



# CITY OF SACRAMENTO

## DEPARTMENT OF PARKS AND COMMUNITY SERVICES

ROBERT P. THOMAS  
Director

G. ERLING LINGGI  
Assistant Director

CROCKER ART MUSEUM DIVISION  
GOLF DIVISION  
METROPOLITAN ARTS DIVISION  
MUSEUM AND HISTORY DIVISION  
RECREATION DIVISION  
PARKS DIVISION  
ZOO DIVISION

July 25, 1986

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Administrative Services Division Budget Amendment

### SUMMARY

This report requests a budget amendment to appoint a .37 FTE Administrative Trainee until the Deputy Director position is filled, or no later than December 31, 1986. No additional City funds are requested.

### BACKGROUND INFORMATION

The Department of Parks and Community Services Administrative Services Division includes the Resource Development and Management Section. The Resource Development and Management Section's responsibilities include providing concession development and management, grants administration, graphic arts, public relations, and research services for special projects to the Department's seven operating divisions. Specifically, a .37 FTE Administrative Trainee would monitor the Department's 94 concession and lease agreements, research and complete six grant applications representing over \$1.5 million, and perform special research projects.

The City budget for Fiscal Year 1986-87 includes a Deputy Director position. It is anticipated that a recommendation to the City Manager to fill the Deputy Director position will be made by December 1986. The appointment of a .37 FTE Administrative Trainee can be made by utilizing salary savings realized until the Deputy Director position is filled.

### FINANCIAL DATA

No additional City funds are requested.

The financial impact of the appointment of this .37 FTE Administrative Trainee can be summarized as follows:

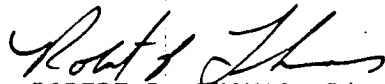
|   |              |
|---|--------------|
| Deputy Director salary and benefits (7/1 - 12/31) -         | \$32,068     |
| Administrative Trainee salary and benefits (8/16 - 12/31) - | <u>9,600</u> |
|   | \$22,468     |

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RECOMMENDATION

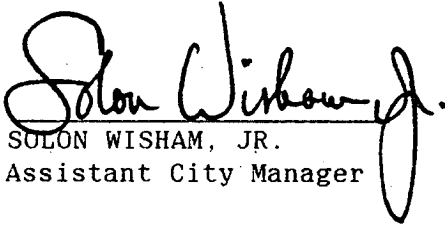
It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that City Council, by resolution, amend the FY 1986-87 City budget to add a .37 FTE Administrative Trainee to the Administrative Services Division of the Department of Parks and Community Services to be funded from Salary Savings of the Deputy Director position.

Respectfully submitted,



ROBERT P. THOMAS, Director  
Parks and Community Services

Recommendation Approved:



SOLON WISHAM, JR.  
Assistant City Manager

RPT:ja

August 5, 1986  
All Districts

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE FY 1986-87 CITY BUDGET FOR  
THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES,  
ADMINISTRATION DIVISION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The continuation of staff support in the Department of Parks and Community Services Administration Division requires a budget amendment.
2. The FY 1986-87 City budget for the Department of Parks and Community Services Administration Division is hereby amended by adding a .37 FTE Administrative Trainee to be funded from salary savings of the Deputy Director position.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK