

## City of Ardmore Personnel

The City of Ardmore has and will continue to implement a system of human resource management based on merit principles and facilitate effective and economical services to the citizens of Ardmore.

All employees are under the jurisdiction of the City Manager. The fire and police employees are also covered under labor agreements. The City’s policy is to comply with Affirmative Action, the Americans with Disabilities Act, and Equal Opportunity and provide a discrimination-free work environment.

### City of Ardmore Personnel Cost Comparison

Personnel costs include full and part-time employees, wages, contract labor, travel, training, and all benefits:

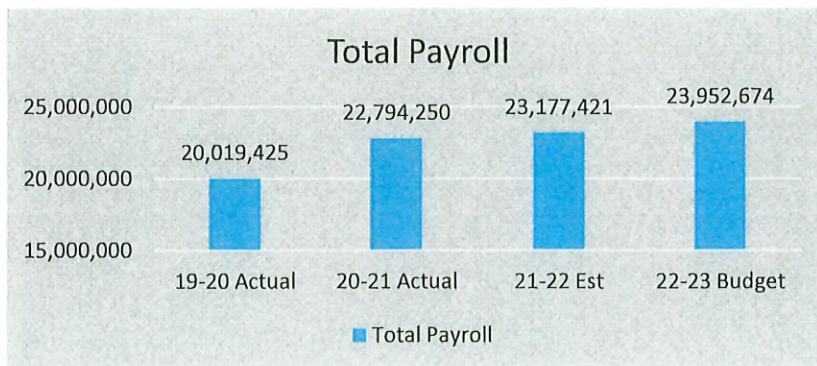
- ✚ Health
- ✚ Incentives
- ✚ Retirement
- ✚ FICA/Medicare

FY 21-22, instead of a COLA, a one-time payment to non-union and union employees was given, plus their step increases. For FY 22-23, both union and non-union employees will receive a COLA of 5% plus a step increase on their rank or anniversary date.

The City’s life and health insurance programs administered for the employees are handled on a cost-reimbursement basis (see Employee Benefit Fund). Medical, dental, and vision benefits will continue to be a shared responsibility between the City and employees. A review of the benefits and costs is performed annually, and there will be a premium increase for FY 22-23. We also maintain a stop-loss policy for the indemnity health plan to limit the risk associated with the self-funded plan.

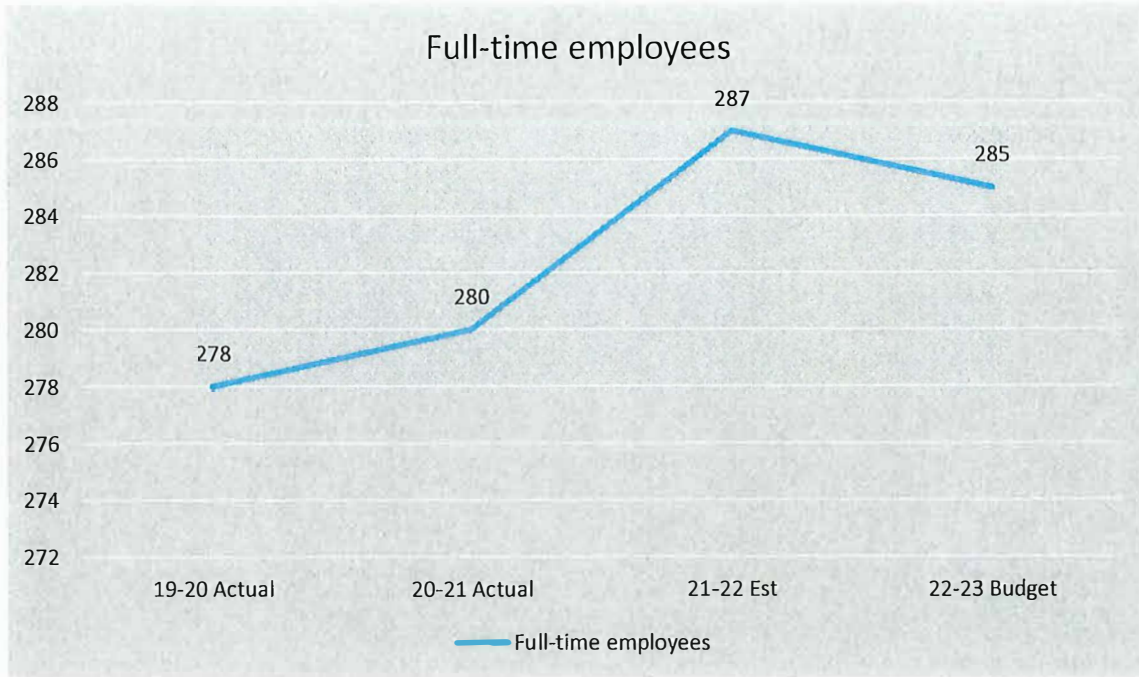
For all eligible employees, other than those participating in the State of Oklahoma Police and Firefighters pension systems, the City has a defined contribution plan with Oklahoma Municipal Retirement Fund. The City will contribute 8.57% for non-union employees, 13% for police union employees, and 14% for fire union employees in FY 22-23. The contribution rates for the City to the police and fire pension plans are established by state statute.

Commencing July 1, 2002, the City added another benefit for all non-union employees, a long-term disability policy. The policy will pay 60% of the employee’s salary until their eligibility ends.



Full-time employees will receive a 5% COLA, both union and non-union.

City of Ardmore, OK  
2022-2023 Budget



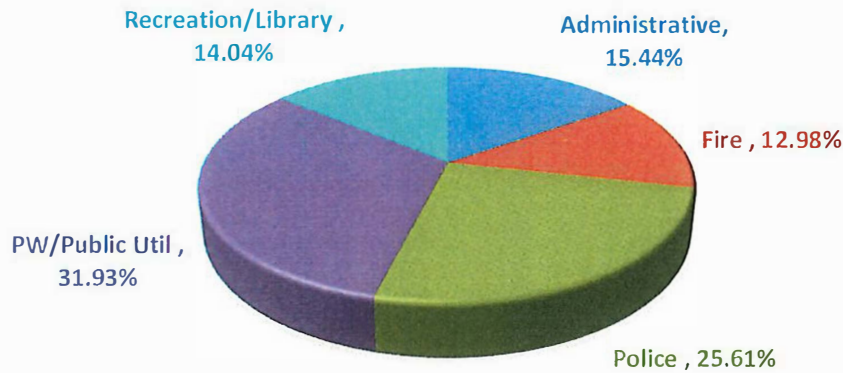
FY 22-23 new positions were added in the Public utility division from 63 employees to 66 because of a new wastewater sub-plant of operator one from 6 to 8 employees. Also, an extra water production operator was added to the water plant. The Community Center had five employees who are no longer City employees because it is now a trustee of the City and pays its employees. The City supports the Community Center from our Community Enhancement fund in the special revenue tab.



FY 22-23, part-time employees have increased because we have opened a family entertainment (The Clubhouse) center with 74 employees. The Clubhouse employs more employees (usually high school and college students) during the summer hours. Also, we employ an additional summer-time help for the pool and a year-round City Lake employee and janitor for the library.

## FTE Personnel Positions Budgeted by Function FY 2022-2023

### FULL-TIME POSITIONS



The graph represents the 285 FTE (full-time equivalent) positions, which are budgeted for the fiscal year 2022-2023. Listed below are the departments and funds which are included in the five (5) functions above.

#### **Administrative (44)**

- Municipal Court
- City Manager
- Human Resources
- Information Technology
- Legal
- Finance
- Purchasing
- Development Services
- Customer Service
- GIS
- Engineering

#### **Public Works (25)**

- Technical Services
- Street Maintenance
- Garage

#### **Public Utilities (66)**

- Solid Waste
- Wastewater
- Water

#### **Fire (37)**

- Fire
- Emergency Management

#### **Recreation/Library (40)**

- Community Center
- Parks & Recreation
- Library
- Recreation Programs
- Cemetery
- ROW Maintenance
- Clubhouse

#### **Police (73)**

- Police
- Animal Control
- Police Communications
- Forensic Lab



POSITION CONTROL SUMMARY  
Full-Time Positions Budgeted

Fund/Department	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<b>General Fund</b>				
Municipal Court	2	2	2	2
City Manager	3	3	3	3
Human Resources	3	3	3	3
Information Technology	5	5	6	6
Legal	1	1	1	1
Finance	5	5	5	5
Purchasing	2	2	2	2
Engineering	4	4	4	4
Development Services	8	8	9	9
GIS	1	1	1	1
Cemetery	4	4	4	4
Technical Services	5	5	5	5
Fire	35	35	36	36
Police	58	58	58	58
Animal Control	2	2	2	2
Forensic Lab	2	2	2	2
Police Communications	11	11	11	11
Community Center	5	5	5	0
Parks & Recreation	12	12	12	12
ROW Maintenance	5	5	6	6
Library	13	13	13	13
<b>Street Improvement</b>	14	14	14	14
<b>Emergency Management</b>	1	1	1	1
<b>Garage Cash</b>	6	6	6	6
<b>Recreation</b>	1	1	1	1
<b>Solid Waste</b>				
Sanitation Residential	7	7	7	7
Sanitation Commercial	5	5	5	5
Operation Pride	5	5	5	5
<b>Wastewater</b>				
Sewer Collection	7	7	7	7
Wastewater Plant	15	14	15	17
<b>Water</b>				
Water Production	8	8	8	9
Water Distribution	14	15	16	16
Customer Service	8	8	8	8
Clubhouse	0	2	3	3
<b>Library Capital Improvement</b>	1	1	1	1
<b>TOTAL</b>	278	280	287	285

Authorized Personnel  
FY 2022-2023

DEPT	Title	#	Grade	DEPT	TITLE	#	GRADE
01-110				01-148			
Municipal Court (2)	Court Clerk	1	B30	Technical Svcs (5)	Traffic/Signal Tech	1	B33
	Deputy Clerk	1	B27		Skilled Maintenance Tech	2	B30
01-120					Custodian	1	B11
City Manager (3)	City Mgr	1	-		Signs/Marking Tech	1	B25
	Assistant City Mgr	1	-	01-210			
	City Clerk	1	B52	FIRE DEPT (36)	Chief	1	-
01-121					Deputy Chief	1	B57
Human Resources (3)	Director	1	-		Fire Marshall	1	F23
	Safety,Health,Risk Mgr	1	B45		Training Officer	1	F24
	HR Specialist	1	B32		FireFighters	12	F13
01-125					Drivers	12	F17
I.T. (6)	Director	1	-		Captains	3	F20
	System/Network Admin	1	B50		Shift Commanders	3	F22
	Secretary	1	B22		Admin Assistant	1	B28
	Computer Technician	3	B41		Fire Inspector	1	F
01-132				01-217			
Legal (1)	City Attorney	1		Police Dept (58)	Police Chief	1	-
01-134					Deputy Chief	1	B57
Finance (5)	Director	1	-		Captains	3	P36
	City Treasurer	1	B57		Lieutenants	3	P34
	Account Specialist II	2	B27		Sergeants	9	P32
	Payroll Admin	1	B38		Corporal/Police Officer	36	P27/P23
01-139					Camera Analyst	2	B26
Purchasing (2)	Coordinator/Grant Admin	1	B50		Senior Records Specialist	0	B23
	Account Specialist II	1	B27		Property Clerk	1	B26
01-141					Customer Service Officer	1	B23
ENGINEERING (4)	City Engineer	1	-		Business Service Coordinator	1	B43
	Senior Technician	1	B50	01-219			
	Engineering Inspector	1	B37	Animal Control (2)	Animal Control Officer	2	B23
	Admin Assistant	1	B28	01-220			
01-142				Forensic Lab (2)	Crime Analyst	2	B39
Dev Svcs (9)	Director	1	-	01-222			
	Building Inspector	1	B39	Police Comm (11)	Communications Spec	8	B27
	Code Technician	1	B26		Sr Communications Spec	2	B30
	Code Enforcement Officer I	2	B28		Communications Mgr	1	B50
	Code Enforcement Supervisor	1	B33	01-511			
	Planning Technician	1	B35	Parks/Recreation (12)	Director	1	-
	Permit Technician	1	B26		Assistant Director	1	B50
	City Planner-Exempt	1	B52		Maint. Field Supervisor	1	B35
01-143					Crew Leader	3	B32
G.I.S. (1)	GIS Coordinator	1	B43		Equipment Operator	5	B24
01-146					Admin Assistant	1	B28
Cemetery (4)	Superintendent	1	B46				
	Equipment Operator	2	B24				
	Secretary	1	B22				

Authorized Personnel  
FY 2022-2023

DEPT	Title	#	Grade	DEPT	TITLE	#	GRADE
01-514				55-301			
ROW (6)	ROW Supervisor	1	B36	Sewer Collctn	Utility Field Supervisor	1	B36
	** Equipment Operator	5	B24	(7)	Crew Leader	2	B32
** Dept 514 has an extra EQ-Operator that works at the clubhouse that will be move FY23-24 then reduce ROWS EQ-Op back down to 4.					Operator I	4	B26
01-515				55-303			
Library(13)	Director	1	-	Wastewater	Superintendent	1	B46
	Literacy Coodinator	1	B35	(17)	Assistant Superintendent	1	B40
	Admin Assistant	1	B28		Crew Leader	1	B32
	Librarian	4	B35		Heavy Equip Operator	2	B30
	Sr. Library Assistant	2	B23		Operator II	3	B30
	Library Assistant	4	B18		Operator I	8	B26
					Coordinator	1	B28
21-305				56-312			
Street Dept (14)	Street Superintendent	1	B46	Cust Svc (8)	Utility Billing Supervisor	1	BB50
	Heavy Equip Operator	9	B30		Meter Reader/Maintenance	3	B27
	Equipment Operator	3	B24		Customer Svc Rep	3	B23
	Foreman Inspector	1	B40		Switchboard Operator	1	B15
24-214				56-314			
EOC (1)	Emergency Operations Mgr	1	B48	Water Prod	Superintendent	1	B46
				(9)	Assistant Superintendent	1	B40
25-900					Operator II	5	B30
Garage (6)	Fleet/Tech Svc Superintendent	1	B50		Operator I	2	B26
	Mechanic II	2	B32	56-315			
	Mechanic I	1	B27	Water Dist	Public Utilities Director	1	-
	Secretary	1	B22	(16)	Assistant Director	1	B52
	Fleet Maintenance Supervisor	1	B36		Utility Field Supervisor	1	B36
43-540					Utility Supervisor	1	B46
Recreation (1)	Recreation Supervisor	1	B33		Crew Leader	2	B32
53-941					Engineering Technician	1	B30
Sanitation					Heavy Equip Operator	3	B30
Residential (7)	Assistant Superintendent	1	B40		Admin Assistant	1	B28
	Heavy Equip Operator	6	B30		Operator I	4	B26
53-942					Warehouse Clerk	1	B22
Commercial (5)	Sanitation/OP Superintendent	1	B46	60-420			
	Heavy Equipment Operator	4	B30	Clubhouse	Manager	1	B46
				(3)	Kitchen Manager	1	B32
53-943					Assistant Manager	1	B32
Operation Pride(5)	Heavy Equipment Operator	4	B30	79-517			
	OP Service Specialist	1	B25	Library	Library Assistant	1	B18
				(1)			