

Nancy,

Additional Staff Discussion:

I'm putting on my director's hat to share my views on hiring additional staff. I have made decisions like this numerous times in my work career as a department manager and as a director of multiple departments.

First and foremost the question that needs answering is, "Can the business afford to pay for a new hire." The last thing we want to do is lay off an employee. That's why outsourcing and part time employees should always be part of the evaluation.

Another important question, "Is the department/staff clearly and obviously overworked?" Rather than rely on opinions from employees and managers, time sheets are used to accurately record what tasks are being worked on and for how long.

Jason's report is lacking critical information concerning a new hire.

1) I did not see a **cost analysis**. Annual total cost broken down to an hourly cost of actual work hours. (Usually 1600 to 1800 annual hours)

2) I also did not see a **time analysis**. I saw 50 hrs a week for mowing but most if not all other tasks did not have hours included in the evaluation. The report did a good job showing duties and tasks describing the job description.

3) What effect will additional staff have on the **budget** and city projects and overall financial goals? A no increase in tax rate is our target for the 2020 budget as stated by the council. Is the expense for additional staff being absorbed by the public works dept?

The June Council agenda item 9.3 is a **Report to the City Council** with the subject: **Staffing Needs Discussion**. This is a very confusing agenda item. Is it a report, or is it a discussion, or is it looking for a decision to hire?

It appears to me the decision to hire has been made by Jason. It also appears proper analysis concerning time and costs have not been completed. I would be unable to qualify any decision either for or against a new hire until this analysis is completed. I would also ask for more detail on a few statements from the report.

This is a very important, long-term decision for the City. Since the Mayor and I (probably) will not be able to attend June's meeting and it will be Jerry's first meeting with the new council it is my opinion and hope this item gets withdrawn or tabled until the additional information is available for discussion.

Thanks,
Scott Pederson