

TO: Common Council

FROM: Michael Lipski, Human Resources

DATE: August 24, 2012

SUBJECT: Madison Parks Foundation Coordinator

On July 18, 2012, the Personnel Board recommended adoption of the Madison Parks Foundation Coordinator classification and position within the Parks Division. Following that meeting, discussions were held clarifying the role of the position. It was determined that, in order to be in compliance with City of Madison ethics rules, the position could not serve as Executive Director of the Foundation or manage the Foundation, contrary to my memo to the Personnel Board. The position can coordinate with the Foundation and perform various day-to-day activities under the direct supervision of the Parks Superintendent, consistent with the revised Class Specification and Position Description. This change does not affect the recommended placement in CG18, Range 08, and should not require additional action by the Personnel Board.

cc: Kevin Briski-Parks Superintendent
Eric Knepp-Asst. Parks Superintendent
Mike May-City Attorney