

# ADMINISTRATION



# ADMINISTRATION: MAYOR, COUNCIL AND CLERK

## MAYOR & CITY COUNCIL



<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud Variance</u>	<u>% Change</u>
Salary & Wages	61,200	61,200	-	0.0%
Employee Benefits	91,953	88,247	(3,706)	-4.0%
Materials & Supplies	2,675	2,875	200	7.5%
Outside Services	24,212	25,054	842	3.5%
<b>Total Budgeted Expenses</b>	<b>180,040</b>	<b>177,376</b>	<b>(2,664)</b>	<b>-1.5%</b>

No significant adjustments

## CIVIC CLERK/MUNICODE SOFTWARE MOVEMENT

City Clerk's software moved under appropriate program \$26,168

## GENERAL AND PRIMARY ELECTIONS

Election expense budgeted at \$70,000 to cover upcoming elections

<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud Variance</u>	<u>% Change</u>
Salary & Wages	138,484	142,765	4,281	3.1%
Employee Benefits	69,509	76,054	6,545	9.4%
Materials & Supplies	1,200	1,250	50	4.2%
Outside Services	11,980	38,148	26,168	218.4%
Other Charges	60,000	70,000	10,000	16.7%
<b>Total Budgeted Expenses</b>	<b>281,173</b>	<b>328,217</b>	<b>47,044</b>	<b>16.7%</b>



## CITY CLERK

# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

91 Sunshine Law  
Responses

31 Council  
Meetings/Work Sessions

233 Ordinances &  
Resolutions Processed



## CHALLENGES

Going Digital

Elections 2026

# ADMINISTRATION: CITY MANAGER

## COMMUNICATIONS



Categories	FY25 Adopted	FY26 Proposed	PY Bud Variance	% Change
Salary & Wages	238,829	205,915	(32,914)	-13.8%
Employee Benefits	92,264	107,804	15,540	16.8%
Materials & Supplies	6,020	6,020	-	0.0%
Outside Services	100,630	59,585	(41,045)	-40.8%
<b>Total Budgeted Expenses</b>	<b>437,743</b>	<b>379,324</b>	<b>(58,419)</b>	<b>-13.3%</b>

## DEPARTMENT RESTRUCTURE

Communications is now a division under the City Manager.

## ADVERTISING IN GAMING FUND

Advertising funding now in Gaming Fund (outside services).

*\* Note Community Newsletters posted to HR Account correction pending*

## DEPARTMENT RESTRUCTURE

2 City Attorneys

## OUTSIDE LEGAL COUNCIL IN GAMING FUND

Legal Council funding now in Gaming Fund (outside services)

Categories	FY25 Adopted	FY26 Proposed	PY Bud Variance	% Change
Salary & Wages	450,623	372,173	(78,450)	-17.4%
Employee Benefits	148,156	150,170	2,014	1.4%
Materials & Supplies	1,230	1,230	-	0.0%
Outside Services	184,579	83,933	(100,646)	-54.5%
<b>Total Budgeted Expenses</b>	<b>784,588</b>	<b>607,506</b>	<b>(177,082)</b>	<b>-22.6%</b>



## LEGAL

# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

Bill Collections Sewer & Property Maintenance

Legal Training

Increased Social Media Presence



## CHALLENGES

Municipal Court Operations

Multichannel Community Engagement

Proactive Communication

# ADMINISTRATION: HUMAN RESOURCES

## HUMAN RESOURCES



<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud Variance</u>	<u>% Change</u>
Salary & Wages	225,064	228,261	3,197	1.4%
Employee Benefits	108,758	130,899	22,141	20.4%
Materials & Supplies	4,000	6,625	2,625	65.6%
Outside Services	222,143	322,090	99,947	45.0%
<b>Total Budgeted Expenses</b>	<b>559,965</b>	<b>687,875</b>	<b>127,910</b>	<b>22.8%</b>

### TUITION REIMBURSEMENT PROGRAM

\$25,000 budgeted for program for oversight by HR (Benefits)

### UCP EMPLOYMENT PROGRAM

\$50,000 budgeted for program for oversight by HR (Outside Services)

*\*Note Community Newsletters posted to HR Account correction pending*

## OUTSIDE OSHA TRAINING

Best practices training across the organization \$3,000

<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud Variance</u>	<u>% Change</u>
Salary & Wages	128,236	132,083	3,847	3.0%
Employee Benefits	72,649	77,466	4,817	6.6%
Materials & Supplies	400	1,000	600	150.0%
Outside Services	16,566	18,566	2,000	12.1%
<b>Total Budgeted Expenses</b>	<b>217,851</b>	<b>229,115</b>	<b>11,264</b>	<b>5.2%</b>



## RISK MANAGEMENT



# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

Recruited and Filled 1 City Manager and 3 Directors

First Holiday Luncheon since COVID



## CHALLENGES

Recruitment

Improving Employee Benefits

Supporting Employee Education

# ADMINISTRATION: FINANCE AND MUNICIPAL COURT

## FINANCE



<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud</u>	<u>Variance</u>	<u>% Change</u>
Salary & Wages	1,400,180	1,297,744		(102,436)	-7.3%
Employee Benefits	552,687	585,039		32,352	5.9%
Materials & Supplies	14,345	17,620		3,275	22.8%
Outside Services	1,328,277	1,386,711		58,434	4.4%
<b>Total Budgeted Expenses</b>	<b>3,295,489</b>	<b>3,287,114</b>		<b>(8,375)</b>	<b>-0.3%</b>

## SUCCESSION PLANNING & TRAINING

As seasoned employees leave the organization training is underway to ensure knowledge transfer and training to meet GFOA standards.

## POSTAGE AND SOFTWARE MAINTENANCE

Utility billing postage expense increased, as well as software maintenance expense to modernize processes.

## COURT HOUSE LEASE INCREASE

Lease for space in courthouse increased.

<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud</u>	<u>Variance</u>	<u>% Change</u>
Salary & Wages	333,207	344,626		11,419	3.4%
Employee Benefits	130,919	160,016		29,097	22.2%
Materials & Supplies	2,210	2,335		125	5.7%
Outside Services	67,932	70,729		2,797	4.1%
<b>Total Budgeted Expenses</b>	<b>534,268</b>	<b>577,706</b>		<b>43,438</b>	<b>8.1%</b>



## MUNICIPAL COURT



# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

Improved Internal Controls

Object Level Budgeting

Quarterly Dept Finance Meetings



## CHALLENGES

Accounting Structure

Staff Training

Centralized Procurement

# ADMINISTRATION: TECHNOLOGY

## TECHNOLOGY



## DEPARTMENT RESTRUCTURE

Technology Services has been established as an independent department, now led by a Director of Technology Services

Categories	FY25 Adopted	FY26 Proposed	PY Bud	Variance	% Change
Salary & Wages	344,370	465,357	120,987	35.1%	
Employee Benefits	151,734	212,370	60,636	40.0%	
Materials & Supplies	130,700	291,900	161,200	123.3%	
Outside Services	948,518	669,193	(279,325)	-29.4%	
Capital Outlay	48,688	-	(48,688)	-100.0%	
<b>Total Budgeted Expenses</b>	<b>1,624,010</b>	<b>1,638,820</b>	<b>14,810</b>	<b>0.9%</b>	

## 4 YEAR PC LIFECYCLE REPLACEMENT PLAN

Reduces hardware failures and improves employee productivity by ensuring staff have reliable, up-to-date equipment

## EMPLOYEE TRAINING

Training budget increased to establish structured training plan for Technology employees

# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

E-Waste Disposal

Centralized Technology

Metronet Network Project



## CHALLENGES

Security Best Practices

Long Term Technology Infrastructure

PC Lifecycle Replacement

Technology Staff Training

# PLANNING & COMMUNITY DEVELOPMENT



# PLANNING & COMMUNITY DEVELOPMENT

## PLANNING & ZONING PROPERTY MAINTENANCE BUILDING DIVISION



<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud</u>	<u>Variance</u>	<u>% Change</u>
Salary & Wages	1,277,019	1,187,897	(89,122)	-7.0%	
Employee Benefits	571,324	544,185	(27,139)	-4.8%	
Materials & Supplies	36,832	50,482	13,650	37.1%	
Outside Services	825,335	975,259	149,924	18.2%	
Capital Outlay	-	35,000	35,000	100.0%	
<b>Total Budgeted Expenses</b>	<b>2,710,510</b>	<b>2,792,823</b>	<b>82,313</b>	<b>3.0%</b>	

## POSITION ELIMINATION

Internal restructure eliminated 1 position

## VACANT STRUCTURE EFFORTS

Increased professional services for demolitions \$150,000

## IPADS SUPPORTING DIGITAL EFFORTS

iPads(7) for Property Maintenance \$8,000

CDBG Funding	
Single Family Rehab	\$ 365,000.00
Rental Rehab	\$ 150,000.00
Down Payment Assistance	\$ 100,000.00
Economic Development	\$ 100,000.00
Demolition	\$ 145,000.00
Public Service Agencies (12)	\$ 401,694.00
HOME – new construction	\$ 530,000.00
	<b>\$ 1,791,694.00</b>

## HOME ARP

Increase in Outside Services for Home American Rescue Plan program

<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud</u>	<u>Variance</u>	<u>% Change</u>
Salary & Wages	217,621	230,601	12,980	6.0%	
Employee Benefits	94,802	108,380	13,578	14.3%	
Materials & Supplies	2,500	2,500	-	0.0%	
Outside Services	2,604,007	3,006,246	402,239	15.4%	
<b>Total Budgeted Expenses</b>	<b>2,918,930</b>	<b>3,347,727</b>	<b>428,797</b>	<b>14.7%</b>	



CDBG



# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

Over 14,000 Property Cases

95% Building Plans Within 21 Days

Building Inspectors Certification

Housing Analysis Plan



## CHALLENGES

Software Challenges

Outdated Zoning Code

Chief Building Official Vacancy



# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

13 Public Service Agency Funding

119 Rehab Projects

12 CD Demolitions

Sold Vacant Lots



## CHALLENGES

Contractor Participation

Low Income Clients

Funding Restrictions

# CIVIC FACILITIES



# CIVIC FACILITIES

## CIVIC FACILITIES



<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud</u>	<u>Variance</u>	<u>% Change</u>
Salary & Wages	428,645	490,273		61,628	14.4%
Employee Benefits	180,189	209,407		29,218	16.2%
Materials & Supplies	53,780	68,188		14,408	26.8%
Outside Services	412,501	499,845		87,344	21.2%
Capital Improvements	70,000	-		(70,000)	-100.0%
<b>Total Budgeted Expenses</b>	<b>1,145,115</b>	<b>1,267,713</b>		<b>122,598</b>	<b>10.7%</b>

## DEPARTMENT RESTRUCTURE

Civic Facilities has been established as an independent department encompassing Civic Arena, Remington Nature Center and Missouri Theater, now led by a Director of Civic Facilities

## NATURE CENTER IMPROVEMENTS

Increase of \$40,000 for Nature Center well repair and ADA door repair

# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

Civic Arena Improvements

Theater Hosted 43 Unique Events

New HVAC System at Nature Center



## CHALLENGES

Seek Event Opportunities

Marketing and Revenue Plans

Nature Center Door and Well Repair



# PARKS, RECREATION, AND CIVIC FACILITIES



# PARKS AND RECREATION

## PARKS GENERAL FUND



Categories	FY25 Adopted	FY26 Proposed	PY Bud Variance	% Change
Salary & Wages	3,043,992	3,088,693	44,701	1.5%
Employee Benefits	1,090,339	1,217,911	127,572	11.7%
Materials & Supplies	366,057	374,082	8,025	2.2%
Outside Services	637,390	941,151	303,761	47.7%
Capital Outlay	37,150	202,330	165,180	444.6%
<b>Total Budgeted Expenses</b>	<b>5,174,928</b>	<b>5,824,167</b>	<b>649,239</b>	<b>12.5%</b>

## FACILITY MAINTENANCE

Increase of \$134,600 for maintenance to ball fields, Bode floors and Horace Man

## JRP ELEVATOR REPLACEMENT

Budgeted \$202,330 to replace Joyce Ray Patterson Elevator

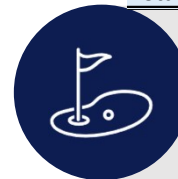
## INCREASE IN MINIMUM WAGE

Salary/Wages adjusted to meet minimum wage requirements

## MINOR EQUIPMENT

\$14,000 dedicated to improving both the atmosphere and equipment at the Municipal Golf Course

Categories	FY25 Adopted	FY26 Proposed	PY Bud Variance	% Change
Salary & Wages	441,722	478,587	36,865	8.3%
Employee Benefits	127,656	125,250	(2,406)	-1.9%
Materials & Supplies	229,020	243,270	14,250	6.2%
Outside Services	289,599	290,192	593	0.2%
<b>Total Budgeted Expenses</b>	<b>1,087,997</b>	<b>1,137,299</b>	<b>49,302</b>	<b>4.5%</b>



## GOLF



# PARKS AND RECREATION

## PARKS MAINTENANCE



<u>Categories</u>	<u>FY25 Adopted</u>	<u>FY26 Proposed</u>	<u>PY Bud</u>	<u>Variance</u>	<u>% Change</u>
Salary & Wages	-	295,212	295,212		100.0%
Employee Benefits	-	28,488	28,488		100.0%
Materials & Supplies	254,860	261,360	6,500		2.6%
Outside Services	1,713,330	1,391,391	(321,939)		-18.8%
Capital Outlay	-	176,000	176,000		100.0%
Capital Improvements	-	100,000	100,000		100.0%
<b>Total Budgeted Expenses</b>	<b>1,968,190</b>	<b>2,252,451</b>	<b>284,261</b>		<b>14.4%</b>

## NOYES TENNIS COURT REPAIR

Increase of \$100,000 to perform ongoing repairs at the Noyes Tennis Courts.

## EMPLOYMENT SERVICES REDUCTION

Expense shifted from Outside services to Salary & Wages to reduce the usage of Employment Services.

## HORACE MAN FLOORING & SCRUBBER

Increase of \$22,000 to protect investment and maintain floor at Horace Man

# KEY ACHIEVEMENTS AND CHALLENGES FOR FY25



## ACHIEVEMENTS

Facility Maintenance Initiatives

Technology Advancements

Managing 44 Capital Projects valued at \$35,888,191

Equipment/Facility Upgrades



## CHALLENGES

Aging Infrastructure

Security Systems

14 New Capital Projects valued at \$4,910,500

Ongoing Preventative Maintenance