

CITY ADMINISTRATOR 1330

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Ed Henschel, City Administrator

LINKAGE TO STRATEGIC PLAN GOAL AREAS: All goal areas

PROGRAM DESCRIPTION:

The City Administrator is the appointed Chief Administrative Officer for the City. The City Administrator is responsible for the general supervision of day-to-day operations of the city and overall coordination of all services, activities, programs and operations in the city except as otherwise provided by state statute. While overseeing the implementation of all components of the strategic plan, the City Administrator's Office is most closely aligned with directing activities related to goal #2 Well Managed and Financially Sound City, goal #3 Customer Focused Organization, and goal #5 Well Planned, Sustainable and Environmentally Sensitive Community.

SERVICES:

- ✚ Review, recommend and implement procedures and administrative policies intended to achieve effective and efficient government operation
- ✚ Promote interdepartmental communication and cooperation
- ✚ Confer with and assist individuals and organizations in providing and obtaining government services and programs
- ✚ Implement Common Council policies through staff
- ✚ Assess broad and long term trends and recommend policies and procedures to address same
- ✚ Prepare and amend an executive budget including capital improvement and long term financial planning designed to carry out council policies and programs

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 2.0 Well Managed and Financially Sound City: 1) Incorporate Strategic planning into the annual budget process, including performance measures; 2) Refine outcome measures and establish targets.

Goal 3.0 Customer Focused Organization: A Customer Service Team was created to lead the development of a customer service culture.

Goal 5.0 Well Planned, Sustainable and Environmentally Sensitive Community: Develop and implement Smart Growth Plan.

BUDGET SUMMARY:

| Major Expense Category | 2011 Actual | 2012 Budget | 2012 Y/E Est | 2013 Adopted | % Change |
|-------------------------------|--------------------|--------------------|---------------------|---------------------|-----------------|
| Personal Services | \$128,995 | \$166,515 | \$71,210 | \$209,817 | 26.00% |
| Contractual Services | \$1,148 | \$1,308 | \$6,711 | \$76,347 | 5736.93% |
| Supplies & Expenses | <u>\$4,411</u> | <u>\$10,656</u> | <u>\$10,656</u> | <u>\$8,641</u> | -18.91% |
| Total | \$134,554 | \$178,479 | \$88,577 | \$294,805 | 65.18% |

City Administrator's Office Personnel

STAFFING:

Full-Time Equivalent Employees

| Position | 2011 Actual | 2012 Actual | 2013 Adopted |
|---------------------------------|--------------------|--------------------|---------------------|
| City Administrator | 1.0 | 1.0 | 1.0 |
| Confidential Secretary (Note 1) | <u>0.5</u> | <u>0.5</u> | <u>0.5</u> |
| Total | 1.5 | 1.5 | 1.5 |

Budget Notes:

Note 1: The Confidential Secretary is a full-time position. One-half of salary and benefits is charged to the City Administrator's Office and one-half to the Mayor's Office (Business Unit 1310).