



















How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

General Fund

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

This is a reclassification of a permanent position. Once reclassified, the cost to continue remains on the same trajectory as our other permanent positions.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

No

Describe why the proposed increase is critical.

Currently, the Administrative Clerk position is primarily dedicated to data entry. With the advent of a new valuation (CAMA) system, the need for data entry is significantly reduced but the need to audit data significantly increases. Data entry becomes an obsolete mechanism for reliable quality control. Intentional quality control through an Auditor (administrative analyst) position is crucial to ensuring the continued accuracy and efficacy of property data that is relied upon city-wide. The opportunity to reclassify this position came with our current Administrative Clerk taking a position with the Common Council office. Instead of refilling that role and considering the changing agency needs, the most prudent course of action is to reclassify the position for the 2023 budget.

Save/Submit

Ver.5 07/2022