

2024 Budget Requests - Parks, Recreation & Golf Department

Request Title	Request Priority	2024 Cost
Parks Recreation & Golf		
Recreation Coordinator – Fitness/Wellness	1	87,049
Recreation Coordinator – Indoor/Outdoor Rental Coordinator	2	87,549
Bison Ridge Office Remodel	3	500,000
Facility Ranger	4	144,427
Eagle Pointe Aquatics Pool Re-plaster	5	200,000
Food and Beverage Assistant	6	66,899
Building Attendant Buffalo Run	7	55,301
PRG - Parks, Recreation and Golf Total		1,141,225



Initial Budget Request PDF

Request Info			
Request Title:	Recreation Coordinator – Fitness/Wellness	Workflow Instance ID:	New Position - without vehicle_ID51_05-19-2023
Request Type:	New Position - without vehicle	Submitter:	Tim Duda
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 1:14 AM
Division:	PR_520 - Parks & Recreation/Eagle Pointe Programs	Priority Rank:	1
Budget Year:	2024		
Budget Year Cost:	87,049		
Ongoing Maintenance Cost:	83,734		
Description:	<p>Request funding for the position of Recreation Coordinator – Fitness/Wellness for Eagle Pointe Recreation Center. This position is critical to the success of our fitness/wellness programming and facility offerings, as it will provide leadership and coordination in promoting fitness and wellness among our growing member population and forecasted community growth.</p> <p>The Recreation Coordinator will be responsible for organizing fitness classes, developing fitness programs, and leading instructors toward performance success. They will also be responsible for promoting healthy lifestyles and wellness through outreach efforts, education, and community events. In addition, the Coordinator will help to maintain our fitness equipment, ensure proper safety protocols are followed, and provide excellent customer service to our members.</p>		
Justification:	The population of the city has grown tremendously over the last several years. The area of fitness/wellness is an area that		

	<p>has seen tremendous growth from the population increase. With the estimation of 81,000+ residents in the city by 2025, our fitness/wellness team will not be able to keep up with the growth and properly expand programming to be successful. The team currently manages 60+ classes, 30-40 personal training sessions and 8-10 paid programs a week alongside with staff management, special event operations and administration responsibilities. Growth of personal training has increased 150% in the last two years which has put a heavy burden on our current fitness/wellness coordinator. An additional coordinator in fitness/wellness would contribute toward a balanced team and sets us up for success in additional program expansion opportunities such as:</p> <ul style="list-style-type: none"> - Massage therapy - Muscle recovery programs - Martial Arts programming - Expand and incorporate Registered Dietitian offerings - Extension of programs to serve special populations (Chronic Conditions, Accessibility of programs) - Community educational seminars - Employee Wellness team support - Leadership and support for staff/instructor through education, support and safety protocols - Revenue growth in areas of; Program registration, personal training, massage therapy and recreation center membership sales <p>We believe that investing in this position will have significant benefits for our organization, employees, our members, and our community. By increasing our offerings, being able to continue to support the increase community demands for fitness and wellness, we can help to reduce employee healthcare costs, increase productivity, and improve the overall quality of life for our members. Thank you for your consideration of this budget request.</p>
<p>Alternative Options:</p>	<p>Alternative option is to keep staffing levels current and limit expansion of our programs in the area of fitness/wellness. Keeping current staffing levels would also pull our supervisor back into coordinator duties to maintain current programming levels as the workload would become too much for our current coordinator. If so, this would present a difficult challenge for us when trying to meet the demand of the City’s growing population as it will be difficult for the fitness/wellness team to stay ahead of the growth curve and community demand.</p>

2024 Budget Requests - Parks, Recreation & Golf Department

City Council Goal:	5 - Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness
Link to Attachments:	https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/New Position - without vehicle_ID51_05-19-2023

New Position			
Position Title:	Recreation Coordinator – Fitness/Wellness	Position Type:	Full Time
Job Duties/Function:	<ul style="list-style-type: none"> • Develops, implements, and supervises programs, weight training sessions and special events related to fitness and wellness at the Bison Ridge Recreation Center, Eagle Pointe Recreation Center and any other City location where fitness programs take place • Hires, coordinates training, supervises, and evaluates all fitness staff, including but not limited to: FT Recreation Assistant-Fitness, group exercise instructors, martial arts instructors, personal trainers, and fitness attendants • Evaluates fitness and wellness programs and classes for performance factors including attendance, budget, and quality • Oversees the development and implementation of the city wellness program and SilverSneakers program • Supervises the proper upkeep and ordering of all fitness and wellness equipment and materials • Responds in a timely manner to feedback, questions, and concerns regarding fitness programs and staff • Plans, organizes, and sets schedules for all fitness classes and programs, and ensures adequate staffing for all classes • Assists in the development and management of the annual fitness budget to ensure goals for expenditures and revenues are met • Communicates effectively with facility and other program area staff • Oversees the marketing and promotion for all fitness programs and special events, including editing web content, fliers, and brochure information • Creates an inclusive environment by acknowledging differences and limitations of all fitness participants • Verifies that all staff certifications are current; maintains performance and certification files 		

	<ul style="list-style-type: none"> • Recommends changes to policies and procedures as it relates to fitness equipment, programs and services • Contributes to the long-range planning process for future facility growth and expansion of space for fitness programs and services • All employees must always model and demonstrate the City Values during employment; to include Integrity, Collaboration, Innovation, Respect and Excellence. 		
Is this position necessary to complete a CIPP Project?:	No	Which CIPP Project?:	
Annual Base Salary:	67324	Grade:	
Annual Benefits Cost:	28949		
Total Position Cost:	96273		

IT Equipment

Equipment:	Item Cost:
Standard laptop with docking station and one monitor	2000
Second monitor	200
Desk phone	500
Office365 license for 1 year	315
Wireless keyboard/mouse	50
Cell phone service 1 year	500

Estimated Total Cost: \$ 3565

HR Department Review	
Outcome:	
Comment:	Already have position and salary determined.
Grade:	
Annual Base Salary:	64480
Annual Benefits Cost:	18054
Total Position Cost:	82534
Submitter Name:	Tim Duda
Submitter Email:	tduda@c3gov.com

IT Department Review	
Outcome:	
Comment:	Updated IT costs to include a standard laptop with dual monitors, cell phone, desk phone, Office 365 license and data wiring ports.
Revised IT Initial Estimated Cost:	4515
Revised IT Ongoing Maintenance Cost:	1200
Submitter Name:	Tim Duda
Submitter Email:	tduda@c3gov.com



Recreation Coordinator Fitness/Wellness

Department: Parks, Recreation & Golf	Reports to: Recreation Coordinator Fitness/Wellness
Career Service Status: At Will	FLSA Status: Exempt
Collective Bargaining Unit: None	Full Time: Yes Benefits: Yes
Supervisory Responsibilities: Yes	Location: Primarily out of Eagle Pointe Recreation Center

General Purpose

The Recreation Coordinator-Fitness/Wellness develops, supervises and maintains a comprehensive community-wide fitness and wellness program including the training and supervision of program staff to meet the needs of the community.

Essential Duties and Responsibilities

- Develops, implements, and supervises programs, weight training sessions and special events related to fitness and wellness at the Bison Ridge Recreation Center, Eagle Pointe Recreation Center and any other City location where fitness programs take place
 - Hires, coordinates training, supervises, and evaluates all fitness staff, including but not limited to: FT Recreation Assistant-Fitness, group exercise instructors, martial arts instructors, personal trainers, and fitness attendants
 - Evaluates fitness and wellness programs and classes for performance factors including attendance, budget, and quality
 - Oversees the development and implementation of the city wellness program and SilverSneakers program
 - Supervises the proper upkeep and ordering of all fitness and wellness equipment and materials
 - Responds in a timely manner to feedback, questions, and concerns regarding fitness programs and staff
 - Plans, organizes, and sets schedules for all fitness classes and programs, and ensures adequate staffing for all classes
 - Assists in the development and management of the annual fitness budget to ensure goals for expenditures and revenues are met
 - Communicates effectively with facility and other program area staff
 - Oversees the marketing and promotion for all fitness programs and special events, including editing web content, fliers, and brochure information
 - Creates an inclusive environment by acknowledging differences and limitations of all fitness participants
 - Verifies that all staff certifications are current; maintains performance and certification files
 - Recommends changes to policies and procedures as it relates to fitness equipment, programs and services
 - Contributes to the long-range planning process for future facility growth and expansion of space for fitness programs and services
 - All employees must always model and demonstrate the City Values during employment; to include Integrity, Collaboration, Innovation, Respect and Excellence.
- Performs other duties as assigned**

Essential Supervisory Duties

- Writes and conducts timely performance evaluations
- Conducts disciplinary actions and prepares recommendations for termination
- Provides training and supervision of instructional staff which may include direct supervision of evening, weekend, or holiday activities and programs
- Provides on-going orientation and on-the-job training for hourly staff in the specific areas as activity planning, CPR and First Aid, customer service, safety and emergency procedures, and other part and recreation procedures
- Oversees staff substitutions
- Recruits and supervises staff and volunteers for special events and programs

Knowledge, Skills and Abilities

- Thorough and comprehensive knowledge of all assigned areas of recreation, specifically pertaining to fitness
- Knowledge of the policies, procedures and activities of the Parks and Recreation Department and ability to stay abreast of changes in policy, procedures, methods, and department needs
- Ability to work with a diverse population
- Ability to work successfully in a team-oriented atmosphere that provides citizens and employees with accurate information
- Ability to work with participants needing program adaptation or reasonable accommodation
- Skill in public speaking and delivering presentations with poise, voice control and confidence
- Ability to communicate effectively with employees and various facility users in order to establish and maintain positive working relationships
- Ability to prepare written documents with the proper format, punctuation, spelling and grammar, using all parts of speech
- Ability to handle emergency or crisis situations and perform emergency care if necessary
- Ability to handle sensitive or stressful situations with tact and diplomacy
- Ability to comprehend, interpret and apply regulations, policies, and procedures
- Ability to attend to details, multi-task and take initiative

Education, Experience and Formal Training

Bachelor's degree in Recreation, Fitness and Wellness or related field and three years' experience in recreation planning and supervision, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be considered. Must possess and maintain a current fitness certification from a national agency. Current CPR and First Aid Certificate or ability to obtain within six months of hire; CPRP preferred. Requires valid Colorado driver's license and ability to operate various automobiles and vans.

Equipment Used, Work Environment and Physical Activities

- **Driving:** May need, or have ability, to drive a city or personal vehicle in the normal course of business
- **Office Equipment:** Daily use of computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel ActiveNet CLASS, MS publisher.
- **Other Equipment:** Variety of Recreation tools and equipment (standard fitness equipment).
- **Physical Activities:** Moderate physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying.
- **Lifting:** Ability to lift, carry, and exert up to 50 pounds
- **Vision and Hearing:** Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation and respond to verbal inquires.

- **Exposure to Environmental Conditions:** May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light. May be exposed to chemicals including cleaners, solvents, paints and other potentially toxic agents.
- **Schedule:** Position generally scheduled Monday - Friday; occasionally weekend work. May require attendance at evening meetings, council sessions or after-hour event. May require attendance at off-site meetings.
- **Additional Working Conditions:** None

NOTE: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

The City of Commerce City is an equal opportunity employer.

2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:	Recreation Coordinator – Fitness/Wellness	Department:	PRG
		Priority:	1
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			2.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			4.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			1.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			4.00
6. Lead in managerial best practices through strong stewardship of public funds, being an employer of choice, and providing technologically innovative and transparent public service			3.00
Subtotal - Council Goals			15.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			3.00
Justification:			

2024 Budget Requests - Parks, Recreation & Golf Department

<p>There are several ways that the Recreation Coordinator - Fitness/Wellness will generate revenue:</p> <p>Membership fees: Increase membership sale by offering more programs and classes for community members.</p> <p>Personal training: Offer more one-on-one or group personal training sessions for an additional fee. This can be a great way to generate revenue while providing a valuable service to members who want personalized attention.</p> <p>Fitness classes: Increase our offerings and offering a variety of fitness classes such as yoga, Pilates, Zumba, spin, and other popular workouts. These can be offered on a drop-in basis or as part of a registration class.</p> <p>Special events: Host special events such as fitness challenges, charity events, or other events that will bring people into the facility and generate revenue.</p> <p>Sponsorship and advertising: Seek out sponsorship opportunities and advertising partnerships with local businesses that cater to the fitness and wellness industry. This can be a mutually beneficial arrangement that can generate revenue for both parties.</p> <p>Overall, the recreation fitness coordinator will focus on providing high-quality programs and services that meet the needs of their members, the growing community while also exploring various revenue-generating opportunities.</p>				
Portion of Community Served				
1	2	3	4	
25%	50%	75%	100%	Score
What percentage of the community would be served or benefit?				4.00
Justification:	<p>The Fitness/Wellness Coordinator serves all community members. This includes people of all ages, fitness levels, income levels and create programs and services that are accessible and inclusive for all members of the community. Ultimately, the goal of a fitness/wellness coordinator is to provide opportunities for people to improve their health and wellbeing through physical activity, recreation and social engagement. By serving a diverse range of community members, they can help to create a healthier, happier, and more connected community overall.</p>			
Change in Demand for Service				
1	2	3	4	
No Increase	Small Increase	Significant Increase	Major Increase	Score
Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?				4.00
Justification:				

2024 Budget Requests - Parks, Recreation & Golf Department

<p>Yes, as the population of the city has grown tremendously over the last several years. The area of fitness/wellness is an area that has seen tremendous growth from the population increase. With the estimation of 81,000+ residents in the city by 2025, our fitness/wellness team will not be able to keep up with the growth and properly expand programming to be successful. The team currently manages 60+ classes, 30-40 personal training sessions and 8-10 paid programs a week alongside with staff management and administration responsibilities. Growth of personal training has increased 150% in the last two years which has put a heavy burden on our current fitness/wellness coordinator. An additional coordinator in fitness/wellness would contribute toward a balanced team and more offerings for the community.</p>	
Equity/Diversity	
1 No	2 Somewhat
3 Significantly	4 Fully
Score	
Will the Request increase equitable access to the City's broad socio-economic community?	
4.00	
Justification:	<p>The Fitness/Wellness Coordinator serves all community members. This includes people of all ages, fitness levels, income levels and create programs and services that are accessible and inclusive for all members of the community. Ultimately, the goal of a fitness/wellness coordinator is to provide opportunities for people to improve their health and wellbeing through physical activity, recreation and social engagement. By serving a diverse range of community members, they can help to create a healthier, happier, and more connected community overall.</p>
Total Score (highest possible score = 40)	
30.00	



Initial Budget Request PDF

Request Info			
Request Title:	Recreation Coordinator – Indoor/Outdoor Rental Coordinator	Workflow Instance ID:	New Position - without vehicle_ID52_05-19-2023
Request Type:	New Position - without vehicle	Submitter:	Tim Duda
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 1:22 AM
Division:	PR_510 - Parks & Recreation/Bison Ridge Rec Center	Priority Rank:	2
Budget Year:	2024		
Budget Year Cost:	87,549		
Ongoing Maintenance Cost:	83,804		
Description:	<p>Requesting a budget for the position of Recreation Coordinator – Indoor/Outdoor Rental Coordinator. Our recreation centers are in high demand for various events, and a dedicated coordinator has been identified as a need to help manage the rental process effectively.</p> <p>The indoor rental coordinator will be responsible for managing the rental process, including:</p> <ol style="list-style-type: none"> 1. Marketing our rental program to help drive more rentals and revenue. 2. Coordinating with potential renters to provide information on available spaces and rental rates. 3. Scheduling and coordinating the use of spaces for events, including meetings, workshops, and conferences. 4. Handling the rental agreement process, including contracts, insurance, deposits, and payments. 5. Coordinating with facilities staff to ensure that the indoor spaces are clean and prepared for rental events. 		

	<p>6. Responsible for managing the rental inventory, ensuring that equipment is properly maintained and available for use.</p> <p>7. Providing exceptional customer service to renters, answering questions, and addressing any concerns they may have.</p>
Justification:	<p>Renting of our community rooms, fields, and park shelters has become extremely popular in the last several years. The high demand of multiple organizations wanting to use our fields for tournaments and games have kept our Adult Athletic Coordinator extremely busy. In addition, Bison Ridge and Eagle Pointe see an average of 950 visits a day excluding program and rental usage and our community rooms at both locations are as busy as they have ever been. Therefore, the Recreation Center Facility Coordinator has limited time to keep up on the requests let alone market the rooms for big community events such as wedding receptions. Currently, when large rentals occur, it also pulls the Recreation Center Facility Coordinator away from maintaining the recreation center and level of customer service being provided to community members. Having a dedicated coordinator in charge of indoor and outdoor rentals in the city would provide stability, a balanced workload and the ability to expand and organize our rentals to all user groups inquiring about rentals as well as increase the level of service provided.</p>
Alternative Options:	<p>Alternative option is to keep staffing levels current and limit marketing and expansion of rentals offered. Without this position our current coordinators would be limited on the amount of expansion we could do with our rentals as the city continues to grow in population, because coordinators have other programs and customer service responsibilities as well.</p>
City Council Goal:	<p>5 - Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness</p>
Link to Attachments:	<p>https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/New Position - without vehicle_ID52_05-19-2023</p>

New Position			
Position Title:	Recreation Coordinator – Indoor/Outdoor Rental Coordinator	Position Type:	Full Time
Job Duties/Function:	<ul style="list-style-type: none"> • Schedules rentals/events for fields, shelters, and community usage including internal, resident and non-resident use • Coordinates with Parks/Facility staff to maintain areas used for assigned programs and rentals • Develops the Parks and Recreation brochure content in assigned rental areas • Maintains & maximizes field rental schedule to achieve program goals; city programs are top priority • Interacts with organizations, such as schools, community groups/leaders, advisory boards, etc. • Coordinates with Parks Division regarding Pioneer Park operations & maintenance • Maintains a strong partnership with the local school districts • Manages all park rentals, including procedures, rules & regulations and fees • Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork; creates a safe environment for staff and patrons • Enforces and/or recommends changes to policies and procedures for rental operations • Informs staff and volunteers of known physical limitations of participants; performs emergency care • Stays abreast of changes in policies, procedures, methods and Department needs • Procures supplies, equipment and chemicals necessary to maintain operations and staff training • Inventories equipment and supplies and is responsible for storage areas being clean and organized • Handles emergencies in crisis situations • Promotes all rentals opportunities, using a variety of marketing tools • Develops long-range plans for future rental growth and expansion • Develops and monitors recreation rental operations budget • Develops and maintains the ActiveNet software including but not limited to resource scheduler • Manages conflicting demands and priorities within the Division/Department and among staff 		

	<ul style="list-style-type: none"> • Addresses employee and patron complaints and concerns in a timely manner • Prepares and reviews a variety of forms and reports such as rental permits, contracts, and incident/accident forms, etc., and is responsible for timely and accurate submission of information • Works collaboratively in planning, scheduling, implementing and budgeting events • All employees must model and demonstrate the City Values at all times during the course of employment; to include: Integrity, Collaboration, Innovation, Respect and Excellence. 		
Is this position necessary to complete a CIPP Project?:	No	Which CIPP Project?:	
Annual Base Salary:	67324	Grade:	
Annual Benefits Cost:	28949		
Total Position Cost:	96273		

IT Equipment

Equipment:	Item Cost:
Standard laptop with docking station and one monitor	2000
Second monitor	200
Desk phone	500
Wireless keyboard/mouse	50
Office365 license for 1 year	315
Desktop scanner	500
Cell phone service 1 year	500

Estimated Total Cost: \$ 4065

HR Department Review	
Outcome:	
Comment:	Already have job description and salary determined for this position.
Grade:	
Annual Base Salary:	64480
Annual Benefits Cost:	18054
Total Position Cost:	82534
Submitter Name:	Tim Duda
Submitter Email:	tduda@c3gov.com

IT Department Review	
Outcome:	
Comment:	Updated IT costs to include a standard laptop with dual monitors, cell phone, desk phone, desktop scanner, Office 365 license and data wiring ports.
Revised IT Initial Estimated Cost:	5015
Revised IT Ongoing Maintenance Cost:	1270
Submitter Name:	Tim Duda
Submitter Email:	tduda@c3gov.com



Recreation Coordinator - Rentals

Department: Parks, Recreation & Golf	Reports to: : Recreation Supervisor - Facilities
Career Service Status: At Will	FLSA Status: Exempt
Collective Bargaining Unit: None	Full Time: Yes Benefits: Yes
Supervisory Responsibilities: Yes	Location: Bison Ridge Recreation Center or Eagle Pointe Recreation Center

General Purpose

Under the direction of the Recreation Supervisor – Facilities, the Recreation Coordinator – Rentals is responsible for the daily indoor/outdoor rentals of the recreation division. This includes but is not limited to ballfields, multi-purpose fields, park shelters, and community rooms. Flexibility in scheduling and the ability to work nights, weekends and holidays is required.

Essential Duties and Responsibilities

- Schedules rentals/events for fields, shelters, and community usage including internal, resident and non-resident use
- Coordinates with Parks/Facility staff to maintain areas used for assigned programs and rentals
- Develops the Parks and Recreation brochure content in assigned rental areas
- Maintains & maximizes field rental schedule to achieve program goals; city programs are top priority
- Interacts with organizations, such as schools, community groups/leaders, advisory boards, etc.
- Coordinates with Parks Division regarding Pioneer Park operations & maintenance
- Maintains a strong partnership with the local school districts
- Manages all park rentals, including procedures, rules & regulations and fees
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork; creates a safe environment for staff and patrons
- Enforces and/or recommends changes to policies and procedures for rental operations
- Informs staff and volunteers of known physical limitations of participants; performs emergency care
- Stays abreast of changes in policies, procedures, methods and Department needs
- Procures supplies, equipment and chemicals necessary to maintain operations and staff training
- Inventories equipment and supplies and is responsible for storage areas being clean and organized
- Handles emergencies in crisis situations
- Promotes all rentals opportunities, using a variety of marketing tools
- Develops long-range plans for future rental growth and expansion
- Develops and monitors recreation rental operations budget
- Develops and maintains the ActiveNet software including but not limited to resource scheduler
- Manages conflicting demands and priorities within the Division/Department and among staff
- Addresses employee and patron complaints and concerns in a timely manner
- Prepares and reviews a variety of forms and reports such as rental permits, contracts, and incident/accident forms, etc., and is responsible for timely and accurate submission of information
- Works collaboratively in planning, scheduling, implementing and budgeting events
- All employees must model and demonstrate the City Values at all times during the course of employment; to include: Integrity, Collaboration, Innovation, Respect and Excellence.

Performs other related duties as required

Supervisory Duties

- Provides ongoing orientation and on-the-job training for full-time hourly and variable hour staff in the specific areas of rental operation, customer service, safety and emergency procedures, and other Parks and Recreation procedures
- Participates in facility operations staff meetings

Knowledge, Skills and Abilities

- Thorough and comprehensive knowledge of all assigned areas of recreation and social activities
- Knowledge of the policies, procedures and activities of the Parks and Recreation Department and ability to stay abreast of changes in policy, procedures, methods, and department needs
- Ability to work with a diverse population
- Ability to work successfully in a team-oriented atmosphere that provides citizens and employees with accurate information
- Ability to work with participants needing program adaptation or reasonable accommodation
- Skill in public speaking and delivering presentations with poise, voice control and confidence
- Skill in recording and delivering information in a teaching or instructional setting
- Ability to communicate effectively with employees and various facility users in order to establish and maintain positive working relationships
- Ability to prepare written documents with the proper format, punctuation, spelling and grammar, using all parts of speech
- Ability to ensure assignments and duties of volunteers and staff and are completed as prescribed
- Knowledge of the principles of organization, planning, development, time management, and supervision
- Knowledge of current trends and methodologies for serving adults and seniors in a Recreation environment
- Knowledge of the reports and records required to meet the needs of the department and regulatory bodies
- Ability to handle emergency or crisis situations and perform emergency care if necessary
- Ability to handle sensitive or stressful situations with tact and diplomacy
- Ability to comprehend, interpret and apply regulations, policies, and procedures
- Ability to attend to details, multi-task and take initiative
- Ability to use independent judgment and decision-making within established policy

Education, Experience and Formal Training

Bachelor's degree in recreation or related field and three years of experience required. CPRP preferred. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be considered. Bilingual in Spanish desired. Must possess current CPR/First Aid Certificate or ability to obtain within six months of hire. Requires valid Colorado driver's license, good driving record, and ability to operate various automobiles and vans. Computer proficiency with experience in ActiveNet preferred.

Equipment Used, Work Environment and Physical Activities

- **Driving:** Drives a city or personal vehicle in the normal course of business
- **Office Equipment:** Daily use of computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel ActiveNet, MS publisher.
- **Other Equipment:** Variety of Recreation tools and equipment (standard fitness equipment).
- **Physical Activities:** Moderate physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying.
- **Lifting:** Ability to lift, carry, and exert up to 50 pounds
- **Vision and Hearing:** Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation and respond to verbal inquiries.

- **Exposure to Environmental Conditions:** May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light. May be exposed to chemicals including cleaners, solvents, paints and other potentially toxic agents.
- **Schedule:** Position generally scheduled Monday - Friday; occasionally weekend work. May require attendance at evening meetings, council sessions or after-hour events. May require attendance at off-site meetings.
- **Additional Working Conditions:** None

NOTE: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

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2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:	Recreation Coordinator – Indoor/Outdoor Rental Coordinator	Department: Priority:	PRG 2
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			2.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			3.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			3.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			4.00
6. Lead in managerial best practices through strong stewardship of public funds, being an employer of choice, and providing technologically innovative and transparent public service			1.00
Subtotal - Council Goals			14.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			3.00
Justification:	Yes, dedicated Recreation Rental Coordinator can generate revenue and increase existing revenue by renting out the facility to individuals, groups, and organizations for various events and activities. Some ways they can do this include: - Increase indoor facility rentals and maximize facility usage - Increase outdoor facility rentals - Increase corporate events rentals - Increase usage by having allotted time for advertising and sponsorship opportunities - Research and implement other growth opportunities that can provide additional revenue streams - Increasing level of service provided creating a positive experience contributing toward rental retention		
Portion of Community Served			
1	2	3	4
25%	50%	75%	100%
			Score

2024 Budget Requests - Parks, Recreation & Golf Department

What percentage of the community would be served or benefit?				4.00
Justification:	<p>A Recreation Rental Coordinator serves a broad portion of the community, including individuals, groups, city staff and organizations that are interested in renting a portion of a recreation facility or an outdoor space for a variety of events and activities.</p> <p>This can include people of all ages and backgrounds, from families looking to host a birthday party to local businesses looking for a space to hold a corporate event or team building activity.</p> <p>Depending on the type of facility and the amenities offered, a Recreation Rental Coordinator may serve specific segments of the community, such as sports teams, fitness enthusiasts, or organizations looking for meeting spaces.</p> <p>Ultimately, the goal of a recreation rental coordinator is to provide a valuable service to the community by offering a well-maintained, safe, and affordable space for a variety of events and activities. By doing so, they can help to promote health, wellness, and social connection within the community and to all.</p>			
Change in Demand for Service				
1	2	3	4	
No Increase	Small Increase	Significant Increase	Major Increase	Score
Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?				4.00
Justification:	<p>Yes, renting of our community rooms, fields, and park shelters has become extremely popular in the last several years. The high demand of multiple organizations wanting to use our fields for tournaments and games have kept our Adult Athletic Coordinator extremely busy. In addition, Bison Ridge and Eagle Pointe see an average of 950 visits a day excluding program and rental usage and our community rooms at both locations are as busy as they have ever been. Therefore, the Recreation Center Facility Coordinator has limited time to keep up on the requests let alone market the rooms for big community events such as wedding receptions. Currently, when large rentals occur, it also pulls the Recreation Center Facility Coordinator away from maintaining the recreation center and level of customer service being provided to community members. Having a dedicated coordinator in charge of indoor and outdoor rentals in the city would provide stability, a balanced work load and the ability to expand and organize our rentals to all user groups inquiring about rentals as well as increase the level of service provided.</p>			
Equity/Diversity				
1	2	3	4	
No	Somewhat	Significantly	Fully	Score
Will the Request increase equitable access to the City's broad socio-economic community?				4.00
Justification:	<p>Yes, this position will support people of all ages and backgrounds, from families looking to host a</p>			

2024 Budget Requests - Parks, Recreation & Golf Department

birthday party to local businesses looking for a space to hold a corporate event or team building activity. It will also allow the department to increase rental usage allowing us to host more events increasing equitable access.

Total Score (highest possible score = 40)

29.00



Initial Budget Request PDF

Request Info			
Request Title:	Bison Ridge Office Remodel	Workflow Instance ID:	Facility Renovation_ID54_0 5-19-2023
Request Type:	Facility Renovation	Submitter:	Chad Redin
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 2:06 AM
Division:	PR_501 - Parks & Recreation/Administration	Priority Rank:	3
Budget Year:	2024		
Budget Year Cost:	500000		
Ongoing Maintenance Cost:			
Description:	Additional office space at Bison Ridge Recreation Center. This project would add three offices, front desk security room for cash handling, and park ranger locker/change room.		
Justification:	Parks, Recreation & Golf continues to grow as a department due to the population growth of the city. Within the recreation centers, we are maxed out on office space at each facility. All offices, workstations, and hoteling spots are being used to their maximum efficiency. With the department continuing to grow the need for additional office space is at a premium. For 2024 there is potential for 3 new full time park rangers that would need a work space and 2 full time recreation staff that would need an office/work station. This project would create 4 new office spaces and relieve 3 current offices/workstations. The spaces would help alleviate congestion and provide dedicated workspaces for staff.		
Alternative Options:	<ol style="list-style-type: none"> 1. Have staff work remotely. 2. Have staff work a hybrid schedule. Part time in the office, part time remote. 3. Hoteling. Shared work and office space. 		
City Council Goal:	6 - Lead in managerial best practices through strong stewardship of public funds, being an employer of choice, and		

	providing technologically innovative and transparent public service
Link to Attachments:	https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/Facility Renovation_ID54_05-19-2023

IT COMMENTS

- PRG-BR Office Remodel
 - o I have not discussed this with PRG but I would assume no new computer hardware is needed and the IT costs for wiring these new offices would be \$5,000. If approved the \$5,000 should go into the IT budget.

Facility Renovation			
Proposed Start Date:	3/1/2024 7:00 AM	Proposed End Date:	8/1/2024 6:00 AM
Project Location:	Bison Ridge Recreation Center		

2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:	Bison Ridge Office Remodel	Department:	
		Priority:	3
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			1.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			2.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			4.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			3.00
6. Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through key performance indicators and other metrics.			4.00
Subtotal - Council Goals			15.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			2.00
Justification:	This remodel does not have any direct cost recovery but may have some indirect cost recovery. If this is not approved it is possible city staff may have to start working remote. This would require employees to have a dedicated work space at home that may require the city to purchase some items so that employees can work in a comfortable and safe environment from their home work space.		
Portion of Community Served			
1	2	3	4
25%	50%	75%	100%
			Score
What percentage of the community would be served or benefit?			2.00
Justification:	Having staff dedicated at the recreation center provides the asset of being able to accommodate residents immediate needs by being on-site to answer questions and support.		
			444

2024 Budget Requests - Parks, Recreation & Golf Department

Change in Demand for Service				
1	2	3	4	
No Increase	Small Increase	Significant Increase	Major Increase	Score
Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?				4.00
Justification:	PRG always has a high demand for our programs and services from our residents. As we pass away from COVID our numbers continue to grow back to pre-pandemic levels. For this reason it is imperative that we have excellent customer service and response times, that is accomplished by having staff on-site.			
Equity/Diversity				
1	2	3	4	
No	Somewhat	Significantly	Fully	Score
Will the Request increase equitable access to the City's broad socio-economic community?				3.00
Justification:	We have several full time staff that are bilingual. By being able to keep them on-site rather than remote, it allows staff to interact with our Spanish speaking residents and have them feel welcomed in our facilities and programs.			
Total Score (highest possible score = 40)				26.00



Initial Budget Request PDF

Request Info			
Request Title:	Facility Ranger	Workflow Instance ID:	New Position - with vehicle_ID50_05-19-2023
Request Type:	New Position - with vehicle	Submitter:	Chad Redin
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 12:45 AM
Division:	PR_552 - Parks Planning and Programming	Priority Rank:	4
Budget Year:	2024		
Budget Year Cost:	144,427		
Ongoing Maintenance Cost:	97,412		
Description:	Under the general direction of Parks, Recreation and Golf, the Facility Ranger position patrols recreation centers and provides back up coverage in the parks, trails, and open space properties, to provide visitor safety and resource protection, education and outreach, and ensure compliance with recreation and park property rules and regulations. The Facility Ranger collaborates with city departments and external organizations to provide education and enforcement primarily in recreation centers, but also in the parks, trails and open spaces within Commerce City.		
Justification:	Since the Park Ranger Program began in January 2022, the Park Rangers have been assigned to many duties in the City’s parks, trails and open spaces. With only 4 rangers, they are only able to cover a small area of the city each day. Park Rangers currently do not have the ability to cover the recreation centers unless there is an emergency, and a Park Ranger is in the neighborhood. There have been multiple citizen concerns regarding the perception of safety at the recreation centers. Having Facility Rangers on duty during open hours of the recreation centers (minus approved time off and trainings), allows for timely responses to concerns and issues taking place		

	<p>at the recreation centers. Facility Rangers would have the ability to address concerns immediately and issue citations as needed.</p> <p>During the month of January 2023 there was a need for security at the beginning and end of each day. In order to cover this need, the City paid Overtime to Police Officers and Park Rangers. Positive feedback was received from both employees and the public regarding the increased feeling of safety and security.</p> <p>Facility Rangers would be cross-trained, allowing for them to cover Park Ranger duties as needed.</p> <p>Note the initial start-up cost for a ranger is \$106,926. One-time costs are \$1,800 Training, \$2,750 Uniform, \$6,000 Radio, \$4,600 Duty gear, tools, safety gear, first aid.</p> <p>Total one-time operating cost: \$15,150</p>
<p>Alternative Options:</p>	<ol style="list-style-type: none"> 1. Hire three facility rangers. This will allow for one Facility Ranger on duty during all hours of operation (104.5 hours/week), plus 30 minutes before opening and 30 minutes after closure (total of 111.5 hours/week), to ensure the staff have safe entry or exit to and from their vehicles. The Facility Rangers will be responsible for patrolling both Eagle Pointe and Bison Ridge Recreation Centers. There will be some overlap in shifts, allowing for one Facility Ranger at each recreation center. Total cost for 3 rangers would be \$320,778. 2. A security company is able to provide limited patrols (72 hours/week) for an annual cost of \$130,000 (not including holiday overtime). The cost for one ranger to start is \$106,926. 3. Keep staffing levels current of park ranger staff, with rangers doing limited rounds in the recreation center and limit security in the recreation centers to AdCom Dispatch calls.
<p>City Council Goal:</p>	<p>2 - Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability</p>
<p>Link to Attachments:</p>	<p>https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/New Position - with vehicle_ID50_05-19-2023</p>

New Position			
Position Title:	Facility Ranger	Position Type:	Full Time
Job Duties/Function:	<ul style="list-style-type: none"> • Perform foot, bicycle, and vehicle patrols to enforce rules and regulations in recreation centers and parks, trails and open space properties. • Protect visitor safety and provide public education and ticketing where appropriate, complaint investigations, closure monitoring, dumping/encroachment mitigation, and interaction with vulnerable populations (people experiencing homelessness and at-risk individuals). • Serves as a specialist by contributing recreation center and parks law enforcement expertise to department plans, projects, committees, policy development and meetings. • Perform basic maintenance operations including trash removal, snow removal, restroom cleaning, fence and sign maintenance, as needed. • Develops and coordinates strategies for rule compliance and education in areas of responsibility. • Coordinates with other City and County Departments (City: Parks, Recreation, and Golf (PRG), Police Department; Adams County: Sheriff's Office, ADCOM, etc.) as assigned regarding operational efficiencies. • Assist in conducting tours and educational presentations in coordination with PRG staff. • Respond to and provide critical care in the event of a medical emergency within the recreation centers and parks properties, to the level of care and within the scope of medical training so certified. • Respond to and assist in search and rescue incidents as directed by on-scene Incident Command; respond to and assist with stopping or containing wildfires within scope of training and as directed by on-scene Incident Command. • Perform other related duties and responsibilities as required. • Regularly coordinates and communicates with city departments, divisions, and advisory committees, other governmental agencies, non-profits, faith-bases organizations, and other applicable agencies to coordinate and deliver on program goals. • Helps to coordinate and present community meetings on relevant projects or services. • All employees must model and demonstrate the City Values at all times during the course of employment; to include: Integrity, Collaboration, Innovation, Respect and Excellence. 		
Is this position necessary to complete a CIPP Project?:	No	Which CIPP Project?:	
Annual Base Salary:	56308	Grade:	

2024 Budget Requests - Parks, Recreation & Golf Department

Annual Benefits Cost:	24212
Total Position Cost:	80520

Vehicle	
Year:	2024
Make:	Ford
Model:	Ranger
Cost:	60000

Item:	Note:	Quantity:	Estimated Item Cost:	Total Item Cost:
Dock		1	1000	1000
Other	Light Bar	1	4000	4000
Other	Storage Unit	1	1500	1500

Estimated Total Cost: \$66500

IT Equipment

Equipment:	Item Cost:
Rugged PC	2100
Cell phone service 1 year	500
Office365 license for 1 year	315

Estimated Total Cost: \$ 2915

HR Department Review	
Outcome:	
Comment:	Benchmarked to Park Ranger.
Grade:	
Annual Base Salary:	58213
Annual Benefits Cost:	16299
Total Position Cost:	74512
Submitter Name:	Chad Redin
Submitter Email:	credin@c3gov.com

PW Fleet Department Review	
Outcome:	
Comment:	Need Fleet Review
Revised Initial Cost:	
Revised Ongoing Maintenance Cost:	
Submitter Name:	Chad Redin
Submitter Email:	credin@c3gov.com

IT Department Review	
Outcome:	
Comment:	Updated IT costs to include a rugged Dell computer with LTE service, cell phone and Office 365 license. No deskphone, monitors or docks were included in this request.
Revised IT Initial Estimated Cost:	3415
Revised IT Ongoing Maintenance Cost:	900
Submitter Name:	Chad Redin
Submitter Email:	credin@c3gov.com



Facility Ranger

Department: Parks, Recreation & Golf	Reports to: Senior Facility Ranger
Career Service Status:	FLSA Status:
Collective Bargaining Unit:	Full Time: Yes Benefits: Yes
Supervisory Responsibilities: Yes	Location: Primarily Bison Ridge and Eagle Pointe Recreation Centers

General Purpose

Under the general direction of Parks, Recreation and Golf, the Facility Ranger position patrols recreation centers and provides back up coverage in the parks, trails, and open space properties, to provide visitor safety and resource protection, education and outreach, and ensure compliance with recreation and park property rules and regulations. The Facility Ranger collaborates with city departments and external organizations to provide education and enforcement primarily in recreation centers, but also in the parks, trails and open spaces within Commerce City.

Essential Duties and Responsibilities

- Perform foot, bicycle, and vehicle patrols to enforce rules and regulations in recreation centers and parks, trails and open space properties.
- Protect visitor safety and provide public education and ticketing where appropriate, complaint investigations, closure monitoring, dumping/encroachment mitigation, and interaction with vulnerable populations (people experiencing homelessness and at-risk individuals).
- Serves as a specialist by contributing recreation center and parks law enforcement expertise to department plans, projects, committees, policy development and meetings.
- Perform basic maintenance operations including trash removal, snow removal, restroom cleaning, fence and sign maintenance, as needed.
- Develops and coordinates strategies for rule compliance and education in areas of responsibility.
- Coordinates with other City and County Departments (City: Parks, Recreation, and Golf (PRG), Police Department; Adams County: Sheriff's Office, ADCOM, etc.) as assigned regarding operational efficiencies.
- Assist in conducting tours and educational presentations in coordination with PRG staff.
- Respond to and provide critical care in the event of a medical emergency within the recreation centers and parks properties, to the level of care and within the scope of medical training so certified.
- Respond to and assist in search and rescue incidents as directed by on-scene Incident Command; respond to and assist with stopping or containing wildfires within scope of training and as directed by on-scene Incident Command.
- Perform other related duties and responsibilities as required.
- Regularly coordinates and communicates with city departments, divisions, and advisory committees, other governmental agencies, non-profits, faith-bases organizations, and other applicable agencies to coordinate and deliver on program goals.
- Helps to coordinate and present community meetings on relevant projects or services.
- All employees must model and demonstrate the City Values at all times during the course of employment; to include: Integrity, Collaboration, Innovation, Respect and Excellence.

Performs other projects and duties as assigned

Essential Supervisory Duties

Not applicable

Knowledge, Skills and Abilities

- Knowledge of safety hazards and necessary safety precautions enough to be able to establish a safe environment for self and others.
- Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods, and procedures for the work unit or function.
- Ability to learn how to and make appropriate use of pepper spray, baton, and other defensive equipment.
- Ability to learn and maintain CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.
- Learn, interpret, and apply State and local policies, procedures, laws, and regulations.
- Learn court procedure, including, but not limited to, citation issuance and court documents.
- Enforce necessary regulations with firmness and tact, always maintaining excellent customer service.
- Take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents. Use all required safety equipment.
- Ability to prepare and professionally deliver presentations to the public, city council and other groups; must be able to interact with others in a positive manner.
- Ability to apply comprehensive, practical and technical knowledge with use of analytical judgement and decision making abilities.
- Ability to consider different points of view and to use elements of persuasion to gain cooperation and acceptance of ideas, and to reach agreement.
- Strong organizational skills
- Ability to relate to diverse individuals and groups from a wide variety of educational and cultural backgrounds.
- Knowledge of proper format, punctuation, spelling and grammar, use of all parts of speech, both orally and written.
- Strong customer service and client relationship skills.
- Ability to speak with poise, voice control and confidence.
- Ability to use independent judgment and decision-making within established policy.
- Solid knowledge in the use of equipment in the completion of daily activities.
- Ability to handle sensitive or stressful situations with tact and diplomacy .

Education, Experience and Formal Training

High School diploma or GED required. Bachelor's Degree in Criminal Justice, Recreation, Park Management, or related field highly preferred. A minimum of three (2) years of parks and/or security law enforcement experience is required. A combination of experience in code enforcement or traditional law enforcement may also be considered. Knowledge with interpretive programs preferred. Must possess a Colorado driver's license. Possession of CPR and first aid certification within 3 months of hiring and must maintain throughout employment.

PREFERRED QUALIFICATIONS:
Bilingual in Spanish/English.
Experience with vulnerable populations (people experiencing homelessness and at-risk individuals), emergency medical care, and de-escalation training/experience.
Certified in Peace Officer Standards and Training (POST).
First Responder certification.



Equipment Used, Work Environment and Physical Activities

- **Driving:** Drives a city or personal vehicle in the normal course of business. To include; car, light pickup trucks, 4-wheel-drive vehicles, utility task vehicles (UTV), golf carts and bicycles
- **Office Equipment:** Daily use of computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel.
- **Other Equipment:** Personal protection equipment, batons, first aid equipment.
- **Physical activities:** Moderate to high physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying.
- **Lifting:** Ability to lift, carry, and exert up to 80 pounds independently.
- **Vision and Hearing:** Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation and respond to verbal inquires.
- **Exposure to Environmental Conditions:** May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light.
- **Schedule:** Position generally scheduled for four- or five-day work week, extending over the weekend. Early morning or late evening shifts are required.
- **Additional Working Conditions:** May be exposed to work settings that vary in convenience and comfort.

NOTE: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

The City of Commerce City is an equal opportunity employer.

2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:		Department:	
	Facility Ranger	Priority:	4
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			3.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			4.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			3.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			4.00
6. Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through key performance indicators and other metrics.			3.00
Subtotal - Council Goals			18.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			1.00
Justification:	<p>The position of facility ranger in general does not directly bring in any revenue, thus it is not a cost recovery position. The position also does not lower any current or future expenses for the city. However there is potential that having the position will create a sense of safety in our facilities, bringing in users that become members of the recreation centers because they feel safe. This would be a potential indirect revenue of the facility ranger position. Other indirect revenue would be lower vandalism, reducing the cost of repair expenses.</p>		
Portion of Community Served			
1	2	3	4
25%	50%	75%	100%
			Score
What percentage of the community would be served or benefit?			2.00
Justification:			

2024 Budget Requests - Parks, Recreation & Golf Department

<p>The recreation center sells a variety of passes, currently PRG has around 20,000 active passes, not including drop-in users. The community that uses recreation centers and surrounding parks would benefit from this position.</p>	
Change in Demand for Service	
1	2
3	4
No Increase	Small Increase
Significant Increase	Major Increase
Score	
<p>Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?</p>	
4.00	
Justification:	<p>Our park ranger program is new to the city within the last year, a demand from both citizens and city council. There is an ever increasing presence to ensure our parks and facilities are safe for all users. The ranger program is a piece of that providing education and safety when needed.</p>
Equity/Diversity	
1	2
3	4
No	Somewhat
Significantly	Fully
Score	
<p>Will the Request increase equitable access to the City's broad socio-economic community?</p>	
3.00	
Justification:	<p>Having facility rangers at our recreation centers may provide a feeling of safety and unity to all of the community that uses are services.</p>
Total Score (highest possible score = 40)	
28.00	



Initial Budget Request PDF

Request Info			
Request Title:	Eagle Pointe Aquatics Pool Re-plaster	Workflow Instance ID:	Facility Renovation_ID53_0 5-19-2023
Request Type:	Facility Renovation	Submitter:	Tim Duda
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 1:34 AM
Division:	PR_502 - Parks & Recreation/Aquatics	Priority Rank:	5
Budget Year:	2024		
Budget Year Cost:	200000		
Ongoing Maintenance Cost:			
Description:	The 8-lane lap pool at Eagle Pointe which serves all age groups within the community needs to be replastered. The swimming pool is utilized daily by lap swimmers, water walkers, instructional classes, exercise programs and drop-in users. The pool is a highly utilized amenity and sees tens of thousands community users a year.		
Justification:	<p>Last time the Eagle Pointe swimming pool was plastered was 2002, over 20 years ago. Generally, a well-maintained plaster job can last anywhere from 10 to 20 years. Therefore, we have reached and exceeded the lifespan of the prior plastering job. Below is a list of several benefits to re-plastering the swimming pool, including additional supporting information:</p> <ul style="list-style-type: none"> - Aesthetics - Durability - Smoothness - Maintenance - Hygiene <p>The current plaster job is showing wear and tear. (Please see attached photos) It is becoming discolored, showing stains and</p>		

	<p>dark spots throughout the surface giving the pool an unsightly appearance. Therefore, the durability of the plaster is becoming brittle which can lead to leaks and other structural issues. By restoring the pool can restore its structural integrity, reduce maintenance needs and prevent leaks and other damage. As plaster ages, it becomes rough and abrasive which can be uncomfortable for swimmers and even cause injuries. Hygiene is an additional area of concern, worn-out plaster can harbor bacteria, algae and other harmful substances that can be hazardous to swimmers’ health. Replastering the pool can help eliminate these contaminants, creating a safer and healthier swimming environment for the community.</p>
<p>Alternative Options:</p>	<p>An alternative option would be to continue to operate as is until the project can be funded at a later time knowing that continued wear and tear could lead to additional maintenance, safety and aesthetic issues.</p>
<p>City Council Goal:</p>	<p>3 - Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development</p>
<p>Link to Attachments:</p>	<p>https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/Facility Renovation_ID53_05-19-2023</p>

Facility Renovation			
Proposed Start Date:	8/12/2024 6:00 AM	Proposed End Date:	8/31/2024 6:00 AM
Project Location:	Eagle Pointe Recreation Center - Aquatics lap pool		

2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:	Eagle Pointe Aquatics Pool Re-plaster	Department:	PRG
		Priority:	5
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			2.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			4.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			4.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			4.00
6. Lead in managerial best practices through strong stewardship of public funds, being an employer of choice, and providing technologically innovative and transparent public service			2.00
Subtotal - Council Goals			17.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			3.00
Justification:	Providing quality updated facilities contributes toward the overall positive customer service experience received which can contribute toward increasing visits and revenue via membership sales, drop-in attendance, rentals and program registrations.		
Portion of Community Served			
1	2	3	4
25%	50%	75%	100%
			Score
What percentage of the community would be served or benefit?			4.00
Justification:	Our recreation centers and swimming pools are open and available for everyone that would like to utilize it. We also offer scholarship options for entry access to utilize our amenities.		

2024 Budget Requests - Parks, Recreation & Golf Department

Change in Demand for Service				
1	2	3	4	
No Increase	Small Increase	Significant Increase	Major Increase	Score
Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?				2.00
Justification:	As the city and surrounding areas continue to experience population growth, attendance continues to show usage growth.			
Equity/Diversity				
1	2	3	4	
No	Somewhat	Significantly	Fully	Score
Will the Request increase equitable access to the City's broad socio-economic community?				2.00
Justification:	By replastering the swimming pool will not specifically increase equitable access but will contribute and enhance the experience of everyone that utilizes the facility.			
Total Score (highest possible score = 40)				28.00



Initial Budget Request PDF

Request Info			
Request Title:	Food and Beverage Assistant	Workflow Instance ID:	New Position - without vehicle_ID60_05-19-2023
Request Type:	New Position - without vehicle	Submitter:	Paul Hebinck
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 4:53 PM
Division:	GC_812 - Golf Course/Restaurant	Priority Rank:	6
Budget Year:	2024		
Budget Year Cost:	66,899		
Ongoing Maintenance Cost:	64,384		
Description:	<p>The restaurant is staffed primarily by PT employees and supervision is critical to the success of the operation. The requested position would help provide the additional leadership needed once the clubhouse expansion is completed. In addition, the newly expanded clubhouse will come with increased expectations related to quality of food, appearance of the facility and service to customers. This position would play a critical role in providing service delivery and the overall dining experience by helping manage the work group.</p>		
Justification:	<p>The clubhouse expansion will double the amount of interior dining space and add a rooftop patio. Increased demand for food and beverage services require an additional supervisor that would be responsible for events and banquets, daily operations, planning and executing front of the house service and supervising bartenders/servers as well as other administrative duties such as daily cash reports, overseeing training and scheduling. Attached is a copy of a current job</p>		

	<p>description for the position which includes all the duties and responsibilities.</p> <p>A significant increase in the amount of restaurant business is anticipated once the clubhouse reopens and preparing for the increase includes appropriate staffing levels. New bartenders, servers, and other front of the house staff will need to be hired and trained as part to the reopening. This position will play an important role in all functions related to hiring, training and staffing as well as ongoing operations.</p> <p>Currently there are approximately twenty servers/bartenders during the height of the season with one food and beverage assistant helping to supervise the workgroup. After the expansion and reopening of the clubhouse, staffing levels in the workgroup will increase by approximately 50%. This new position will play an important role in meeting the expectations of customers and providing the appropriate level of service.</p>
<p>Alternative Options:</p>	<p>As an alternative, the current level of full-time supervisors could remain the same with added responsibilities given to part time staff.</p>
<p>City Council Goal:</p>	<p>5 - Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness</p>
<p>Link to Attachments:</p>	<p>https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/New Position - without vehicle_ID60_05-19-2023</p>

New Position			
Position Title:	Food and Beverage Assistant	Position Type:	Full Time
Job Duties/Function:	<ul style="list-style-type: none"> • Ensure that guests are promptly seated and served and that all food and service standards are met • Create all weekly schedules for servers, bartenders, cart personnel and banquet staff • During busy times, assist the front of the house staff • Provide a leadership role for bartenders, servers and cart personnel • Conduct weekly Safety Training • Update the POS system with all menu changes and specials • Assist in menu development and revisions • Interact with the customers encouraging feedback • Assist in booking parties and events • Coordinate reservation book with Outlook Calendars • Post weekly conference room schedules • Facilitate all training for the bartenders, servers and cart personnel • Responsible for liquor ordering, inventory and cost control • Daily coordination with the Golf Operations Staff • Ensure compliance with local and state regulations regarding food and alcohol service 		
Is this position necessary to complete a CIPP Project?:	No	Which CIPP Project?:	
Annual Base Salary:	48077	Grade:	
Annual Benefits Cost:	20673		
Total Position Cost:	68750		

IT Equipment

Equipment:	Item Cost:
Standard laptop with docking station and one monitor	2000

Estimated Total Cost: \$ 2000

HR Department Review	
Outcome:	
Comment:	Already have job description and salary for this position.
Grade:	
Annual Base Salary:	49519
Annual Benefits Cost:	13865
Total Position Cost:	63384
Submitter Name:	Paul Hebinck
Submitter Email:	phebinck@c3gov.com

IT Department Review	
Outcome:	
Comment:	Updated IT costs to include a standard laptop with dual monitors, Office 365 license and data wiring ports. Assuming that no cell phone or desk phone is needed for this request.
Revised IT Initial Estimated Cost:	3515
Revised IT Ongoing Maintenance Cost:	1000
Submitter Name:	Paul Hebinck
Submitter Email:	phebinck@c3gov.com

Food & Beverage Assistant - FT

Class Title

Food & Beverage Assistant - FT

Class Code

812-350-001

Salary

\$18.49 - \$27.74 Hourly

- DEFINITION
- BENEFITS

General Purpose

Under the guidance of the Food and Beverage Manager, the Food and Beverage Assistant acts in a supervisory position over the front of the house staff at the golf course restaurant.

Essential Duties & Responsibilities

- Ensure that guests are promptly seated and served and that all food and service standards are met
- Create all weekly schedules for servers, bartenders, cart personnel and banquet staff
- During busy times, assist the front of the house staff
- Provide a leadership role for bartenders, servers and cart personnel
- Conduct weekly Safety Training
- Update the POS system with all menu changes and specials
- Assist in menu development and revisions
- Interact with the customers encouraging feedback
- Assist in booking parties and events
- Coordinate reservation book with Outlook Calendars
- Post weekly conference room schedules
- Facilitate all training for the bartenders, servers and cart personnel
- Responsible for liquor ordering, inventory and cost control
- Daily coordination with the Golf Operations Staff
- Ensure compliance with local and state regulations regarding food and alcohol service
- Must comply with City and departmental rules, regulations, policies, and procedures
- Provide suggestions for menu and beverage upgrades and changes
- Review all processes and procedures and make suggestions for improvement
- Assist and provide leadership with food and beverage service related to private parties, banquets, and golf tournaments.
- All employees must model and demonstrate the City Values at all times during the course of employment; to include: Integrity, Collaboration, Innovation, Respect and Excellence.

Performs other duties as assigned

Minimum Qualifications

Must be a minimum of 21 years of age. Associate's, Culinary Degree or college-level coursework in related field required. Must have four years bartending and food service experience. Experience as lead worker in restaurant environment preferred. An equivalent combination of training and experience that provides the required knowledge, skills and abilities may be considered.

Knowledge, Skills and Abilities:

- Must be willing to work weekends and holidays
- Must be highly motivated and take direction well
- Strong knowledge of restaurant operations
- Ability to work in fast-paced environment
- Ability to train and develop staff
- Strong verbal and written communication skills
- Knowledge of cash handling and daily cash receipts and
- Strong ability to respond to the public in a courteous and professional manner

Equipment Used, Work Environment and Physical Activities

- **Driving:** May need, or have ability, to drive a city or personal vehicle in the normal course of business
- **Office Equipment:** Daily use of computer, keyboard, copier, scanner, printer, calculator, phone. Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel.
- **Other Equipment:** Occasional use of all kitchen equipment including stoves, knives, grills, and mixers. Frequent use of registers and point of sale system
- **Physical Activities:** High physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying
- **Lifting:** Ability to lift, carry, and exert up to 50 pounds
- **Vision and Hearing:** Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation and respond to verbal inquires
- **Exposure to Environmental Conditions:** May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light. Will be exposed to chemicals including cleaners, solvents, paints and other potentially toxic agents. Will be exposed to hot, humid kitchen conditions with grease and fumes
- **Schedule:** Position generally works a non-traditional schedule. May be required to be available for on-call duty, attendance at off-site meetings and after-hours events
- **Additional Working Conditions:** May be exposed to work settings that vary in convenience and comfort

NOTE: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

Other Requirements

2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:	Food and Beverage Assistant	Department:	PRG
		Priority:	6
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			4.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			3.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			2.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			4.00
6. Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through key performance indicators and other metrics.			4.00
Subtotal - Council Goals			18.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			2.00
Justification:	The newly expanded clubhouse will provide additional opportunities for food and beverage sales. The new Food & Beverage Assistant position will help with supervising staff as well as increasing banquet sales and special event sales. A significant increase in overall sales is anticipated when the restaurant reopens and this new position will help manage the higher demand.		
Portion of Community Served			
1	2	3	4
25%	50%	75%	100%
			Score
What percentage of the community would be served or benefit?			2.00
Justification:	The restaurant is open to all members of the community who choose to use it, last year over 50,000 guests were served.		
			473

2024 Budget Requests - Parks, Recreation & Golf Department

Change in Demand for Service				
1	2	3	4	
No Increase	Small Increase	Significant Increase	Major Increase	Score
Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?				4.00
Justification:	The clubhouse expansion will result in additional restaurant space and a significant increase in demand for service. More front-line staff will be required to serve the extra customers, which in turn means more supervisors. This position will have a variety of duties and one of the primary responsibilities will be overseeing staff.			
Equity/Diversity				
1	2	3	4	
No	Somewhat	Significantly	Fully	Score
Will the Request increase equitable access to the City's broad socio-economic community?				1.00
Justification:	Access to the facility will remain the same in that it is accessible to all. Access to the rooftop patio will be available by elevator.			
Total Score (highest possible score = 40)				27.00



Initial Budget Request PDF

Request Info			
Request Title:	Building Attendant Buffalo Run	Workflow Instance ID:	New Position - without vehicle_ID58_05-19-2023
Request Type:	New Position - without vehicle	Submitter:	Paul Hebinck
Department:	PRG - Parks, Recreation and Golf	Submission Date:	5/19/2023 3:59 PM
Division:	GC_800 - Golf Course/Maintenance	Priority Rank:	7
Budget Year:	2024		
Budget Year Cost:	55,301		
Ongoing Maintenance Cost:	55,301		
Description:	<p>The requested Building Attendant position would provide much needed cleaning to the new clubhouse once it reopens. The clubhouse, and especially the restaurant area, is heavily used by customers throughout the day. Having a FT staff member dedicated to cleaning would have a positive impact on the overall appearance of the facility.</p>		
Justification:	<p>The clubhouse expansion will significantly increase the building footprint and seating capacity at Buffalo Run and needs to be maintained seven-days-a-week throughout the year. The additional banquet space, new casual dining area, and bar/cocktail lounge will require increased upkeep to provide the needed level of cleanliness. With this expansion a new fulltime position of a building attendant will be required to meet the cleanliness needs of the operation. Attached is a copy of a Building Attendant position for the PRG department for an example.</p> <p>Currently staff is responsible for picking up trash and addressing common messes that occur during everyday business as well as keeping up with their day to day job</p>		

	<p>functions. Examples include: paper towels on the floor in restrooms, muddy footprints on carpet, fingerprints on windows, spilled cups of ice, etc.. Deep Cleaning is an area that is frequently missed because staff members have other responsibilities with customers that keep them busy throughout the day. We also currently have a night cleaning contract that only addresses the restroom facilities in the club house and vacuuming the dining room on a nightly basis. The new building attendant position would allow for deep cleaning on a regularly scheduled basis throughout the facility. Examples of deep cleaning items include: cleaning window sills, dusting for cobwebs, scrubbing bathroom floors, pressure washing outdoor areas. This position would also help with the day to day items listed above five days a week. In addition to the club house this position would also be responsible for maintaining cleanliness in the restroom and break room of the maintenance facility. The newly expanded club house will provide an opportunity for a fresh new appearance for the entire facility. The new building attendant position will help ensure that the building is kept in pristine condition.</p>
<p>Alternative Options:</p>	<p>As an alternative, two building attendants could be hired to cover additional shifts 7 days a week during morning, afternoon and evening shifts. A second alternative would be to continue having the primary role of cleanliness fall on servicers, bartenders and golf operation and maintenance staff while also completed their regular job assignments. A third alternative would be to explore the possibility of expanding the scope of work for the night custodial contract.</p>
<p>City Council Goal:</p>	<p>5 - Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness</p>
<p>Link to Attachments:</p>	<p>https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/New Position - without vehicle_ID58_05-19-2023</p>

New Position			
Position Title:	Building Attendant Buffalo Run	Position Type:	Full Time
Job Duties/Function:	<ul style="list-style-type: none"> • Cleans and sanitizes dining room, foyer, golf shop, and maintenance break areas • Cleans bathrooms in clubhouse, kitchen, and maintenance facility • Posts appropriate warnings/signs when persons should be notified of wet floors, wet paint, off-limits, etc. • Performs facility set-ups and tear down of tables and chairs for special events • Clean and sanitizes administrative offices • Performs numerous tasks and duties to maintain the floors: sweeping, mopping, scrubbing, cleaning, waxing and polishing, shampooing and vacuuming • Utilizes a variety of tools and equipment in the performance of the job including vacuums, auto scrubbers, carpet extractors, and buffers • Clean and sanitizes windows, walls, countertops, and light fixtures • Empties garbage and trash containers on a regular basis • Replaces light bulbs, ceiling tiles, plunging toilets and urinals, painting and minor building repair as needed • Replenishes and restocks supplies and/or materials daily 		
Is this position necessary to complete a CIPP Project?:	No	Which CIPP Project?:	
Annual Base Salary:	41707	Grade:	
Annual Benefits Cost:	17934		
Total Position Cost:	59641		

HR Department Review	
Outcome:	
Comment:	Already have position and salary range to use.
Grade:	
Annual Base Salary:	42958
Annual Benefits Cost:	12028
Total Position Cost:	54986
Submitter Name:	Paul Hebinck
Submitter Email:	phebinck@c3gov.com

IT Department Review	
Outcome:	
Comment:	In discussions with PRG an Office 365 license is all that is needed for this position.
Revised IT Initial Estimated Cost:	315
Revised IT Ongoing Maintenance Cost:	315
Submitter Name:	Paul Hebinck
Submitter Email:	phebinck@c3gov.com

Building Attendant

Class Title

Building Attendant

Class Code

509-090-001

Salary

\$33,365.49 - \$50,048.13 Annually

- DEFINITION
- BENEFITS

General Purpose

The Building Attendant performs a variety of custodial work to clean and maintain the general appearance and safety of City-wide recreation facilities.

Essential Duties & Responsibilities

- Cleans and sanitizes locker rooms and restrooms, including showers
- Cleans and sanitizes weight room equipment, lobby, gymnasium, rental rooms, track, steam room (Eagle Pointe), kitchen, and fitness studios
- Posts appropriate warnings/signs when persons should be notified of wet floors, wet paint, off-limits, etc.
- Performs facility rental set-ups and tear down of equipment (tables and chairs) and special department sponsored events
- Clean and sanitizes administrative offices
- Performs numerous tasks and duties to maintain the floors: sweeping, mopping, scrubbing, cleaning, waxing and polishing, shampooing and vacuuming
- Utilizes a variety of tools and equipment in the performance of the job including vacuums, auto scrubbers, carpet extractors, and buffers
- Clean and sanitizes windows, walls, countertops, and light fixtures
- Empties garbage and trash containers on a regular basis
- Replaces light bulbs, ceiling tiles, plunging toilets and urinals, painting and minor building repair as needed
- Replenishes and restocks supplies and/or materials daily
- Contributes to the resolution of complaints and problems concerning patrons of the facility
- Assists with last minute (unplanned) set-ups, as directed by supervisor
- Interacts positively and productively with other building attendants, assisting with training as needed
- Interacts positively and professionally with all employees within the Department
- Fills out forms and reports correctly
- Attends a variety of meetings including front desk and general staff meetings. Including but not limited to annual customer service and emergency service training
- Works effectively with Recreation Supervisor – Facilities, Recreation Coordinator – Facilities, and Recreation Superintendent

- Notifies supervisor of safety concerns immediately
- Creates an inclusive environment by acknowledging different perspectives and ideas
- Completes employee self-evaluation on an annual basis
- All employees must model and demonstrate the City Values at all times during the course of employment, to include: Integrity, Collaboration, Innovation, Respect and Excellence

Performs other duties as assigned

Minimum Qualifications

High School diploma or equivalent. Minimum one-year custodial experience and/or light maintenance. Any combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid driver's license.

Knowledge, Skills and Abilities:

- Solid knowledge of building maintenance and cleaning practices and methods
- Solid knowledge of the operation of various tools and equipment used to complete duties
- Solid knowledge of chemicals used to perform cleaning duties including all necessary precautions and safety
- Excellent customer service skills
- Basic computer skills required to complete forms and paperwork and to use email
- Ability to work independently while applying general organizational policies and values
- Ability to follow oral and written instructions with minimal or no supervision
- Ability to listen to all concerns and make proper adjustments
- Ability to speak above noise with voice control and confidence
- Adheres to all policies & procedures identified by the City & the Department

Equipment Used, Work Environment and Physical Activities

- **Driving:** May need, or have ability, to drive a city or personal vehicle in the normal course of business
- **Office Equipment:** Daily use of computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including, ActiveNet, Microsoft Office Suite, Outlook, Word, Excel.
- **Other Equipment:** Floor care machines, vacuum cleaners, ladders, snow blowers, steam cleaners, other equipment generally used in custodial maintenance. Must be able to wear/use appropriate personal protective equipment (PPE)
- **Physical Activities:** Moderate physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying.
- **Lifting:** Ability to lift, carry, and exert up to 60 pounds
- **Vision and Hearing:** Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation and respond to verbal inquires.

- **Exposure to Environmental Conditions:** Will be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light. May be exposed to chemicals including cleaners, solvents, paints and other potentially toxic agents. Work may be performed in precarious or tight spaces.
- **Schedule:** Position generally works a non-traditional work week. May require attendance at off-site meetings.
- **Additional Working Conditions:** None

NOTE: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

2024 Budget Request Quadrant Scoring Sheet			
Fill in all Grey Boxes			
Request Title:	Building Attendant - Buffalo Run	Department:	PRG
		Priority:	7
City Council Goals			
1	2	3	4
Does Not Apply	Somewhat Applies	Mostly Applies	Fully Applies
			Score
1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business			2.00
2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability			3.00
3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development			4.00
4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth			1.00
5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness			2.00
6. Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through key performance indicators and other metrics.			4.00
Subtotal - Council Goals			16.00
Cost Recovery			
1	2	3	4
No Cost Recovery	Some Cost Recovery	Significant Cost Recovery	Full Cost Recovery
			Score
Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues?			2.00
Justification:	The newly expanded clubhouse will provide an opportunity for a fresh new appearance for the entire facility. The new building attendant position will help ensure that the building is kept in pristine condition. Reduces the need for outside vendors.		
Portion of Community Served			
1	2	3	4
25%	50%	75%	100%
			Score
What percentage of the community would be served or benefit?			2.00
Justification:	All golfers at Buffalo Run and all diners in the restaurant will benefit from a cleaner facility, which impacts safety and public health standards established during the pandemic.		
			483

2024 Budget Requests - Parks, Recreation & Golf Department

Change in Demand for Service				
1	2	3	4	
No Increase	Small Increase	Significant Increase	Major Increase	Score
Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council?				4.00
Justification:	City Council approved the clubhouse expansion in 2022 and the additional restaurant space will result in a significant increase in demand for service.			
Equity/Diversity				
1	2	3	4	
No	Somewhat	Significantly	Fully	Score
Will the Request increase equitable access to the City's broad socio-economic community?				1.00
Justification:	Access to the facility will remain the same in that it is accessible to all. Access to the rooftop patio will be available by elevator.			
Total Score (highest possible score = 40)				25.00