



---

## MEMORANDUM

TO: Parks and Recreation Board Chair and Members

FROM: Chuck Stifter, Director of Parks and Recreation

DATE: December 16, 2021

SUBJECT: December Director's Report

### **Part Time Hiring**

Historically, the Park Board has reviewed all new part-time hires as part of the consent agenda. Following the lead of City Council and the recommendation of Human Resources, staff is recommending this practice discontinue. The Board allows certain administrative autonomy to the Parks and Recreation staff and one authority is the assembly of part-time staff to support operations within the approved budget. As we continue to seek efficiencies in the department this is one I recommend the Board consider. If you have questions or comments on this recommended change please contact me directly.

### **Joint Work Session – January 18, 2022**

Please add to your schedule a Joint Work Session with City Council to review an update on the Community Center project and communication plan. On communication strategist will share talking points and communication messaging for the Council and Board to use in discussions with residents, stakeholders, and media. Your presence is appreciated and should provide all involved with delivering a clear and consistent communication to the public on our Community Center project. We anticipate a 5-5:30 pm start. More information on start time and meeting materials will be provided in advance of the meeting.

### **Jan Clark Retirement Celebration**

A friendly reminder, we will be celebrating Jan's 42 years of service on Monday, December 20 from 3:00 to 4:30 pm in the Senior Center. A short presentation is planned at 4 pm.