



Request for City Council Committee Action from the Department of BIS

Date October 13, 2009

To **The Honorable Paul Ostrow, Chair, Ways and Means Committee**

Subject **Addition of one Full-Time Employee (FTE) application support position in BIS**

Recommendation Authorize one additional FTE position for the Application Portfolio Division of BIS. Funding of the position will be supported by the customer departments' projects and budgets.

Prepared by Randy Mikkelson, Manager BIS, 673-3043

Submitted by Lynn Willenbring _____, 673-2289
Chief Information Officer

Approved by Steven Bosacker _____
City Coordinator

Permanent Review Committee (PRC) X Not Applicable

Policy Review Group (PRG) X Not Applicable

Committee Presenter Kay Hendrikson

Financial Impact: Increase the expense appropriation in the BIS budget by \$95,000 and increase revenue appropriation in the BIS budget by \$95,000. MFD (\$11,785), MPD (\$78,375) and EOC (Emergency Preparedness - \$4,750) are jointly funding this position.

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the Capital Budget or Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: Action is within the plan.
- Other financial impact (Explain):
- Request provided to department's finance contact prior to the Committee Coordinator.

Background/Supporting Information

With the creation of the Emergency Operations and Training Facility in Fridley, technical support will be needed for its ongoing operations. With the complex technology to be housed at the EOTF, a dedicated resource is needed to make sure the technical needs of Police, Fire and Emergency Preparedness are being met on a daily basis. The position will be located at the EOTF to more quickly respond to technology issues, and to more proactively handle the ongoing maintenance of the technology.

This position would be the single contact to interface with EOTF customers as well as other technology groups (Radio Shop, Telecom, BIS, and software vendors) to solve a problem. This position will also take the lead in standing up the Emergency Operations Center when instructed to do so.

City Council has already approved the expenses of the EOTF project. This request is for the FTE that was included as part of that project.

A chart providing the title, grade level, function, and funding source is as follows:

POSITION	GRADE LEVEL	FUNCTION	FUNDING SOURCE
Sr. Applications Analyst	11	Support the EOTF	Police, Fire, Emergency Preparedness