City of Carson City Agenda Report

Hem# 130

Date Submitted: November 6, 2007 Agenda Date Requested: November 15, 2007

Time Requested: 5 Minutes

To: Board of Supervisors

From: Roger Moellendorf, Parks and Recreation Director

Subject Title: Action to determine the position of Part time Recreation Aide/Latch Key is critical to City operations and to authorize the position to be filled as soon as practical.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriffs Deputies and Firefighters, be filled without specific Board approval. The Parks and Recreation Department is asking that the Board find that the position of Part-Time Recreation Aide/Latch Key is critical to City operations and authorize the position to be filled. This position principally performs the following duties: Provides educational, recreational and basic care to students enrolled in our Latch Key programs.

Latch Key is a before and after school recreational enrichment program that is held at all Carson City public elementary schools, except Empire, and observes the school district holiday calendar. The program is designed to provide elementary aged children with creative structure while their parents work. Homework assistance, arts and crafts, sports games, and special events are the basis of the program. The Parks and Recreation Department strives to create a quality program by maintaining a 1-10 instructor per student ratio. This ratio represents a best practice scenario that ensures that students are properly supervised. Latch Key is extremely popular to parents who depend on our services for supervision of their children while parents are working. The program is self-sustaining and covers its direct costs including the personnel costs associated with the Recreation Aide positions. The five school sites are currently all filled with waiting lists. We have a standing request for six positions, as past experience has shown that the position has a frequent turnover rate. Positions will only be filled as needed up to the six position limit. If more positions are needed additional requests will be made. Without prior approval from the Board of Supervisors vacancies cannot be filled in a timely manner.

Type of Action Requested:	(check one)	
() Resolution	() Ordinance	
(X) Formal Action/Motion	() Other (Specify)
Does This Action Require A Busine	ess Impact Statement:) Yes (XX) No

Recommended Board Action: Move to determine the position of Part time Recreation Aide/Latch Key is critical to City operations and to authorize the position to be filled as soon as practical.

Explanation for Recommended Board Action:

This position has been deemed critical to operations for the following reasons:

The position provides a safe and structured environment for the students of parents who rely on these services for before and after school care and during holidays while parents are working.

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Applicable Sta	tue, Code, Policy, Rule or Regula	tion: n/a	
Monthly Position	on Costs Budgeted: \$27,630.42 on Costs Estimated: \$6.75 to \$7.50/1 for month per employee.	hr. At an average of 2	20 hours per week the range
Explanation of	Impact: Monthly Position Costs i	nclude salary and ass	sociated benefits.
Funding Source	e: 101-5057-451 Fund		
	Deny the request and direct staff to cor to student ratio or reduce the number 1.		
Supporting Ma	terial: Position Requisition		
Prepared By:	Roger Moellendorf, Parks & Recr	eation Director	Date: 11/6/07
Reviewed By:	Linda Ritter, City Manager		Date: 11/6/07
	Moorio Bubtle District Attorney's Office		Date: 11 / 6/07
	Finance Department	Centr	Date: 11/6/07 Date: 11/6/07
Board Action 7	Γaken:		
Motion:		1:	Aye/Nay
		2:	

(Vote Recorded By)

Job	Req.	#		(HR	use only)
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CARSON CITY JOB REQUISITION CECHNET

AUG 1 4 2007

JOB	INFORMATION			Carson City Human Resources
Job Ti	tle: Recreation A	edie	# of Openings:	$\overline{7}$
Depar	tment: Park + Re	<u>c</u>	Location: Commun	why Center Schools
Repor	t Responsibility Barb	ara Sincyos Supervisor's Name & 7	Program Monage	4
_	A	Supervisor's Name &	litte	
	be Filled: ASAR	Budget Acco	ount#: <u>/01-5057-45</u>	51
New Po		Last Person in this	position	
Is this p	position budgeted for? Yes		Hereties bu	acated to total
Full Ti	me Part Time w/	benefits	Temporary	The Dest respens
Part Ti	me less than 1039 hours w/o	benefits	Cemporary Condiscing	The Robert Precises
Standar	d Hours 3-6 M-F	Hours Per Day:	Hours Per Wee	ek: 15 dellar
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Special	Job Requirements: (i.e sh	uifts, overtime, licens	se degree etc)	ence unicosione
Open Con	ou wish this position to be Adverti npetitive City-Wide Only urces: Internal e-mail/fax blication	Departmental/Promo Local Newspaper	Other	·
		Out of area Ne	wspaper	
AUIH	ORIZATIONS:	1		
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Human	· ·			
Resource				
	Name	Signature	Phone	Date
Non-Bud	geted Position Approval:_			Date
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