

Request for City Council Committee Action From the Department of Public Works

Date:	June 20, 2006			
To: Referred To:	Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee Honorable Paul Ostrow, Chair Ways and Means/Budget Committee			
Subject:	Additional FTE in Solid Waste and Recycling – Clean City office for clerical support to administer graffiti complaints after the intake process during the abatement process			
Recommendation: PW recommends the approval of an increase of one FTE in Solid Waste and Recycling – Clean City staff of an Office Support Specialist II for the remainder of the 2006 budget year. No additional appropriation is required.				
Previous Dire				
None Prepared by: Douglas C. Gregerson, Management Analyst, PW, 673-3170				
Approved by	:			
	Steve Kotke, P.E., Acting Director of Public Works/City Engineer			
Presenters:	Susan Young, Director of Solid Waste and Recycling Services Don Stickney, 311 Director			
Permanent Re	eview Committee (PRC)	Approval	Not applicable X	
Policy review	Group (PRG)	Approval	Not applicable X_	
Financial Impact (Check those that apply) X No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information) Action requires an appropriation increase to the Capital Budget Action requires an appropriation increase to the Operating Budget Action provides increased revenue for appropriation increase Action requires use of contingency or reserves Business Plan: X Action is within the plan. Action requires a change to plan. Other financial impact (Explain): Request provided to department's Finance Dept. contact when provided to the Committee Coordinator				
Community I	mpact	P I. I.		

Neighborhood Notification: Not Applicable City Goals: A safe place to call home. Comprehensive Plan: Not Applicable

Zoning Code: Not Applicable

Background/Supporting Information

The Department of Public Works recommends an increase of one FTE in our Solid Waste and Recycling – Clean City staff of an Office Support Specialist II for the remainder of the 2006 budget year. This person would provide essential clerical assistance in the back office support function for processing graffiti complaints. Currently, graffiti complaints are taken in at the 311 Contact Center from calls and emails and also in the Clean City office as crews identify additional graffiti cases while in the field. The effort to process graffiti complaints in the back office is increasing as the Solid Waste and Recycling division of Public Works has taken on both additional Clean City functions and additional graffiti cleaning functions from other City departments. The graffiti ordinance amendments adopted on May 12, 2006 to Title 11 Chapter 226 of the Minneapolis Code of Ordinances, which transferred graffiti abatement responsibility to the Public Works Department, have also expanded the amount of effort for the Clean City staff. The department has requested to permanently authorize this position in the Public Works 2007 Budget Submittal.

This position will be funded with existing Clean City funds.