



TO: Mayor Foulds & City Council
FROM: Andrew Binz
DATE: August 2, 2023
RE: Park Maintenance Manager, Park Maintenance Assistant Manager and Park Maintenance Workers for Fiscal Year 2023/24

I would like to formally request creating the following new positions:

Position Title: Park Maintenance Manager, Full-time Exempt
Department: Parks & Community Services
Supervisor: Parks & Community Services Director
Start Month: October 2023 or sooner if possible.
Pay: \$65,000 to \$75,000 annually

Position Title: Park Maintenance Assistant Manager, Full-time, Exempt
Department: Parks & Community Services
Supervisor: Park Maintenance Manager
Start Month: October 2023 or sooner if possible.
Pay: \$55,000 - \$60,000 annually

Position Title: Park Maintenance, Full-time, Non-Exempt (2 Positions)
Department: Parks & Community Services
Supervisor: Park Maintenance Manager
Start Month: October 2023 or sooner if possible.
Pay: \$37,500 annually

SUMMARY

The Park Maintenance Division would be responsible for maintaining the City's public parks, common areas, open spaces, and facilities, including Dripping Springs Ranch Park. Daily responsibilities would include cleaning the restrooms, picking up trash, and emptying trash cans. Park Maintenance would also be responsible for small maintenance projects such as painting, tree trimming, power washing, and landscaping. Facility maintenance would include the basketball and volleyball courts, Founders Park skatepark, pavilion, pool and building, Sports and Recreation concession and restroom buildings, all city owned playgrounds and trails.

Administratively, the Park Maintenance Division would oversee the mowing contract, playground safety inspections, port a potty contract, and the Park Bench and Tree Dedication program. Park Maintenance would also serve as liaison between the city and the Hays County Master Naturalists, Hays County Master Gardeners, and all the Boy Scout and Girl Scout projects within our parks system.

The Park Maintenance Division would also work closely with the Public Works Maintenance staff on projects that require the use of large equipment and special skills such as electrical, plumbing and mechanics. Park Maintenance staff and Public Works staff will also work closely during city wide special events and training opportunities.

WHY POSITIONS ARE NEEDED

As the City of Dripping Springs grows and the parks get busier, more attention will need to be given to the cleanliness and maintenance of the parks. Adding the Parks Maintenance Division will help keep our parks and facilities clean and maintained throughout the week and weekend while freeing up time for the Public Works Maintenance staff to focus on city-wide maintenance issues. Adding these positions will also help with maintenance and weekend coverage at Dripping Springs Ranch Park, especially during large weekend events.

Adding a Park Maintenance Manager and Assistant Manager will help alleviate the administrative duties of overseeing an entire Park Maintenance staff from the DSRP Manager Emily Nelson. The current DSRP Maintenance Workers will become Park Maintenance Workers. This will allow Emily and her staff to concentrate on the facility rentals, events and programs that generate revenue.

Another benefit of adding a Park Maintenance division is the collaboration that would take place with the Public Works Maintenance staff during large city-wide events and emergency situations. Park Maintenance staff and Public Works maintenance staff will work together on large projects, share equipment, and attend trainings together.