



Division Functions

- The **City Clerk** division (1.5FTE) is responsible for retention and maintenance of all City documents, City Commission meeting minutes, licensing of required businesses, assisting with special assessments and bond issues, and serving as a resource for public information.
- The **Personnel** division (5.75FTE) is responsible for the recruitment of all city employees, assisting departments in the employment process, benefit administration, payroll processing, classification/compensation, employee relations, employee recognition and staff development.
- The **Risk Management** division (2.25 FTE) is responsible for the administration of the City's self-funded Workers Compensation, Auto Liability and General Liability programs and manages the City's portfolio of insurance coverages, including Property and Public Entity Liability policies.

City Clerk

Significant Issues

- Current Staffing Levels (FT and PT) needed for current service delivery (including Domestic Partner Registry)
- '08 Reductions will come from Professional Development and reducing funds in Contractual Services and Commodities

Program Improvement:

Web-based software to video stream City Commission meetings on City's website and create Meeting Minutes

- Enhance customer service and increase public access to CC meetings and related documents
- Minutes maker would Improve efficiency of Clerk's office -- conservative est. of \$9600/yr
- Result is a detailed, searchable integrated record
- Application for Planning, NR, Parks & Recs. and others by streaming audio of these board meetings
- Public Service Announcements also possible
- Training – on demand training on City Intranet
- See example at (www.sedgwickcounty.org)

Personnel

Significant Issues

- 1 FTE Eliminated; 2 Positions Not Filled
- Limited to Operational Work
- Little or No Project Work
 - Likely no Comp. Survey or Mgt. Reports
 - No Supervisory Training as planned
 - Revised Format for Annual Diversity Training
 - 2008 Employee Survey?
- '08 Reductions from Contractual Services and Commodities

Risk Management

Significant Issues

- Current Staffing (FT and PT) needed for current service delivery
- '08 Reductions will come from Professional Development and safety training funding
- No flexibility for unanticipated cost increases (e.g., hard insurance market)
 - Expect premium increases of 5-15%
- Work Comp "Reserve" Fund Transfers Needed
- General Liability/Auto Liability OK without transfer