

Special City Commission Workshop- Mini Budget - April 27, 2021

Video of the meeting and agenda can be found [here](#):

Commissioners Michael Kolody and Randy Hartman, Vice Mayor Jake Sachs, and Mayor Russ Owen were present. Commissioner Jason McGuirk was absent.

Workshop: The mini-budget FY2021-22 presentation was given by Financial Director, Natalia Eckroth for Administrative Services which includes the Offices of the City Attorney, City Clerk, City Manager, Finance, Human Resources and Business & Economic Development/CRA.

The following is the 2021-22 FY monetary outlay for these departments:

- City Manager- \$505,202
- City Clerk- \$425, 847
- City Attorney- \$425, 104
- Finance- \$879,804
- Human Resources- \$299,947
- Business & Economic Development/CRA- \$282,345

Discussion highlights:

- All agreed that a receptionist/front desk employee is needed at City Hall as people are entering and do not know where to go, often roaming around and knocking on doors.
- There are four positions open (front desk/receptionist, Risk Coordinator, accounting tech, Economic Development Coordinator). Adding them will require a revised plan for office space in the City Commission Chambers.
- The City Attorney's Office (now three) can use another person to handle daily questions and research on issues brought by other City departments. There are fewer employees in our legal department than in other cities of our size.
- When structuring the new Risk Coordinator's job, care needs to be taken to point out that he/she will not have complete decision-making power. The coordinator will be expected to make suggestions to the various City Departments, who will then make the decision. Also, it may start off as a part-time position.
- It was suggested that we research hiring a Grant Writer so the City can take advantage of the many grants that exist. Making sure we are successful in being awarded grant monies takes time and expertise. The city plans to look at putting the position into the 2022-23FY Budget. The position would start out as a part-time.

The link to the PowerPoint presentation can be found [here](#).