

City of Shakopee Department of Administration

May 16, 2023



INNOVATING. ENTERTAINING. THRIVING.
City of Shakopee | 485 Gorman St., Shakopee MN 55379
952-233-9300 | www.ShakopeeMN.gov

Departmental Overview

- City Administrator
- Assistant City Administrator
- City Clerk
- Communications
- Facilities Maintenance
- Grants
- Human Resources
- IT



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City Clerk Division

What we're best known for:

Maintaining historical records, customer service, business licensing, and elections

What else you should know:

Team needs to stay on top of legislative developments, work closely with city attorney, many notification and publication deadlines that have significant implications



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City Clerk Projects/Priorities

- 2024 Election
 - Precinct Caucus – 2/27
 - Presidential Primary – 3/5
 - Primary – 8/13
 - General – 11/5
- Replace and Expand Equipment
- Upgrade Agenda Software



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Communications Division

What we're best known for:

Hometown Messenger, social media

What else you should know:

Branding which includes building trust and recognition, creating signs and banners, finding positive ways to highlight community activities, increasing and boosting public perception of the entire city



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Communications Projects/Priorities

- Updating and adapting digital communications (website, social media) to be ADA compliant
- Increasing positive presence in media
- Exploring translation for some city materials
- Reorganizing email subscription lists and developing a more effective email marketing strategy



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Facilities Maintenance Division

What we're best known for:

Repairs and maintenance of city facilities

What else you should know:

Preventative maintenance, capital projects, start up and shut down of various facilities, power outages, checking on facilities in inclement weather, and manage cleaning contracts



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Facilities Maintenance Projects/Priorities

- Asset Works implementation
- Facility and asset inventories
- LED lighting conversions
- Identifying efficiency upgrades



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Grants/Special Projects Division

What we're best known for:

Grants! Applications, agreements, reporting, reimbursements, etc.

What else you should know:

Researching grant opportunities, federal earmark applications, state bond funding applications, award applications, and research on various topics including public art, performance measure programs



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Grants Projects/Priorities

- Securing additional funding for riverbank stabilization and cultural corridor, and The Hub
- Both projects were endorsed by Senators Smith and Klobuchar, as well as Representative Craig, which resulted in \$5.75M in earmarks
- Awaiting news on \$5M EDA grant for The Hub



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Human Resources Division

What we're best known for:

Hiring staff

What else you should know:

Payroll (nearing 400 employees) and benefit (165 employees) processing and administration, recruiting/hiring/onboarding (16FT, 80PT), policy development and enforcement, contract negotiations, multi-agency and incident reporting, performance management, employee relations



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Human Resources Projects/Priorities

- ERP system design, implementation, and training
- Workplace trainings
 - Work Comp
 - Manager/supervisor
- Contract negotiations
- Legislative updates



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IT Division

What we're best known for:

Computers, tablets, phones, servers, security cameras, card access

What else you should know:

1,800+ help desk tickets per year, frequent employee and equipment changes, server maintenance, frequent updates/patches for applications, keeping up with stringent security requirement changes, and general trouble shooting



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IT Projects/Priorities

- Phone System Upgrade
- Fiber Redundancy
- Server/SAN Upgrade
- Ongoing:
 - Computer replacements, 40-60 per year
 - Network equipment replacements, 4-5 years per building
 - Security (digital and physical)



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Thank you!



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