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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Lisa Jundt, Human Resource Director

**DATE:** April 17, 2017

**SUBJECT: RECLASSIFICATION OF SANITATION EMPLOYEES**

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**I. RECOMMENDED ACTION**

1. Recommend approval of the reclassification of Sanitation employees due to the impending automation of garbage collection.

**II. DEPARTMENT CONTACT PERSONS**

Lisa Jundt, Human Resource Director 857-4753

**III. DESCRIPTION**

A. Background

In 2016 the City Council approved transitioning to automated garbage collection in 2017. Budget discussions on this change in sanitation included the City's intent to downsize personnel in the garbage collection department, and Council's concern at terminating employees when the need arose. At that time, the Sanitation/Landfill Superintendent and Human Resource Director indicated their intention to transfer eligible employees to other departments with open positions, and leave future vacated positions unfilled in garbage collection, rather than terminating employees due to the impending changes. Since December of 2016 the garbage collection department has decreased in size by five (5) FTE employees due to attrition from resignations and one (1) retirement. This leaves only four (4) FTE employees who will need to be transferred to other departments or terminated as a last resort.

The new automated garbage collection trucks are scheduled to arrive in mid-May to begin the process. Operation of these vehicles will require initial training for personnel, to be prepared for automated collection which is set to begin in July 2017. As such, the Human Resource Director and Sanitation/Landfill Superintendent, have reviewed other municipalities in North Dakota with automated collection, to devise a plan for City of Minot's garbage collection personnel moving forward. Review of the results shows a streamlined approach to garbage collection personnel with the onset of automation. Research found most municipalities having eliminated laborer positions entirely, and staffing only heavy equipment operators due to the complexity of the new vehicles. This is the type of

plan the City of Minot is proposing. It will result in a reclassification and reduction of staffing numbers from the current six (6) medium/light equipment operators, twelve (12) laborers and one (1) foreman to nine (9) heavy equipment operators and one (1) foreman.

Proposed Project

The City of Minot Personnel Code allows for the reclassification of personnel during the course of the year provided the request has first been approved by the Civil Service Commission. The Human Resource Director proposes to reclassify the current two (2) medium equipment operators and three (3) light equipment operators to heavy equipment operators as of May 15, 2017. This will be an automatic reclassification without need for testing for those five (5) individuals who are already driving vehicles, and are familiar with the current garbage collection routes and procedures. The other eligible individuals in the department, will have the opportunity to test for the four (4) remaining heavy equipment operator positions, or apply for other open positions within the City. The electronic Civil Service Commission meeting addressing this proposal has been scheduled for April 25, 2017 at 10:00 a.m.

**IV. IMPACT:**

A. Strategic Impact:

Streamlined personnel in the garbage collection department aligns with the potential future strategy for the City to move to curbside recycling .

B. Service/Delivery Impact:

Automated garbage collection will provide efficient overall service to the citizens of Minot and will maintain a clean appearance of properties during garbage collection. Reduction of staff will ultimately reduce funds needed for staffing in this area.

C. Fiscal Impact:

All funds have been previously approved in the 2017 Budget.

Project Costs

|   |               |
|---|---------------|
| Current savings from unfilled positions     | (\$197,002)   |
| Potential reclassification salary increases | <u>62,500</u> |
| Approximate Salary Savings 2017             | (\$134,502)   |

Project Funding

130-5600-504.01-10

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

Automated garbage equipment is scheduled to arrive in mid-May and staffing specifics must be in place by that time to allow for the initial training of personnel.

**VII. LIST OF ATTACHMENTS**

None