

2021 PERSONNEL REQUESTS		RECLASS	NEW	NEW	NEW	NEW
2020	Cost Center	Administration 130	Building Maintenance 194 Part-time	Police 211 Full-Time	Police 211 Full-Time	Parks 452 Full-Time
Budget		Administrative Assistant to Deputy City Clerk	Building Maintenance Worker	Police Records Technician	Patrol Officer	Parks Maintenance Worker
<b>TOTALS</b>						
6102	Full-Time Regular	1,522	-	-	59,900	41,202
6104	Part-Time Regular	-	15,821	45,192	-	-
6121	Pera	115	1,187	3,389	10,601	3,091
6122	FICA/Medicare	116	1,210	3,457	869	3,151
6131	Group Insurance	-	-	12,000	12,000	12,000
6151	Workers Comp	12	701	362	3,115	3,984
6105	Current Rec & Summer Interns)					
<b>Total Funding Required</b>		1,765	18,919	64,400	86,485	63,428
Additional Expense:						
Uniform & phone						
<b>Add'l Net Funding Required</b>		1,765	19,769	64,400	95,485	63,428
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Uniform & phone						
<b>Add'l Net Funding Required</b>		1,765	19,769	64,400	95,485	63,428
<b>TOTALS</b>						
<b>STATUS OF REQUEST</b>		Position Reclass (Step 3) 2080 hours	NEW (Step 1) 800 Hours	NEW (Step 1) 2080 Hours	NEW (Step 1) 2080 Hours	NEW (Step 1) 1740 Hours (Start Mar 1, 2021)
		\$27,523/hr	Start Oct. 1, 2021 \$19,776 /hr	\$21,727 /hr	\$28,069 /hr	\$23,679/hr
Full-Time Equivalent		Currently FT	0.5	1	1	1
<b>PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours</b>		Additional responsibility added to this position. Employee scheduled for completion of the Clerks Institute. Employee's duties are focused on assisting the City Clerk, effective 7-23-18 including preliminary testing of election equipment, recruit and manage election judges, election publications and notices, election website updates/weekly update, minutes review/cases, ordinance retention/publication and staff agenda.	Additional Part-time Building Maintenance Worker to assist with upkeep of city facilities. With the addition of the new Public Works Campus, an additional staff person will need to be added starting in mid to late 2021.	This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processess and provides police reports to other criminal justice partners, insurance companies, and the public while complying with the MGDPA and other regulatory restrictions. The position compiles police statistical information/analysis and the duplication/dissemination of police squad videos. This position will spend time on the records of evidence/property and release/disposal of those items.	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service	Since 2006, the city has added 5 new parks that need weekly service and maintenance, but our park maintenance staffing level has remained the same. Continue to depend more and more on seasonal help and contracted services to accomplish maintenance tasks. While seasonal help is an essential part of park's operations, they are not a viable option in the spring and fall seasons, with spring being the busiest season. As the city's park system ages, maintenance needs will continue to increase. This person would also be part of snow removal operations and on-call team.