

2026 PERSONNEL REQUESTS										11/3/2025
		INCREASE IN HOURS	NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION	
2026 Cost Center	Budget	Police 211	Admin 130 Part-Time	Police 211 Part-Time	Fire 220 Full-Time	Building Insp 240 Full-Time	Engineering 301 Full-Time	Engineering 301 Full-Time	Parks 452 Full-Time	
		Police Records Technician	Communications Specialist	Evidence & Property Technician/Records Management Technician	Firefighter/Fire Technician	Building Inspector/Plans Examiner	City Engineer	Engineering Tech II	Parks Maintenance Worker	
										TOTALS
6102	Full-Time Regular/Holiday BB	25,278	-	-	52,262	68,313	148,079	58,082	48,883	400,897
6104	Part-Time Regular	-	26,701	36,627	-	-	-	-	-	63,328
6105	Temp									-
6121	Pera	1,895	2,003	2,747	9,250	5,123	11,106	4,356	3,666	40,146
6122	FICA/Medicare	1,934	2,042	2,802	938	5,226	11,328	4,443	4,443	32,453
6131	Group Insurance (Single Coverage)Fam	14,928	-	-	12,440	11,196	28,524	11,196	11,196	89,480
6133	Workers Comp	109	115	157	4,176	547	1,185	465	2,825	9,579
6135	Paid Family Medical Leave	112	117	161	285	350	777	305	264	2,371
<b>Total Funding Required</b>		<b>44,256</b>	<b>30,978</b>	<b>42,494</b>	<b>79,351</b>	<b>90,755</b>	<b>200,999</b>	<b>78,847</b>	<b>70,574</b>	<b>638,254</b>
Additional Expense:						Contracted Services reduced by: \$128,200				-
Investigative Stipend						Net Savings: \$37,445				-
Commercial Drivers License Vehicle								4,000		4,000
<b>Add'l Net Funding Required</b>		<b>44,256</b>	<b>30,978</b>	<b>42,494</b>	<b>79,351</b>	<b>90,755</b>	<b>200,999</b>	<b>78,847</b>	<b>74,574</b>	<b>642,254</b>
Offset Funding:										-
Pavement Mgmt Fund						(40,233)				(40,233)
Utility Funds						(120,533)		(23,663)		(144,196)
<b>POSTION REMOVED</b>										-
<b>Net Funding Required - General Fu</b>		<b>44,256</b>	<b>30,978</b>	<b>42,494</b>	<b>79,351</b>	<b>90,755</b>	<b>40,233</b>	<b>55,184</b>	<b>74,574</b>	<b>457,825</b>
<b>Funding Required - Enterprise Funds</b>										<b>144,196</b>
<b>Funding Required - Pavement Management Funds</b>										<b>40,233</b>
STATUS OF REQUEST		INCREASE IN HOURS	NEW	NEW	NEW	NEW	NEW	NEW	NEW	
		(Step 2/3)	(Step 3)	(Step 3)	(Step 1)	(Step 3)	(Step 3)	(Step 3)	(Step 1)	
Annual hours for 2025		2080 hours	788 Hours	1095 Hours	1752 Hours	1576 Hours	2088 Hours	1576 Hours	1576 Hours	
		(From 25 to 40 hours week)	Starts April 1, 2026	Starts March 1, 2026	Starts March 1, 2026	Starts April 1, 2026	Starts January 1, 2026	Starts April 1, 2026	Starts April 1, 2026	
		775 hours added								
		Starts January 1, 2026								
Full-Time Equivalent		..625 to 1	0.5	0.625	1	1	1	1	1	
		Step 2/3 - \$31.142/\$32.624	Step 3 - \$33.884	Step 3 - \$33.449	Step 1 - \$29.83	Step 3 - \$43.346	Step 3 - \$70.919	Step 3 - \$36.854	Step 1 - \$31.017	
<b>PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours</b>		The PD would like to move a PT Police Technician to FT status due to moving a FT Police Tech to Crime Data Analyst. This position is necessary due to the increase in data requests to the public, law enforcement, and attorney's offices. The position is responsible for processing reports, data requests, data entry, permits, criminal investigation checks, and communications (phone and email).	This position will support the Communications Coordinator in the development of engaging written and visual content to help grow the awareness and presence of the City of Ramsey brand. Duties include assisting with all aspects of City social media - create schedules, monitor postings, maintain content inventory, maintain consistent communications and messaging; synchronizing website & social media content; assist with development of graphics, including fliers, ads and other promotional materials; and special events or projects.	Due to the increased complexity and time each case takes in investigations, this position would remove this duty from the current non-rotating investigator, who has historically been responsible for the evidence and property room management, and allow them to commit their entire time to the investigation of criminal cases. Responsible for maintaining the official chain of custody for all property or evidence of the Police Department. This position will overlap duties with the Records Management Technicians and work as a member of that division.	Continued growth of the city has resulted in an increase in calls for service and additional administrative duties. This is a full-time responder position that would assist with daytime call response, perform all administrative functions and oversee the administrative operations of the Fire Department. Key responsibilities include, maintaining the Records Management System (RMS) and associated software programs, preparing personnel payroll, completing and verifying fire incident reports to ensure compliance, compiling and analyzing statistical data to produce annual reports and support departmental planning and evaluation.	The city consults with RRC for one full-time inspector. The RRC inspector only conducts basic inspections and does not complete plan review. The new position will eliminate the need for inspection services from RRC. The position will complete inspections for all new and existing structures, review of building permits, sewer/septic, and mechanical permits. If the position is not approved, there will be no change to the budget since consulting fees are already factored into the number and the city will need to retain the existing services.	This position will fill the vacancy of the City Engineer when the reclass of the current position occurs. This position manages the Engineering department. Council gave go ahead to fill at May 27, 2025 CC worksession	Due to the retirement of the Civil Engineer IV in 2025, the Engineering team requires the support of a full-time Engineering Technician II. This position will support the Engineering team by assisting with preparing plans and specifications for the Pavement Management Program projects, other public improvement projects, inspecting construction of city improvement and private development projects, reviewing building permits and private development plans, and preparing and submitting annual updates to the MnDOT Municipal State Aid office.	The Parks Department is facing an increased work load due to the favorable expansion of parks and trails along with increased facilities use. In addition the day-to-day maintenance activity has increased due to an aging infrastructure within the park system. There are many park components that have an on-going need for repairs or replacement. The water play phase of The Waterfront is also expected to open to the public mid-summer and this will be a minimum of 4 hours of new maintenance activity each day.	
<b>2027 General Fund Impact</b>		<b>\$ 47,567</b>	<b>\$ 43,724</b>	<b>\$ 54,152</b>	<b>\$ 100,915</b>	<b>\$ 127,566</b>	<b>\$ 43,284</b>	<b>\$ 78,013</b>	<b>\$ 100,061</b>	<b>\$ 595,282</b>
<b>Addl funding needed 2026 to 2027</b>		<b>\$ 3,311</b>	<b>\$ 12,746</b>	<b>\$ 11,658</b>	<b>\$ 21,564</b>	<b>\$ 36,811</b>	<b>\$ 3,051</b>	<b>\$ 22,829</b>	<b>\$ 29,487</b>	<b>\$ 141,457</b>