

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: February 18, 2013

SUBJECT: Gardener

Monona Terrace Director Gregg McManners is requesting the addition of a 1.0 FTE position to perform year round maintenance and related activities to the planting beds, display gardens, building and grounds at Monona Terrace Community and Convention Center. Upon reviewing the submitted position description, I recommend the position be created as a Gardener (CG16-09) due to its similarity in duties to those performed at Olbrich Gardens.

This position will perform interior and exterior landscape maintenance on plantings the majority of the time. In the off-season, the position will perform maintenance tasks, such as painting and snow shoveling.

Monona Terrace is currently contracting this work out. By creating an in-house position, Monona Terrace expects to see a minimum of \$22,000 in cost savings annually between the landscape contract and overtime and contract savings from a painter.

As the Gardener classification already exists in the City’s classification scheme, creation of a Gardener position within the Monona Terrace operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending creation of a Gardener position within the Monona Terrace budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
16/09	\$41,925	\$46,834	\$52,422

cc: Gregg McManners - Monona Terrace Director
 Kathi Hurtgen – Monona Terrace Associate Director
 Greg Leifer-Labor Relations Manager