

TO: Board of Estimates

FROM: Mike Lipski, Human Resources

DATE: March 15, 2016

SUBJECT: Planner 2—Parks Division

Parks Superintendent Eric Knepp and Planning & Development Manager Janet Schmidt, have requested creation of a new position of Planner 2 within the Planning & Development section of the Parks Division. The Board of Parks Commissioners recently adopted the Parks Division policy of having a master plan approved by the Parks Commission for each park in the system. This process, which includes significant public input, affects future parks development. Currently, the Planning & Development section is staffed with 3 Landscape Architects and is filling an Engineer position. However, while these positions are effective on the design end of Parks Planning & Development, it is critical that Parks have a position which is focused on planning. This new position would be responsible for leading the planning study process for new master plans, master plan revisions, and implementation studies. Parks has a number of parks without master plans, and there are projects in the 2016-2021 Capital Improvement Program (CIP) which require a master plan revision in order to proceed. The position will also lead the public input/engagement process, delivering presentations and soliciting feedback from diverse community members on proposed plans as well as the Park and Open Space Plan update. Finally, the position will collect and maintain data that will impact the planning process. This position will allow the Parks Division to meet the policy of having a master plan for every park and meet its obligations under the CIP, and will allow the Landscape Architects and Engineer to focus on implementation of these plans. The work described fits within the classification of Planner 2, and as such, I recommend creating a new position of Planner 2 within the Parks Division budget. Parks intends to fund this position partially through capital project chargebacks, with the rest coming out of their operating budget.

Because Parks is seeking to add a position within an existing classification, this is appropriately routed directly to the Board of Estimates for approval pursuant to APM 2-4. We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/06	\$53,559	\$63,062	\$70,629
18/08	\$58,095	\$68,939	\$77,211

cc: Eric Knepp—Parks Superintendent
 Kay Rutledge—Parks Assistant Superintendent
 Janet Schmidt—Parks Planning & Development Manager