



## STAFF REPORT

DATE: May 9, 2017

**DISCUSSION**

ITEM #:

**AGENDA ITEM:** Administration Department Staffing

**SUBMITTED BY:** Kristina Handt, City Administrator

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**BACKGROUND:**

In 2015 the city had 20 regular employees, excluding library staff and paid on call firefighters. Today there are 22 positions filled or in the process of recruitment. The increase has been in the building department (+2) and public works department (+2) with a reduction in administration department (-2).

**ISSUE BEFORE COUNCIL:**

Should the City add an FTE in the Administration Department?

**PROPOSAL DETAILS/ANALYSIS:**

With the reduction of administration staffing some activities are no longer being done. For example, there is less communication from the city to the public with the elimination of the taxpayer relations position. The Source Quarterly newsletter has not been issued since 2015. Also, with the four positions (clerk, deputy clerk, taxpayer relations, and admin assist) being essentially combined into two positions (clerk and admin assist) other functions are suffering such as human resources and record keeping. With the unionization of public works and the growth in staffing in other areas, human resources is becoming a bigger need in the city. With the growth in the city, there are more documents to track and manage according to the retention schedule and data practice provisions.

The Council is being asked to have a discussion on adding one additional staff position to the Administration Department, Assistant Administrator. The primary objective of the position would be to perform a variety of administrative responsibilities and interact routinely with the public and other agencies. This position would assist primarily in the areas of Human Resources, Communications and General Administration. The position would report to the City Administrator and not supervise any other positions.

**FISCAL IMPACT:**

Estimated annual cost of the position (salary, taxes and benefits) is \$85,000