



# CITY OF SAN MATEO

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## Agenda Report

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** November 21, 2022  
**SUBJECT:**  
Police Activities League – Reorganization and Appropriation

**RECOMMENDATION:**

Adopt a Resolution to reorganize the structure of the Police Activities League and authorize the appropriation of funds in the amount of \$95,688 from the Police Activities League to reallocate a vacant Community Services Supervisor to a Community Services Section Manager and to add one additional Full Time Equivalent (FTE) Community Services Coordinator position.

**BACKGROUND:**

The San Mateo Police Activities League (PAL) is a collaborative effort between the San Mateo Police Department and the San Mateo Parks and Recreation Department to keep kids on track, in school, and away from negative and troubling behaviors. PAL is a 501(c)(3) non-profit organization, with oversight guided by a volunteer board of directors. The Police Department and Parks and Recreation Department each provide one full-time City employee dedicated to assisting with PAL operations. These positions are funded by the City's General Fund. The PAL Board employs one full-time staff member directly. The Parks and Recreation Department provides a full-time supervisor who is responsible for PAL's day-to-day operations. Supervision is provided via a section manager who is currently assigned to oversee numerous other duties in Recreation.

Challenges with the Current Structure:

The PAL Parks and Recreation supervisor position has historically been difficult to recruit. Traditionally, the position has been filled as a short-term 1 or 2-year specialty assignment. The role requires skills and experience that are unique to this partnership. Often PAL loses a great deal of momentum, institutional knowledge, and experience when rotations occur. The success of PAL and the wide range of activities and special events offered provides ongoing challenges for staffing as many are after school, evenings, and on weekends. This necessitates additional personnel hours for effective coverage and successful delivery. PAL's current organizational structure (Attachment 2) does not provide the infrastructure and leadership of a dedicated unit, with many of the administrative and organizing duties being auxiliary to event and course supervision. The supervisor from Parks and Recreation assigned to providing oversight regularly engages in lower-level duties due to the quantum of programming and the schedule of activities that cannot be effectively executed by a single 40-hour work schedule. Further, event coordination and programming are better aligned to a coordinator role, while direction, leadership and representation to the PAL governing board are best carried out at section manager level. The proposed organization structure (Attachment 3) illustrates the additional FTE to support with the programming and scheduling of the activities and events provided. These factors make it difficult to grow and expand on the valuable community service programs provided by PAL as is evident by extensive waitlists.

Proposed Reorganization:

Staff proposes reorganizing PAL to provide stability and greater service to the community (Attachment 3). The elevation of the supervisor position to a section manager is necessary to reflect the increased management functions that are expected and necessary to effectively run this unit. The section manager would provide overall leadership, direction, and management of all PAL Parks and Recreation-related operations. The section manager will be the clear management conduit between the PAL Board, Police Department, Parks and Recreation Department, schools, non-profits, and other local businesses. This proposed restructure includes adding a coordinator role, allowing PAL to increase programming. This position will also serve as the face of PAL for events, programs, and fundraising and promote interest and involvement by identifying kids and families in need of PAL support.

Benefits:

Reorganizing PAL with a section manager and coordinator as opposed to a single supervisor will enable program-specific leadership and direction, with additional programming of a higher quality leading to success in PAL's mission of attracting and keeping youth away from negative and troubling behaviors. Dedicated leadership will increase the effectiveness and allow for growth for PAL programs, events, and outreach. These positions will be instrumental in clearing extensive waitlists for programs while ensuring future capacity, as well as provide career development opportunities for community-focused employees. The proposed reorganization and funding plan have been presented to PAL's Board of Directors and has received its unanimous support. Additionally, the positional reallocations have been discussed with the impacted bargaining groups, and they are supportive of the changes. Per San Mateo Municipal Code Section 2.57.030(d), approval of position reallocations must be approved by City Council resolution.

**BUDGET IMPACT:**

The current PAL Parks & Recreation supervisor position is funded in the Parks and Recreation Department's General Fund operating budget. Reallocating this position from supervisor to section manager will result in an additional annual cost of approximately \$50,404. Adding a coordinator position will result in an additional annual cost of \$140,973, for a total of \$191,377. These additional annual costs in excess of the City's current funding commitment will be fully reimbursed by PAL on an ongoing basis, resulting in no net financial impact to the City. An appropriation of \$95,688 is being requested to cover costs for the remainder of the current fiscal year, and ongoing annual costs will be incorporated into the next fiscal year's operating budget.

**ENVIRONMENTAL DETERMINATION:**

This resolution is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

- Att 1 – Proposed Resolution
- Att 2 - PAL's current organizational structure
- Att 3 - PAL's proposed organizational structure

**STAFF CONTACT**

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