

REQUEST FOR COUNCIL ACTION

Date: 9/16/2013
Item No.: 13.c

Department Approval

City Manager Approval

P. Trudgeon

Item Description: Approve Interim City Manager Goals for 2013

BACKGROUND

At the August 19th City Council meeting, Councilmembers discussed creating goals for the Interim City Manager to work on the remaining portion of the year. The City Council discussed and brought forward items to be considered for goals. Since that time, Councilmembers Willmus and Etten and the Interim City Manager have worked on creating specific goals based on the previous input.

The proposed goals are listed on Attachment A.

REQUESTED COUNCIL ACTION

Motion to Approve the Interim City Manager Goals

Prepared by: Patrick Trudgeon, Interim City Manager (651) 792-7021

Attachments: A: 2013 Interim City Manager Goals

Interim City Manager Goals for 2013

A. Improve the Quality and Delivery of City Programs

The City Council has identified a goal of improving the quality and delivery of City programs by the end of the year by realigning resources, exploring efficiencies, and seeking information about community expectations.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Reconvening the web site update committee by January 2014.
- Creating a volunteer management position as part of the 2014 budget process.
- Conducting a citizen survey by January 2014.
- Exploring joint services with surrounding municipalities by January 2014

B. Improve the Delivery of Information to the Public

The City Council has identified a goal of improving the delivery of information to the public by the end of the year realigning resources, changing methods of information sharing, seeking information about community expectations through personal interaction and scientific methods.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Reconvening the web site update committee by January 2014.
- Conducting a citizen survey by January 2014.
- Changing Council RCAs to provide alternate motions to approve and deny immediately.
- Exploring new ways to communicate with the public by the January 2014.
- Having a visible presence in at public events and participation with civic groups.

C. Create Operational Efficiencies

The City Council has identified a goal of creating operational efficiencies for City programs and services by the end of the year by reviewing, implementing, and continuing efficient methods of delivering City services and programs.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Exploring Unified Purchasing for City Departments by October.
- Providing status update of the implementation of the HRIS system by the end of October.

- Providing status update of the implementation of the Asset Management Program by the end of October.
- Creating a volunteer management position as part of the 2014 budget process.
- Exploring joint services with surrounding municipalities.
- Promoting interdepartmental cooperation and provide update on those activities in December.

D. Strengthen Organizational Health

The City Council identified a goal of strengthening the organizational health of the City by realigning resources, identifying and planning for future needs and changes, promoting collaboration both inside and outside the organization.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Creating a volunteer management position as part of the 2014 budget process.
- Creating staffing and succession plan by January 2014.
- Prioritizing on-time employee reviews and reporting on progress by the end of the year.
- Promoting more communication between Department Heads, the City Manager, and City Council.
- Having a visible presence in at public events and participation with civic groups.
- Promote interdepartmental cooperation and provide update on those activities in December.
- Exploring joint services with surrounding municipalities and providing report of activities in January 2014.