

Personnel/Budget Committee
Meeting Agenda
Fillmore Conference Room
November 14, 2022 - 4:30 p.m.

1. Personnel Budget Committee November 14, 2022 4:30 p.m.
2. Review potential IT services agreement.
3. Discuss representative of the City to RAEDI.
4. Discuss path to implement City Administrator position:
 - a. Consider job descriptions, pay equity classification and pay grid amendment associated with new positions of City Administrator and City Clerk.
 - b. Discuss when to develop an Employment Agreement for City Administrator and when to officially appoint the City Administrator and City Clerk.
 - c. Role Clarification / Expectation Setting.
 - d. Delay annual update to Personnel Policy
5. Review proposed Budget-At-A-Glance
6. Discuss potential sources for construction project.
7. Schedule Strategic Planning Session



Partnership Evaluation

Chatfield, Minnesota & VC3

VC3 Background

Extensive Local Government IT Experience

- Relationships with 1,100+ organizations
- Focused on small and medium space (1 to 500 computer users)
 - Populations of 100 to 100,000
- **Over 27+ years experience**
- Broad suite of technology solutions
- 450+ employees
- Service 22 States
- Strategic partner for 16 state leagues
- Strategic partner for the National League of Cities
- CJIS Certified
- MNBCA Certified

Challenges / Goals

What We Heard:

- Not sure if what is currently in place is enough to secure the environment
- Not getting 24 x 7 x 365 support
- No proactive conversations
 - Having to reach out to Marco to discuss budgeting, planning, etc.
- Running into VPN issues with the police officers
 - Currently a complicated network
- Not leveraging SharePoint for file storage and document management
- EOL Vulnerability with 2003 CV-FS1 Server



Service Desk Support



Onsite Support



Planning & Reports



Security



Server & Network Monitoring



Server & Network Administration

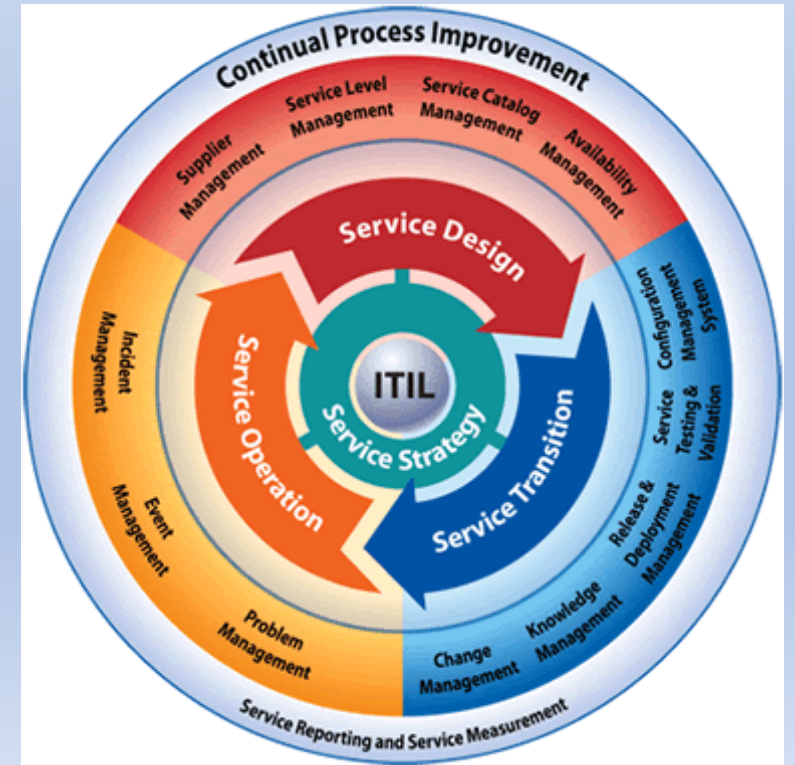


**Virtual Chief
Information Officer (VCIO)**



Service Desk Support

- Client, server, and network support
- Industry standard best practices – ITIL
- 24x7x365 access via web and phone
- Primary Engineer
- User Contacts VC3 Service Desk directly
 - Web-Access Via Desktop Tray Icon
 - Phone: 800-422-5941
 - Email
 - Chat Assist





Server & Network Monitoring

- **VC3 Maintains a 24x7x365 Network Operations Center (NOC)**
- **Proactive Support & Monitoring**
- **Troubleshooting, Escalation & Resolution**
- **Monthly Trend and Performance Analysis**
- **Preventative Maintenance**



Virtual Chief Information Officer (VCIO)

VCIO Responsibilities

- Budgeting (Annual)
 - Assist in developing an annual technology budget
- Analyze IT Health Data (Quarterly)
 - Use data to proactively resolve issues and potential risks
- Strategic Planning (Annual)
 - Roadmaps for improved business process
 - Recommendations targeting maximizing technology investment

Vendor Management & Procurement

- VC3 will work directly with 3rd party vendors on the client's behalf
- VC3 can be the client's single source for most IT Software



Security

- VC3 takes a very holistic approach to security when it comes to protecting your organization
- Average Ransom from 2013 – 2020 was \$835,758 (Forbes)
- Average cost in 2021 - \$4.62 million (Panda Security)
- It takes just five minutes for sophisticated ransomware to encrypt up to 100,000 files, underscoring its severity and speed (Cybersafe Solutions)





Security Bundle: Protect Perimeter

Includes:

- Dark Web Protect (Dark Web Monitoring)
- Cyber Aware (End User Awareness Training)
- Web Protect (Web Filtering and Protection from Malicious Sites)
- E-Mail Protect (SPAM Filtering and Sandboxing)
- Cloud Protect (Cloud Platform Security Event & Incident Reporting)
- Event Detection & Response (Security Operations Center Monitoring)
- Antivirus/Antimalware
- Patch Management
- Data Backup and Disaster Recovery



Chatfield, MN – Pricing Breakdown

Core Services:

- Service Advantage – \$3,412.67 / mo.
- Office 365 – \$584.00 / mo.
- Managed Backups - \$261.68 / mo.

Total: \$4,258.35 / mo.

Essential Protection:

- Protect Perimeter for Core Users - \$1,450.00 / mo.

Total: \$1,450.00 / mo.

Total Core Services with Essential Protection - \$5,708.35 / mo.

One-Time Fees:

- Onboarding - \$4,012.67
- Managed Backups Implementation - \$600.00

Total One-Time Fees - \$4,612.67

Joel Young

From: Tonya Bernard <tBernard@raedi.com>
Sent: Wednesday, October 19, 2022 3:04 PM
To: Adam Benike; Billie Young; Bridgette Wagner; Bruce Gudlin; Chad DeCook; Chris Streiff; Darrel Leonard; Dianna Robinson; Ed Chestolowski; Elizabeth Howard; Erin Sexton; Janna Monosmith; Jarett Jones; Jim Rogers; Joel Young; John Beatty; John Reed; Joya Stetson; Laura Nelson; Mark Hayford; Mark Kotschevar; McGraw Larry; Melissa Brinkman; Michelle Pyfferoen; Norm Doty; Patrick Seeb; Scarlet Tippetts
Cc: John Wade
Subject: RESPONSE REQUESTED: RAEDI Board Service for 2023
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, RAEDI board members.

Thank you for your years of service to RAEDI. You have been an integral part of the board, and we're grateful for your many contributions to make RAEDI the strong organization it is today.

As we plan for the upcoming new year, we would like to know if you have interest in continuing to serve on the Board of Directors? As you determine your interest, please consider the following criteria:

- Interest in RAEDI and the fulfillment of its mission
- Demonstrated leadership (decision-making experience)
- Time commitment (minimum 2 hours per month) for board meetings, committee interaction, events/activities, and attendance at minimum of 50% of board meetings
- Financial commitment (participates in sponsorships, fundraising, etc.)
- Courage to make decisions – take a position on behalf of the organization
- Exercise good judgment and communicate official board position on issues
- Commitment to team effort for RAEDI and the Rochester area
- Build and maintain diversity of professions, gender, and race
- Strategic need for the type of expertise and attributes the candidate brings to bear

Your reply is requested as soon as possible:

- I am interested in continuing my RAEDI board service.
- I am not interested in continuing my RAEDI board service.

MEMORANDUM

TO: PERSONNEL BUDGET COMMITTEE
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: JOB DESCRIPTIONS AND CLASSIFICATION
DATE: 10/08/22
CC:

Request: Recommend approval of the attached job descriptions, pay classifications and pay grid adjustment.

Background: The attached job descriptions are intended to describe the duties of the City Administrator and City Clerk, assuming the amendment to the City Charter is successful.

The new City Clerk's job description is a bit of a hybrid between the current city clerk position and the current deputy city clerk position such that some responsibilities that have been expected of the City Clerk in the past will now be assigned to the City Administrator. At the same time, the new City Clerk position will assume the direct responsibility for the statutory duties of the City Clerk, duties which had been fulfilled by the Deputy City Clerk in the past.

This blend of responsibilities results in a new pay equity value that is less than the previous city clerk position but greater than the previous deputy city clerk position. After making the value adjustments in terms of Knowledge & Experience, Accountability, Planning, and Supervision, the new City Clerk position will carry a pay equity value of 173 (an increase from 134 from the current Deputy City Clerk position), which is within the range of pay grade 8. Since the pay was adjusted for this position late 2020, a pay adjustment is not necessary at this time, but it is necessary to adjust the pay equity points in order for the position to reflect its status in pay grade 8. This will allow the pay for this position to be measured fairly in pay equity reports in future years.

The City Administrator job description is similar to the current City Clerk description, with two primary differences; the statutory duties of the City Clerk are removed from the position and the responsibility to supervise all departments of the City, with the exception of the Library, is added to the position. The added managerial responsibilities increase the value of this position from the current city clerk position in terms of Knowledge & Experience, Accountability, Planning, and

Supervision, resulting in a pay equity value of 275, an increase from the current value of 260. The new value would place the Administrator in pay grade twelve (12), up from pay grade eleven (11).

When the City's pay grid was established, the consultant developed a system with eleven (11) pay grades and inserted an allowance to create a 12th pay grade to use when the City installs an Administrator position in the future. On the top chart of the attached, you will see that each pay grade, through grade ten (10), is 11% greater in value than the preceding grade, however, grade eleven (11) is 22% greater than grade ten (10). Now that the Administrator position is being implemented, it is recommended that grade eleven (11) be re-calculated to be 11% higher than grade ten (10) and to establish grade twelve (12) at a value 11% greater than the new grade eleven (11). The bottom chart on the attached shows the result.

Resolution to Approve the Job Description of City Administrator and City Clerk, to Establish the Pay Equity Value of both Positions, and to Adjust the City's Pay Grid Accordingly

Whereas, the City of Chatfield is establishing the position of City Administrator, and

Whereas, the establishment of the city administrator position will have require the adoption of a job description for the position and will also require the adoption of a new job description for the City Clerk position, and

Whereas, each of these positions will need to be valued in accordance with the City's pay equity measurement system, and

Whereas, the establishment of the City Administrator position will require an adjustment to the City's pay grid, and

Whereas, the City Administrator position will be responsible for providing administrative oversight and leadership to all the departments of the City, and

Whereas, the new City Clerk's position will focus on the statutory duties of the Office of the City Clerk without being required to provide administrative oversight and leadership to the other departments of the City, and

Whereas, the adoption of the job descriptions as attached represents an increase in responsibilities to the job descriptions labeled as "City Clerk" and "Deputy City Clerk" currently,

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield duly adopts the attached job description for the City Administrator and City Clerk positions, and

BE IT FURTHER RESOLVED that the pay equity value of 173 and 275 be attached to the City Clerk and City Administrator positions respectively, and

BE IT YET FURTHER RESOLVED that the City's pay grid be adjusted such that pay grade eleven (11) be recalculated to be 11% higher than pay grade ten (10) and to establish pay grade twelve (12) that would be 11% higher than the newly calculated pay grade eleven (11) to encompass all positions valued at 270 and higher.

BE IT FURTHER RESOLVED that the job descriptions, job values, and pay grid adjustment go into effect on the day of appointment of the City Administrator.

City of Chatfield

CITY ADMINISTRATOR

Position Title: City Administrator
Status: Exempt, Grade 12
Pay Equity Points: 275
Department: Administration
Immediate Supervisor's Title: Mayor & City Council

General Definition of Work

The City Administrator is the chief administrator of the City and is under the direction of the City Council. The City Administrator manages the operations of all City departments, with the exception of the Library, is responsible for the implementation of City Council policies, and directs the research and development of new policies, as needed.

Organizational Relationships

Reports to: Mayor and City Council, Planning and Zoning Commission, and other committees, boards and commissions.

Communicate with: Internally – all city departments and staff; Externally – other appointed and elected officials, city attorney, city engineer, auditor, other contracted consultants, suppliers and vendors, media, and business and community groups.

Supervises: All City staff, with the exception of Library staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Attends all meetings of the city council, with the right to take part in the discussions, but having no vote.
- Recommends to the city council for adoption such measures as may be deemed necessary for the welfare of the people and the efficient administration of the affairs of the city.
- Keeps the city council fully advised as to the financial condition and the needs of the city, and prepares and submits to the city council the annual budget and capital improvements program.
- Directs the development and implementation of the City's goals, objectives, policies, and priorities, including the strategic planning process.
- Supervises the activities of all City departments through department heads and oversees programming of all City functions and operations.

- Reviews major plans and programs and evaluates the performance of officials and employees.
- Oversee all matters of employment and personnel policies, including recommendations to appoint and remove of all employees of the city, except as otherwise provided by law.
- Ensures that this charter, and all laws, ordinances, and resolutions of the City are faithfully executed.
- Serves as the chief purchasing agent and approves purchases and contracts of up to \$20,000.
- Maintains contact with federal, state, and county agencies in regard to local relationships between the City government and the general public.

Other Duties and Responsibilities

Performs other job-related duties as assigned by Council or apparent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles, methods and practices of municipal administration;
- Comprehensive knowledge of applicable human resources laws, policies, procedures and guidelines;
- Thorough knowledge of city billing policies and procedures;
- Thorough knowledge of business English and spelling;
- General knowledge of arithmetic;
- General knowledge of the principles underlying the laws, ordinances and regulations governing the operations of a public office;
- General knowledge of modern business management and office practices;
- General knowledge of data practices;
- General skill operating standard office equipment and related hardware and software;
- General skill operating standard tools of the trade;
- General skill learning specialized software, equipment or tools based on department or organization need;
- General skill supervising others;
- Ability to read and understand basic local and state policies and procedures of limited scope and difficulty;
- Ability to type accurately at a reasonable rate of speed;
- Ability to operate standard office and computer equipment and perform word processing and/or data entry;
- Ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports;
- Ability to establish and maintain effective working relationships with elected officials, similar professionals, local media, associates and the general public.

Education and Experience

Bachelor's degree with coursework in public administration, business administration, finance, or other closely related field and moderate experience working in position(s) of similar complexity of municipal government. An equivalent combination of education and experience may be considered. Master's degree preferred.

Physical Requirements

- This work requires the occasional exertion of up to 25 pounds of force;
- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting;
- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Applicable position, department, organization and professional training will be provided.
- Valid driver's license in the State of Minnesota.

CITY OF CHATFIELD

CITY CLERK

Position Title: City Clerk

Pay Status: Non-exempt, Pay Grade 8

Pay Equity Points: 173

Department: City Clerk

Immediate Supervisor's Title: City Administrator

Supervises: Deputy City Clerk and support staff

General Definition of Work:

Performs the statutory duties of the City Clerk, including election management, clerical, secretarial and technical work in the area of accounts payable and receivable, payroll, utility billing, and permits and licensing. Receives visitors and answers phone calls, provides support to the City Administrator and City Council, and performs a variety of general office duties.

ESSENTIAL FUNCTIONS:

Performs tasks associated with Accounts Receivable function:

- Receives billing requests and processes invoices, reviewing information for completeness and accuracy.
- Receives and receipts payments, codes and processes to the proper account, and prepares and makes bank deposits.
- Maintains complete and accurate computer and physical files.

Performs tasks associated with Payroll function:

- Determines annual payroll schedule and distributes same to department heads.
- Verifies and completes time cards, enters data into computer system, and performs calculations.
- Tracks vacation, sick leave, overtime, and compensatory time.
- Runs month-end, quarter-end, and year-end reports and maintains payroll records.
- Transfers time to payroll sheet, calculates deductions, and transfers each employee's information to record card for year-end W-2 summary.
- Computes federal and state income taxes, social security and medicare, PERA, and other miscellaneous withholding reports; transfers information to the computer system; and generates payroll deduction checks, sending to appropriate agency.
- Prepares year-end W-2 and 1099 forms.
- Administers employee benefit programs.
- Ensures that all state and federal personnel requirements are followed when new employees are hired and when employees separate from service with the City.

Performs tasks associated with Utility Billing function:

- Prepares accounts for monthly readings, administers water meter reading process, and requests re-reads or makes adjustments as appropriate.
- Calculates, prints, and mails utility bills; posts and processes receipts; and prepares/makes bank deposits.
- Maintains customer account information through additions, deletions, and changes.
- Maintains current database on items such as rates, taxes, etc.
- Responds to customer's questions and concerns.

Performs tasks associated with general accounting and budgeting:

- Interfaces utilities and payroll data into budget files;
- Assist the City Administrator with the administration of employee pay & benefits.

Performs reception tasks at front counter and over the phone:

- Answers phone to provide information and assistance to callers or refer to appropriate person.
- Receives visitors, determines their business, and directs them to appropriate person or personally responds to the information needs.
- Receives payments for utility or other miscellaneous bills.

Performs secretarial tasks for the City Administrator and City Council:

- Types letters, memos, reports, and other documents
- Prepares a variety of correspondence and mailings including support for the police, ambulance service, and public works departments.
- Sorts and routes mail, makes copies and sends faxes and maintains office supplies.

Performs duties as a City Clerk:

- Assembles and distributes City Council agenda and information packets.
- Assists with scheduling meetings, attends meetings, and takes/prepares minutes.
- Maintains meeting minutes, ordinances, resolutions, and other official files.
- Prepares for and administers municipal elections.
- Indexes minutes for other bodies such as HPC, EDA, Cable Television and the Planning and Zoning Commission.
- Processes a variety of City licenses and permits, administer Oath of Office, etc.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs duties as a notary public
- Performs other related duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City services, operations, ordinances, and departmental policies.
- Knowledge of applicable laws, rules, and regulations including those related to the Open Meeting Law and Data Practice Act.
- Knowledge of office practices and procedures
- Knowledge of governmental accounting/bookkeeping principles budgeting, utility billing, and payroll practices and procedures.
- Skill in operating computers and computer software including word processing, spreadsheet applications as well as automated accounting systems and ability to perform some basic troubleshooting.
- Skill in typing/key-boarding with speed and accuracy.
- Skill in handling confidential information with discretion.
- Ability to handle private and confidential information with discretion.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with city officials, supervisors and their employees, other coworkers, representatives of other governmental units, and the general public.
- Ability to work under limited supervision and direct the work of others.
- Ability to use computer/keyboard, telephone, calculator, and other typical office equipment.
- Ability to stand and sit for extended periods of time.
- Ability to reach, stoop and kneel and lift or move objects such as paper products and files boxes up to 25 pounds.
- Ability to use close vision and adjust focus.
- Ability to use hands, wrists, and fingers for repetitive and simultaneous motions.

MINIMUM QUALIFICATIONS:

Associates degree in an administrative support program, or equivalent, or two years in a municipal setting with experience in one or more accounting functions. Demonstrated skill in the use of computers, typical office software applications, and automated accounting systems. Ability to learn from on-the job training to successfully perform in all key areas. Must be able to be bonded.

PREFERRED QUALIFICATIONS:

Municipal government experience, Banyon software experience, Microsoft Office software experience, Human Resources experience. Certified Municipal Clerk designation.

WORKING CONDITIONS:

Works in typical office setting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of objects such as office supplies and files. Travel, consisting of short trips, may be required to make bank deposits.

City Manager or Administrator Employment Agreement, LMC Model Contract

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in "[Hiring a City Administrator or Manager Toolkit](#)"



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

City of _____, Minnesota Employment Agreement

AGREEMENT made this _____ day of _____, 20_____, by and between the CITY OF _____, a Minnesota municipal corporation ("Employer"), and _____ ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Manager. Employee agrees to serve as City Manager in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.



You may substitute "City Administrator" for "City Manager", if applicable to your city, throughout this employment agreement.

2. **MOVING AND RELOCATION ALLOWANCE.** Employer shall reimburse Employee an amount not to exceed \$_____ for moving his/her household goods and an amount not to exceed \$_____ for house hunting expenses such as travel expenses, temporary lodging, and meals. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable.

3. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

4. **SALARY.** Employer shall pay Employee a salary of \$_____ per year starting _____. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months and annually thereafter. The Employer agrees to consider an

increase in compensation to the Employee dependent upon the results of the performance evaluation.

5. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed _____ years of employment with the City upon his/her first day of employment.

6. **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall be credited with _____ days of accrued sick leave. In addition, Employee shall accrue sick leave in accordance with the City's personnel policies.

7. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with _____ days of accrued vacation leave. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies.

8. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

9. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

10. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

11. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his/her outside activities so he/she will not neglect his primary duties to the Employer.



For Sections 10 and 11, employer and employee may wish to agree to list specific organizations whose dues and professional development opportunities will be covered – i.e. International City/County Management Association, Minnesota City/County Management Association, League of Minnesota Cities. The list would not be exclusive;

other organizations or training opportunities that might arise would be covered under the general "reasonable" language.)

12. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

13. **AUTOMOBILE.** Employee shall be paid a monthly allowance of \$_____ for use of his/her personal automobile for Employer business.

14. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

15. **HOURS OF WORK.** It is understood the position of City Manager requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself/herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

16. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Manager, then in that event, Employer agrees to pay Employee at the time of receipt of his/her last paycheck a lump sum cash payment equal to _____ months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 9 for a period of _____ following termination. However, in the event Employee is terminated because of his/her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he/she resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his/her position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his/her position with Employer, there shall be no termination pay due to Employee.

17. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and _____, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF _____

EMPLOYEE:

BY: _____
Its Mayor

AND

Its

	Total				Total		
	2022	2022	2023	2023	2023	2023	
	Oper/Trans	Revenues	Operations	Transfers	Oper/Trans	Revenues	
GENERAL FUND							GENERAL FUND
Ad Valorem	\$ -	\$ 1,698,522			\$ -	\$ 1,890,372	Ad Valorem
LGA / PERA Aid	\$ -	\$ 849,832			\$ -	\$ 868,530	LGA / PERA Aid
Interest Income		\$ 12,000				\$ 12,000	
General Services Transfer In		\$ 128,792				\$ 128,792	
Legislative Dept.	\$ 62,196		\$ 72,556		\$ 72,556		Legislative Dept.
Historical Society	\$ 900		\$ 900		\$ 900		Historical Society
Elections	\$ 5,300		\$ 6,450		\$ 6,450		Elections
Clerk/Finances	\$ 522,710	\$ 14,075	\$ 535,910	\$ 20,200	\$ 556,110	\$ 17,575	Clerk/Finances
Planning & Zoning	\$ 67,970	\$ 750	\$ 70,820		\$ 70,820	\$ 1,500	Planning & Zoning
Municipal Buildings	\$ 85,456	\$ 225	\$ 52,200	\$ 28,500	\$ 80,700	\$ 300	Municipal Buildings
Police Department	\$ 689,938	\$ 59,850	\$ 697,149	\$ 37,105	\$ 734,254	\$ 63,750	Police Department
Building Code	\$ 25,000	\$ 16,400	\$ 26,100		\$ 26,100	\$ 16,525	Building Code
Civil Defense	\$ 2,450		\$ 2,450		\$ 2,450		Civil Defense
Animal Control	\$ 750	\$ 1,300	\$ 750		\$ 750	\$ 1,300	Animal Control
Street Maintenance	\$ 488,502	\$ 7,900	\$ 308,723	\$ 202,250	\$ 510,973	\$ 6,700	Street Maintenance
Unallocated	\$ 20,000		\$ -		\$ -		Unallocated
Summer Recreation	\$ 4,200		\$ 4,300		\$ 4,300		Summer Recreation
Swimming Pool	\$ 160,637	\$ 79,600	\$ 169,322	\$ 2,500	\$ 171,822	\$ 87,200	Swimming Pool
Band	\$ 1,600		\$ 1,600		\$ 1,600		Band
Parks	\$ 203,008	\$ 1,400	\$ 158,262	\$ 45,000	\$ 203,262	\$ 1,950	Parks
Property Purchase			\$ 40,000		\$ 40,000		Property Purchase
Heritage Preservation	\$ 14,330	\$ 1,000	\$ 39,330		\$ 39,330	\$ 500	Heritage Preservation
Community Development	\$ 19,100	\$ 10,300	\$ 21,000	\$ 2,100	\$ 23,100	\$ 7,731	Community Development
Public Works Employee Net	\$ -		\$ 33,000		\$ 33,000		Public Works Employee Net Additional Cost
Transfer to Library Fund	\$ 187,509			\$ 193,401	\$ 193,401		Transfer to Library Fund
Transfer to Ambulance Fund	\$ 79,500			\$ 79,500	\$ 79,500		Transfer to Ambulance Fund
Transfer to EDA	\$ 74,000			\$ 76,230	\$ 76,230		Transfer to EDA
Transfer to Fire Dept.	\$ 70,390			\$ 70,117	\$ 70,117		Transfer to Fire Dept.
Transfer to WWTP Debt Service	\$ -				\$ -		Transfer to WWTP Debt Service
Center for the Arts	\$ 80,000			\$ 90,000	\$ 90,000		Transfer to Center for the Arts
Transfer to CCTV	\$ 16,500			\$ 17,000	\$ 17,000		Transfer to CCTV
Transfers to Other Funds	\$ -				\$ -		Transfers to Other Funds
Transfers to Capital Fund	\$ -				\$ -		Transfers to Capital Fund
General Fund Balance Inc.	\$ -	\$ -			\$ -		General Fund Balance Inc.
TOTAL GENERAL FUND	\$ 2,881,946	\$ 2,881,946	\$ 2,240,822	\$ 863,903	\$ 3,104,725	\$ 1,214,353	TOTAL GENERAL FUND
		\$ 4,580,468				\$ 3,104,725	Total Revenues with Ad Valorem

Difference from First Draft:						Proposed	Expenses:
(\$77,609) in Debt Service		2019	2020	2021	2022	2023	Note: This levy includes:
\$4,500 Pool Chemicals	General Levy	\$ 1,449,036	\$ 1,514,941	\$ 1,604,439	\$ 1,698,522	\$ 1,890,372	1. 8.00% Mayor - City Council Pay Increase.
(\$10,000) Capital Goods							2. 5.00% Pay Grid Increase.
\$35,000 Property Purchase	Special Levy						3. Includes \$33,000 additional Public Works Emp
not to affect tax levy	2012A	\$ 31,000	\$ 20,601	\$ 19,000	\$ -	\$ -	4. Did not increase General Services Charge
	2014A	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 63,000	5. Includes \$-0- Unallocated
	2016A	\$ 111,000	\$ 114,345	\$ 112,350	\$ 110,355	\$ 99,000	6. Includes \$25,000 HPC Initiative
	2017A	\$ 47,000	\$ 47,000	\$ 46,000	\$ 36,000	\$ 36,000	7. Includes \$40,000 property purchase (should re
	2018A	\$ 284,000	\$ 319,000	\$ 319,000	\$ 318,000	\$ 318,000	
	2019A	\$ -	\$ 35,801	\$ 37,000	\$ 38,000	\$ 38,000	
	2022A						
Difference from Preliminary:	Special Levy T	\$ 583,000	\$ 646,747	\$ 643,350	\$ 612,355	\$ 554,000	
	Total Levy	\$ 2,032,036	\$ 2,161,688	\$ 2,247,789	\$ 2,310,877	\$ 2,444,372	Total Tax Levy
	T.L. Change	\$ 390,340	\$ 129,652	\$ 86,101	\$ 63,088	\$ 133,495	Increase in Tax Levy
		23.780%	6.380%	3.983%	2.807%	5.777%	% increase in tax levy
Net Taxable Tax Capacity		\$ 1,813,195	\$ 2,040,768	\$ 2,143,126	\$ 2,281,405	\$ 2,722,943	Net Taxable Tax Capacity
			\$ 227,573	\$ 102,358	\$ 138,279	\$ 441,538	Increase in Tax Capacity
			12.551%	5.016%	6.452%	19.354%	% increase in tax capacity
City Tax Rate		112%	106%	105%	101.292%	90%	City Tax Rate
		2019	2020	2021	2022	2023	11.04.22

MEMORANDUM

TO: PERSONNEL BUDGET COMMITTEE

FROM: JOEL YOUNG

SUBJECT: FUNDING CCA PROJECT

DATE: 11/03/22

CC:

Action Requested: Potential sources of funds for CCA Project

Background Information:

Need	\$121,000 approximately
Delete Actuators	\$8,848 approximately
Delete Legion Lighting Revision	\$1,500 approximately
Downgrade storage room electrical	\$4,500 approximately
CCA Repayment of Deferred Maintenance & Utilities	\$???
Unallocated 2022 Budget	\$20,000
Swimming Pool Reserve Fund	\$35,000
Cash Reserves (ARPA)	\$41,000