



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 3.2.17

**Staff Contact:** Jennifer Budge, CPRP, Parks and Recreation Director

**Agenda Title:** For Possible Action: To approve the reclassification of a Parks and Cemetery Coordinator (CCEA A42) position to a Parks Maintenance Coordinator (CCEA A42) position. (jbudge@carson.org)

**Staff Summary:** The Parks and Cemetery Coordinator position is currently vacant due to a staff retirement. This request is to reclassify the position to a Parks Maintenance Coordinator, so the position can support the City's entire park system and not just needs at Lone Mountain Cemetery. Both positions are within the same pay grade and there will be no fiscal impact due to the reclassification.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

## **Proposed Motion**

Move to approve the reclassification of a Parks and Cemetery Coordinator (CCEA A42) position to a Parks Maintenance Coordinator (CCEA A42) position.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The Parks and Cemetery Coordinator has been the lead staff person for the City's operation of Lone Mountain Cemetery. Traditionally, this position performed operation and maintenance functions including customer service, clerical tasks, cash handling, burial services, and cemetery maintenance. In addition, this position supports many tasks outside of cemetery operations including snow removal and landscaping services at numerous City buildings (Senior Services, Health and Human Services etc.) and community beautification areas (landscape medians and rights-of-way) throughout Carson City.

The cemetery function of the Parks, Recreation and Open Space Department has operated basically as a separate "division" within the Department due to its unique operation and separate enterprise fund. Unfortunately, this "division" has perpetuated operational inefficiencies, inconsistent business practices, and staff morale concerns. To address these concerns and improve service to customers, several changes have been implemented. The cemetery operation has two key components: maintenance and business functions. With the addition of a seasonal clerical hourly position now managing the business functions at the cemetery, customers are provided with quality service, consistent office hours, and business practices are improving. Previously it was very challenging for the Parks and Cemetery Coordinator to perform all cemetery business functions, while performing their diverse maintenance responsibilities throughout the city, and provide a quality service to the public. The maintenance function of the cemetery is now supported by the Parks Division, under the direction and oversight of the Park Operations Manager.

With the recent discontinuation of the Shade Tree Council, it is envisioned that the Parks Maintenance Coordinator will develop and manage the City's urban forestry program, in addition to supporting the maintenance function of Lone Mountain and Empire Cemeteries maintenance (burial services, landscaping, irrigation etc.).

The reclassification of the Parks and Cemetery Coordinator to Park Maintenance Coordinator will result in no fiscal impact, but will enable the Department to continue efforts to improve service levels and efficiencies throughout the City's park system (and cemetery) for the benefit of the public. The Parks Maintenance Coordinator job description is all inclusive and consistent with the diversity envisioned for this position, while the Parks and Cemetery Coordinator description is site specific and restrictive for a varied application.

Attachments: Job descriptions for Parks and Cemetery Coordinator and Parks Maintenance Coordinator

**Applicable Statute, Code, Policy, Rule or Regulation**

Cemetery regulations: NRS 451.700; NRS 452.030-.590; NRS 689.450-.715; NAC 642.110-120  
Shade Tree Council: CCMC Chapter 2.18 - Shade Tree Council; CCMC Title 13- Parks and Recreation, Chapter 13.02 - Parks; CCMC Chapter 13.04 - Trees

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: N/A

**Alternatives**

Deny request for reclassification

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

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(Vote Recorded By)