City of Benson
City Council Communication

Regular Meeting **March 25, 2013**

To: Mayor and Council Agenda Item # 7

From: Glenn H. Nichols, City Manager

Subject:

Discussion and possible action to reclassify the Recreation Assistant position from part-time to full-time

Discussion:

The Recreation Department is an important part of what the City provides for the community. The work load of the Recreation Department has continued to expand with the addition of putting on Citywide events. All the work that is assigned to Mrs. Parkin, Recreation Coordinator, is overwhelming. After reviewing the work load and the problem with hiring a part-time assistant to work unusual schedules, I am requesting that the Recreation Assistant be made a full-time position. This position is in the budget and one part-time person was only on the staff for a short period. The cost for the position with all benefits is $32,604.71.

This position needs to be filled now so as to get the new hire somewhat up to speed before the beginning of the pool and summer recreation season.

Note: This position in the 2013-2014 budget position is as a full-time employee.

Staff Recommendation:

Recommend approval of reclassifying the Recreation Assistant position from part-time to full-time

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 14, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Recreation Department Responsibilities**

The following is a list of the Recreation Department's Responsibilities:

- Direct the development, organization and monitoring of an annual program plan of action for Special Events and City wide recreation and aquatics programs; to include organize, supervise, schedule and execute City wide recreation and aquatic programs.
- Hire, schedule and supervise Lifeguards; to include review and evaluate personnel performance. Create, implement and execute personnel training and safety programs; develop and implement policies subject to approval of the City Manager.
- Prepare and complete contracts for Summer Program Instructors.
- Prepare budget proposals and allocation, management and review of the overall programs and activities to help insure adherence to the departmental goals and objectives in providing these services; develop, implement and monitor assigned budgets. Create and maintain tracking methods for use of City Facilities; to include income, and program participation.
- Create promotional materials.
- Coordinate, schedule and manage public use of City Facilities in the Parks and Recreation Departments.
- Collect fees for park facilities and Community Center.
- Update, maintain and create Parks and Recreation forms as necessary.
- Work with individuals to plan and execute Community Projects.
- Maintain master recreation schedules.
- Maintain, update and monitor the City website.
- Maintain, update and monitor City social/media networking sites
- Create and update Standard Operating Procedures.
- Maintain and update Community Center and Pool MSDS Sheets.
- Develop Emergency Action Plans for the Recreation Department's activities, programs, events and facilities.
- Create and/or update the City Code as they pertain to the Parks Recreation Departments, Special Events and or other job duties.
- Coordinate with local school districts to ensure school participation of appropriate City events.
- Maintain a Certified Pool Operators Certificate; to include maintaining the City Pool.

- Accept and process Special Event Permit Applications; to include working closely with the appropriate Department Heads for application approval.
- Work with other organizations and or City Committees as the City's Special Events Liaison; to also include organize and execute City wide events.
- City wide events: prepare summary reports, budget proposals and allocation, management and overall review. Prepare and accept forms, applications, contracts and fees. Recruit and work closely with volunteers, monitor progress with regards to event preparation and execution. Seek sponsorship. Coordinate advertising with appropriate sources.
- Maintain effective working relations with the public, parents, Adult and Youth Leagues, City staff and representatives of local agencies; to also include maintaining professional contacts with Town Departments, local business', and governmental agencies for the coordination of activities, acquisition of materials, and exchange of information.
- Work with members of the Community on Community Projects; project research, budget proposals and allocation, management and overall review.
- Work closely with ASU on the Survey.
- Ensure the cleanliness of the Community Center.
- And other duties as assigned or necessary.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **September 10, 2012**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Summary of Events Held in City Limits**

The information in this memo has been obtained from data provided to the Recreation Department in Special Event Permit Applications received since July of 2011.

City provided assistance includes; waving fees in exchange for sponsorship, department specific labor, services or use of City owned equipment; for example, barricades and/or bleachers.

2011/12 Fiscal Year:

- A total of 41 Special Event Permit Applications were received, processed and approved.
- 24 of those events were held on Public Property; 19 on Private Property.
- We provided assistance to 16 of those events; monetary donations were made to 5 events.
- Of the 19 events held on Private Property we provided assistance to 16 of those events and made a monetary donation to 3 of those events.
- 24 of the 41 events are annual.

The organizations who received monetary donations are:

- Benson San Pedro Valley Chamber of Commerce; Butterfield Days and Christmas on Main.
- Butterfield Rodeo Committee; Rodeo.
- Benson Firemates/Junior Women's Club; Halloween Carnival and Haunted House (items donated by Recreation).
- American Cancer Society; Relay for Life.

The organizations who received assistance are:

- Arizona Counseling and Treatment Services; Back to School Fair.
- San Pedro Off Road Association; Mud Boggs.
- Benson High School; Homecoming Bonfire.
- Benson High School; Homecoming Parade.
- Benson Chamber of Commerce; Butterfield Days and Christmas on Main.
- Junior Women's Club; Butterfield Parade.
- Butterfield Rodeo Committee; Rodeo.
- First Assembly of God; Harvest Festival.
- Benson Firemates/Junior Women's Club; Halloween Carnival and Haunted House.
- Relay for Life; Team Yard Sale.
- Benson Firemates; Easter Egg Hunt.
- American Cancer Society; Relay for Life.
- San Pedro Valley Little League; Parade and Opening Ceremonies.
- Amanda Malbeuf; Toney King Fundraiser.
- American Legion, VFW and the Elks; Flag Incineration Ceremony.

City Events:

- 4th of July Celebration and Parade; City Committee and Tourism and Recreation Departments.
- Labor Day Pool Party; Recreation.
- Union Pacific Steam Train; Tourism and Recreation.
- Train Town USA; Tourism and Recreation.
- Relay for Life; City Employees and Community Members.
- Bluegrass Festival; Tourism and Recreation.

- Memorial Day Pool Party; Recreation.
- Movie in the Park; Recreation.

Attachment:
List of events held in City limits for the 2011/12 Fiscal Year.

The full time Recreation Asst. is Grade 12.

Salary – (low) $20,430.55 (mid is 25,538.19)	$20,430.55
Payroll Taxes (7.65%)	1,562.94
Retirement (11.54%)	2,357.69
Insurance – Medical (family) currently	7,552.88
Life currently	81.60
Workers Comp (3.03%) currently	619.05

Total Cost	$32,604.71

Benefits equal 59.6% of salary.

The 59.6% benefits factor is NOT universal. The percentage goes down as salary increases and as employees elect less than family medical coverage.