

Administrative Services Division Profile

DIRECTOR
Andy Field

ASSISTANT DIRECTOR
Karen Dennison

ASSISTANT DIRECTOR
Tom Tomlinson

DEPUTY DIRECTOR
Louis Merlin

ASSISTANT DEPUTY DIRECTOR
Rosa Abrego

PROGRAM MANAGERS
Michelle Abella-Shon
Ryan Barbrick
Michele Kelley

FISCAL YEAR 2024

Objective

Administrative Services Division provides overall direction, leadership, management, and planning for the Parks and Recreation Department.

Responsibilities include:

- Asset management, including:
 - Park inventory and maps
 - Survey development and response
 - Implementation of park plans, including Parks Master Plan
 - School district and joint use coordination
 - Review of projects on existing/future park property and adjacent property to identify potential impacts
- Balanced scorecard, strategic plan, and tactical plan
- Budget development, monitoring, and reporting
- Capital Improvements Program (CIP), including:
 - Development
 - Implementation
 - Monitoring
 - Reports including 50 Parks initiative
- Fee structure development
- Grants management
- Human resources management, including:
 - Employee Relations
 - Labor Relations
 - Recruitment and hiring
 - Rewards & Recognition
- Information Systems management including:
 - IT Asset management
 - Information Security
 - Online registration
 - PCI compliance
 - Webpage Content Management
- Operational framework
- Outstation Program-Personnel

Administrative Services Division
April 2024

- Park advisory group coordination
 - Parks and Recreation Board Administration
- Public information and communications
- Safety and training coordination
- Special projects and initiatives
- Training Office and Training Initiatives
- Volunteer, Intern and Mentor services coordination
- Other special studies and requests

Facts and Figures

| | |
|--------------------------------------|---------------|
| FY 2024 Budgeted Positions: | 33.75 FTEs |
| FY 2024 General Fund Adopted Budget: | \$7,825,541 |
| Current and Pending Grant Awards: | \$143,614,952 |

Administrative Services Division Senior Staff

Andy Field, Director

Telephone: (619) 235-1110
Cell Phone: (619) 980-0235
afield@sandiego.gov

Responsible for overall leadership, guidance, and vision for the Department by providing consistent mentoring and assistance to all staff in furthering the goal of making San Diego's park system a *World-Class Park System for All*.

Karen Dennison, Assistant Director

Telephone: (619) 235-1188
KDennison@sandiego.gov

Responsible for assisting the Director in directing and implementing the Department's strategies and vision by communicating clear guidance to all members of the Citywide Maintenance Services, Balboa Park, Open Space, Maintenance Assessment Districts, Golf Operations, Park Rangers and Mission Bay and Shoreline Divisions.



Tom Tomlinson, Assistant Director

Telephone: (619) 533-3187
Cell Phone: (619) 206-9151
TomlinsonT@sandiego.gov

Administrative Services Division

April 2024

Responsible for assisting the Director in directing and implementing the Department's strategies and vision by communicating clear guidance to all members of the Administrative Services, Citywide Recreation Services, Community Parks I, and Community Parks II Divisions.



Louis Merlin, Deputy Director

Telephone: (619) 235-5913

Cell Phone: (619) 417-0231

lmerlin@sandiego.gov

Responsible for managing and leading all human resource and personnel functions in the Department, which includes discipline, labor relations, performance reviews, reasonable accommodations, recruitment, retention, rewards, and related items. The overall operation of the Department is impacted by this division and sections include the Safety, Training and Volunteers, Financial Management, Information Systems Technology Management, CIP and Grants Administration and the Asset Management section, which includes GIS.

Rosa Abrego, Assistant Deputy Director

Telephone: (619) 235-5933

Cell Phone: (619) 840-9939

rabrego@sandiego.gov

Responsible for administering the Department's safety and training program for approximately 1,300 full-time and hourly employees, which focuses on Department-wide training, Citywide policies and procedures, regulatory agency concerns, as well as Department-wide safety, maintenance, and program areas. Coordinates the Department's fact-finding investigations to assure a consistent quality of reports.

Administrative Services Division
April 2024

Maintains logs to track various human resources issues. Serves as the liaison to Risk Management, Environmental Services, and Transportation and Storm Water departments, as well as County and State agencies.



Michelle Abella-Shon, Program Manager

Telephone: (619) 525-8231

Cell Phone: (619) 964-7670

mshon@sandiego.gov

Responsible for the oversight of the entire department's park asset inventory, which consists of over 400 parks sites, 59 recreation centers, 14 aquatic centers, 8 skate parks, 3 golf courses and the associated recreational amenities such as 350 playgrounds, 120 multi-purpose sports fields, 380 hard courts, 300 sports fields, 17+ dog parks on over 42,000 acres of parkland and 26 miles of shoreline; prioritizes and initiates capital improvement program (CIP) projects and coordinates the successful delivery of over 134 CIPs estimated at \$700 million; applies for and manages capital funding, state and federal grants and coordinates with agencies for parks infrastructure; oversees the five-year CIP outlook for Council budget adoption; coordinates general planning, programming, design, and construction support for park projects department-wide; conducts condition assessment and manages data of all assets; reviews all park related project design submittals including Development Services Department's preliminary reviews, discretionary and ministerial permits that impact existing parks, adjacent parkland, and new parks; implements the City's various policies related to CEI, CAP, BBSD, BC, AFAP, the land development and municipal code, regulations, Council Policies, Parks Master Plan, General and Community Plans' recreational elements, Public Facilities Financing Plan (PFFP), Impact Fee Studies, Specific and Precise plans and the General Development Plans; oversees and coordinates over 100 joint use agreements and programs with

Administrative Services Division

April 2024

various school districts from design to construction; provides in-house design and technical support in landscape architecture, engineering, architecture and planning support to the Department; addresses telecom, environmental, stormwater, historical resources and coastal infrastructure needs; provides Geographic Information Systems support and mapping services; provides assistance to operating divisions for questions related to best practices of park operations and maintenance; provides recommendations on City standard drawings and specifications; manages and provides support to private developments, foundations, non-profit, philanthropic groups, non-governmental organizations through development agreements, standard terms and conditions; establishes and maintains park development standards; coordinates joint projects with various inter-governmental agencies and City departments regulations and compliance; serves as the department representative and liaison to Engineering and Capital Projects, Real Estate Assets, Transportation, Stormwater, Economic Development, General Services, Planning and Development Services Departments.

Michele Kelley, Fiscal and Budget Program Manager

Telephone: (619) 533-6446

Cell Phone: (858) 373-7457

mkelley@sandiego.gov

Manages the Department's operating budget, as well as oversight of Non-General Fund revenues, including the Environmental Growth Funds. The Department budget is approximately \$181 million, excluding Maintenance Assessment Districts and Capital Improvement Projects budgets. Provides expenditure projections, performance measures, revenues and fees analysis. Serves as lead Department liaison to the Department of Finance.



Ryan Barbrick, Program Manager

Telephone: (619) 235-1185

Cell Phone: (858) 205-4618

rbarbrick@sandiego.gov

Responsible for management and coordination of the Department's Capital Improvements Program and Grant Portfolio, which includes approximately \$143.6 million in active and pending grants. This position serves as the liaison to non-profit, State and Federal granting agencies; and coordinates grant funded capital project efforts with the City's Engineering and Capital Projects Department, Planning Department, and Economic Development Department. The Capital Projects and Grants Team is also responsible for managing the Department's Capital Improvements Program (CIP) budget and supporting the coordination of 150+ active park infrastructure projects, all in various stages of planning, preliminary engineering, design, bid/award, and construction. The team maintains a strong partnership with local community groups and the Engineering and Capital Projects, Planning, and Department of Finance to ensure the City's park projects are fully funded and managed successfully.

Jesse Luke, Information Systems Analyst IV

Telephone: (619) 533-6405

Cell Phone: (619) 538-2236

jluke@sandiego.gov

Responsible for managing information systems and technology for the Department which includes IT security, website content management, and IT asset management. Serves as the liaison to the Department of Information Technology, as well as other local, State, and Federal agencies.

Anthony Harrington, Supervising Recreation Specialist

Telephone: (619) 218-2406

AHarrington@sandiego.gov

Responsible for management and coordination of the Department's Volunteer Program which includes overseeing all aspects of volunteer, mentee, and intern management including; establishing policies, standards and operating procedures, recruiting, interviewing, orientation, training, scheduling, problem-solving, and relationship building for approximately 25,000 volunteers, both individuals and groups. Serves as a liaison to public and private agencies, community groups, school districts, businesses, and the public.



Isaias Ocegueda, Safety and Training Manager

Telephone: (619) 325-9689

locegueda@sandiego.gov

Responsible for leading the Safety and Training Program, overseeing safety, training, and development initiatives. Duties include creating and enforcing safety policies, conducting training sessions, managing safety drills, addressing safety, and training issues, and enhancing employee relationships. Also acts as the main liaison with external entities to boost safety and training awareness.