



City of Moose Jaw

COMMUNICATION # CC-2020-0299

TITLE: 2021 Parks Division Seasonal Staffing Requests

TO: City Council

FROM: Department of Parks and Recreation

DATE: November 20, 2020

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the Parks and Recreation Department be authorized to implement one (1) Temporary Crew Lead to oversee the maintenance activities of the City Complex Crew in the amount of \$33,145.00 from the 2021 Operating Budget; and,

THAT the Parks and Recreation Department be authorized to hire two (2) Temporary Labourers and purchase one (1) Utility Turf Vehicle to enhance weed trimming throughout the City in the amount of \$32,500.00 from the 2021 Operating Budget and \$14,000.00 from the 2021 Parks and Recreation Major Equipment Control Account; and,

THAT the Parks and Recreation Department be authorized to hire one (1) Temporary Parks Person I Irrigation Attendant and purchase one (1) Road Safe Utility Vehicle to enhance the maintenance and operation of City irrigation systems in the amount of \$32,000.00 from the 2021 Operating Budget and \$20,000.00 from the 2021 Parks and Recreation Major Equipment Control Account.

EXECUTIVE SUMMARY

The maintenance requirements for the City's Parks Division have increased substantially over the past seven (7) years, with no additional seasonal staffing allocated to keep up with the added demands.

The Parks and Recreation Department is requesting additional seasonal staffing resources to help improve staff safety and supervision, levels of service, and irrigation system maintenance.

There are three (3) separate requests to be considered totalling an additional \$97,645 to the Parks and Recreation Department 2021 Operating Budget and \$34,000 in the Parks and Recreation Department 2021 Major Equipment Control Account.

BACKGROUND

Recent increases in Parks maintenance requirements:

- In 2013, the Parks Division assumed the maintenance of Belmont Park including 0.8 acres of park space, 100 m of pathway, 2 shrub beds, a concrete public gathering area, irrigation system, and numerous trees.
- In 2014, the Parks Division assumed the maintenance of the Iron Bridge subdivision including 35 acres of park space, a playground, 3.4 kms of pathway, 4 shrub beds, 2 large berms, irrigation system and numerous trees.
- In 2016, the Parks Division assumed the maintenance of Happy Valley Park from the Multicultural Council including 6.8 acres of park space, irrigation system, a playground, washroom building, gazebo, and storage compound.
- In 2017, the Parks Division assumed the maintenance of the West Park subdivision including 7.9 acres of park space, a playground, 0.9 kms of pathway, 3 shrub beds, irrigation system, utility building, and numerous trees.
- In 2019, the Parks Division assumed weed control of all City downtown parking lots and concrete medians from the Public Works and Utilities Department.
- In 2020, the Parks Division assumed the maintenance of the New Rock subdivision including 0.7 acres of park space, a playground, 115 m of pathway, irrigation system, and numerous trees.

Summary of Parks Division staffing levels over the past nine (9) years:

- In 2011 the seasonal Crew Lead responsible for the mowing crews retired. The position was not filled and eventually eliminated due to operating budget reductions in subsequent years. The Out-of-Scope Parks Supervisor now manages the seasonal mowing crew of 10 staff while having to maintain supervisory responsibilities for all other crews within the Parks Division.
- From 2011 - 2019 seasonal staffing levels were kept at a maximum of 40 In-scope Employees and 1 Out-of-Scope Supervisor.
- In 2020, an additional seasonal staff person was approved during budget deliberations to help address the backlog of maintenance required on City trees.

Please see Attachment 'A' for an outline of the current Parks Division staff structure and seasonal maintenance responsibilities.

DISCUSSION

Please see Attachment 'B' for further details on each request including the Financial Implications.

A summary of the three (3) additional Parks Division staffing requests are included below:

Temporary/Seasonal Crew Lead – City Complex Crew

- Requesting a seasonal In-Scope Crew Lead for a 26-week period to oversee the maintenance activities of the City Complex Crew.
- The implementation of this new seasonal position will help ensure that proper supervision and direction is being provided to all Parks crews by reducing the day to day supervisory responsibilities of the Parks Supervisor.

Two (2) Temporary Seasonal Labourers – Weed Trimming

- Requesting two (2) seasonal labourers for a 14-week period beginning in June to improve weed trimming frequency and the number of areas that receive regular weed trimming, primarily focusing on green spaces along entrances and major roadways through the City.

Temporary Seasonal Parks Person I – Irrigation Attendant

- Requesting a seasonal irrigation attendant for a 22-week period to allow for two (2) irrigation crews of two (2) people.
- The implementation of this new seasonal position will allow for better preventative maintenance and inspections of irrigation systems which will decrease repair frequency and costs.

FINANCIAL IMPLICATIONS

The (3) requests total:

- \$97,645 to the Parks and Recreation Department 2021 Operating Budget
- \$34,000 to the Parks and Recreation Department 2021 Major Equipment Control Account

OPTIONS TO RECOMMENDATION

1. City Council can decide on each of the three (3) requests individually for approval in 2021.
2. City Council can deny the request for additional seasonal staff resources for the Parks Division in 2021.

STRATEGIC PLAN

The report supports the strategic objective of Core Amenities and Services as it would increase the levels of service as well as provide opportunities to create efficiencies by properly maintaining City assets.

OFFICIAL COMMUNITY PLAN

The report also supports the Parks, Open Space, and Community Recreation objectives in the Official Community Plan objectives which state:

- a) To provide parks and recreation open space sufficient to meet the needs of Moose Jaw's residents, ensuring that these resources are distributed throughout the City in a fair and equitable manner
- b) To manage all forms of the open space system in a planned and environmentally sensitive manner.

PRESENTATION

Mr. Jim Puffalt, City Manager will introduce the report and Mr. Derek Blais, Director of Parks and Recreation is available to provide a brief overview of the requests.

ATTACHMENTS

- A. Current Parks Division Staffing and Responsibilities
- B. 2021 Parks Division Seasonal Staffing Requests

REPORT APPROVAL

Written by: Derek Blais, Director of Parks and Recreation
 Cory Oakes, Operations Manager
 Daily Lennox, Parks Supervisor
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.


Presented to Regular Council or Executive Committee on _____.

Resolution No. _____

Report Approval Details

Document Title:	2021 Parks Division Seasonal Staffing Requests - CC-2020-0299.docx
Attachments:	- Attachment A - Seasonal Parks Division Staffing and Duties.pdf - Attachment B- 2021 Additional Staff Requests.pdf
Final Approval Date:	Nov 26, 2020

This report and all of its attachments were approved and signed as outlined below:



Derek Blais

No Signature - Task assigned to Brian Acker was completed by workflow administrator Maureen Latta

Brian Acker



Tracy Wittke



Jim Puffalt



Fraser Tolmie