

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Additional Compensation for Ryan Trapp while Serving as Assistant Park Superintendent (May 1 – October 1, 2007)

DATE: October 23, 2007 Updated: November 5, 2007

FROM: John Winkler, General Manager

During the timeframe of May 1, 2007 through October 1, 2007, the position of Park Superintendent at Walnut Creek was vacant. Randy Lee, former Assistant Park Superintendent, left April 30, 2007 for a position at Olsson Associates. During that time, Ryan Trapp, then Lead Groundskeeper at Walnut Creek Rec Area, assumed the duties of the Assistant Park Superintendent.

In the past, the District has compensated employees if they assumed the duties of a vacant position. The most recent example would be during the absence of a General Manager in 2006. I am recommending that the same consideration be given to Ryan for the period of May 1, 2007 through October 1, 2007 and that the additional compensation be based upon increasing his salary to one-half the difference in the pay grade midpoints between the Assistant Park Superintendent position (Salary Grade 8) and the Lead Groundskeeper position (Salary Grade 6) during that period. The additional compensation for the 5 month period would amount to \$2,074.38.

It is the recommendation of the General Manager that the Subcommittee recommend to the Board that Ryan Trapp be paid the amount of \$2,074.38 for serving as Assistant Park Superintendent for the period of May 1, 2007 through October 1, 2007.