

City of Ramsey
Agenda
Personnel Committee
Tuesday February 12, 2013
5:00 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Discuss Municipal Center Meeting Room Revenue for Building Maintenance Staffing Needs
 2. Consider a Resolution to Address Building Maintenance Staffing Needs
 3. Discussion Regarding 2013 Union Contract Negotiations for AFSCME, LELS-Patrol and LELS-Sergeants (Discussion Closed to the Public)
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 02/12/2013

By: Mark Riverblood, Engineering/Public Works

Title:

Discuss Municipal Center Meeting Room Revenue for Building Maintenance Staffing Needs

Background:

At the regular Personnel Committee meeting on Tuesday, January 22, 2013, the Committee discussed hiring a part-time building maintenance worker for tasks and coverage at the Municipal Center. As the attached (draft) meeting minutes attest, discussion relating to the need for the position was identified as driven in large part by public demand for meeting space within City Hall.

The consensus of the Committee was to table the case until more information was brought back to the next Personnel Committee meeting with information relating to existing revenue generated by meeting room rental - as well as proposals for better alignment between the real cost of providing the public rooms, with the cost of maintenance.

Notification:

Observations/Alternatives:

Staff is in the process of updating several facility use policies with attendant rental rates; with the park and tournament policies on City Council's consent agenda for February 12th, 2013.

Pursuant to the Personnel Committee's direction, Staff has revised the proposed rate schedule for meeting rooms at the Municipal Center as part of the general facility use policy revisions. Attachment #2 is Staff's recommended 'MUNICIPAL CENTER FACILITY USE & RENTAL POLICY'. The rental rate schedule has been modified considerably to provide more options in matching users with logical room rental rates. Additionally, there would be a 'new' Minimum Maintenance Fee proposed for those users whose room rental is waived (non-profits and business networking groups). Further, general *resident* meeting room rates are proposed to be *lower*.

Lastly, the schedule also lists new fees; a one-time audio visual if requested by the users, and an after hours/weekend rate. The table representing the above proposed changes is on page 3 of the attachment, with 'after hours' clarified in the paragraph below it.

The existing Municipal Center facility use policies and fees are contained within attachment #3 for reference. As a point of clarification, the Personnel Committee is not being asked to approve the facility use policy or fee structure per se, but is receiving it so as to demonstrably see that a modest and rational change in the city's rental use can make up the approximate \$3,000 funding gap for the part-time building maintenance position. Perhaps equally important, the proposed new rental rates and charges more accurately reflect the true cost of serving the public for City Hall's rooms for rent.

It is anticipated that the proposed MUNICIPAL CENTER FACILITY USE & RENTAL POLICY would be placed on the February 26, 2013 City Council work session for discussion, with the policy adopted by Council at the regular City Council meeting that evening; as well as the authorization to fill the part-time building maintenance position.

Recommendation:

Staff will be recommending City Council approval of the proposed facility use policy and rates changes; and accordingly, would recommend that future revenue from these improvements be considered as a funding source for the part-time building maintenance position.

Funding Source:

This case does not require funding, but rather identifies future funding for the following case on the Committee's agenda.

Please see Management Analyst Patrick Brama's revenue projections (attachment #4) for the rental rates if/when adopted by City Council - the summary of which is as follows:

- Adding a minimum maintenance fee for non-profits and business networking groups of \$5 nets an estimated \$3,156.
- Adding an audio visual (technical and set up) fee for those users requesting it nets an estimated \$576 annually.

The above estimates are somewhat conservative, and the **after hours rates are not included in the annual revenue forecast below**. Using these numbers, and assuming that room rentals (for paying individuals and entities) are the same for future years as 2012, Staff estimates the total meeting room revenue for the Municipal Center to be a minimum of \$6,732 annually, (or as high as \$7,521, excluding after hours fees), if the proposed changes are approved by City Council.

Council Action:

No action is needed at this time. Subsequent action will be based on the City Council's discussion at the February 26, 2013 work session.

Attachments

- (Draft) Personal Comm. Mtg Minutes
 - Proposed Municipal Center Room Reservation Policy
 - Current Municipal Center Policy
 - Revenue projections
-
-

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	02/06/2013 11:37 AM
Diana Lund	Diana Lund	02/06/2013 03:47 PM
Colleen Lasher	Colleen Lasher	02/06/2013 10:07 PM
Kurt Ulrich	Kurt Ulrich	02/07/2013 02:15 PM
Form Started By: Mark Riverblood		Started On: 02/05/2013 11:40 AM
Final Approval Date: 02/07/2013		

**PERSONNEL COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Personnel Committee conducted a regular meeting on Tuesday, January 22, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jason Tossey
 Councilmember Randy Backous
 Councilmember Mark Kuzma

Also Present: City Administrator Kurtis Ulrich
 Human Resources Manager Colleen Lasher
 Fire Chief Dean Kapler
 Police Chief James Way
 Public Works Superintendent Grant Riemer
 Development Services Manager Timothy Gladhill
 Management Analyst Patrick Brama
 Interim Engineer Shane Nelson
 Mayor Sarah Strommen (Alternate)
 Councilmember David Elvig
 Councilmember John LeTourneau
 Councilmember Chris Riley

1. CALL TO ORDER

Councilmember Tossey called the regular meeting of the Personnel Committee to order at 5:01 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

4. COMMITTEE BUSINESS

4.01: Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee

Councilmember Tossey called for nominations for Personnel Committee Chairperson.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend the City Council adopt the Resolution Appointing Councilmember Tossey as 2013 Personnel Committee Chairperson.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

Chairperson Tossey called for nominations for Personnel Committee Alternate Chairperson.

Motion by Chairperson Tossey, seconded by Councilmember Backous, to recommend the City Council adopt the Resolution Appointing Councilmember Backous as 2013 Personnel Committee Alternate Chairperson.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

4.02: Consider a Resolution to Accept a Paid-on-Call Firefighter's Resignation

Human Resources Manager Lasher reviewed the staff report and recommendation of Fire Chief Kapler to accept the resignation of Cory Helgoe and recruit for this position upon the next regular Firefighter recruitment.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution confirming the recommendation of the Personnel Committee to accept paid-on-call Firefighter Cory Helgoe's resignation and to recruit for this position upon the next regular Firefighter recruitment.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Backous. Voting No: None.

4.03: Consider 2013 Fire Officer Selections

Fire Chief Kapler reviewed the staff report and recommendation for 2013 Fire Officer selections, noting the terms are staggered to assure Fire Department stability and firefighter opportunity. He explained why one position for Lieutenant 3 will remain vacant at this time. It was noted that while there is a financial impact, there is not a budget impact.

Councilmember Backous requested additional detail on the role of the Captain Lieutenant.

Fire Chief Kapler explained there are administrative responsibilities, requiring monthly reports, in addition to command responsibilities. An educational requirement was added several years ago, which he thinks also shows the gauge of the firefighter's desire for the position.

Councilmember Kuzma asked who acts as command when a call is received.

Fire Chief Kapler explained the Chief Officers, when available, respond. In addition, they rotate through positions to create a duty officer response with the goal of getting them into a command position, which has worked out well.

Councilmember Backous asked who is assuming the duties of the Lieutenant 3 position.

Fire Chief Kapler stated the first meeting of the officers was held several weeks ago and those duties were divided amongst others. He stated it is his goal to recruit for that position this year.

Chairperson Tossey asked if the educational requirement is on the firefighter's own time.

Fire Chief Kapler explained the Fire Department pays for the class but it is on the firefighter's own time.

Human Resources Manager Lasher asked if the Personnel Committee would be open, in the interest of staff time, to not have the case come back for additional consideration once Fire Chief Kapler identifies a Lieutenant 3 in consultation with the City Administrator.

Councilmember Backous asked if the case would be considered as a Council Consent Agenda item.

Human Resources Manager Lasher answered in the affirmative.

The consensus of the Personnel Committee was that the case would not have to come back for additional consideration.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council accept Fire Chief Kapler's recommendation for 2013 Fire Officer Selections.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Backous. Voting No: None.

4.04: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Human Resources Manager Lasher reviewed the staff report and options for 2013 health and life insurance and cost of living adjustment for the City's 21 non-union employees.

Councilmember Backous asked what are the numbers for each health option.

Human Resources Manager Lasher stated this is the second year in a row with zero enrollment in the 100% co-pay plan. The City's options are locked on that plan to promote more consumer driven health care choices. She advised that of employees enrolled in the single plan, about 75% take the highest deductible option of \$4,000. The City covers the cheapest single premium in

full. Human Resources Manager Lasher advised a handful of employees take the \$1,500 deductible but for employees not claiming single (employee plus spouse/children/family) the \$2,500 plan is popular.

Councilmember Backous stated it is supported by the employee because each gets a contribution of almost \$2,000 into their Health Reimbursement Account (HRA).

Human Resources Manager Lasher explained the amount of HRA contribution is a City decision and had been based on the deductibles and indexed each year. Ramsey has been with an HRA for six years.

Councilmember Backous asked whether employees understand an HRA is the City's money, not like a Health Savings Account (HSA) where the funds go with the employee.

Human Resources Manager Lasher clarified the money going into the HRA is the employee's money, even though not an HSA.

Councilmember Backous explained HRAs are more of an accounting entry and the funds stay with the employer so that aspect needs to be discussed.

Chairperson Tossey noted an HSA is a savings account so it is employee funded. An HRA involves reimbursement of the employee's expenses, once submitted.

Councilmember Backous stated he is 100% against offering the ability to opt out because they are voluntary benefits. If the employee does not take the benefit, he would oppose paying them.

Councilmember Kuzma asked whether there is a savings to the City when employees opt out.

Human Resources Manager Lasher explained it would be an estimate because the City does not know what an employee will decide to do, but she believed it would be a savings to the City of \$2,200.

Chairperson Tossey stated he had been approached by a retired police officer about this matter and asked if there is a penalty if each spouse has insurance.

Councilmember Backous explained that type of restriction probably involved a coordination of benefits clause written into the insurance plan.

Councilmember Kuzma stated it is a benefit if you are an employee and if the employee does not want the benefit, he would not oppose them receiving a cash check if it results in a savings to the City.

Human Resources Manager Lasher advised the City has these rates as long as it stays with LOGIS because it will remain in the large group. It would only be a consideration if the City decides to leave LOGIS and less than 50 people are covered.

Councilmember Backous felt offering an opt out could endanger the City's ability to get group rates and philosophically he found it wrong to pay people for not taking a voluntary benefit. He noted if it saves the City money, those funds can be better used elsewhere.

City Administrator Ulrich noted another option is to not offer a cash benefit but a contribution to the HSA or different coverage such as deferred compensation.

Councilmember Backous stated another option is to offer more life insurance.

City Administrator Ulrich stated the City needs to be careful if LOGIS changes and an employee is penalized if they opt out.

Chairperson Tossey asked how the employee would have an HRA if not accepting the benefits. He stated he does not want to jeopardize the City's future coverage or impact the employee's coverage, but he would support an opt out if it is cheaper for the City in the long run.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution to increase the non-union wage scale by one percent.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt Resolution #13-01-XXX to approve the non-union City's health insurance contributions as detailed in the staff report.

Further discussion: Councilmember Backous pointed out that the City's health insurance plan is a "very rich plan" and a good benefit to employees. It is not a typical type of plan and he would like employees to be aware of that fact. Human Resources Manager Lasher stated her understanding that this rate structure, among municipalities, is common and that the private sector is completely different. Councilmember Backous stated he supports the plan since the City needs to compete for municipal employees.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

Chairperson Tossey asked the Committee to next discuss the option to waive health insurance in exchange for a cash benefit (opt out). He asked if this needs to be decided tonight.

Human Resources Manager Lasher explained it does not need to be acted on tonight but in order to make this change, it would be a mid-year election/policy change. She stated she has consulted with the City's benefit broker in case employees want to make this qualified status change. Human Resources Manager Lasher noted that many employees have spouses with benefit years renewing February 1 so their spouses are now in open enrollment, which would be the best time to allow them to take advantage. Otherwise, employees cannot take advantage until 2014 unless there is a status change.

Councilmember Backous pointed out that if the spouse's employer's coverage changes significantly, a status change is allowed. He asked if the City has noticed any problem by not offering a cash payment in lieu of benefits.

Human Resources Manager Lasher advised that employees have wanted this option for a long time and in some cases, depending on their spouse's plan, there is either first dollar coverage or there is not. With the police officer who wanted this benefit, it was because if the officer stayed on the City's plan, he was forced to meet the \$4,000 deductible before his spouse's plan would pick up anything.

Councilmember Backus stated the City cannot control the benefit their spouse receives.

Chairperson Tossey indicated the City has 12 employees already grandfathered in that get \$290 and asked how many more employees there will be.

Human Resources Manager Lasher advised that one more is currently waiving but does not get the benefit. In administration, she knows of three more.

Councilmember Backous noted the opt out results in the City paying the spouse's premiums and puts that risk on someone else. In addition, it takes the employee out of the City's pool, possibly hurting the City's status and rates.

Councilmember Kuzma stated he favors offering the opt out with the caveat that the employees agree to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Human Resources Manager Lasher noted the City is locked in through the end of 2016.

Chairperson Tossey stated the City could try this alternative and if there is an impact, change it.

Councilmember Backous cautioned the Committee that from a benefits standpoint, it is easy to give things but difficult to take them away.

Chairperson Tossey stated he would support allowing the opt out with the added language suggested by Councilmember Kuzma.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to offer the option to waive health insurance in exchange for a cash benefit conditioned on the employee agreeing to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Further discussion: Human Resources Manager Lasher advised that a few employees take the benefit only for VEBA since it is \$130/month.

Motion carried. Voting Yes: Chairperson Tossey and Councilmember Kuzma. Voting No: Councilmember Backous.

4.05: Consider a Resolution to Address Building Maintenance Staffing Needs

Human Resources Manager Lasher reviewed the staff report and recommendation to approve hiring Jeff Strelow as a regular part-time building maintenance worker, at Step 1 of the 2012 wage scale of \$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week, as determined by the Public Works Superintendent and approved by the City Administrator. All other personnel policies would apply and Mr. Strelow would be subject to a six-month probation.

Councilmember Backous asked what the City could do without as far as building maintenance tasks, such as not vacuuming as often.

Public Works Superintendent Riemer explained the main focus is coverage to offer to the public, not the activities, since someone needs to be in the building if meeting room spaces are in use.

Councilmember Backous asked about the City's policy to use City Hall meeting space.

Public Works Superintendent Riemer stated the City charges \$75 for the Lake Itasca Room if a resident and \$100 if not a resident. If after hours or on a weekend, there is an additional \$54/hour charge plus the rental rate.

Councilmember Backous asked how those rental rates compare to the City's maintenance expense.

City Administrator Ulrich noted the rental fee is waived for non-profits and community groups, which comprises a large percentage of the users.

Councilmember Backous stated if the non-profits/community groups are not within Ramsey, he felt the City should reconsider whether the rental fee should be waived.

Human Resources Manager Lasher answered the member's questions related to the salary and benefits that had been factored into the cost.

Councilmember Backous asked where rental revenues are deposited.

City Administrator Ulrich advised rental revenues go into the General Fund.

Councilmember Backous suggested rental revenues be used to fund building maintenance staffing needs.

Chairperson Tossey agreed since this position was not considered in the 2013 budget and will be a regular employee position. He stated he would like to know the rental revenues received when City Hall rooms are rented.

Councilmember Backous stated if the rental rates need to be adjusted, that can be considered.

Chairperson Tossey stated he cannot support this case until the Personnel Committee has more information on rental revenues.

With regard to reducing maintenance services, Police Chief Way noted a lot of people track into and out of the City Hall each day and if the flooring is not vacuumed regularly, the wear and tear on the carpet will be incredible. He noted if the maintenance staff is here, they are working on those tasks.

Chairperson Tossey indicated if this employee position is approved, he wants all rental fee revenue to go towards this expenditure.

City Administrator Ulrich asked whether staff should look at the rental rate fees in addition to the Rental Policy.

The Personnel Committee indicated in the affirmative, noting that report should be presented to the City Council.

Chairperson Tossey stated consideration of this item will be tabled until additional information is available.

4.06: Consider a Resolution to Recruit for an Economic Development Manager

Human Resources Manager Lasher reviewed the staff report, findings of the needs analysis, and recommendation to slightly restructure this position from Economic Development & Marketing Manager to Economic Development Manager to allow focus on economic development. Human Resources Manager Lasher recommended staff be authorized to begin the recruitment process for this position, noting funding is included in the 2013 budget.

Chairperson Tossey asked if this person would also be the new HRA Executive Director.

City Administrator Ulrich stated that is not necessarily part of this consideration but is a possibility since it would be 60% funded from that source.

Chairperson Tossey stated he would like the City Administrator to be focused on administration, not HRA/EDA activities. He stated this position was budgeted in 2013 but he wants to assure it includes HRA activities.

City Administrator Ulrich stated HRA is not currently in the job description, but it could be added since it is anticipated the position will work with the HRA. He stated the skills will include technical, real estate and development, and ability to negotiate and close real estate deals.

Chairperson Tossey noted the EDA paid some salary for the former HRA Executive Director and while he would like the HRA to be “gone,” in the mean time he wants to assure this position can take over that role. That was his intention when he supported including it in the 2013 budget.

Councilmember Backous asked if the City is being realistic in expecting to attract an employee with development and real estate abilities at a salary of \$67,000 (\$32/hour) plus 30% for benefits.

Human Resources Manager Lasher stated that is a great question. She noted the recommendation is Step 1 of the scale, which is competitive, but in order to retain Mr. Backman, he was hired at Step 3.

Chairperson Tossey asked Mayor Strommen for comment.

Mayor Strommen shared the concern that at this salary, the City may not be able to recruit an employee with this level of experience, assuming they may take on HRA Executive Director and Development Manager responsibilities.

Human Resources Manager Lasher stated it is based on the market but she would have the option, if desired, to advertise the position with a full salary range to generate more interest.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution authorizing staff to begin a recruitment process for an Economic Development Manager and advertise the full salary range to generate more interest.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

4.07: Consider a Resolution Regarding a Leave of Absence (Portions of this discussion were closed to the public)

Human Resources Manager Lasher reviewed the staff report. She advised that under Minnesota Statutes, the meeting can move into closed session to discuss personnel issues. She indicated the closed session discussion will relate to reauthorization of a leave of absence. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to move to closed session to discuss personnel issues.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

The Personnel Committee meeting moved into a closed session at 6:03 p.m.

The Personnel Committee reconvened in open session at 6:14 p.m.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution approving an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence Policy.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

4.08: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file at this time.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Backous.
Voting No: None.

COMMITTEE INPUT

None.

ADJOURNMENT

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to close the regular meeting of the Personnel Committee.

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:18 p.m.

Respectfully submitted,

Colleen Lasher
Human Resources Manager

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

DRAFT

CITY OF RAMSEY
MUNICIPAL CENTER FACILITY USE & RENTAL POLICY

A. BACKGROUND:

The City of Ramsey owns and operates the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Dr. NW: Ramsey, MN 55303. The Municipal Center contains five (5) conference rooms available for use by the public or outside organizations.

Available rooms include: Alexander Ramsey, Lake Itasca, Mississippi River, Rum River and Trott Brook.

B. PURPOSE:

This policy establishes rules, regulations, definitions and a fee schedule that shall guide the use of available conference rooms located within the Ramsey Municipal Center.

C. ELIGIBLE USERS:

Eligible users are broken down into 4 groups (a) non-profit organizations, (b) for-profit organizations, (c) general public and, (d) Business networking groups.

- a. **Non-profit** organizations are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited to): youth organizations, 4-H, Lions Clubs, Rotary Clubs, beyond the yellow ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of non-profit status is required.

Free community seminars on products or services a business sells shall not constitute non-profit status for renting rooms in the Ramsey Municipal Center. For example, free insurance educational training from an insurance firm. These types of businesses shall be considered for-profit. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- b. **For-profit** organization. These organizations include attaining a profit as part of their mission. Ramsey businesses shall receive lower room rates than non-Ramsey businesses. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

For-profit organizations can have a nonprofit meeting; and therefore would not have to pay for-profit fees. Examples of these meetings include a for-profit organization sponsoring a blood drive, a food donation event, cancer fundraiser, etc. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- c. **Business networking groups** hold meetings with the intent of developing and attaining business leads to increase their market presence. The business applying for a room must be a Ramsey Business. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

At least half of all participating businesses must be Ramsey businesses. A minimum of four (4) businesses must be present to constitute a business networking meeting. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- d. **General public** is anyone who does not fall under the non-profit, for-profit and business networking groups. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

D. APPLICATION:

Applications for nonprofit, for-profit organizations, general public and business networking groups must be filled out and submitted a minimum of (5) five days prior to the proposed date of rental. Reservations may be made no more than one (1) year in advance with the exception of annual lease agreements.

The permit to utilize a room within the Municipal Center is valid only for the date, time and person specified in an approved application.

E. AVAILABLE ROOMS:

The following facilities may be available for rent:
(Maximum capacity in parenthesis)

Alexander Ramsey Room (100)
Lake Itasca Room (55)
Mississippi River Room (10)

Rum River Room (10)
Trott Brook Room (10)

F. PRIORITY OF USE:

The need to conduct City business takes precedence over any reservation, paid or unpaid. Paid reservations will be rescheduled if possible or refunded if City business replaces said reservation. All remaining reservations will be first come first serve with a completed application.

G. FEES AND DEPOSITS:

(See table on next page)

**RAMSEY MUNICIPAL CENTER
CONFERENCE ROOM RENTAL RATES (dollars)**

	Non Profit	For Profit		Business Networking Groups	General Public	
		Resident	Non Resident		Resident	Non Resident
STANDARD ROOM FEES						
Alexander Ramsey Room	-	100	125	-	50	125
Lake Itasca Room	-	75	100	-	30	100
Trott Brook, Rum River, Mississippi	-	50	75	-	20	75
MINIMUM MAINTENANCE FEE						
Alexander Ramsey Room	5	-	-	20	-	-
Lake Itasca	5	-	-	15	-	-
Trott Brook, Rum River, Mississippi	5	-	-	10	-	-
ADDITIONAL FEES						
Audio Visual Fee (as requested)	5	15	15	15	10	15
After Hours/Weekend Hourly Rate	54	54	54	54	54	54
Deposit (every user, every room)	100	100	100	100	100	100

In order to meet the coordination, facilitation, and maintenance costs which result from continued use of the Municipal Center the above fee schedule has been developed.

After-hour/weekend hourly rate

The after hour fee is charged only when the Municipal center is rented out after regular hours. Regular hours are Monday-Thursday: 7:00 a.m.-9:30 p.m. and Friday: 7:00 a.m.-4:30 p.m.

Audio/visual equipment use fee

A staff member must be present whenever City owned audio and visual equipment is unlocked. Projection screens are provided in most conference rooms at no cost to the user. Two (2) days' notice must be given prior to the event for use of City owned audio and visual equipment.

\$3.00/pot/Coffee Service

Coffee service available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service.

Outside percolators, coffee pots, or similar equipment may not be brought in for use in the Alexander Ramsey Room or Lake Itasca Room. No storage of equipment is allowed in the Alexander Ramsey Room or Lake Itasca Room kitchen by outside groups.

Deposit

Deposit will be returned upon satisfactory inspection after the event.

Refundable damage deposit fees will be charged to all groups using the facilities. Damage deposit payments are not held, they are deposited and a check from the City is issued at the time of the refund. This deposit will be returned upon satisfactory inspection after the event.

Groups entering into one year lease or renting a facility for more than one event can roll the damage deposit forward until termination of the lease or the end of the scheduled events. This deposit will be reviewed and adjusted periodically by Council resolution.

It is the responsibility of the group utilizing the facility to set up tables and chairs as desired, clean up the area used, and turn off all lights before leaving the facility. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

H. HOURS AND DAYS OF USE:

The Ramsey Municipal Center is available for use by the public Monday-Thursday and Friday during City office hours only. The Ramsey Municipal Center is available for use during the following times:

Monday-Thursday: 7:00 a.m.-9:30 p.m.
Friday: 7:00 a.m.-4:30 p.m.

Conference rooms are not available when the Municipal Center is closed in observance of the following holidays:

New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day.

An hourly fee will be charged to groups using the facility after hours and weekends or beyond the allotted times listed above. After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor; and must be approved seven (7) days prior to event. For more information please contact the building maintenance supervisor.

I. CANCELLATION:

There will be no refunds due to inclement weather. However, full refunds will be available for cancellations made at least two working days (Mon-Fri) prior to the scheduled event. No refunds will be issued if cancellation is not made at least two working days prior to the event.

J. CLEAN-UP AFTER USE

General clean-up of the facility is the responsibility of the applicant. If any item such as confetti is thrown in a conference room, your group is responsible for cleaning up said material. All trash and recycling should be thrown away in the correct bins.

Additionally, if a conference room is not cleaned up, the cost the City incurs will be assessed to applicant from their deposit.

K. USE OF FURNITURE AND EQUIPMENT:

Chairs and tables may be moved within the room in which they are located, but not moved from room to room. Conference tables **must not be moved**, with the exception of the tables in the Alexander Ramsey Room. Please do not lock the tables in place. City staff will not perform room set-up duties for outside users of the facility. All furniture and equipment should be used for its intended purpose. If some furniture is in use prior to and during the event, it may not be used at the event (e.g., a table holding a display or appliance may not be used for some other purpose.)

L. FOOD AND BEVERAGES:

Food and beverages may only be served and/or consumed in the Alexander Ramsey Room and the Lake Itasca Room. Food and beverages may not be consumed in the remaining Municipal Center Conference Rooms. (Mississippi River Room, Rum River Room, and Trott Brook Room).

Coffee service available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service. Outside percolators, coffee pots, or similar equipment may not be brought in for use in the Alexander Ramsey Room or Lake Itasca Room. No storage of equipment is allowed in the Alexander Ramsey Room or Lake Itasca Room kitchen by outside groups.

M. CHILDREN:

Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Children need to be inside conference rooms with applicant. No one should be able to hear your meeting in the hallways.

N. ARTS AND CRAFTS:

No glue or hot glue guns are allowed in Municipal Center conference rooms.

O. POSTERS:

You may hang posters around the Municipal Center the day of the event for directional purposes. This must be coordinated with the building maintenance supervisor and blue painters tape must be used.

P. SMOKING:

All municipal facilities are public buildings and are smoke free. Smoking is not permitted in any City facility or on the Municipal Center Campus or Municipal Parking Facility.

Q. PETS AND ANIMALS:

No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for a health reason.

R. STORAGE:

The Municipal Center is not to be used for storage of equipment or supplies. Items, equipment and supplies must be removed after each meeting.

S. ALCOHOL OR CONTROLLED SUBSTANCES:

Except by permit or license, no person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special events permit is obtained and approved by City Council. For more information please contact our City Clerk.

T. FIREARMS:

All firearms need to be pre-approved with this permit before they will be allowed on the premises. For more information please contact the Police Department.

U. SEVERE WEATHER/EMERGENCY:

In the event of an emergency and severe weather, building maintenance staff has the authority to suspend all activity within the facility and evacuate all individual to the nearest emergency shelter. Police Department Locker Rooms shall serve as the Emergency Shelter for the Municipal Center.

V. USE OF CANDLES AND OPEN FLAME:

Candles may not be used without the prior approval of the City's Fire Marshal. There is no open flame allowed in the Municipal Center. For more information please contact the Fire Marshall.

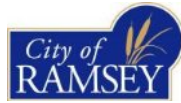
W. LIABILITY FOR DAMAGE:

Users of conference rooms as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in up to a \$1000 fine and/or 90 days in jail.

X. SPECIAL EVENTS PERMITS:

Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or there will be amplified music. The application must be submitted a minimum of 30 days prior to the event requested. Please allow sufficient time for processing of the permit, as special event permit must appear before the City Council. For more information please contact our City Clerk.

*This facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994 amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010



FACILITY USE PERMIT
(Amended July 27, 2010)

Name:		Date of Application:	
Address:		E-mail:	
Phone (W):		Phone (C):	
Phone (H):		Phone (F):	
Representing Organization:			
Date of Event:		Start Time:	End Time:
Purpose:			

MUNICIPAL CENTER HOURS OF USE:

Monday-Friday: 7:00 a.m. to 9:30 p.m.

Friday: 7:00 a.m.-4:30 p.m.

After hours and weekend use must be coordinated with Building Maintenance Supervisor.

Facility Requested (capacities in parenthesis):

- Alexander Ramsey Room (100)
 Mississippi River Room (10)
 Rum River Room (10)
 Lake Itasca Room (55)
 Trott Brook Room (10)

CENTRAL PARK HOURS OF USE

Monday-Sunday: 7:00 a.m. to 10:00 p.m.

Facility Requested (capacities in parenthesis):

- Park Center Building (74)
 Park Center Shelter
 Concession Building
 Large Shelter Area
 Other: _____

RAMSEY AMPHITHEATER HOURS OF USE

Monday-Sunday: 7:00 a.m. to 10:00 p.m.

Facility Requested (capacities in parenthesis):

Ramsey Amphitheater (300)

MUNICIPAL CENTER RENTAL RATES

Room (Capacity)	<u>Resident</u>	<u>Non-resident</u>
<u>Alexander Ramsey Room (100)</u>	<u>\$100.00</u>	<u>\$125.00</u>
<u>Lake Itasca Room (55)</u>	<u>\$75.00</u>	<u>\$100.00</u>
<u>Mississippi River Room (10)</u> <u>Rum River Room (10)</u> <u>Trott Brook Room (10)</u>	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per event

CENTRAL PARK RENTAL RATES

	<u>Resident</u>	<u>Non-resident</u>
<u>Park Center Building (74)</u>	<u>\$95.00</u>	<u>\$125.00</u>

Rate charge is per event

RAMSEY AMPHITHEATER RENTAL RATES

	<u>Resident</u>	<u>Non-resident</u>
<u>Ramsey Amphitheater (300)</u>	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per hour (3 hour minimum)

RENTAL FEES: _____

BASE FEES: Fees must be paid at time of application.

\$100.00 damage deposit (resident and non-resident)

\$55.00 key deposit (Central Park only) (resident and non-resident) _____

ADDITIONAL FEES: Fees must be paid at time of application (applies only to use of the Ramsey Municipal Center).

\$54.00/hour after-hour/weekend fee

\$54.00/hour audio/visual equipment use fee

Total Amount: _____

Receipt Number: _____

THE USE OF THESE FACILITIES REPRESENTS A PRIVILEGE AND MAY BE REVOKED AT ANY TIME WITH OR WITHOUT PRIOR NOTICE BY THE CITY COUNCIL OR CITY ADMINISTRATOR.

I, the undersigned, have read and understand the Priorities of Use and Rules of Use listed in the Facility Use and Rental Policy. I understand that a violation of these rules may result in forfeiture of any deposits and additional liability for damages. I also understand that I am responsible to report any vandalism or abuse to the Ramsey Police Department. It is agreed by the parties hereto that those individuals included in the above group will hold the City of Ramsey harmless for any damages or personal injury incurred as a result of the use of this facility by those individuals.

User Signature: _____

CITY OF RAMSEY:

Date: _____

By: _____

FOR CITY USE ONLY

Inspected By:

Date:

Comments

Date Paid:

Check #:

Receipt #:

Key Returned:

Data

USE OF MUNICIPAL CENTER ROOMS

	Non Profit Users	For Profit Users	Gross Users	Government Users	NET Users (-gov)	AV Users
Alexander Ramsey	342	22	364	18	346	48
Lake Itasca	296	2	298	90	208	24
Trott Brook	79	3	82	5	77	12
Rum River	112	0	112	7	105	6
Mississippi	118	4	122	7	115	6
	Non Profit Users	For Profit Users	Gross Users	Government Users	NET Users (-gov)	AV Users
SUB TOTAL	947	31	978	127	851	96

Today's Charges

FEE TABLE	Resident (inc. biz)	Non Resident (inc. biz)	Non Profit (inc. netwk.)
Alexander Ramsey	\$ 100.00	\$ 125.00	\$ -
Lake Itasca	\$ 75.00	\$ 100.00	\$ -
Trott Brook	\$ 50.00	\$ 75.00	\$ -
Rum River	\$ 50.00	\$ 75.00	\$ -
Mississippi	\$ 50.00	\$ 75.00	\$ -
Audio Visual Fee	\$ -	\$ -	\$ -
Maintenance/Clean Up	\$ -	\$ -	\$ -

NOTES/REV	
2012 Annual Revenues Total	\$ 3,000.00
Gap created from new position	\$ 3,000.00
Target Annual Revenues	\$ 6,000.00

Proposed Charges

FEE TABLE	Non Profit		For Profit (Res)		For Profit (non-Res)		Biz Networking		General Pub (res)		General Pub (non-res)	
Standard Fee												
Alexander Ramsey	\$	-	\$	100.00	\$	125.00	\$	-	\$	50.00	\$	125.00
Lake Itasca	\$	-	\$	75.00	\$	100.00	\$	-	\$	30.00	\$	100.00
Trott Brook	\$	-	\$	50.00	\$	75.00	\$	-	\$	20.00	\$	75.00
Rum River	\$	-	\$	50.00	\$	75.00	\$	-	\$	20.00	\$	75.00
Mississippi	\$	-	\$	50.00	\$	75.00	\$	-	\$	20.00	\$	75.00
Minimum Maintenance Fee												
Alexander Ramsey	\$	5.00	\$	-	\$	-	\$	20.00	\$	-	\$	-
Lake Itasca	\$	5.00	\$	-	\$	-	\$	15.00	\$	-	\$	-
Trott Brook	\$	5.00	\$	-	\$	-	\$	10.00	\$	-	\$	-
Rum River	\$	5.00	\$	-	\$	-	\$	10.00	\$	-	\$	-
Mississippi	\$	5.00	\$	-	\$	-	\$	10.00	\$	-	\$	-
Additonal Fees												
Audio Visual	\$	5.00	\$	15.00	\$	15.00	\$	15.00	\$	10.00	\$	15.00

Net Change			
Estimated Annual Revenues			<i>(--20 percent)</i>
Businesses (same as 2012)	\$	3,000.00	\$ 3,000.00
Minimum Maint. Fee	\$	3,945.00	\$ 3,156.00
A/V Fee	\$	576.00	\$ 576.00
Annual Revenue	\$	7,521.00	\$ 6,732.00

Personnel Committee

4. 2.

Meeting Date: 02/12/2013**By:** Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Address Building Maintenance Staffing Needs

Background:

This case was presented at the January 22, 2013, Personnel Committee meeting. The consensus of the Committee was to table the case until more information was brought back to the Committee relating to possible alternative funding that may exist through the revenue generated by meeting room rental. The previous case detailed the City's current room rental revenue data and listed options for revising room rental fees to more accurately align with the City's actual costs.

In order to effectively serve the public's room rental needs, staff has determined that hiring a part-time Building Maintenance Worker (to work primarily in the afternoon and evening) is clearly the most efficient and economical option. This is especially relevant since the Building Maintenance Worker spends a considerable amount of time preparing for, assisting with, and cleaning-up after the use of Municipal Center meeting room space. The following information comes directly from the January 22, 2013 Personnel Committee case and provides the rationale for staff's request.

The City previously employed two full-time and one part-time building maintenance employees (2.5 FTE). As part of the voluntary early separate program, the part-time building maintenance worker retired on June 28, 2012. Then, the position was eliminated as part of the 2013 budget process. It was thought that any critical coverage needs could be handled by a low cost seasonal/temporary employee or, if necessary, from within the department. It was also thought that contracting out for Municipal Center snow removal (at a cost of \$16,850) would reduce the number of person-hours needed in Building Maintenance.

In July, Mr. Jeff Strelow, a parks seasonal worker was assigned to help cover some of the building maintenance needs on a part-time basis. In August, one of the two full-time building maintenance employees went out on leave due to a serious medical condition. At this point in time, the City entered into a Memorandum of Understanding (MOU) with AFSCME in order to maintain two full-time staff members covering the daily 16-hour shift. In September, the full-time building maintenance worker was authorized to return to work with restrictions. In November, he was cleared of all restrictions. However, by this time the Building Maintenance Supervisor was in need of using his vacation time, resulting in just two building maintenance staff again. At this time, the MOU has expired and Mr. Strelow is working through the notice of lay-off period.

In addition, the contract with the snow removal company was terminated due to lack of performance, transferring snow removal back to the building maintenance staff. The events that took place in the division over the late summer and Fall have served as somewhat of a trial period to see how the work would be completed.

It has become very apparent that the building maintenance function requires a minimum of 2.5 FTEs, for the following reasons: 1) Overtime pay has gone up by 40%, 2) snow removal responsibilities are back with the building maintenance staff, but the City saved \$13,480 out the \$16,850 contract due to early termination, 3) Coverage for the 16-hour shift with just two employees is unsustainable—especially considering the level of public meeting space use in the Municipal Center—as of January 15th the 2013 meeting schedule is already booked at 75% capacity of the available evenings, plus some Saturdays-see attached meeting schedule , 4) there is little opportunity for staff to schedule vacation time or to stay home if needed for illness, 5) 2.0 FTEs puts the City in a reactive mode in the event that either of the full-time staff require a day off.

Notification:

It may be of interest to the City Council to know that Mr. Strelow went through a competitive recruitment process and was given a contingent job offer by the City in February 2009. Unfortunately, the offer was rescinded just prior to City Council approval due to the economy. Since then, Mr. Strelow has worked as a parks seasonal worker each year and he enjoys working for the City. Per the MOU with AFSCME, if the City Council authorizes the City to fill this position, Mr. Strelow has recall rights to the building maintenance position; thereby eliminating the expense associated with an external recruitment process. It may also be of interest to the City Council to know that janitorial services were contracted out in the recent past and staff feels confident that a part-time City of Ramsey employee is the best option for both service and price. Previous City experience with contracted cleaning services was not good. In 2007, the City contracted with Carlson Building Services in the amount of \$38,830; which included 2 employees working a 5-hour shift, 3 days a week. There was little consistency among workers, the building maintenance supervisor took issue with the quality of work and necessary follow-up, and worker(s) attempted to work without having a background check completed, creating a security concern, especially in the Police Department.

Observations/Alternatives:

Alternatives: Leaving building maintenance coverage with just two full-time employees is not an option at the current level of service. Covering some of the janitorial tasks by contract could be considered. Staff contacted Leone's Cleaning Service in Anoka of for a bid on janitorial services that resulted in a bid price of \$43,716. If a cleaning service is hired (which is not in line with staff's recommendation), the lock-down of the building in the evening could possibly be performed by the Patrol staff, contingent upon the call volume or by other staff after evening meetings. However, this alternative would not be recommended for reasons mentioned above.

Recommendation:

To approve hiring Mr. Jeff Strelow as a regular part-time building maintenance worker, effective February 27, 2013, at step 1 of the 2012 wage scale @\$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week on occasion, as necessary, as determined by the Public Works Superintendent and approved by the City Administrator. All other personnel policies would apply and Mr. Strelow would be subject to a 6-month probation.

Funding Source:

The annual salary for this position scheduled at 20 hours per week, at step 1 of the 2012 wage scale, is \$20,864 (wages and mandatory benefits). With the savings from the plowing contract, the difference is \$3,370. However, based on the earlier room rental revenue discussion, there may very well be additional revenue to cover the remaining amount. If not, the Public Works Superintendent will make cuts to his 2013 seasonal staffing budget (currently budgeted at \$10,000) to fund the remaining balance and/or look for savings elsewhere in the Public Works budget.

Council Action:

Motion to recommend City Council adopt a resolution to approve hiring Mr. Jeff Strelow as a regular part-time building maintenance worker, at step 1 of the 2012 wage scale @\$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week on occasion, as necessary, as determined by the Public Works Superintendent and approved by the City Administrator.

Attachments

Eval. Criteria for Vacant Positions

Meeting Room Bookings

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
02/07/2013 02:22 PM

Form Started By: Colleen Lasher

Started On: 02/05/2013 08:48 PM

Final Approval Date: 02/07/2013

Evaluation Criteria for Vacant and New Positions

1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*While the position of **Part-Time Building Maintenance** is not essential in terms of the definition above, it is essential in the maintenance and repair of our public buildings and grounds. This position would support our full time building maintenance staff in the maintenance and repair of the following buildings: City hall, Police department, Fire stations 1 and 2, the Public Works offices, Central Park warming house, park center building, municipal parking ramp, grounds maintenance at city hall and the old Municipal Center on NowThen Blvd.*

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.

Though building maintenance is not listed as a strategic goal for 2012, the City of Ramsey's investment in public structures is substantial. The investment in government buildings is approximately \$26,000,000. The municipal center represents the City of Ramsey to our residents and to anyone visiting our city. With the Anoka County License center located in our building, the municipal center is a direct representation of our city to outside visitors.

- Can the duties be re-engineered or automated? Please explain

No, though many of the functions of the building systems are automated already, the duties of building maintenance include basic janitorial services, as well as grounds maintenance; those functions could not be automated or re-engineered.

- Can the duties be reassigned temporarily or permanently? Please explain.

The position cannot be permanently reassigned. To some degree, the public works department could fill in on a temporary basis during emergencies by helping out with the basic janitorial functions, opening or closing the building, etc. However, they are needed in the public works department to carry out the primary functions of their respective areas. As mentioned earlier, the municipal center uses highly automated computer controlled systems for most building functions, such as electrical, HVAC, and security. If another employee were to fill in on a regular basis, they would have to work alongside the full time staff for a period of time and be trained on numerous computer systems.

- Can the position remain unfilled temporarily or permanently? Please explain.

No. Simply stated, two full-time and one part-time employee is the bare minimum. As a result of having just two fulltime employees performing the work we are temporarily operating under a Memorandum of Understanding (MOU) with the AFSCME union. The MOU was necessary due to an emergency medical leave with the fulltime building maintenance employee earlier this year. When the MOU runs out in the near future, we will be operating with only two staff members to cover the 16 hour shift, with no coverage for vacation time, sick time, or occasional extra project that may arise.

- Can the position be filled internally?

Yes. Currently we are using a former seasonal employee from our park department, Jeff Strelow. He has been covering during the aforementioned medical emergency and has worked out very well. He would be interested in the part time position. I have received nothing but positive feedback on his performance to date. Also, he has passed all required back ground checks to work in the secured environment of the police department.

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

The municipal center is used by many civic and business groups most nights during the week and weekends for meetings. We have always had staff available to help set up for meetings and answer any questions/problems that

may arise. Some of the larger maintenance issues, such as moving furniture or floor care require two people and occasionally need to be performed before or after normal business hours. During these larger projects we would be short on coverage the remainder of the day. Also with only two employees there is no coverage for sick leave or vacation time. If someone does need the day off for any reason we either sacrifice the current level of service or go into an overtime situation. At present time the building maintenance supervisor is in jeopardy of losing accrued vacation time. He is unable to plan adequate days off because of the short staffing situation.

Can the service provided be reduced, eliminated, or contracted out?

If this service was reduced or eliminated, it would have a direct impact on building maintenance and after hour services provided to the public. The option to contract out is not cost effective – see attachments for supporting documentation.

- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)

The previous part-time building maintenance worker retired on June 28, 2012. Since then there has been a 40% increase in overtime hours worked.

- What are the circumstances that warrant the creation of this new position?

This is not a creation of a new position. We are asking to backfill a position that was previously left vacant due to a retirement and subsequent removal from the budget.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

The 2012 salary range for this position is \$15.98 per hour to \$19.98 per hour. The estimated total annual cost to hire a new part-time building maintenance worker at step 1 of the wage scale is \$20,864.

Meeting Room Availability as of January 15, 2013
 Building must be Prepared, Open, and Locked Down

January 2 nd (Wed)	Total:	1
February 6 th , 13 th , 20 th , and 27 th (all Wed)	Total:	4
March 6 th , 13 th , 20 th and 27 th (all Wed)	Total:	4
April 3 rd , 10 th , 15 th , 17 th , 24 th , and 29 th (2 Mon & 4 Wed)	Total:	6
May 1 st , 8 th , 15 th , 22 nd , 29 th (all Wed)	Total:	5
June 5 th , 10 th , 17 th , 19 th 26 th , and 27 th (2 Mon, 3 Wed & 1 Thurs)	Total:	6
July 3 rd , 8 th , 10 th , 15 th , 17 th , 24 th , 25 th , 29 th , 31 st (3 Mon, 5 Wed, & 1 Thurs)	Total:	9
August 7 th , 12 th , 14 th , 19 th , 21 st , 22 nd , 28 th , 29 th (2 Mon, 4 Wed. & 2 Thurs)	Total:	8
September 4 th , 11th, 16 th , 18 th , 25 th , and 30 th (2Mon & 4 Wed)	Total:	6
October 2 nd , 9 th , 16 th , 21 st , 23 rd , 24 th and 30 th (1 Mon, 5 Wed, & 1 Thurs)	Total:	7
November 6 th , 13 th , 18 th , 20 th and 27 th (1 Mon & 4 Wed)	Total:	5
December 4 th , 11 th , 16 th , 18 th and 30 th (2 Mon & 3 Wed)	Total:	<u>5</u>

Total66

days are not booked of the
 260 Business Days in 2013,
 this represents 75% of the
 business days..

Personnel Committee

4.3.

Meeting Date: 02/12/2013

By: Colleen Lasher, Administrative Services

Title:

Discussion Regarding 2013 Union Contract Negotiations for AFSCME, LELS-Patrol and LELS-Sergeants (Discussion Closed to the Public)

Background:

Per Minnesota Statutes 13D.03, at the February 5, 2013 City Council work session, a closed session was held to discuss a labor negotiations strategy for the City's three contracts. The City Council discussed a negotiations strategy for wages and health insurance; however, it was the consensus of the City Council to defer the remaining contract items to the Personnel Committee.

Per Minnesota Statutes 13D.03, staff is requesting the Personnel Committee to go into a closed session to discuss a labor negotiations strategy for the remaining contract items. Staff will provide the Personnel Committee with documentation at the meeting.

Observations/Alternatives:

Not applicable at this time.

Recommendation:

For the Personnel Committee to provide staff with a suggested course of action for moving ahead with the 2013 contract negotiations.

Funding Source:

Not applicable at this time.

Council Action:

Motion to recommend City Council adopt a resolution confirming the recommendation of the Personnel Committee to settle the City's labor agreements with AFSCME, LELS-Patrol, and LELS Sergeants for a duration two years.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
02/07/2013 02:23 PM
Started On: 02/05/2013 08:49 PM

Form Started By: Colleen Lasher

Final Approval Date: 02/07/2013