

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Parks & Recreation

AGENDA DATE: 02/01/05

CONTACT PERSON/PHONE: Parks & Recreation, Norman Merrifield, (915) 541-4330

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE Staffing Table Change Request.

BACKGROUND / DISCUSSION:

The purpose of this position is to administer and direct certain specialized operational functions and programs for multi-disciplinary municipal parks and recreation systems and provide executive level assistance in department policy, procedures and quality control.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

\$36,000 – Fund Source: 51010214-01101-51000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: 1-7-05

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 02/01/05

INITIALS 2005-40

DEPARTMENT NAME: Parks and Recreation	(1) HR DEPARTMENT ID PR	(2) ATTACHED DOCUMENTATION <input checked="" type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	Date sent to Personnel: 1-7-05 REQUESTED EFFECTIVE DATE: ASAP
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A/D	# OF POS	Max Head Count	Business Unit	(6) ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	JOB CODE	*-Position Type JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	1	1	COFEP	51010214-01101-51000		Assistant Director of Parks and Recreation		C	U
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						

JAN 13 '05 PM 4:54

(7) Purpose: Streamline Expanded Program New Program New Facility Other (Explain)

(8) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): The purpose of this position is to administer and direct certain specialized operational functions and programs for a multi-disciplinary municipal parks and recreation system and provide executive level assistance in department policy, procedures and quality control.

(9) DEPARTMENT ORGANIZATION/OPERATIONS ANTICIPATED IMPACT ON:

(10) DEPARTMENT BUDGET

(11) DEPARTMENT HEAD SIGNATURE: *Thomas C. [Signature]* DATE: 12/17/04

BUDGET CHANGE: \$36,000 (NOT BUDGETED)

Required Attached

AMOUNT ADDITIONAL FUNDS

Requested CC and CG is Appropriate
 Change Class To
 Change Grade To

PERSONNEL DEPARTMENT RECOMMENDATION

PERSONNEL DIRECTOR: *Larry Bond* DATE: 1/13/05

COMMENTS: *OK 1/19/05*

O.M.B RECOMMENDATION / C.A.O. APPROVAL

RECOMMENDATION

Position(s) Recommended
 Position(s) Not Recommended

CHIEF FINANCIAL OFFICER

CHIEF ADMINISTRATIVE OFFICER: *OK! David [Signature]* 1-21-05

APPROVED: _____ DATE: _____