

Memorandum

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To: Mike Geisel, City Administrator
From: Tom McCarthy
Director of Parks, Recreation & Arts
Date: 9/4/2019
Re: Staffing Request



While we have requested consideration of additional staff as our programming and facilities have grown over the recent past; we understand that budgetary restrictions have limited your ability to approve and forward said recommendations to Council for funding consideration.

The Parks, Recreation and Arts activities bring thousands of participants, spectators, vendors, and performers to our multiple venues. Those events require continual attention, observation, and contemporaneous decision making to respond to weather, injuries, accidents, and to direct City staff. Errant decisions or directions potentially subject users to significant injury or physical damage, which then creates the associated liabilities. Relying on minimally experienced and trained seasonal employees to respond or make difficult and unpopular judgements relative to injuries, inclement weather, unruly patrons or even customer complaints is unwise. It is obvious that seasonal labor is limited in this capacity and exposes the City to unnecessary liabilities.

As you are aware and as you described in our internal management audit, we are over-reliant on seasonal and temporary employees to staff our events and facilities. This creates a significant concern with regard to safety, liability, and procedural decision making and/or responses.

I propose to add a single additional Facility Attendant with the 2020 budget, to be hired in March of 2020. Simultaneously, I have reduced our seasonal staffing request by \$10,000 to partially offset the additional compensation costs. The Facility Attendant position is designated as salary level D, with a minimum starting compensation of \$35,995.

While not adding personnel, I also propose that two existing Parks Maintenance Senior Worker positions be re-classified as Maintenance Supervisors. While this does not increase the headcount, it promotes two existing employees to supervisor level positions. For initial budgeting purposes, the reclassification would be effective as of March 2020. The Parks Maintenance operation currently has four supervisors, which would be increased by two, to directly supervise and manage parks maintenance and seasonal labor. It should be recognized that for the majority of the year, Parks operates double shifts, seven days per week. As currently staffed, there are substantial periods when no full-time supervision is on-duty. With the newly created positions, this will enable more teams to better distribute the work load and allow more additional supervision at critical times. They would also rotate for weekend supervision duties. The proposal would increase the 2020 budget by an estimated \$8,800.

With your approval, I would like to move this forward to the next Parks, Recreation & Arts Committee of Council meeting for discussion.