

RESOLUTION NO. 2024-120

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
APPROVING CONVERTING A PART-TIME SPECIAL EVENTS COORDINATOR
POSITION TO A FULL TIME RECREATION
SPECIALIST POSITION.

WHEREAS, the City currently has one part-time Special Events Coordinator position and three (3) full-time Recreation Specialist positions; and,

WHEREAS, there is an operational and business need to convert the position from part-time to full time.

WHEREAS, the conversion will allow enough staff time to enhance, plan, coordinate and deliver quality community and special events to the residents of the City of Marina.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Approve converting a part-time Special Events Coordinator to a full-time Recreation Specialist position.
2. Authorize the Finance Director to make appropriate accounting and budgetary entries

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 6th day of November 2024 by the following vote:

AYES, COUNCIL MEMBERS: McAdams, McCarthy, Biala, Visscher, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Honorable Mayor and Members
of the Marina City Council

City Council Meeting of
November 6, 2024

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2024-
APPROVING THE CONVERSION OF A PART-TIME SPECIAL EVENTS
COORDINATOR POSITION TO A FULL TIME RECREATION
SPECIALIST POSITION.**

REQUEST:

It is requested that the City Council:

1. Authorize amending the authorized position list converting a part-time Special Events Coordinator position to a full time Recreation Specialist position.
2. Authorize the Finance Director to make appropriate accounting and budgetary entries

BACKGROUND:

The City currently has one part-time Special Events Coordinator who coordinates and plans all special events for the City. In addition, the City currently has three (3) full-time Recreation Specialist positions. These positions are assigned to the Youth, Sports, and Teen Centers. One of the City Councils goals has been to promote and enhance special and community events in Marina. Additionally, the Council has directed staff to allocate additional staff time to improve the programming and special events at the Marina Equestrian Center. To enhance and expand these community events including at the Marina Equestrian Center, it has been determined there is an operational and business need to convert this position to full time. This conversion will allow enough staff time to enhance, plan, coordinate and deliver improved quality community events to the residents of the City.

ANALYSIS:

Staff is requesting that the City Council approve converting the part-time Special Events Coordinator to a full-time Recreation Specialist. City previously surveyed comparator agency classifications and salary placement and determined the classification level of Recreation Specialist can encompass the functions, duties, and responsibilities operationally necessary for the department.

Below is the current salary schedule for the Recreation Specialist classification.

Current

	A	B	C	D	E
Recreation Specialist	\$31.9803	\$33.5793	\$35.2583	\$37.0211	\$38.8722

FISCAL IMPACT:

The conversion of a part-time Special Events Coordinator to a full-time Recreation Specialist (for special and community events), will have an on-going additional annual cost projected to be approximately \$55,500. The impact to the Fiscal Year 24/25 budget is estimated to be \$34,700.

This request is submitted for City Council consideration and action.

Respectfully submitted,

Belinda Varela
Human Resources & Risk Management Director
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina