

Mayor/Council
Administration
Finance
Human Resources

FY2023 Proposed Budget



Administration

- Total budget \$10,070,835 (Operating & ARPA)
- Total Operating Budget \$1,130,521
- Additional Staffing for City Clerk Records Manager



STAFFING AUTHORIZATION

POSITION	BUDGET	PROPOSED
	FY22	FY23
CITY ADMINISTRATOR	1.0	1.0
ASSISTANT CITY ADMINISTRATOR	1.0	1.0
PUBLIC INFORMATION OFFICER	1.0	1.0
EXECUTIVE SECRETARY	1.0	1.0
RECORDS MANAGER	-	1.0
CITY CLERK	1.0	1.0
DEPUTY CITY CLERK	<u>1.0</u>	<u>1.0</u>
TOTAL	<u>6.0</u>	<u>7.0</u>

Mayor & City Council

Total budget \$ 349,143

\$27,551 Increase in
compensation for entire FY23

\$25,000 Council Contingency
funds

General Fund

Non-Departmental

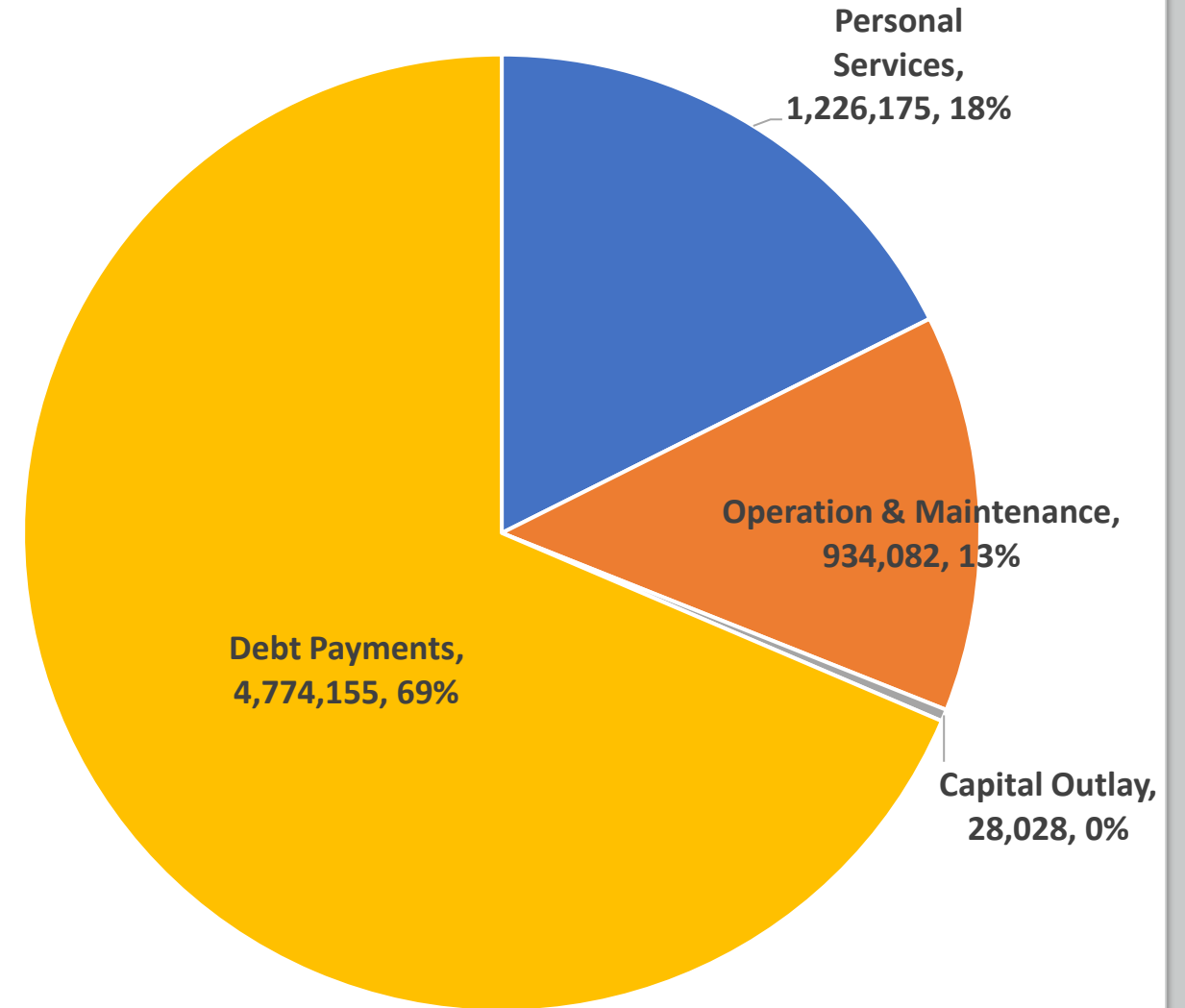
Total budget \$25,076,490

Includes:

- \$21,807,636 To PS Fund
- \$1,139,373 To the Library (Interlocal Agreement)
- \$800,000 For Mental Health & Substance Abuse (MJ Tax Revenue & PSML)
- \$1,148,000 for Elections, Channel 7, GFPS Insurance Premiums, & Publication of Notices

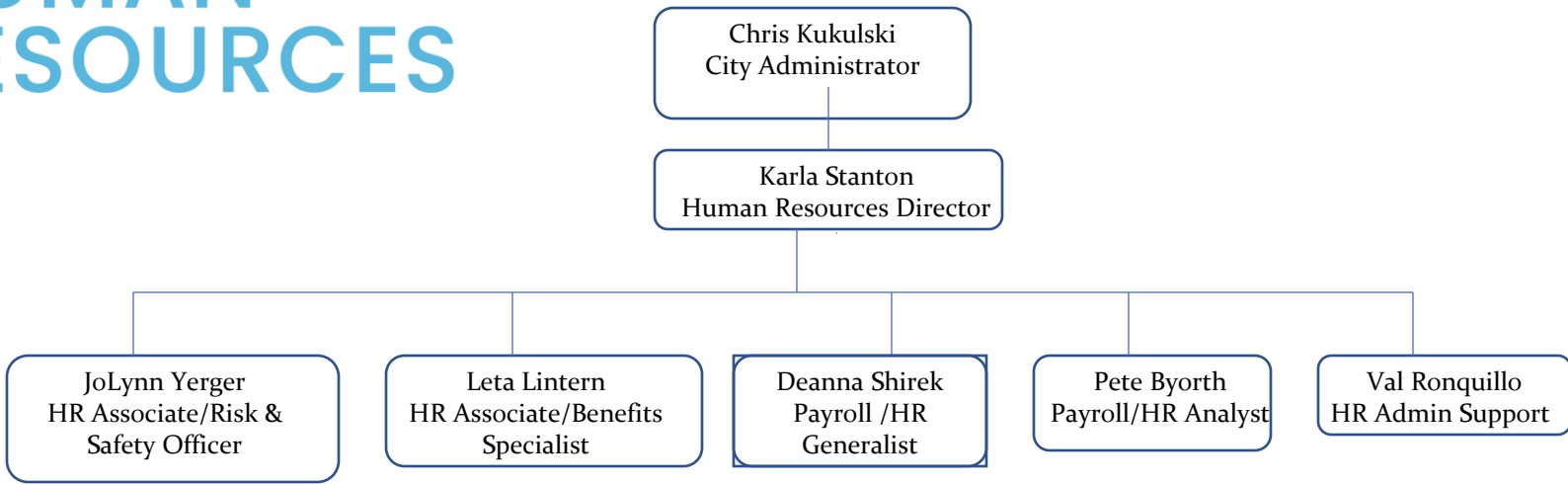
Finance

- Total budget \$15,828,374
- GF Operating \$1,945,119
- 12 FTE's
 - Business Licenses, Accounts Payable, Accounting, Budgeting, Debt, Tax, Grant Administration, and Purchasing



New Programs & Staffing Requests

- Cost of Services Study
 - \$125,000 for a Cost of Services Study
 - Council Priority “Build a high-performance organization”
 - Better understand the cost of delivering city services
- Grants Coordinator/Admin
 - Additional FTE for Grant Administration and Coordination across the City
 - Review opportunities for external funding opportunities
 - Future funding from admin fees from grants

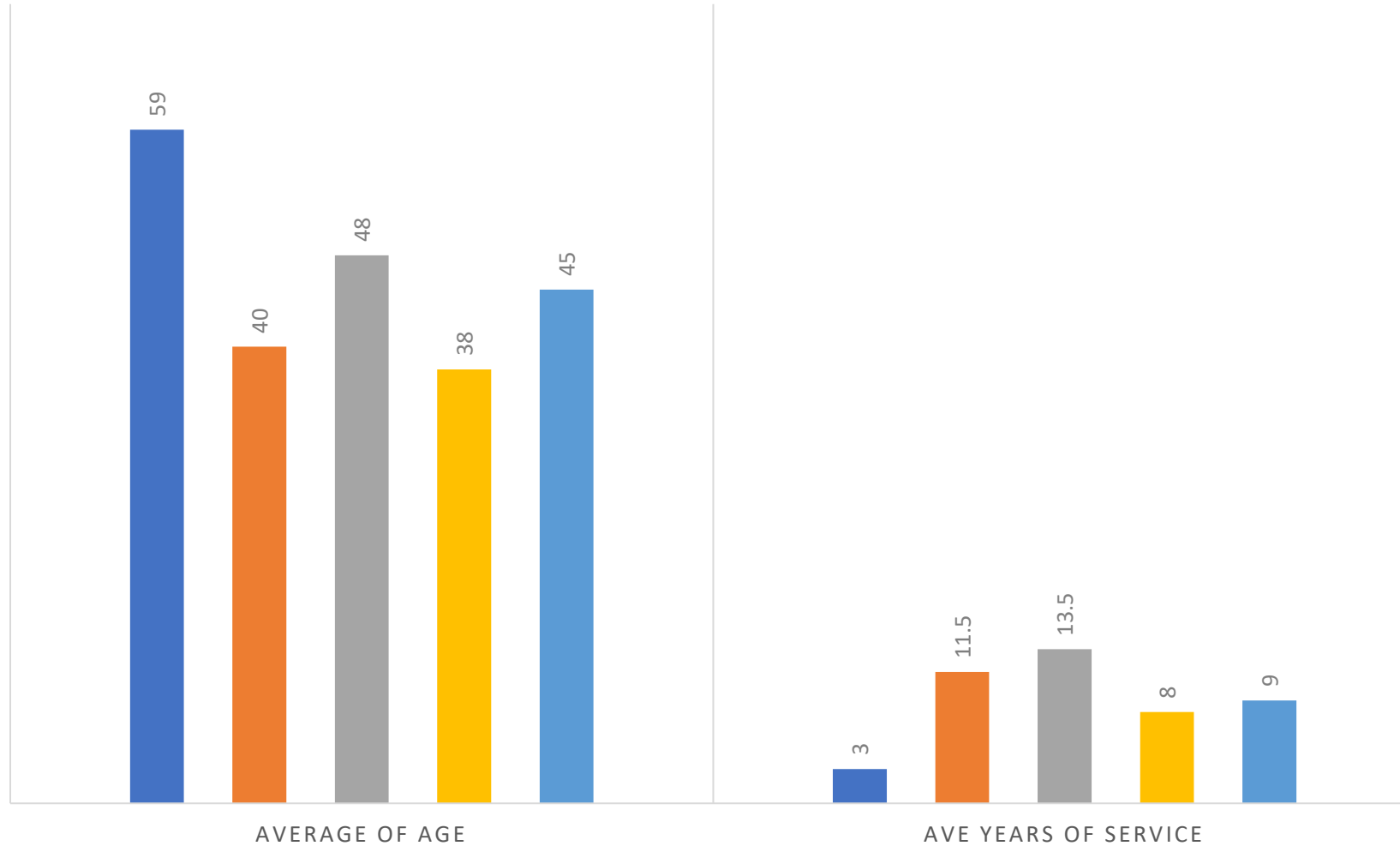


Responsibilities

- Benefits Administration
- Customer Service
- Employee Discipline Procedures
- Payroll
- Collective Bargaining Agreements
- Training
- Workers' Compensation
- Liability Insurance
- Recruitment/Selection
- Policies
- Property Insurance
- Drug & Alcohol Procedures Program Management
- FMLA Administration
- Workplace Investigations
- Federal, State & Local
- Grievance/Arbitration
- Law Compliance & Reporting

Average Age and Years of Service

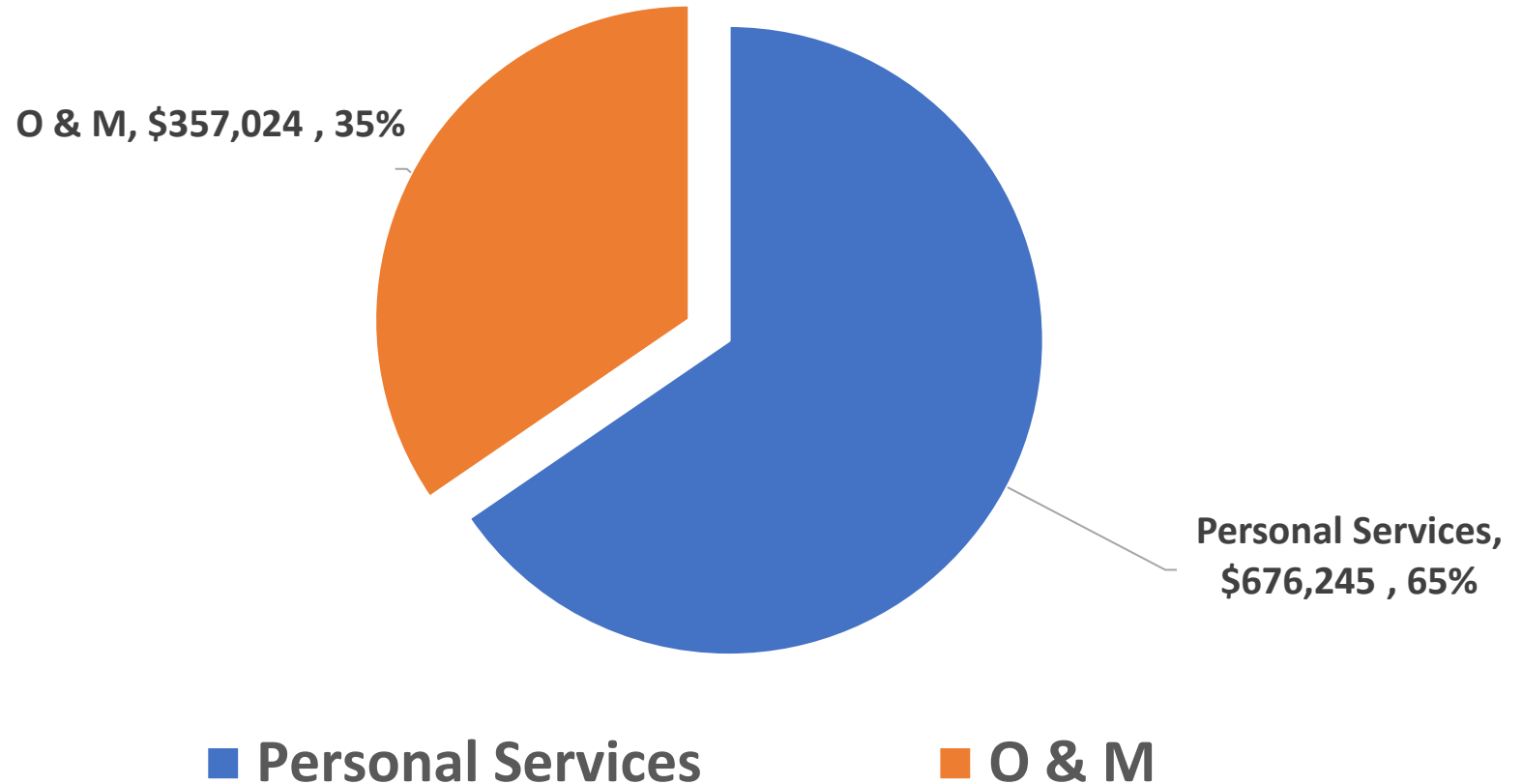
■ Mayor/Council ■ Fire ■ Non-Bargaining ■ Police ■ Teamster



Human Resources Expenditures

Includes amounts for:

- IT Charges
- Facility Charges
- Time Tracking Software
- Consultant Services
- Insurance Premiums
- Employee Assistance Programs



Human Resources Costs

Fiscal Year 2023 Budget – \$ 1,033,269

Personal Services **\$ 676,245**

Requesting an additional Payroll/HR Analyst –
Cost is \$76,142 with office equipment.

O & M **\$ 357,024**

IT Charge For Services	\$ 86,563
Contract Software Maintenance	\$ 78,000
Fiduciary & Cyber Security Ins.	\$ 37,070
Management Asst. Program	\$ 29,150
City Hall Facility Management	\$ 25,818

Health & Dental Insurance Plan

■ Health/Rx Claims	\$ 12,533,520
■ Dental Claims	\$ 778,680
■ Stop Loss Premium	\$ 950,000
■ Third Party Admin. Fees	\$ 395,520

Liability and Property Program

Liability Insurance Premium \$ 1,505,000

- Self-Insured Liability \$ 500,000

Property Insurance Premium \$ 835,000

- Self-Insured Property \$ 310,000

Risk Management

- Monitor City Incidents/Accidents
- Review & Process Property/Liability Claims
- Monitor Workers' Compensation Cases
- Administer the City's Safety Program
- Administer the City's CDL and FTA Program
- Administer the City's Random Drug/Alcohol Testing Programs for all Employees

Accomplishments

Negotiated Police and Teamsters CBA's

Updated City Job Descriptions

Healthy IS Wellness Program

Efficiencies through virtual meetings, electronic exit packets and personnel requests

Challenges

- On-going training
- NovaTime Electronic Timekeeping Implementation
- COVID19 – PSL/FMLA Admin
 - 7/1/20-6/30/21 448 cases
 - 7/1/21-12/31/21 193 cases
 - 1/1/22-4/12/22 74 cases
- Electronic timekeeping implementation
- Recruitment and retention
- Digital Imaging of files

QUESTIONS?