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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** April 1, 2020

**Subject:** Administration Department Reorganization

With Utility Billing Clerk Nancy Kelm's retirement forthcoming, staff evaluated the work load of the Administration Department. Based on that analysis, staff is recommending a reorganization of the Administration Department.

Administration and Parks and Recreation currently share a position – Bookkeeper/Office Support Specialist. This position spends 2/5 time in Parks and Recreation handling receptionist duties, program registrations and catalog development and 3/5 time in Administration doing accounts payable, accounts receivable and other accounting related functions. The proposed reorganization would eliminate the Bookkeeper/Office Support Specialist position. The incumbent employee, Dena Brunette, would become the new Utility Billing Clerk. The accounting functions from the Bookkeeper/Office Support Specialist position would be transferred to the Recycling/Special Projects Coordinator, Wanda Brown. Her duties were diminished with the closure of the City's municipal liquor operation, as she handled similar accounting duties for Central Park Liquor. Parks and Recreation would hire a part-time Office Support Specialist to support Director Okey and our Recreation Program Coordinators.

The proposed reorganization will equalize job duties amongst employees in the Administration Department, while reducing expenditures. Staff anticipates the savings from the reorganization to be \$28,909.64 for the remainder of 2020 and approximately \$48,500 in 2021. Staff would request that some of this savings be utilized for either temporary employees (when needed/project based) or a future internship program to fill any gaps in Administration while providing a valuable opportunity for the next generation of government leaders in Minnesota.

Staff recommends approval of the reorganization plan, ratification of the appointment of Dena Brunette as the City's next Utility Billing Clerk and authorization for Recreation Director Okey to advertise for a part-time Office Support Specialist to support the Parks and Recreation Department.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

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