



MEMO

To: Common Council
From: Mayor Anthony J. Penterman
Date: March 14, 2022
Re: Address Needs with Reallocating Human Capital & Position Creation

With the recent announcement of Karen Koch's retirement, it has given the opportunity to assess our staffing levels in some departments of the city. I've had internal conversations regarding how reallocating staff and blending a few positions will satisfy some of our immediate needs.

The first area that has been discussed many times in the past is a code enforcement position within the Inspection area. Many of you have likely taken a call or two from a constituent on a code violation. As we are staffed today, the inspector can't get to each junk vehicle, excess garbage on the curb or other countless violations in a timely manner. If the City had a dedicated position that addressed these complaints and followed up on the issues, we believe we can reduce the violation and improve the image of our city.

The second area is Human Resources (HR). During last budget cycle we've had extensive conversation on the HR Department. With Shanon now in the role, we have a leader that is dedicated to the city that we believe will do great things. Our 2022 budget has allocated funds to aid with a consultant and or a temp to get through some of the initiatives that are currently shelved.

The last area is Payroll. Payroll processing has many duties that crossover to Human Resources. The line between payroll and HR is hard to define. With a blended position of Payroll and HR there will be assumed efficiencies. A Payroll/HR Generalist position will allow for streamlined onboarding, payroll processing, as well as aid in the project initiatives like job description updates, handbook update, performance review system, etc.

Payroll is currently being processed by an employee that has been with the city for many years. This staff member has a wealth of knowledge that can continue to perform the duties of the Administrative Coordinator that will soon be vacant with Karen's retirement. There is interest from this employee to assume Karen's role. In addition to Karen's duties, it's believed that the role can expand to aid in the Planning area with some of the duties the Planning Coordinator position would otherwise do. It's been a struggle to find an applicant to fill the Planning Coordinator position. Having aid from this position will allow us to get by without this role for the time being.

With all of that in mind, following is a summary I would like consideration on.

- Move the Staff member that is in the Accounting Specialist – Payroll position to the expanded Administrative Coordinator role once Karen retires.
- Remove the Accounting Specialist – Payroll position from the Organization Chart
- Create a New Full-time HR Payroll Generalist position that blends Payroll and HR Duties (Post and hire by May 2022).
- Suspend the hiring of the vacant Planning Coordinator Position.
- Create part-time Code Enforcement Officer Position for 2022. (Post and hire by May 2022).

With the above, the only 2022 budget impact will be the additional Code Enforcement Officer. The unused Planning Coordinator position budgeted funds as well as the remaining HR temp budgeted funds will cover the cost for the 2022 year.

Individual Recommended Action in Open Session

1. Approval to create a Full-time HR Payroll Generalist position
2. Remove the Accounting Specialist – Payroll position from the Organization Chart
3. Approval to create part-time Code Enforcement Officer Position for May 2022

