



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 5, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**DEPARTMENT OF PARKS AND RECREATION MANAGEMENT APPOINTMENT
FOR JONATHAN GARGAN**

Consistent with the Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Parks and Recreation request to appoint Mr. Jonathan Gargan to the Assistant Director, Parks and Recreation (UC) Tier I Salary Range R13 item with a salary of \$12,500.00 per month or \$150,000.00 per year. The requested salary represents a 78.27 percent penetration into the range and would give Mr. Gargan a 12.10 percent increase over his current salary of \$11,151.00 per month or \$133,812 per year.

Mr. Gargan will report to the Chief Deputy Director, John Wicker and will have overall responsibility of the North Community Services Agency which has 155 full-time employees, 32 Parks, 6 pools, lakes, an annual budget of approximately \$13.4 million, and a large geographical area of 2.4 million residents.

Since December 2003, Mr. Gargan has been the Director of Community Services for the City of Victorville with a budget of \$40 millions, and directs over 200 employees. Mr. Gargan has over 17 years of government experience overseeing recreation, park and facility development, library services, and facility and golf course operations and maintenance. He has a Bachelor's of Science in Business Administration from the University of La Verne.

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
October 5, 2011
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Based upon the information provided by the Department, we recommend that the request be approved. In accordance with the policy on managerial salaries, please advise this Office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by October 19, 2011, we will authorize the Department to proceed with this appointment.

If you require additional information, please contact me, or your staff may contact David Wei at (213) 893-2534.

WTF:RLR
RG:DW:kd

Attachment

c: Executive Office, Board of Supervisors
Parks and Recreation
Human Resources



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

September 12, 2011

TO: William T Fujioka
Chief Executive Officer

ATTN: Brence Culp
Chief Deputy

FROM: Russ Guiney
Director

SUBJECT: **JUSTIFICATION TO APPOINT JONATHAN GARGAN TO ASSISTANT
DIRECTOR, PARKS AND RECREATION (UNCLASSIFIED SERVICE)**

RECEIVED
2011 SEP 14 PM 3:32
CHIEF EXECUTIVE OFFICE

In accordance with Section 6.08.340(B) of the County Code, we are requesting Chief Executive Office (CEO) and Board of Supervisors approval to appoint Mr. Jonathan Gargan to the unclassified position of Assistant Director, Parks and Recreation (Item No. 8767) at a rate of \$12,500.00 per month (\$150,000.00 per year), effective upon Board approval. Mr. Gargan possesses a wide range of knowledge and experience that makes him highly qualified to direct the North Community Services Agency of our Department.

Mr. Gargan has over 17 years of government experience managing recreation, grounds and facilities maintenance, library services and golf course operations in various capacities. For the past eight years, he has served as the Director of Community Services for the City of Victorville.

The position that we are attempting to fill has been vacant since March 31, 2011, when the former Assistant Director retired. The Department recently completed a highly successful nationwide recruitment and received over 100 resumes from interested individuals. After thoroughly considering each candidate's qualifications, a select group of highly qualified individuals was interviewed by an Executive Search Panel that included our Department Head and Chief Deputy. After careful consideration of each candidate's unique qualifications, it was determined that Mr. Gargan possesses the range and level of experience that make him highly qualified to be the Assistant Director in our North Agency Community Services Agency.

It is critical that we fill this position as soon as possible to resolve internal issues impacting service levels in our North Agency as a result of several key management vacancies. In addition to the Assistant Director position, the number two position in the North Agency, Regional Operations Manager, has also been vacant for several months as a result of a retirement. Although other managers within the Department have been doing an outstanding job assisting in overseeing and maintaining North Agency service through the summer; in addition, to overseeing their own geographic regions, a full time North Agency management team is critical to ensuring the best possible service is provided to the residents of the North County who rely on and expect the valuable services offered by our Department. Although, we have a hiring list of candidates to fill the number two management vacancy, we have delayed

William T Fujioka
September 14, 2011
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making a selection to allow the new Assistant Director to select his/her second in command. Lastly, a third key management position responsible for Grounds Maintenance services in the North Agency has also been vacant due to retirement and the new Assistant Director would also be able to make this key selection in building his/her management team.

In his current position as Community Services Director with the City of Victorville, Mr. Gargan manages a budget of approximately \$40 million, and directs over 200 employees who provide a wide range of services, including recreation programming, park and facilities maintenance, library services and golf course operations.

Mr. Gargan has extensive experience working with public and private officials and organizations inside and outside the City of Victorville. Mr. Gargan also possesses a Bachelor's Degree in Business Administration from the University of La Verne, California.

The salary requested for Mr. Gargan is an increase of 12.10 percent above his current rate of pay with the City of Victorville (\$133,812 per month), which we believe is justified because he brings several years of experience in the same functions he will have in managing the Department's North Community Services Agency as well as related experience from which he can leverage opportunities in other areas such as collaboration with local libraries and golf operations. Additionally, given the previously mentioned competitive compensation issues, we believe the recommended salary for Mr. Gargan is justified and in line with internal relationships among existing managers and departmental reporting relationships.

Attached are copies of Mr. Gargan's resume, a recent pay receipt from the City of Victorville, 2010 W-2, and a list of current MAPP Participants in our Department and their respective salaries.

RG:JW:RM:DW:st

Attachments (4)

c: Chief Executive Office (D. Wei)
Parks and Recreation (J. Wicker, R. Maycumber, D. Waage) w/o attachments

APPROVED BY:

William T Fujioka
Chief Executive Officer

Date

Jonathan E. Gargan

OBJECTIVE An administrative position with an organization that rewards integrity, innovation and hard work

QUALIFICATIONS

- Excellent organizational skills
- Strong managerial and supervisory skills
- Ability to motivate and encourage
- Innovative and flexible leadership
- Skilled in customer service and interpersonal communications
- Quickly develops rapport with wide variety of people
- Strong solid work ethic

EXPERIENCE

Director of Community Services

2003-Present

City of Victorville

- Direct activities of a department composed of library services, recreation services, park & facility development, park, open space, median & LMAD maintenance, facility operations & maintenance and golf course operations & maintenance
- Chair Spice of Life Cultural Festival
- Oversight of Healthy Victorville
- Organized Youth Advisory Committee
- Developed department 501C3
- Administer Joint Use Agreements with four (4) school districts
- Administer contract and concession agreements
- Prepare and review all department correspondence, reports and other official documents
- Develop and oversee an organizational structure of 80 full-time and 125 + part-time employees
- Develop and provide oversight on budget exceeding \$40,000,000
- Oversee all part-time and permanent personnel appointments, promotions and dismissals
- Developed Park & Facility Master Plan
- Direct the design and construction of all civic facilities in conjunction with architects and contractors
- Format policies and provide leadership to department managerial team
- Submit regular reports to City Manager and City Council
- Confer with other City department heads on joint concerns
- Acquire and dispose of City property
- Prepare and deliver briefings to community groups and advisory committees

Assistant Director of Community Services

2002-2003

City of Victorville

- Served as acting Director July-December 2003
- Successfully provided quality control, in conjunction with Division Managers, over the operation and use of public parks, recreation centers & programs, civic facilities, golf courses, open space, medians and LMADs
- Directed the design and construction of recreation and civic facilities, coordinating with architects and contractors
- Administered contract and concession agreements for service provided to the department
- Developed and implemented policies and procedures
- Successfully developed and implemented departmental budget in excess of \$7,600,000
- Evaluated organizational structure of 65 full-time and 115+ part-time employees
- Prepared cost estimates
- Prepared and reviewed correspondence, reports and other official documents
- Coordinated projects with other departments and governmental agencies as needed
- Prepared and delivered briefings to community groups, department heads and City Manager
- Organized and coordinated Community Services Advisory Committee meetings
- Acquisition and disposition of City property

Facilities Manager

1996-2002

City of Victorville

- Assigned and performed Assistant Director duties from May 2001 to February 2002
- Interim Recreation Division Manager from May 2001-August 2001
- Assisted in the development and implementation of the Victorville Utility Services
- Responsible for the operation and maintenance of all City buildings, including City Hall, Corporation Yard, two swimming pools, two golf clubhouses, ballfield lighting, recreation and activity centers, fire stations and police stations located over a 75 square mile area as well as all buildings at Southern California Logistics Airport (1996-2000)
- Management of Park & Facility development
- Successfully and efficiently managed 20 personnel
- Prepared and implemented \$4.5 million Department budget
- Prepared Departmental elements of 2001/2002 DIF study
- Assigned, trained, supervised and evaluated work crews
- Prepared cost estimates
- Procured supplies, materials and equipment
- Prepared and reviewed correspondence, reports and other official documents
- Coordinated maintenance activities with all City Departments
- Prepared and delivered briefings to Department Heads and City Manager
- Purchase and sale of City property

- | | |
|------------------------------------|-----------|
| Caretaker Manager | 1995-1996 |
| Assistant Caretaker Manager | 1994-1995 |
- Victor Valley Economic Development Authority
George Air Force Base, Victorville, California*
- Responsible for the maintenance of a closed Air Force Base containing 5,300 acres, 200 buildings, 1,600 housing units and assets of \$2,000,000,000
 - Planned, developed and coordinated the administration and implementation of Caretaker Contract
 - Insured proper quality pursuant to requirements of the Caretaker Contract
 - Assigned, trained, supervised and evaluated work crews.
 - Coordinated maintenance activities with City Departments and other agencies
 - Maintained work and time records
 - Prepared cost estimates
 - Procured supplies, materials and equipment
 - Insured material and equipment was properly handled and maintained
 - Successfully and efficiently managed 53 personnel
 - Prepared and reviewed correspondence, reports and other official documents
 - Coordinated and participated in meetings, conferences and in-service training pertaining to the reuse of George AFB
 - Prepared and delivered briefings to Mayors and Council Members of involved cities

ORGANIZATIONS

- Kiwanis Club of Victorville-** (1998-Present), 2001/2002 Kiwanian of the Year
2002/2003 President (distinguished)
2006/2007 President (distinguished)
- California Park & Recreation Society-** (1999-Present)
- National Recreation & Park Society-** (2003-Present)
- Red Cross-** Board of Directors (2005-2008)
- B.E.A.R.S. – Ex Officio**
- Shenanigans Youth Theatre Group – President** (2005-2008)
- Endeavour School – Site Council** (2005-2007)
- Toastmasters International-** (2000-2002), 2001/2002 Club 1026 President
- Fundraising-**Kiwanis, B.E.A.R.S., March of Dimes and United Way

EDUCATION

- University of La Verne, La Verne, California**
Bachelor of Science in Business Administration
 - Santa Ana College, Santa Ana, California**
Associate Arts Degree
-

City of Victorville
14343 Civic Drive
Victorville, CA 92392

Pay Group: BW1-Bi-Weekly - Regular Full Time
Pay Begin Date: 05/03/2008
Pay End Date: 05/16/2008
Advice #: 00131721
Advice Date: 05/23/2008

Jonathan E. Gargan	Employee ID:		TAX DATA:	Federal	CA State
	Department:	0000-Community Services	Marital Status:	Married	Married (one income)
	Location:	City Hall	Allowances:	6	6
	Job Title:	Director of Community Services	Addl. Pct.:		
	Pay Rate:	\$12,080.00 Monthly	Addl. Amt.:		

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Automobile Allowance			200.00		2,000.00	Fed Withholding	200.00	1,000.00
Personal Cell Phone Usage			100.00		200.00	Fed MED/EE	200.00	1,000.00
Fringe Benefit			313.00		3,130.00	CA Withholding	200.00	1,000.00
Regular Pay	69.692308	80.00	5,575.38	817.00	56,938.57			
Holiday Pay			0.00	54.00	3,763.38			
Vacation Pay			0.00	9.00	627.23			

City of Victorville
14343 Civic Drive
Victorville, CA 92392

Pay Group: BW1-Bi-Weekly - Regular Full Time
Pay Begin Date: 08/06/2011
Pay End Date: 08/19/2011
Advice #: 00174027
Advice Date: 08/26/2011

Jonathan E. Gargan	Employee ID:		TAX DATA:	Federal	CA State
	Department:	8000-Community Services	Marital Status:	Married	Married (one income)
	Location:	City Hall	Allowances:	9	9
	Job Title:	Director of Community Services	Addl. Pct.:		
	Pay Rate:	\$11,151.00 Monthly	Addl. Amt.:		

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Automobile Allowance			200.00		3,200.00	Fed Withholding	555.87	9,307.52
Cellular Stipend			100.00		800.00	Fed MED/EE	73.47	1,307.52
Fringe Benefit			313.00		5,008.00	CA Withholding	255.19	4,307.52
Regular Pay	71.480769	72.00	5,146.62	1,041.61	74,455.10			
Vacation Pay			0.00	69.50	4,967.91			
Short Term Disability Ins.			0.00	40.11	2,867.09			
Employee Sick Pay			0.00	49.89	3,566.16			
Holiday Pay			0.00	63.00	4,503.30			

Copy 2-To Be Filled With Employee's State, City, or Local Income Tax Return		2009	OMB No. 1545-0006
a Employee's social security number	1 Wages, tips, other comp. 144063.29	2 Federal income tax withheld 17717.24	
	3 Social security wages	4 Social security tax withheld	
b Employer ID number (EIN) -2235918	5 Medicare wages and tips 148313.29	6 Medicare tax withheld 2150.54	
c Employer's name, address, and ZIP code CITY OF VICTORVILLE 14343 CIVIC DRIVE VICTORVILLE CA 92392			
d Control number			
e Employee's name, address, and ZIP code JONATHAN E GARGAN			
7 Social security tips	8 Allocated tips	9 Advance EIC payment	
10 Dependent care benefits	11 Nonqualified plans	12a Code C	461.88
13 Statutory employee	14 Other CELL 1200.00	12b Code G	4250.00
Retirement plan X		12c Code	
Third-party sick pay		12d Code	
CA 932-0508-6	144063.29	7239.66	
15 State Employer's state I.D. no.	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement

Dept. of the Treasury - IRS

Copy 2-To Be Filled With Employee's State, City, or Local Income Tax Return		2008	OMB No. 1545-0006
a Employee's social security number	1 Wages, tips, other comp. 144388.92	2 Federal income tax withheld 21608.34	
	3 Social security wages	4 Social security tax withheld	
b Employer ID number (EIN) 95-2235918	5 Medicare wages and tips 154588.92	6 Medicare tax withheld 2241.54	
c Employer's name, address, and ZIP code CITY OF VICTORVILLE 14343 CIVIC DRIVE POST OFFICE BOX 5001 VICTORVILLE CA 92393-5001			
d Control number			
e Employee's name, address, and ZIP code JONATHAN E GARGAN			
7 Social security tips	8 Allocated tips	9 Advance EIC payment	
10 Dependent care benefits	11 Nonqualified plans	12a Code C	490.32
13 Statutory employee	14 Other CELL 900.00	12b Code G	10200.00
Retirement plan X		12c Code	
Third-party sick pay		12d Code	
CA 932-0508-6	144388.92	7750.03	
15 State Employer's state I.D. no.	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement

Dept. of the Treasury - IRS

Copy 2-To Be Filled With Employee's State, City, or Local Income Tax Return		2010	OMB No. 1545-0008
a Employee's social security number	1 Wages, tips, other comp. 132218.09	2 Federal income tax withheld 15717.62	
	3 Social security wages	4 Social security tax withheld	
b Employer ID number (EIN) 95-2235918	5 Medicare wages and tips 132218.09	6 Medicare tax withheld 1917.16	
c Employer's name, address, and ZIP code CITY OF VICTORVILLE 14343 CIVIC DRIVE VICTORVILLE CA 92392			
d Control number			
e Employee's name, address, and ZIP code JONATHAN E GARGAN			
7 Social security tips	8 Allocated tips	9 Advance EIC payment	
10 Dependent care benefits	11 Nonqualified plans	12a Code C	433.44
13 Statutory employee	14 Other CELL 1200.00	12b Code	
Retirement plan X		12c Code	
Third-party sick pay		12d Code	
CA 932-0508-6	132218.09	7232.17	
15 State Employer's state I.D. no.	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement

Dept. of the Treasury - IRS