



MEMORANDUM

TO: Alder Fenton, CEDC Committee Chair
Alder Hartzheim, HR/IT Committee Chair

FROM: Kara Homan, AICP, Director of Community & Economic Development
Matt Tooke, City Assessor

DATE: December 5, 2023

RE: Request to Over hire Real Estate Property Lister Position

Background/Overview:

Karen Pietila, our current Real Estate Property Lister, has tendered her retirement notice effective January 26, 2024. Karen is the only person within the city that performs work in this functional area. To adequately prepare her replacement to fill the duties required of this position, we are requesting to over hire. Ideally, we are aiming to have this person selected and prepared to start as early as January 2nd, 2024.

The Real Estate Property Lister position is a critical position to ensure accurate property/ownership records, which is needed for accurate assessments and tax/utility bills. Timely & accurate completion of work related to this function is necessary and ties into various other functions of the city.

The funds for this over hire would be from salary savings due to a targeted “earliest” start date for the new Code Compliance Inspector of January 29, 2024. Given both the Real Estate Property Lister position, and the Code Compliance Inspector position are Grade 5, 1 month’s cost for both positions are estimated to be nearly the same.

Fiscal Impact: This proposal is budget NEUTRAL.

Staff Request:

CED and HR staff request approval of the proposed request to over hire the Real Estate Property Lister Position.