024 PERSONNEL REQUESTS												
		RECLASS	RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS	NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION
2024 Budget	Cost Center	Finance 153	Police 211	Fire 220	Building 240	Planning 191	Building 240	Finance 153 Full-Time	Planning 191 Full-Time	Government Buildings 194 Full-Time	Streets 311 Full-Time	Streets 311 Full-Time
		Accountant I to Accountant II	Patrol Officer to Sergeant	Fire Inspector to Fire Marshal	Permit Tech I to Permit Tech II	Planning Admin Assistant	Building Admin Assistant	Accountant I	Rental Housing Inspector	Building Maintenance Worker	Street Maintenance Worker	Street Maintenance Worker
6102	Full-Time Regular	2,928	1,479	2,302	2,922			50,448	39,060	47,407	56,760	56,760
6104	Part-Time Regular	-	-	-	-	7,517	11,465	-	-	-	-	-
6105	Temp											
6121	Pera	219	262	408	219	564	860	3,784	2,930	3,555	4,257	4,257
6122	FICA/Medicare	220	21	33	224	576	877	4,665	3,678	3,626	5,406	5,406
6131	Group Insurance	-	-	799	-	-	-	11,586	9,012	15,449	15,449	15,449
6151	Workers Comp	23	157		26	58	105	494	383	3,683	5,648	5,648
6105	Current Rec & Summer Interns)											
	Total Funding Required	3,390	1,919	3,542	3,391	8,715	13,307	70,977	55,063	73,720	87,520	87,520
	Additional Expense:											
	Uniform & training											
	Add'l Net Funding Required	3,390	1,919	3,542	3,391	8,715	13,307	70,977	55,063	73,720	87,520	87,520
	Offset Funding:											
	PT Fire Tech											
	Utility Funds	(860)										
								(27,665)		-	(8,653)	(8,653)
	Net Funding Required	2,530	1,919	3,542	3,391	8,715	13,307	43,312	55,063	73,720	78,867	78,867
TATUS OF REQUEST		Position Reclass	Position Reclass	Position Reclass	Position Reclass	INCREASE IN HOURS	INCREASE IN HOURS	NEW	NEW	NEW	NEW	NEW
		(Step 2)	(Step 4)	(Step 6)	(Step 6)	(Steps 4/5)	(Steps 3/4)	(Step 1)	(Step 1)	(Step 1)	(Step 1)	(Step 1)
	Annual hours for 2024	2088 hours	2088 hours	2088 hours	2088 hours	1300 Hours	1462 Hours	1568 Hours	1221 Hours	2088 Hours	2088 Hours	2088 Hours
		Starts April 1, 2024		**Starts July 1, 2024**		(From 20 to 25 hours week)	(From 20 to 28 hours week)	**Starts April 1, 2024**	**Starts June 1, 2024**			
	Full-Time Equivalent	From $35.391 to $36.869/hr 1	From $48.261 to $50.407/hr 1	From $43.892 to$46.088/hr 1	From $32.921 to $34.567/hr 0.85	$28.381/$29.615 0.63	$27.147/$28.381 0.7	$32.173 /hr 1	$31.991/hr 1	$22.704/hr 1	$27.184/hr 1	$27.184/hr 1
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	This position would be involved extensivley with the implementation of the new Financial/HR software package. It is estimated that it will have direct involvement of at least 3-4 months of staff time. Will backup payroll when needed and assist with the annual audit which every year more standards are put in place. With having an Accountant I and Accountant II position in place, would start the process of having a succession plan in place for the foreseeable retirements of the Finance Director and the Asst Finance Director	Police Sergeant position needed for direct supervision of investigations and Community Resourse Officers. Currently, all are being supervised by a captain.	Duties are currently shared between Assistant Chief of Operations/Fire Marshal and Fire Inspector. The focus on Prevention and Operation duties need to be separated due to increase in both call volume and new construction to create better service within department and to community.	Current Permit Tech I completes overlapping duties with other Permit Tech I, but also does many other duties that may warrant a reclassification. Current Permit Tech I has worked for the City for several years and taken on increased responsibilities to ensure permits, reviews and required state reporting are completed in a timely fashion and deadlines are met.	Currently working 20 hours per week. In additional to administrative duties, administrative assistant has been assisting residents at the front counter, more involved with website updates, managing planning files (clean out and laserfische), preparing land use requests for review, etc. Do not foresee the planning departments work load decreasing; therefore, the increased hours will help with needed assistance.	Projected for 2023, the building department will conduct over 10,000 inspections, process about 3,000 permits and approve about 190 new homes. The Building Permit Technicians schedule the inspections, accept all building permits, process them for review, collect information as needed and issue building permits. The department is busy year-round with no slow down in sight. The increased 8 hours weekly will allow additional time for the administrative assistant to help with clerical duties so the technicians can focus more on processing the backlog of applications.	The Finance Department originally had 4 1/2 staff members until 2011. Since that time, the department has been 4 members. The city has grown exponentially in not only staff, but population. This position would perform payroll duties, assist utility billing customers, special assessments, and participate in the implementatin of the new software package beginning in late summer/early fall with a go-live date of January 2025. With having an Accountant I and Accountant II position in place, would start the process of having a succession plan in place for the foreseeable retirements of the Finance Director and the Asst Finance Director	City Council is in support of a Crime Free/Rental Housing Inspection Program. If the City Council adopts the ordinance, the Planning Department will need a full-time employee.	This position is needed to maintain the new Public Works facility that opened in 2022, as well as the new Water Treatment Plant that will open in 2025. This position is also required to help keep up with demands due to additional staff, meetings and facilities use. It is also required to ensure adequate coverage is available to cover for vacations, sick time, and extended leaves. It will also allow staff to complete more projects in-house, saving money and time spent hiring outside contractors.	Requesting a Street Maintenance Worker to backfill the duties of a "Working Lead". The Lead position is needed to give various tasks and work direction for streets/storm water/signs to the full-time and seasonal streets staff. The duties of the Lead consists of: Assessing and planning work requests, filtering citizen problem reports and submitting status changes when complete, monitoring job progression and priorities, working with Engineering on road maintenance needs, meetings, communicating with vendors for services etc. (See full list submitted by PW Director.	Requesting an additional Street Maintenance Worker to cover the work, as well as maintenance, that is not getting done due to increasing development and work requests. This additional position will help the Street Department meet the following needs: Weed Spraying curb lines and medians, street-sweeping, pothole patching, mowing right-of-way/city lots/storm ponds, road grading, tree-trimming right-of-way, plowing, snow events, stormwater maintenance, etc. (See full list from PW Director).

024 PERSONNEL REQUESTS							
		NEW POSITION	NEW POSITION	NEW POSITION	HOURLY WAGE INCREASE	HOURLY WAGE INCREASE	
2024 Budget	Cost Center	Streets 311 Full-Time	Streets 311 Full-Time	Parks 452 Full-Time	Fire 220 On-Call	Parks 452 Seasonals	
		Street Maintenance Worker	Public Works Mechanic	Park Maintennace Worker			
							TOTALS
6102	Full-Time Regular	56,760	58,693	56,760			432,279
6104	Part-Time Regular	-	-	-	22,000		40,982
6105	Temp					16,933	16,933
6121	Pera	4,257	4,402	4,257			34,231
6122	FICA/Medicare	5,406	4,490	4,342			38,970
6131	Group Insurance	15,449	15,449	15,449			114,091
6151	Workers Comp	5,648	2,747	4,649			29,269
6105	Current Rec & Summer Interns)						-
	Total Funding Required	87,520-	85,781	85,457	22,000	16,933	706,755
	Additional Expense:						
	Uniform & training						-
	Add'l Net Funding Required	87,520	85,781	85,457	22,000	16,933	- 706,755
	Offset Funding:						
	PT Fire Tech						-
	Utility Funds	(8,653)	-	-			-
	Net Funding Required	78,867	85,781	85,457	22,000	16,933	(54,484) 652,271
TATUS OF REQUEST		NEW	NEW	NEW	HOURLY WAGE INCREASE	HOURLY WAGE INCREASE	
		(Step 1)	(Step 1)	(Step 1)			
	Annual hours for 2024	2088 Hours	2088 Hours	2088 Hours			
		$27.184/hr	$28.109/hr	$27.184/hr			
	Full-Time Equivalent	1	1	1			
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	Requesting an additional Street Maintenance Worker to backfill the field duties of the current Street Maintenance Worker handling all sign shop duties that have become secondary to their daily functions. The increasing amount of sign requests due to new developments and additional roads/parks/trails have taken a body away from daily work requests. Other work requests include: Making city event signs & event setup/takedown, Set up & takedown of road restriction signs, locates, placing and moving readerboards, etc. (See full list from PW Director).	Requesting an additional Public Works Mechanic to cover increasing amounts of maintenance with vehicles and equipment in Public Works, Fire Department, Police Department, Building Maintenance and City Hall vehicles. The benefits of an additional Mechanic are as follows: Maintenance on non-Public Works vehicles: FD/ PD/ Building Maintenance/ City Hall, money saved from doing in-house work, DOT Inspections, Fixing broken equipment when time is crutial. Requesting additional personnel to be more efficient in time sensitive maintenance while covering multiple depts. that need their vehicles/equipment in order to go about daily	The addition of a Park Maintenance Worker will benefit the department as it tries to meet an ever increasing work load. With one new park coming in 2023 and the potential for another in 2024 or 2025, the workload will be overwhelming to the department, which already struggles to meet the demands of residents and athletic organizations.	It has been 5 years since the last increase for paid on-call firefighters and they are substantially below neighboring/similar departments. The increase included a 6% wage increase and related FICA/SS & Workers Comp.	Average pay of $17.35 hour for 640 hours each.	