

Briefing for City Council Candidates

Department: Executive Department/Office of the City Manager

Interim City Manager: Erin Leonhart

Reports to: City Council

Number of Staff Members in Department: 7

2021-2022 Department Budget: \$2,070,720 = \$1,070,773 (2021) + \$1,006,428 (2022)

Primary responsibilities include:

The Executive Office manages the administrative affairs of the City. The City Manager is appointed by the City Council and serves as the administrative head and Chief Executive Officer for the City, with support from the Assistant City Manager. The City Manager is responsible for assisting the Council with policy formation and is accountable to them for the proper administration of all affairs of the City through professional leadership and management practices. Additionally, department directors report to the City Manager.

Duties/Responsibilities of Department:

- Implement City Council's goals and priorities
- Coordinate the City Council's legislative priorities and advocacy at the state level
- Promote the City's interests in regional matters with other city, county, and state officials
- Provide consistent leadership to the organization based on our organizational values
- Develop long-term fiscal strategy to ensure financial sustainability
- Manages various divisions: Emergency Management, Communications, Economic Development, and Non-Departmental

Major 2021-2022 initiatives:

- COVID recovery
- Diversity, Equity and Inclusion initiative
- Human Services grant program
- Community Engagement