

2017

## Evaluation Criteria for Vacant and New Positions -- Parks Maintenance Worker - 2017

### 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. *Park maintenance is essential to the overall appearance or perception of our city. Our 2014 Citizen survey gave high marks to our park department. 83% of the people in the survey have visited a city park and gave us high marks for their cleanliness. The real estate website Movoto also ranking our city #10 on their list of "Top 10 Best Minneapolis Suburbs for Young Couples" with special mention of our park system "Hike along the Mississippi River or enjoy a picnic together at well-maintained city parks like River Bend or Central Park."*

### 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. *Under Strategic Imperative II: A Connected Community, the council and staff have listed the Strategic Initiative- "create a robust offering of recreational opportunities." The increase in recreational opportunities would bring additional park maintenance.*
- Can the duties be re-engineered or automated? Please explain. *No, park maintenance is primarily manual labor. Litter control, playground inspections, athletic field maintenance all require hands on contact by the maintenance staff.*
- Can the duties be reassigned temporarily or permanently? Please explain. *To some extent. During the summer, seasonal staff helps with field maintenance, litter control, and park mowing. With the economy improving we are having difficulty finding qualified applicants for our seasonal positions.*
- Can the position remain unfilled temporarily or permanently? Please explain. *I don't believe so, demand on our park system increases every year. Building rentals have gone up with the addition of the Elmcrest*

*Park Building, we've added another playground at Elmcrest as well. The Lacrosse Association is growing and asking for more field space, we continue to expand our trail system, while the older sections have now reached a point in their life cycle where maintenance needs increase.*

- *Can the position be filled internally? Possibly, but if it was filled internally by an employee currently working in a regular city position (not a paid-on-call firefighter or the like) the vacated position would need to be backfilled. What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? Thousands of people, both residents and nonresidents use our park system throughout the year. Youth athletics use our playing fields from May-mid November, the trail system is used year round. In the winter our outdoor skating facilities are again used by local youth athletic teams and young families. The city is home to several large tournaments throughout the summer, which have an impact of local businesses. If our fields and park facilities are not kept to a high standard these tournaments will move to another city.*
- *Can the service provided be reduced, eliminated, or contracted out? We do contract out some mowing on seasonal basis. This position would be available to serve the city on multiple tasks year round.*
- *What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs) There could be a possible increase in OT/Comp, but a more realistic cost increase would be in contracted services.*
- *What are the circumstances that warrant the creation of this new position? As mentioned throughout this new position evaluation, the demands on our park system and its maintenance are increasing. In 2016 we will be implementing a comprehensive trail maintenance program, which will require considerable prep work by the maintenance staff to ready the projects for the contractor. This program will similar to our street maintenance program in that there will be projects under consideration for rehabilitation every summer. The Draw Concert Series continues to attract large numbers of residents into the amphitheater and the COR in general. Irrigation system repair/maintenance has turned into a full time maintenance activity, thus removing some of the flexibility in our staffing. The MRT will open our city to bicyclists from all over the state and will be a focal point for our trail system and will require additional maintenance, such as sweeping, mowing and litter control. This position is also the direct result of a job reclassification request in the parks department. Currently the Parks Supervisor/Asst Public Works Superintendent*

*oversees full time park maintenance staff, while the Parks Lead person oversees the seasonal staff, 12-14 people in the summer and XXX rink attendants' and 4-5 temp plow drivers in the winter.*

*During this year's strategic planning session, under Strategic Imperative II 'A Connected Community', the council and staff developed strategic initiatives tasking the PW department with developing a comprehensive recreation program and also to work with the Community Development department to determine vision for future parks, trails and open space capital improvements. Under Strategic Imperative I: Financial Stability one of the strategic initiatives includes 'Leverage outside funding sources', though this task is not directly assigned to the PW department our Park Supervisor/Asst PW Superintendent has considerable back ground in this area and has been very successful in securing outside funding for various park projects. To meet the goals of the Strategic Plan I feel the Parks Supervisor/Asst. PW Superintendent should be allowed to focus on the long range/high priority projects. These projects would include , but not limited to, the completion of the MRT, continued engagement with the public on what a recreational program for residents of all ages would look like, and what effect that would have on our department and general fund budget. Other areas that will need significant time to complete will be the area surrounding Lake Ramsey and what type of recreational opportunities that will offer, securing the remaining funding for the Mississippi Skyway, the Trott Brook trail corridor and developing a possible public/private partnership for the development and construction of the Municipal Plaza. The Parks Supervisor/Asst. PW Superintendent also spends considerable time working with the Ramsey Foundation to ensure the continued success of the Draw Concert Series and the Farmers Market. With the Parks Supervisor/Asst. PW Superintendent focusing on long term/higher priority projects, the current Parks lead worker would be re-classified to Parks Supervisor and assume the responsibilities of coordinating the daily maintenance activities of the Park department. This would leave a void in the Parks Lead position, which presumably would be backfilled by a current Parks Maintenance worker, which would require a replacement maintenance worker.*

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?  
With an April 1<sup>st</sup> start date \$50,121.00. Uniforms and cell phone +/- \$900.00

## Evaluation Criteria for Vacant and New Positions **PT Bldg. Maintenance - 2017**

### 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 assist our current building maintenance staff in the daily maintenance and repair of the following buildings: the Municipal Center, Police department, Fire stations 1 and 2, the Public Works offices, Central Park warming house, Park Center building, Municipal Parking ramp, grounds maintenance at the Municipal Center, the new Elmcrest Park building and 3 permanent rest room facilities located throughout the park system.*

### 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 2017, 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.

*Possibly, simply stated, two full-time and one part-time employee is the bare minimum. With the Municipal Parking Ramp's increased use, also comes more maintenance responsibilities.*

- Can the position be filled internally?

*As this position is part time it could possibly be filled by someone currently working as seasonal staff or a paid on call fire fighter.*

- 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*

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. Pricing on contracted services has shown to be not cost effective in the past.*

- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs) *Possibility of increased overtime for existing building maintenance staff.*

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

*In 2014 the city hosted 1118 meetings in our facilities, with that number estimated to increase to 1210 in 2016. With the new fire station #2 coming on line in 2016, there will be increased building maintenance compared to the old fire station #2. The new Elmcrest Park building also came online in the fall of 2014 increasing the demand for building maintenance. Trash pickup in and near the parking ramp also continues to demand more time, with the Residence at the COR at near capacity and the North Star Commuter Rail use increasing.*

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)? *\$22,192.00, plus an estimated \$900.00 for cell phone and uniform allowance.*

## Evaluation Criteria for Vacant and New Positions – PT Records Tech 2017

1. Is the position essential? *Yes. The police department is an essential function of the City. With the trend moving into more electronic report submission, digital statements and photographs, electronic citations, there has been an increase in work load. Officers are gathering significantly more data than in previous years and management of this data is essential for efficient operations. Support staff positions have not increased with the hiring of additional police officers.*

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. *As part of the City's strategic plan and three deep training, this position would ensure effective continued support to community members requests for data or police reports. This also ensures coverage due to FMLA leave, sick leave, and vacation leave.*
- Can the duties be re-engineered or automated? Please explain. *No, there must be personal contact with Ramsey residents to ensure proper information is provided, and to ensure that confidential or private information is not disseminated.*
- Can the duties be reassigned temporarily or permanently? Please explain. *Yes, the police department is currently operating below staffing levels and are utilizing officers and community service officers to cover the record technician duties as to prevent overtime. This however, has taken away from other duties and responsibilities in the police department. In the very short term, the duties of this position have been temporarily reassigned to the Police Department Office Supervisor along with a Police Captain providing some customer service at the counter and over the phone. The duties cannot be permanently reassigned. Additionally, the amount of software training and certifications required to fill this position is not conducive of temporary employees filling the vacancy.*
- Can the position remain unfilled temporarily or permanently? Please explain. *The position cannot remain unfilled, as there are state and federal*

*reporting requirements that the police department is obligated to provide. Without adequate staffing the city could be subject to sanctions by state and federal regulatory agencies for non-compliance.*

- *Can the position be filled internally? Possibly, the required certifications for this position can only come from someone currently working in a law enforcement agency; staff is not aware of current employees working for another agency (firefighters, reserve officers, active seasonal workers, etc.). However, an internal recruitment will be conducted for five days.*
  - *What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? Police reports are made available for insurance purposes when there is a car accident or another type of loss. Without adequate staffing, there would be delays in providing this information to our residents.*
  - *Can the service provided be reduced, eliminated, or contracted out? This service cannot be reduced, eliminated or contracted out.*
  - *What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)? Could require the paying of overtime to the current records staff.*
  - *What are the circumstances that warrant the creation of this new position? Evidence requests from attorneys for squad video, business registrations, transcriptions increasing for domestic assaults, court trial preparation, assisting police department investigators with case submissions.*
3. *What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)? Salary/hourly rate, limited benefits dependent on number of hours, and limited uniform \$23,019.*