

MEMORANDUM

Date: April 21, 2023

To: Scott Huizenga, Interim City Manager

From: Grant Watanabe, Director of Public Works & Engineering Services

CC: Joanna Merrill, Director of Human Resources & Communications
Summer Fleming, Acting Director of Finance
Carole Vanzant, Assistant City Manager

Subj: **Reallocation of a Class of Positions – Maintenance Technician**

As part of the FY2023-2024 budget process, the Public Works Department respectfully requests that a Class of Positions (Maintenance Technician) be reallocated from Paygrade 13 to Paygrade 14. This is based on changed market conditions and increased city expectations for the position. The salary difference is approximately \$2k per FTE. Since there are currently 6 approved positions, the total cost of this reallocation request is approximately \$12k/year.

• What circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

Maintenance Techs are required to perform a wide range of maintenance and repair tasks in all trades. This includes light, medium and heavy equipment operation, carpentry, plumbing, minor electrical, HVAC, welding, concrete work, landscaping and pavement repair. Maintenance techs are also essential workers who prepare for, respond to and enable the city's recovery from natural disasters such as flooding, ice/snow and wind storms. Their critical nature was demonstrated during the recent February ice storm that brought down hundreds of tree branches, many of which became safety hazards and had to be cleared from streets and access ways.

They work in an inherently hazardous industry. The use of heavy equipment, working within ROWs, providing traffic control and electrical work requires knowledge of safety hazards and risk management, awareness of surroundings at all times, and proper training/equipment to prevent serious injury to employees or residents. Falls, trips/slips, lacerations, and vehicle/equipment accidents are some potential impacts of poor decisions.

In general, the specific duties listed in the Maintenance Technician job description have not changed. What has changed is City and Department leadership expectations regarding the breadth and complexity of job tasks now being undertaken. For example, Maintenance Techs have always been responsible for drainage maintenance. In the past, this was limited to clearing blocked culverts or removing brush from an easement. Today, they are expected to use an engineering transit to shoot grades, use heavy equipment to excavate and restore ditch profiles, remove and dispose of tons of spoils, and properly install erosion control materials. In another example, Maintenance Techs have always been responsible for HVAC maintenance. In the past, this was limited to replacing filters. Today, as demonstrated at PD, they are modifying ductwork to

condition plenum space (above drop ceiling) to reduce humidity and condensation build-up, and relocating supply and return vents to improve circulation and air quality. The members of the maintenance team are also looking to bring components of the \$1M Annual Street Maintenance Program in-house if another FTE is approved (separate request). In addition, all Maintenance Techs are now expected to use Public Works IT tools (GIS work order management system, Collector app, Public Works Activity Map, etc.) as part of their daily duties.

The knowledge and skills required, level of complexity and safety hazards faced on a daily basis is on par with Utility Technicians (Pay Group 14). Similar to Utility Techs, Maintenance Techs are the face of the city and often must interface with disgruntled residents when working in the ROW doing street repair, tree trimming, drainage maintenance, traffic control or sign installation. They work predominantly in an outdoor setting in rain, wind, sun or snow and often in undesirable conditions. They must also possess strong communication and customer service skills to deescalate situations.

For as much as our Maintenance Techs do for our City, they are currently among the lowest compensated city employees, making less than the admin clerks whose primary duty is to answer the phone and redirect calls while they play on their phone. Due to changed market conditions, it is extremely difficult to recruit and retain qualified Maintenance Techs at the current paygrade. All current staff have been onboard for less than two years and they may not be here much longer. There are opportunities elsewhere that pay better and they sometimes receive cold-calls from other employers looking for skilled techs. The Public Works Department respectfully requests this reallocation request be approved in the FY2023-2024 budget cycle to help retain our Maintenance Techs and attract new talent to our city.

• How do you plan to fund this position creation or reclassification increases in your budget? ○ Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

The salary difference between Paygrade 13 and 14 is approximately \$2k per FTE. Since there are currently 6 approved positions, the total cost of this reallocation request is approximately \$12k/year. Cost is not an issue. Any number of GLs can be reduced to cover the cost of this change if the change itself is supported by city leadership.



CITY OF FAIR OAKS RANCH POLICE DEPARTMENT

INTERNAL MEMORANDUM

TIM MORING, CHIEF OF POLICE

April 21, 2023

To: Scott Huizenga, Interim City Manager

From: Tim Moring, Chief of Police

**CC: Joanna Merrill, Director of Human Resources
Summer Fleming, Interim Director of Finance**

Subject: Justification of Reclassification of Field Training Officer to Patrol Corporal

As part of the FY 2023-2024 budget process, The Police Department respectfully requests to approve a Police Corporal position in place of four (4) current Police Officers that hold the Field Training Officer with stipend position. The position is necessary in the on-going efforts to retain quality officers and to maintain the level of service we provide to the residents.

What Circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

The hiring and retention of qualified officers is one of the biggest personnel issues that police departments are now confronting. According to an article in the International Association of Chiefs of Police "Officers often cite limited opportunities to grow or 'move up' as a reason for leaving their current position. This is particularly true for the current generation of new officers graduating from police academies. For years, larger agencies have successfully used more opportunities in their agency to poach exceptional officers from smaller departments." I feel it is imperative that we maintain our competitiveness with the agencies in our surrounding area in our attempt to recruit and retain the highest quality candidates from the declining pool of qualified applicants available. To maintain the high standard of service already being offered to our Fair Oaks Ranch's residents, I believe that we can circumvent the losing of qualified officers by ensuring we adopt growth opportunities such as approving the Police Corporal positions.

Our department currently has four (4) Sergeants assigned as patrol supervisors and along with their patrol responsibilities they are tasked with additional time sensitive work by command staff. There are currently four (4) designated Field Training Officers whose primary responsibilities are the training and evaluation of new officers. Additionally, the field training officers are routinely tasked as being the supervisor on duty in the absence of the Sergeant. The Field Training Officer's duties are the same as Police Officers in that they do not define any supervisory responsibilities, but they are called upon for advice and expertise based on their training and experience when a Sergeant is unavailable. By approving the Police Corporal position, Field Training Officers would not be required to take on more responsibility without being compensated for such. Additionally, having continuity in the chain of command will ensure a supervisory member is

always available should the Sergeant be tasked with assisting administration or criminal investigations, which is often the case.

If this is a new position, please include a description of the location where the desk/work location will be.

The Police Corporals position will not require any additional workspace.

Include any additional startup costs, if any. – Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Uniforms - \$100.00 for rank insignia on uniforms for four (4) personnel.

Training/certifications - \$800.00 cost of TCOLE required New Supervisor Training course.

Describe why this position will, or will not, be needed in future budget years.

The city population, in sync with the number of officers needed to provide exceptional service to the residents, is expected to continue to grow for the foreseeable future. Additionally, continuous rapid growth in the area surrounding the City will increase traffic, school attendance, and call for service in general. To remain proactive in providing a higher level of service to our residents, the need for the Police Corporal position is now.

How do you plan to fund this position creation or reclassification increase in your budget? Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

Upon approval of the Police Corporal position, the \$600/annual stipend for designated Field Training Officers will no longer be needed as the Corporal will take on the duties of training new officers. The motivation for patrol officers to have another opportunity to grow is the driving need for Corporals. Intent is to increase the general fund salary budget by adding a fourth pay group to the police pay schedule. This fourth pay group would fall between the Police Officer (PD-6) pay group and the Sergeant (PD-7) pay group. The Corporal pay group Step 1 salary would be estimated at \$67,200/annually under the 2184 hours (estimated based on current pay schedule for FY 22/23). By establishing this position, it would avoid the need to recruit, hire, and train new officers when veteran officers feel they do not have a chance to "move up" and leave for another local department. Rough estimates have shown it costs upwards of \$45,000 to recruit, hire, and successfully train a new officer in the department's training program. Ensuring we retain the officers we currently have is essential in continuing to maintain the high level of service that is currently provided to our residents. The hiring and retaining of police officers have never been more crucial or difficult for police organizations than it is right now. Police Departments have to take a whole different approach to the process in order to adequately address these issues. I believe the approval of the Police Corporal position will address this issue and will aid the Police Department in retaining the officers we have invested so much in already.

Respectfully,



**Tim Moring
Chief of Police
Fair Oaks Ranch Police Department**



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Police Corporal
Department:	Police
Pay Grade:	--
Reporting Manager:	Sergeant/Lieutenant
FLSA:	Non-Exempt

GENERAL PURPOSE

Protects the city's residents and property. Enforces laws and ordinances. Duties include but not limited to oversee the day-to-day work of assigned personnel to prevent crimes and enforce laws and ordinances. Conducts investigations, processes files, and inspects police reports to insure that they are properly completed. Serves as training coordinator for assigned officers.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the Police Sergeant. Exercises supervision over all Police Officers/ Field Training Officers in the City of Fair Oaks Ranch.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist with preparing work schedules for Police Officers. Provides oversight to corresponding day or night shift. Acts as shift supervisor in the absence of Sergeant, including establishing command at crime scenes and directing Police Officers & Field Training Officers. Assists in recruitment and other personnel activities, including interviews, selection, evaluation, and disciplinary recommendations. Assist in the preparation of crime analysis and other statistical reports. Review and approval of written reports and citations. Patrols an assigned area, by vehicle or by foot, to prevent crimes and enforces laws and ordinances. Responds to emergency calls and routine complaints and disturbances, including domestic disputes and alarms, and take necessary action, including performing first aid. Directs traffic, escorts traffic, operates traffic radar monitoring equipment, and issues traffic citations. Investigates traffic accidents and crimes against persons and property. Questions witnesses, complaints, and suspects, and takes statements and depositions. Serves warrants and makes arrests. Performs all departmental finger prints. Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations. Appears in court as required. Shares information and works with other law enforcement agencies as directed and appropriate. Conducts security checks of business and residential areas on patrol route. Performs upkeep and simple maintenance of department vehicles. Assists emergency medical

personnel, firefighters, and animal control officers. Fosters good police-community relations among residents in the community. Assists with special activities such as bank deposits. Assists in criminal investigations. Assists with administrative clerical duties and department training. Serve as Internal Affairs Investigator on cases assigned by the Sergeant and/or Chief of Police. Review and update department policy and procedures as needed. May assist in preparing time sheets for payroll. Tags and logs evidence. May be used as a Field Training Officer.

PERIPHERAL DUTIES

Performs departmental public relations activities, including speaking to schools, churches, and other civic organizations as needed. May act as specialist in relation to traffic, suspect apprehension, internal affairs, direct patrol, or other specialized assignments. Performs the duties of the Sergeant in their absence. Performs such other related duties as may be assigned.

MINIMUM EDUCATION & EXPERIENCE

Graduation from a high school or GED, two (2) year college degree preferred in police science, law enforcement, criminal justice administration, public administration, or a related field, five (3) years as a sworn officer and one (1) year as a Field Training Officer, and certification by the Texas Commission on Law Enforcement Officer Standards and Education.

KNOWLEDGE ABILITIES & SKILLS

Knowledge of:

- Texas Penal Code, Texas Family Code, city ordinances, departmental regulations, TABC, and law enforcement techniques.
- Radar operation and applicable procedures of use.
- Use and care of vehicles.
- Firearms and specialized equipment.
- Computer applications related to work.

Ability to:

- Select, develop, organize, motivate, train, supervise, evaluate, understand, and follow instructions, departmental policy, rules, regulations, and laws.
- Communicate clearly and concisely, orally and in writing.
- Attend and understand police officer training courses.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.
- Use firearms and specialized equipment.

Skills:

- Operate a vehicle under emergency conditions.
- Establish and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyze situations and adopt a quick, effective, and reasonable course of action.

- Supervise, train and evaluate assigned staff.

SPECIAL REQUIREMENTS

Ability to pass and maintain physical agility standards as set by the department. Ability to qualify and maintain firearms qualifications. Texas Commission on Law Enforcement Peace Officers License required. Successfully complete New Supervisor Training within one (1) year of appointment to this position.

EQUIPMENT

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; employee has the responsibility to conform to those ranges and limitations. Equipment may include but is not limited to: Vehicles, Firearms, Intermediate Weapon, handcuffs, Breathalyzer, Radar Equipment, Computer, Calculator, Walkie Talkie, Multi-line telephone, Copier; Fax, scanner, and Digital Camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell. Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SPECIAL NOTES FOR APPLICANTS

Formal application, rating of education and experience; oral interview, extensive physical agility test, extensive background testing, reference check, and other job related tests may be required.

Effective Date: --/--/--
Revision Date: 04/10/23

This position description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at-will relationship".