

2021 PERSONNEL REQUESTS		RECLASS	NEW	NEW	NEW	NEW	NEW	TOTALS
2021 Cost Center	Budget	Administration 130 Administrative Assistant to Deputy City Clerk	Community Development 191 Full-Time Zoning Code Enforcement Officer	Police 211 Part-Time Police Records Technician	Police 211 Full-Time Patrol Officer	Building Inspection 240 Full-Time Building Inspector	Parks 452 Full-Time Parks Maintenance Worker	
6102	Full-Time Regular	1,510	55,628	-	49,988	61,055	40,904	209,085
6104	Part-Time Regular	-	-	28,038	-	-	-	28,038
6121	Pera	114	4,172	2,103	8,848	4,579	3,068	22,884
6122	FICA/Medicare	116	5,021	2,145	725	4,670	3,129	15,806
6131	Group Insurance	-	10,000	-	10,000	10,000	10,000	40,000
6151	Workers Comp	12	444	224	2,599	488	3,955	7,722
6105	Current Rec & Summer Interns)							-
	<b>Total Funding Required</b>	1,752	75,265	32,510	72,160	80,792	61,056	323,535
	Additional Expense:							-
	Uniform & phone				9,000	-		9,000
	<b>Other Revenue (funding)</b>							
	Professional Services Reduction		(75,265)			(80,792)		(156,057)
	<b>Add'l Net Funding Required</b>	1,752	-	32,510	81,160	-	61,056	176,478
STATUS OF REQUEST		Position Reclass (Step 2) 2080 hours	NEW (Step 3) 1740 Hours (Start Mar 1, 2021)	NEW (Step 1) 1300 Hours (Start Jan 1, 2021)	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)	
	Full-Time Equivalent	\$27.322/hr Currently FT	\$31.970 /hr 1	\$21.568 /hr 0.625	\$27.864 /hr 1	\$35.089 /hr 1	\$23.508/hr 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.	This requests is budget neutral. The demands for code enforcement have increased as the community grows. This request is a direct result of customer feedback provided to the City Council on July 14, 2020 and follow up discussions on July 28, 2020. The current Planning Technician is split between land use application administration and code enforcement. All others in the Planning Division, including contracted services, also have a role in code enforcement. Due to the hourly rate of current contracted services, this will increase the number of staffed hours by 24 hours with no budget impact. Contracted Services would no longer be used.	This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processes 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	This request reclasses prof services (contracted inspections) as budget neutral, with the potential of overall cost savings. The City currently contracts with two separate inspection services to keep up with demand, creating multiple inefficiencies. The position allows for a more stable base of core services while still relying on contracted services for peak demands. This request is a direct result of customer feedback provided to the City Council on July 28, 2020 and follow up discussion on August 10, 2020. This service is paid for by building permit fees. Revenue history justifies the expense and will not have an impace on the tax rate.	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.	