



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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**To:** Human Resources Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management  
Tony Saucerman, Director of Finance

**Date:** January 27, 2020

**Re:** Action: Change reporting structure of the Account Clerk II from the Finance Department to the Parks, Recreation and Facilities Management Department.

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Background

As part of a cost-saving measure during the 2012 Budget process, certain administrative positions were physically moved from their home departments to central customer service areas on the first and fifth floors of City Hall. This included positions in the Health, Community and Economic Development, and Parks and Recreation Departments. Additionally, the Recreation Programmer positions from the Parks and Recreation Department were moved from the Witzke Blvd. facility to the sixth floor of City Hall. Since that time, for various reasons, most of these positions have moved back to their respective home departments. The Parks and Recreation customer service position currently resides in the Finance Department within the first-floor customer service area and is overseen by the Finance Department.

Current Date

Due to a retirement in December, 2020, this Account Clerk II position has become vacant and recruitment is in process. Over the years, discussions have been ongoing between the two departments concerning the most effective reporting structure for the position since it resides in the Finance Department (who currently provide backup for the position) but who's main job duties and functions relate to park facility rentals and recreation activities, programs and events. Communication between the Parks and Recreation staff and the Account Clerk II position have been a challenge at times over the years due to both the remote location of the position as well as the reporting structure, while providing backup and training to the position has been a challenge for the Finance Department due to the nature, and often times complexity, of the work which is outside the customary duties of the first floor Finance staff.

In an attempt to address these challenges, the departments are mutually requesting a change to

the City's Table of Organization to move the Account Clerk II position from the Finance Department back to the Parks and Recreation Department who would then assume direct oversight and management of the position. Our hopes for this change is that Parks and Recreation staff would have improved access and communication to the position as well as being able to provide continual training and support. COVID provided new tools to make it easier to work and supervise remotely also. Initially the position will remain at City Hall and the Finance Department staff would continue to provide limited backup for short-term absences. Once we are able to return to normal operations and COVID is behind us, we will evaluate the opportunity for the position to reside at the Parks and Recreation facility to bolster back-up for the position.

Thank you for your consideration. Please feel free to contact either Director Saucerman or Director Gazza with any questions.