



Administrative Services

DEPARTMENT UPDATE

CITY COUNCIL

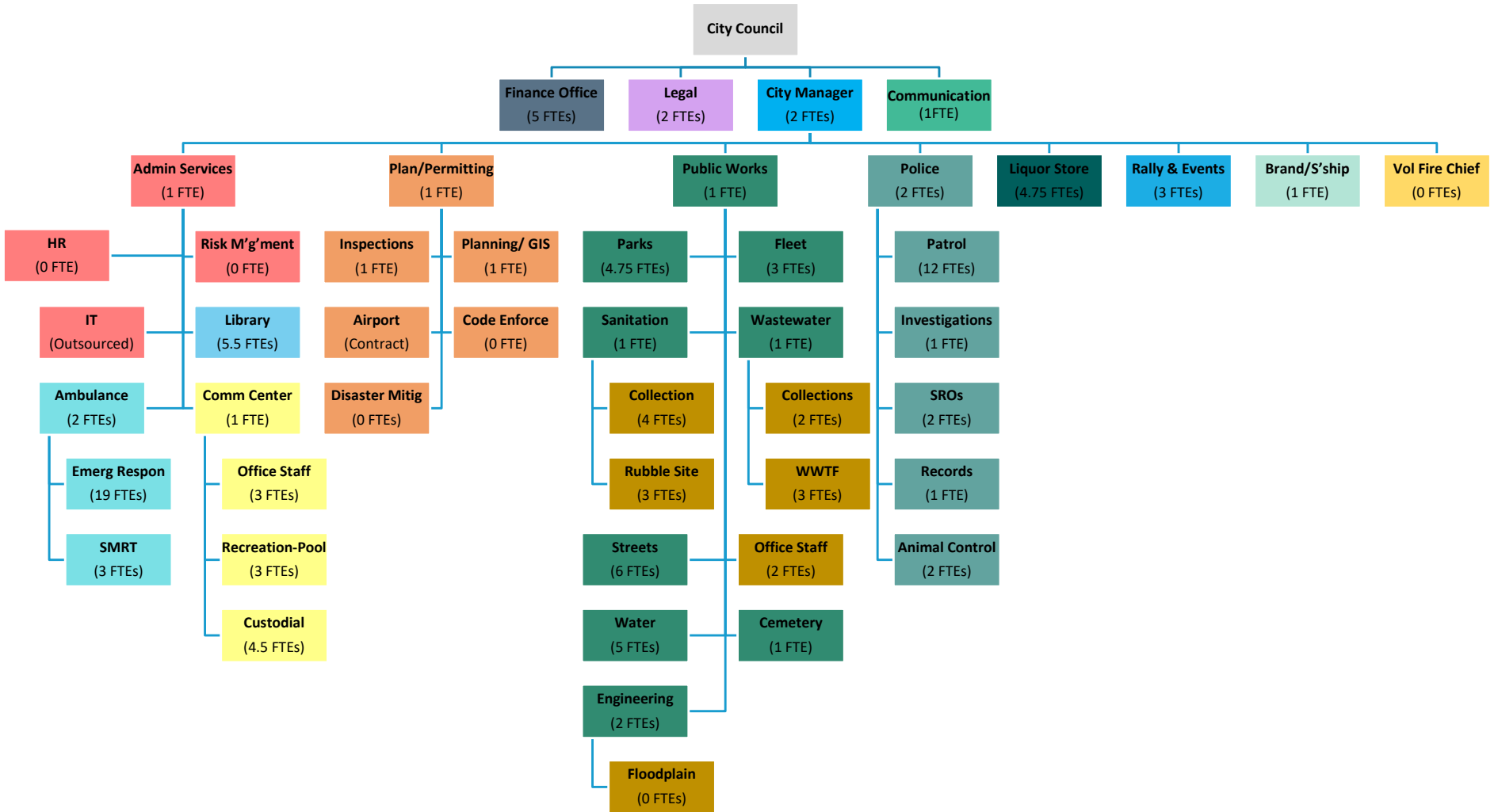
SEPTEMBER 6, 2022

Staff Demographics

We have approximately 160 employees.

Includes 103 full-time employees.

- 12 employees have 25 plus years of service
- 72 employees have less than 10 years of service
 - Of those, 20 were hired in the past 12 months!





Year of Change

The City has recruited for more than 14 full-time positions in 2022.

- That is about 13% turnover rate. Highest in the past 14 years.
- Retirements, seek other opportunities (different job, career development, higher compensation), relocation, etc.
- Currently recruiting for a Sanitation Operator, a Parks Maintenance Tech and a City Planner.

Staff have processed more than 175 new hire employees since January 1st.

- This includes all types of employees.



Human Resources Initiatives

Day-to-day HR things (benefits, performance, etc.)

Sounding board to Department Heads on personnel matters

Succession planning

Process liability and worker's compensation claims

Payroll handled by Finance Office staff

- Finally have true cross training and a backup for payroll functions

Moved to an online onboarding web portal for new hires (Hire Forms) in early 2021

Expanded the wellness program in 2021

Fringe Benefits:

- Flexible Workweek scheduling – Have talked to other cities and counties about our unique work schedules.
- Changed providers for HRA and Flex Spending Accounts to NueSynergy for 2022 benefit year with significant cost savings.
- Continue to evaluate benefit enhancements like the ones included in the 2023 budget (SRP)

Presented at the SDML HR School on recruitment in June 2022 to about 75 attendees

Performed annual wage comparison for targeted positions, with an expanded scope for 2022

IT Initiatives

Primary liaison to outsourced IT vendor (Double Star)

Routine help desk duties (i.e. print drivers, reset passwords)

Manage cell phone vendors (Verizon & FirstNet)

Involved in the iCompass implementation

- Pending YouTube integration
- Starting to upload historical files to iCompass platform

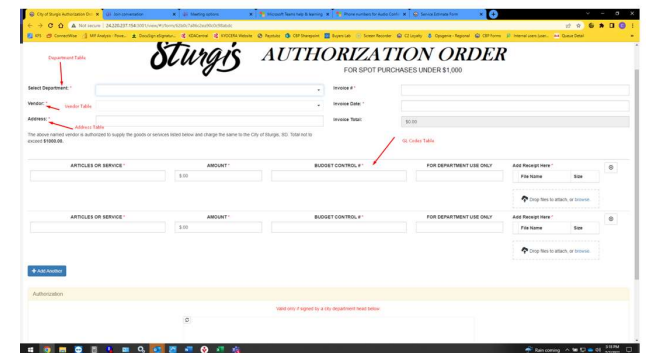
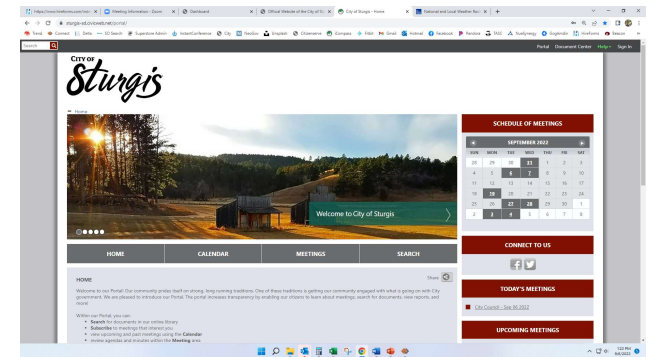
AP Automation Software implementation

- Project underway, currently working on the workflow and routing

Sturgis Superstore administrator – Currently training R&E staff

Council Chamber upgrades:

- New microphones and corresponding equipment arrived. Pending installation this month!



Support to Other Departments

Support to Ambulance

Support to Community Center

Support to Library

Assisting with PIO duties while search for
Director of Communications & Outreach.

Support to Rally & Events during transition
(Camaro Rally, Superstore, & Marketplace)

Assisting with the local foods conference
planning for November

Assisting with Planning Coordinator transition

Assisted with locker room remodel, Community
Center theater project

Community Involvement

- Local level:
 - Board member, Sturgis Area Chamber of Commerce & Visitors' Bureau
 - Past Board member and former President, Sturgis United Way
 - Attended ABC / PAL Coalition meetings
- State level:
 - Vice Chair, South Dakota Public Assurance Alliance
 - This is a risk sharing pool for Cities and Counties in South Dakota. Sturgis is a member.
 - Board Member, SDML Governmental Human Resources Association
 - I will be presenting at the upcoming annual conference on the City's Wellness programs.

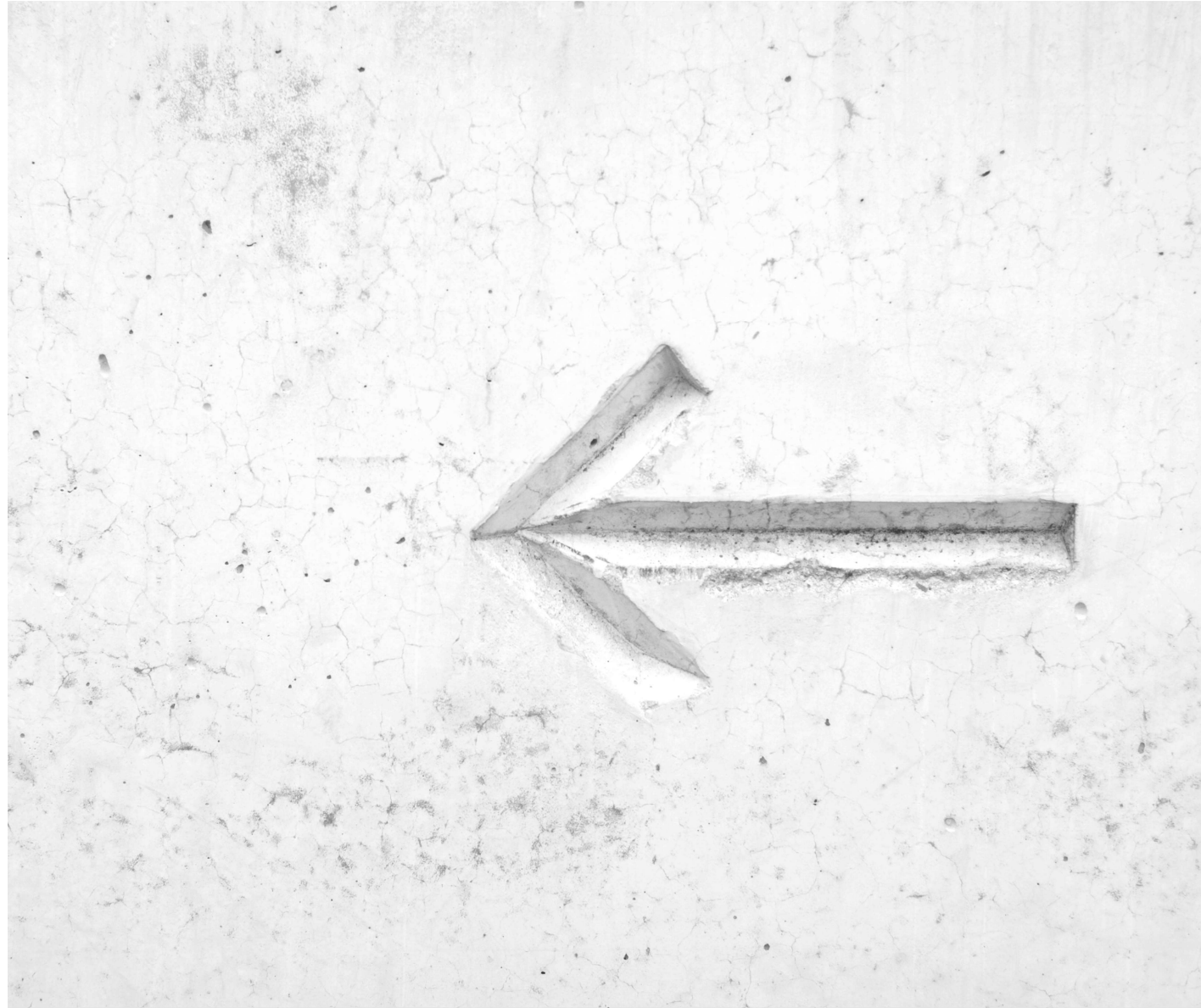


Upcoming

Benefit Renewals for 2023

AP Automation and iCompass
implementations

Negotiations with collective
bargaining units in 2023



*City's mission
statement:*

*“To provide an
attractive, growing
community being
served by a professional
staff that offers reliable,
quality municipal
services.”*

