activities at the Sports Complexes and parks. Additionally, the Department hosts a variety of Special Events throughout the year. The Recreation Department currently is not identified as the Parks and Recreation Department. The Park Attendants currently work the Sports Complexes (three facilities). These positions are currently under the supervision of the Public Works Department.

ANALYSIS:

The need has been identified to move the Park Operations and Management to the Recreation Department. This transition will now establish the Department to be identified as the Parks and Recreation Department. This will include the reclassification of a Facility and Recreation Assistant to a Park Ranger position. Additionally, the Part Time Park Attendants will be transferred to the newly named Parks and Recreation Department. This transition will also include the reclassification of select current positions in the Recreation Department to better reflect the duties and responsibilities of a Parks and Recreation Department. Park Maintenance will remain in the Public Works Department.

The recommended changes to be made are as follows:

- Recreation Director reclassified to Parks and Recreation Director
- Facility Coordinator reclassified to Parks and Recreation Supervisor
- Facility Coordinator reclassified to Parks and Recreation Coordinator
- Program Recreation Specialist reclassified to Parks and Recreation Coordinator (from Non-Exemption Status to Exemption Status)
- Facility and Recreation Assistant reclassified to Park Ranger
- Approval of the Part-Time Park Attendant job description

The expected transition is to take place the week of January 24, 2022.

ALTERNATIVES:

If the reorganization is not approved to move Park Operations to the new Parks and Recreation Department, operations can remain as they currently are.

ATTACHMENTS:

1. **New Parks and Recreation Organization Chart**
2. **Cooper City Pay Plan**
3. **Parks and Recreation Director Job Description**
4. **Parks and Recreation Supervisor Job Description**
5. **Parks and Recreation Coordinator Job Description**
6. **Park Ranger Job Description**
7. **Part Time Park Attendant Job Description**
8. **Part-Time Pay Plan**