

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
TOTALS						
6102	Full-Time Regular	1,510	-	37,528	49,988	40,904
6104	Part-Time Regular	-	15,706	-	-	-
6121	Pera	114	1,178	2,815	8,848	3,068
6122	FICA/Medicare	116	1,201	2,871	725	3,129
6131	Group Insurance	-	-	10,000	10,000	10,000
6151	Workers Comp	12	696	300	2,599	3,955
6105	Current Rec & Summer Interns)					
Total Funding Required		1,752	18,781	53,514	72,160	61,056
Additional Expense:						
Uniform & phone						
Add'l Net Funding Required		1,752	19,631	53,514	81,160	61,056
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Uniform & phone						
Add'l Net Funding Required		1,752	19,631	53,514	81,160	61,056
TOTALS						
STATUS OF REQUEST		Position Reclass (Step 2) 2080 hours	NEW (Step 1) 800 Hours	NEW (Step 1) 1740 Hours (Start Mar 1, 2021)	NEW (Step 1) 1740 Hours (Start Mar 1, 2021)	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
PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours		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.