

Office of Administration

Operating:

No increase in Operating Department other than 3.4% cost of living increase in salary (\$8,404) and related 3.3% increase in FICA (\$612).

Reduction in Overtime vs Projected	-66.7%	\$601 to \$200
Reduction in Purchased Service	-50%	\$800 to \$400
Reduction in Purchased Professional Services	-16.7%	\$6000 to \$5000

Capital:

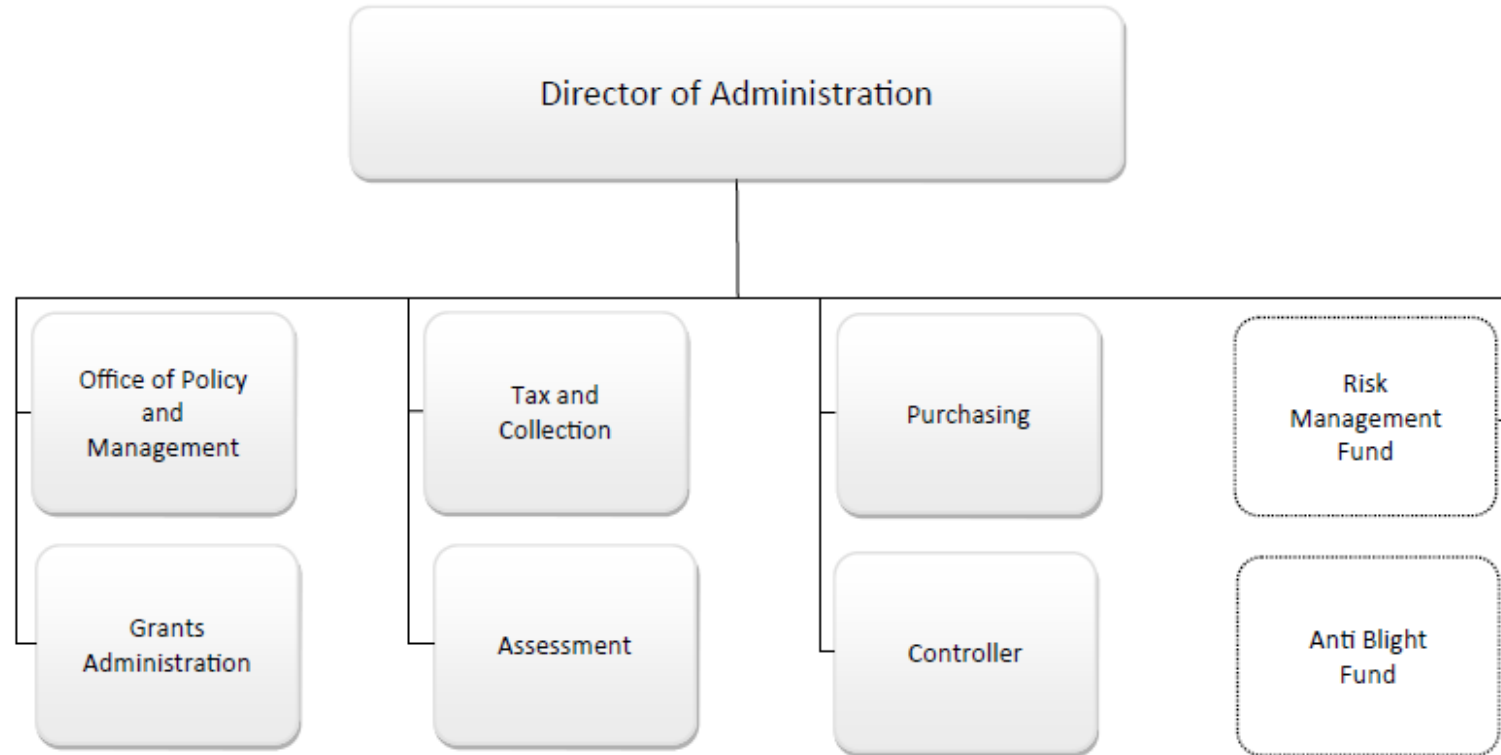
CP1462 (1219) ERP Implementation \$12,000,000 authorization

This request reflects anticipated funding for the ERP System, related systems to be integrated (vehicle maintenance), hardware (scanners and chromebooks) for paperless interface by departments and City Board members. System not yet identified.

CP7307 Acquisition and Disposition of Property \$50,000

Funds requested to allow for property inspections, appraisals, etc. necessary prior to the City's acquisition or disposition of real property.

Office of Administration



Director of Administration

- Selection and implementation of a new Enterprise Resource Planning System:
 - System selection and contract negotiation
 - Changes in City processes
 - Implementation Planning - What comes first, staff commitment
 - Communication with City Boards
 - Identify Needs - CIO
 - Timeline Construction
 - Manage Budget and Milestones

Office of Policy and Management

- Address Budget Format
- Address Budget Flexibility
- Move toward Activity Based Budgeting
- Review of Both Capital and Operating Budget for new ERP System requirements – including revised chart of accounts
- Continue Department Analysis for appropriate staffing, etc.

Grants Administration

- Planning for retirement of the Grants Officer and replacement of position
- Request for Grants Technician to address need for increased grant support for municipal programs
- Review of ERP for incorporation of new Grants Management System
- Redistribution of duties to assure City can maximize return on staff effort (FEMA reimbursement requests)
- Reorganization of CDBG to Land Use to potentiate eligible projects

Tax and Collection

- Reorganization of Tax and Relocation of Cashiers
- Identification of Savings to Support critical role in Payroll
- Oversight of Cashiering and Permitting
- Cross Training of Cashiers
- Reduced Overall Staffing
- Reviewing potential to address other cash management activities

Assessor

- Revaluation to be concluded October 1, 2022 – \$1,197,000 -
Additional Increase to Supplies line to address insert for tax bills 2021
- Potential for shift in tax burden
- Increase in personal property declarations for Out of State Plate accounts

Purchasing

- Purchasing went 100% online within the last year
- Planning to reduce the frequency of bid cycle
- Reviewing ERP systems for how to tie in Purchasing – looking for efficiencies and how to drive strategic purchasing
- Collaborating with Economic Development to promote diversity, equity and inclusion in procurement

Controller

- “Go Live” for Dayforce and Workforce Management – July 1
- Use of funds from Tax to establish Assistant Payroll Supervisor
- Ensure ERP reflects GAAP Standards and GASB Requirements
- Project Accountant hired to support Grants Accounting and required reporting of Leases pursuant to GASB 87
- Expansion of staff hours requested to address current workload and conversion to new ERP
- Establishment of Trust for Affordable Housing

Risk Management Fund

- Worked with Arthur Gallagher to establish exposure-based system for distribution of \$1.2M General Liability Insurance premiums and estimated claims payments (70% payroll, 30% prior year claim payments)
- Need for additional Safety Officer to address increased training, inspections and risk assessments to reduce \$8.5M Workers Comp claims; over 500 incidents per year
- Working to reduce potential for increased premiums based upon COVID exposure and other factors

Anti-Blight

- Implemented Reward Program
- Request to establish staff (paralegal) for greater program impact as opposed to hiring out for those legal services
- Revenues equal expenditures