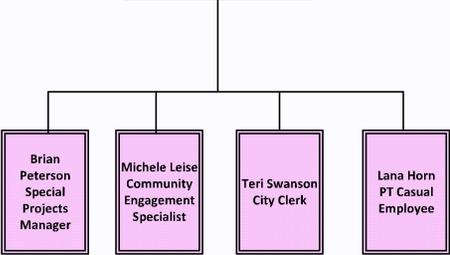




Kay Kuhlmann
City Council
Administrator

Administration

Updated April 2019



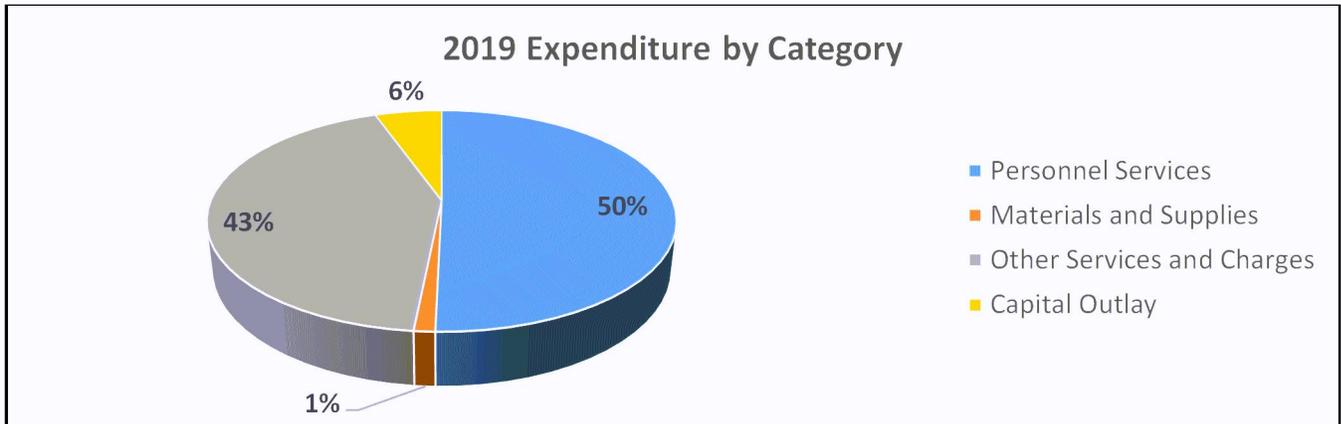
ADMINISTRATION

MAYOR, CITY COUNCIL, CITY CLERK, COUNCIL ADMINISTRATOR, ELECTIONS, CITY ATTORNEY, COMMUNITY ENGAGEMENT

Function: General Government & Internal Service
Director: Kay Kuhlmann, City Council Administrator
Fund#: 101 & 701
Activity#: 41310, 41110, 41400, 41320, 41410, 41610, 41720

Aggregate Budget Summary

ADMINISTRATION <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 8.70
Personnel Services	\$ 533,037	\$ 645,493	\$ 552,498
Materials and Supplies	\$ 17,136	\$ 20,365	\$ 13,415
Other Services and Charges	\$ 347,818	\$ 497,428	\$ 471,185
Capital Outlay	\$ -	\$ -	\$ 60,000
Total	\$ 897,991	\$ 1,163,286	\$ 1,097,098

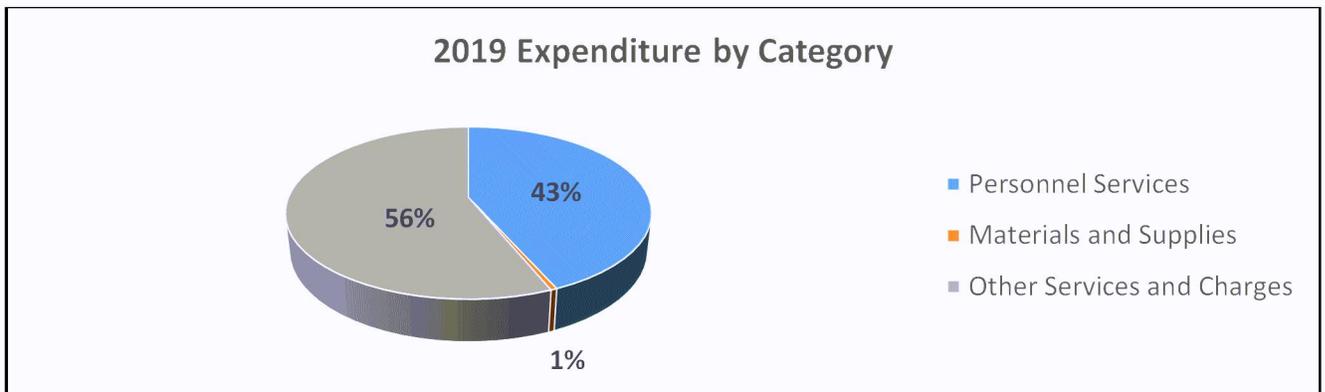


ADMINISTRATION
MAYOR

Function: General Government
Director: Kay Kuhlmann, City Council Administrator
Fund#: 101 (General Fund)
Activity#: 41310 (Mayor)

Budget Summary

MAYOR <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>0.64</i>
Personnel Services	\$ 8,620	\$ 9,212	\$ 9,212
Materials and Supplies	\$ 4	\$ 200	\$ 100
Other Services and Charges	\$ 8,914	\$ 9,404	\$ 11,949
Total	\$ 17,538	\$ 18,816	\$ 21,261



Purpose:

The Mayor shall be the titular head of the City. The Mayor may address the Council on any matters of interest. The Mayor shall exercise all powers and perform all duties conferred and imposed upon the Mayor by this Charter, the ordinances of the City, and the laws of the State. The Mayor shall be recognized as the official head of the City for all ceremonial purposes by the courts for the purpose of serving civil processes, and by the Governor for the purposes of martial law. The Mayor shall study the operations of the City and make recommendations as he/she believes to be desirable. The Mayor shall review concerns on City activities raised by residents and make recommendations as he/she believes desirable as to any corrective action(s) necessary. The Mayor shall also report to the Council any neglect, dereliction of duty, or waste on the part of any officer or department of the City. The Mayor shall consult with the administrative officer and chief law enforcement official on policy matters affecting public safety within the City.

Scope of Services:

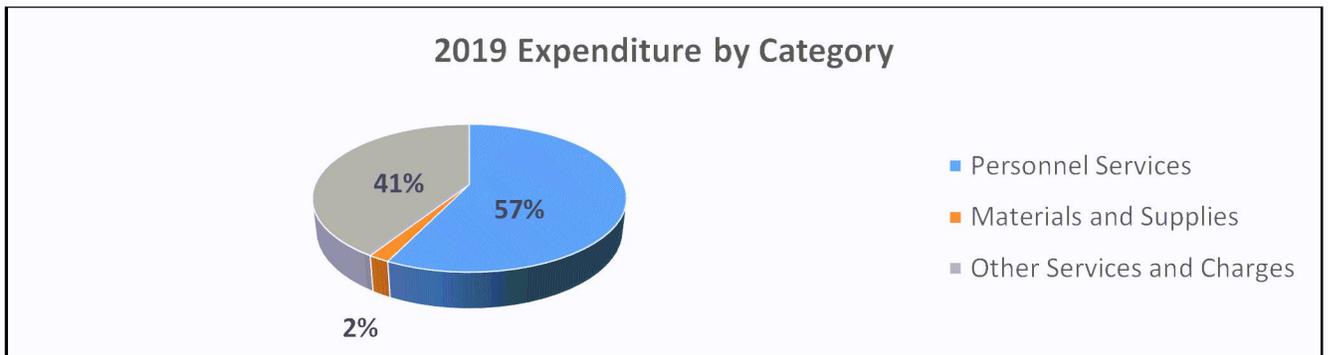
- Provide leadership on implementation of Strategic Plan priorities.
- Support community efforts to strengthen the community.
- Lead community conversations on matters of interest or concern
- Bring the community together for problem solving and community building.
- Support the Council and staff during times of emergency.
- Represent the City as directed by the Council on legislative matters.
- Recommend City board and commission appointments that represent the diversity of the community.

ADMINISTRATION
CITY COUNCIL

Function: General Government
Director: Kay Kuhlmann, City Council Administrator
Fund#: 101 (General Fund)
Activity#: 41110 (City Council)

Budget Summary

CITY COUNCIL <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>4.46</i>
Personnel Services	\$ 60,316	\$ 64,485	\$ 64,485
Materials and Supplies	\$ 5,302	\$ 2,175	\$ 2,075
Other Services and Charges	\$ 34,643	\$ 79,059	\$ 46,070
Total	\$ 100,260	\$ 145,719	\$ 112,630



Purpose:

Unless otherwise expressly provided in this Charter, the City Council shall have all powers granted to the City, including management and control of the finances and property of the City, with full power and authority to make, ordain, establish, publish, alter, modify, amend, and repeal ordinances, resolutions, rules, and regulations for the government and good order of the City. It shall have full power and authority to declare and impose penalties and punishment against any person, firm, or corporation violating any ordinance, rule, or regulation. Its ordinances, rules, and regulations shall have the force of law.

Scope of Services:

- Adopt policies and ordinances consistent with Council’s position on growth, zoning, and financial strategy.
- Implement and enforce policies in a consistent manner.
- Direct and prioritize implementation of Strategic Plan priorities.

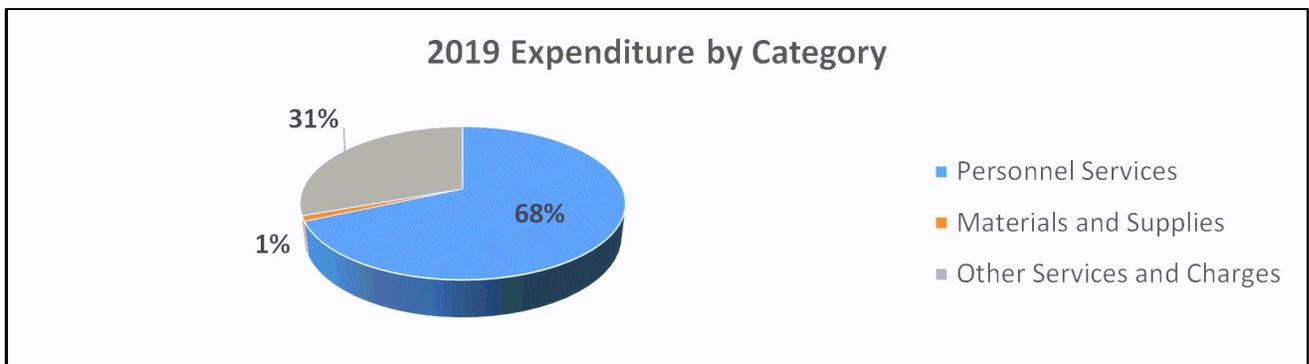
- Approve the Annual Operating Budget and Five-Year Capital Improvement Plan (CIP).
- Hire Council officers, including the City Council Administrator, City Clerk, City Engineering Director, Public Works Director, Administrator Services Director, Administrative Business Director, Police Chief, Fire Chief, Community Development Director, and City Attorney.
- Supervise and evaluate the City Council Administrator.
- Provide support and act in a liaison role for City boards and commissions.
- Maintain open communication with residents and visitors.
- Assist residents with problem solving.
- Provide consistent and clear communication to residents on City matters

ADMINISTRATION
CITY CLERK

Function: General Government
Director: Kay Kuhlmann, City Council Administrator
Fund#: 701 (Internal Service Fund)
Activity#: 41400 (Administration ISF – City Clerk)

Budget Summary

CITY CLERK <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>1.60</i>
Personnel Services	\$ 252,531	\$ 240,924	\$ 162,183
Materials and Supplies	\$ 2,233	\$ 2,640	\$ 2,640
Other Services and Charges	\$ 35,127	\$ 72,904	\$ 72,440
Total	\$ 289,892	\$ 316,468	\$ 237,263



Purpose:

The City Clerk activity within the General Fund accounts for administrative charges and professional service fees and charges in the operation of the City Clerk Division. The City Clerk Division responsibilities involve statutory clerk functions and duties per City Charter, including the management and retention of all official records and documents of the city.

Scope of Services:

- Manage City Clerk functions for the City, including staff liaison to the Charter Commission.
- Responsible authority for all City of Red Wing archived documents.
- Management and retention of all official documents and records including maintenance, storage, retention coordination, retrieval and disposal of city records and public documents.

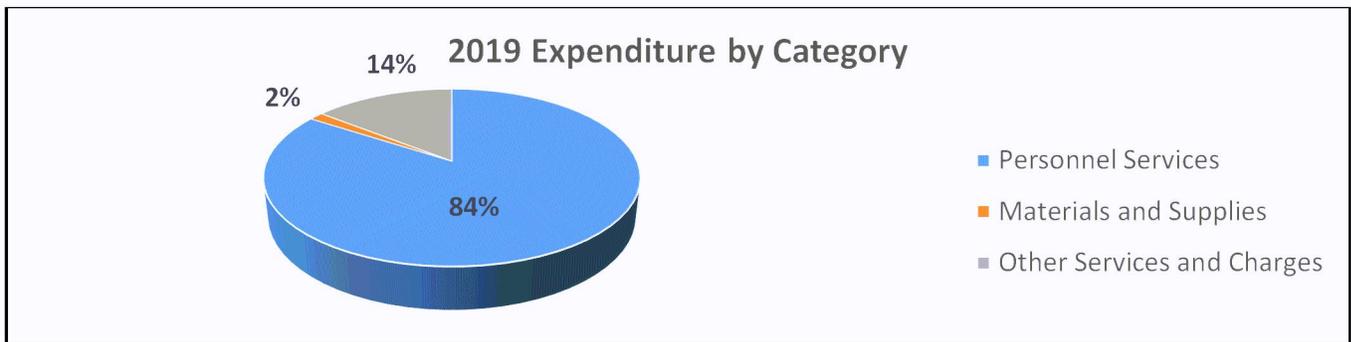
- Serves as data practices compliance official according to the Minnesota Data Practices act.
- Perform certification on legal documents and records.
- Prepare documents for filing with the County Recorder and Clerk of Courts.
- Seal and attest to ordinances, resolutions, agreements, and other documents.
- Issue and enforce liquor licenses pursuant to the city and State Code requirements and regulations.
- Staff and coordinate Board of Appeal and Equalization meeting.
- Receive petitions on public improvement projects and assists in preparation of assessment rolls.
- Accepts legal papers served on the city.
- Responsible for the city election process.
- Respond to citizen inquiries and develop responses to reduce conflict and increase understanding of city policy and procedures.

ADMINISTRATION
COUNCIL ADMINISTRATOR

Function: General Government & Internal Service
Director: Kay Kuhlmann, City Council Administrator
Fund#: 701(Internal Service Fund)
Activity#: 41320 (Administration ISF – Council ADM)

Budget Summary

COUNCIL ADMINISTRATOR <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>1.00</i>
Personnel Services	\$ 177,395	\$ 208,885	\$ 208,494
Materials and Supplies	\$ 4,621	\$ 2,000	\$ 3,600
Other Services and Charges	\$ 37,803	\$ 40,556	\$ 35,597
Total	\$ 219,819	\$ 251,441	\$ 247,691



Purpose:

The Council Administrator is the Chief Administrative Officer for the City of Red Wing and is responsible for the day to day operations of the city. The Council Administrator ensures that laws, ordinances, and resolutions and policies of the City Council are enforced and implemented.

The Council Administrator supports the City Council in strategic planning, creating policy and budget preparation. The Council Administrator supports Committee work of the City Council.

The Council Administrator works with department heads to identify and strategically accomplish Council priorities, provides direction and supervision for department and division heads. The Council Administrator reinforces the Personnel policy and union contracts for compliance.

The Council Administrator provides overall guidance to management positions within the city and exercises general and administrative supervision over all city employees either directly or through department and division heads.

The Council Administrator serves as a non-voting member of all boards and commissions and supports the activities of boards and commission and necessary.

The Council Administrator works with other government, non-profit and for-private institutions in the community to establish and retain good relationships and achieve common goals.

Scope of Services:

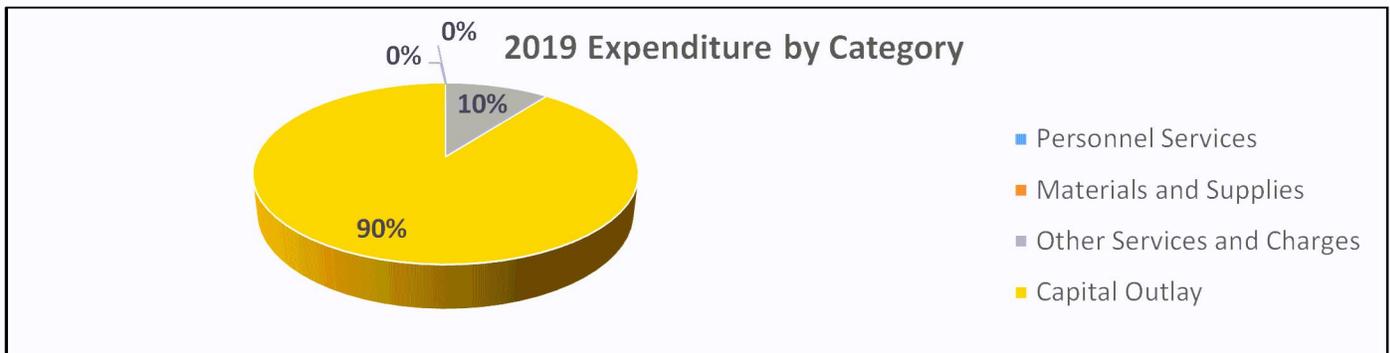
- Supports the City Council in researching, adopting and implementing policies and procedures.
- Directs staff resources so that the Council's legislative policy is known in the community and at State and Federal government levels.
- Provides strategic direction and leadership on major city projects, budget management, oversee performance evaluation and long-range planning.
- Develops processes for project management, including supporting work at the Committee level.
- Assist the City Council in development of policy and strategic direction to build and renew the community.
- Effectively communicates with the City Council and public on issues of city importance in the manner acceptable to the Council.
- Positively represent the city in appropriate forums to advance city interests.
- Maintains a positive and productive organization.
- Continues to seek services or new initiatives that will enhance the living and visiting experience in Red Wing.
- Encourage and reward organizational development and re-creation so that the City is an organization of choice for employees.

**ADMINISTRATION
ELECTIONS**

Function: General Government
Director: Kay Kuhlmann, City Council Administrator
Fund#: 101 (General Fund)
Activity#: 41410 (Elections)

Budget Summary

ELECTIONS <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019
Personnel Services	\$ -	\$ 27,024	\$ -
Materials and Supplies	\$ 4,767	\$ 8,300	\$ -
Other Services and Charges	\$ 3,208	\$ 17,175	\$ 7,000
Capital Outlay	\$ -	\$ -	\$ 60,000
Total	\$ 7,975	\$ 52,499	\$ 67,000



Purpose:

This activity covers the cost of administering all Federal, State and Municipal elections. This includes the preparation of any and all absentee ballots, organizing the polling places, election judges, and vote tabulations.

Scope of Services:

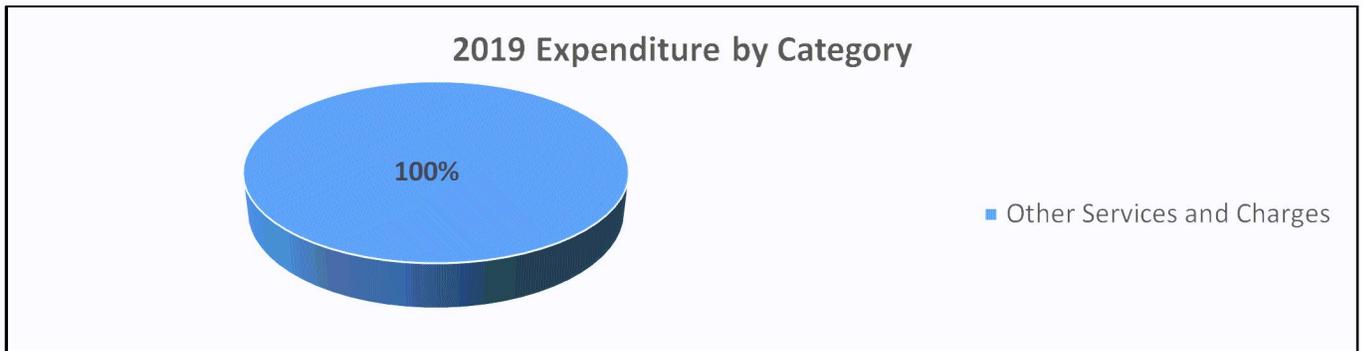
- Stay current on election laws.
- Coordinate and conduct municipal elections.
- Arrange polling precincts and prepare voting equipment.
- Supervise the tabulation and delivery of election results.
- Provide training for election judges

ADMINISTRATION
CITY ATTORNEY

Function: General Government
Director: Kay Kuhlmann, City Council Administrator
Fund#: 101 (General Fund)
Activity#: 41610 (City Attorney)

Budget Summary

CITY ATTORNEY <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019
Other Services and Charges	\$ 219,162	\$ 234,295	\$ 269,685
Total	\$ 219,162	\$ 234,295	\$ 269,685



Purpose:

The City has two contracts for legal services. The first, is a contract for civil attorney services. The City Attorney acts as an advisor to the Council and staff on legal matters and represents the city in the legal actions. The City Attorney prepares the contracts, ordinances, resolution, and provides legal opinions and legal documents needed for the operation of city government. The City Attorney represents the City in union negotiations, mediation and arbitration. The City Attorney provides support with contract review, real estate transactions in consultation with City Council and City staff.

The City contracts with Goodhue County to provide criminal prosecution of petty misdemeanors, misdemeanors and gross misdemeanors occurring within the city.

Occasionally the City will contract for other attorney ‘specialty’ services such as cable negotiations.

Scope of Services:

- Effective disposition of criminal and civil cases.

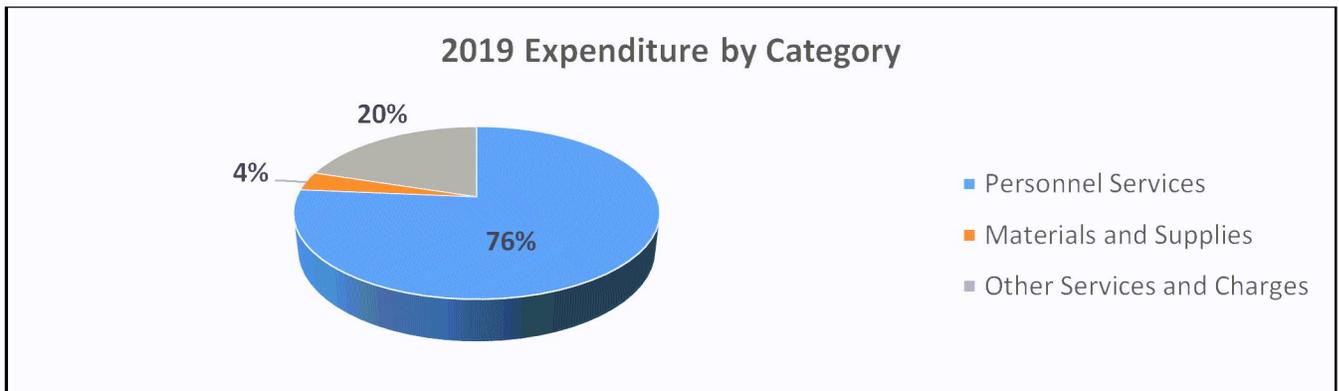
- Timely responses to internal customers including the Mayor, City Council, City staff, and external customers such as judges, lawyers, and vendors

ADMINISTRATION
COMMUNITY ENGAGEMENT

Function: General Government
Director: Kay Kuhlmann, City Council Administrator
Fund#: 101 (General Fund)
Activity#: 41720 (Community Engagement)

Budget Summary

COMMUNITY ENGAGEMENT	Actual FY 2017	Actual FY 2018	Budget FY 2019
<i>Full-Time Employees</i>			1.00
Personnel Services	\$ 34,175	\$ 94,963	\$ 108,124
Materials and Supplies	\$ 210	\$ 5,050	\$ 5,000
Other Services and Charges	\$ 8,960	\$ 44,035	\$ 28,444
Total	\$ 43,345	\$ 144,048	\$ 141,568



Purpose:

The purpose of the Community Engagement Specialist is to direct and manage the city’s community engagement by developing and leading a comprehensive community engagement plan that will strengthen city-community relationships and advance the City’s goals of open government, inclusiveness, and transparency. This position also works with City staff and City Council to guide the strategic development and improvement of City plans, policies, and procedures in order to allow for community input, reflect community needs, ensure policies are fair and just for all, and better understand the potential impacts on all residents. This position was created in August 2017.

Scope of Services:

- Builds trust and positive relationships with various groups, stakeholders, and residents in the community, including those who have felt isolated, unwelcome, or disconnected;

- Develops and implements effective new processes that give community members more opportunities to learn about, discuss, participate in, and give feedback on key issues, decisions, and individual concerns;
- Develops engagement, communication, and outreach strategies to reach diverse population groups;
- Educates and collaborates with City staff across departments to create and implement community engagement strategies;
- Creates and implements a system for educating, recruiting, training, and mentoring residents from all population sectors to city boards, commissions, and task forces;
- Utilizes emerging technologies and evidence-based methods to ensure clear, accessible community engagement and communication;
- Collaborates with the Communications Department to ensure communications with the community is strategic, accessible, and consistent;
- Provides education and guidance to City staff and elected officials in implementing a health-equity policy approach, which understands and addresses the potential impacts of policies on all residents early and throughout the process;
- Creates a sustainable process for collecting, documenting, and measuring community data and resident input to reflect community strengths and opportunities in order to guide current and future policies, plans, and procedures;
- Plans, implements, and facilitates meetings of staff, Council, and community members to provide a venue for openly sharing viewpoints and gathering information and opinions from a wide variety of perspectives to inform planning and decision-making;
- Builds and strengthens local partnerships;
- Assists and aligns the City's community engagement and outreach efforts across Red Wing with the City's Red Wing 2040 Community Plan and the City's 10-Year Strategic Plan.
- Provides training and support to enhance cultural and community competency within the City organization;
- Acts as liaison/ambassador between the City and community members at appropriate events;

- Works with other local organizations to coordinate community involvement efforts when appropriate. Also works as a liaison between the community and City departments when desired;
- Completes special projects and other duties as assigned by the City Council Administrator.