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City Council
Administrator

Administrative Services Department

Updated April 2019

Laura Blair
Administrative
Services
Director

Jeff
Krueger
Information
Technology
Manager

Melissa
Hill
Admin Support
Manager

Jewel
Thurman
Human Resource
Manager

Alec
Whipple
Systems
Administrator

Grady
Nelson
Business Process
Specialist

Communications
Coordinator
Kate Berg

Open
A/V Tech

Patrick
Harris
A/V Tech

Marshall
LaidLaw
A/V Tech

Open
Clerk/
Receptionists

Taronda
Howard
Human Resource
Specialist

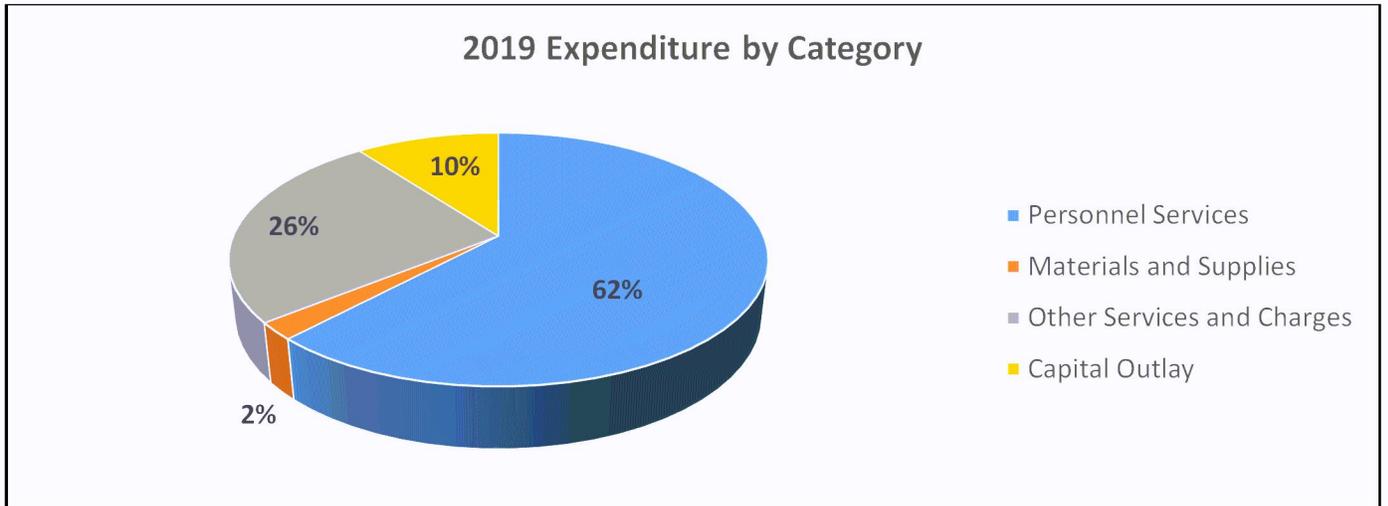
Patti
Schmidt
Human Resource
Technician

ADMINISTRATIVE SERVICES DEPARTMENT
COMMUNICATIONS, BOARDS AND COMMISSIONS, INFORMATION TECHNOLOGY, HUMAN RESOURCES, ADMIN SUPPORT

Function: General Government & Internal Service
Director: Laura Blair Johnson, Administrative Services Director
Fund#: 101, 701, 710
Activity#: 41710, 41330, 49985, 49986 41810, 41325

Aggregate Budget Summary

ADMINISTRATIVE SERVICES DEPARTMENT <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>11.55</i>
Personnel Services	\$ 773,147	\$ 988,076	\$ 1,086,893
Materials and Supplies	\$ 132,251	\$ 80,100	\$ 38,225
Other Services and Charges	\$ 324,054	\$ 395,025	\$ 447,403
Capital Outlay	\$ -	\$ 120,000	\$ 180,000
Total	\$ 1,229,452	\$ 1,583,201	\$ 1,739,021

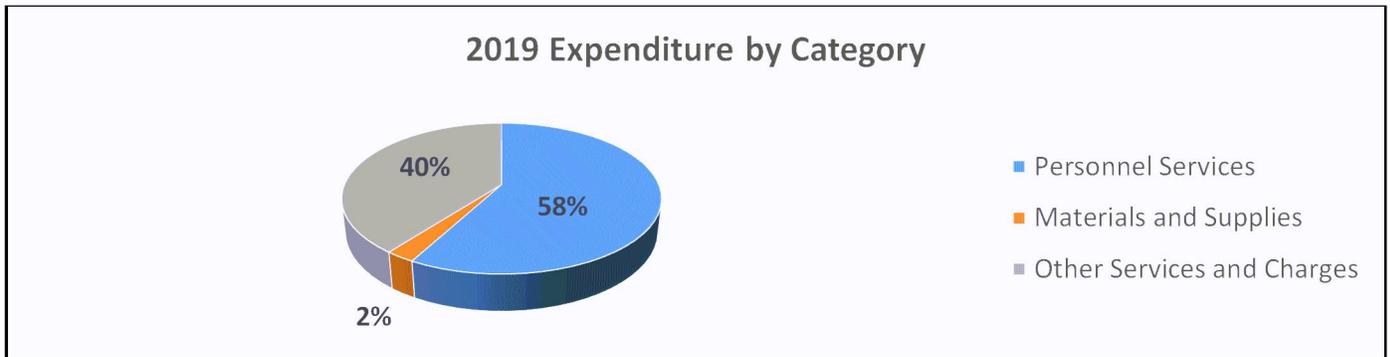


**ADMINISTRATIVE SERVICES DEPARTMENT
COMMUNICATIONS**

Function: Internal Service
Director: Laura Blair Johnson, Administrative Services Director
Fund#: 701 (Internal Service Fund)
Activity#: 41710 (Administration ISF – Communication)

Budget Summary

COMMUNICATIONS <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>2.05</i>
Personnel Services	\$ 69,901	\$ 78,262	\$ 94,132
Materials and Supplies	\$ 4,846	\$ 10,000	\$ 4,125
Other Services and Charges	\$ 41,661	\$ 57,370	\$ 64,302
Total	\$ 116,409	\$ 145,632	\$ 162,559



Purpose:

The Communications activity accounts for community communications charges within the General Fund.

Activity Scope:

The city web site, intranet, social media and government access sites are managed by this department. The city web site is the official voice of the city. This is where we post all formal communications about city events and projects including news articles, events and calendar updates. Social media is our opportunity to have two-way, real time conversations with citizens. We post information related to snow emergencies, road closures, meeting announcements etc. Currently we utilize Facebook, Twitter and YouTube.

Communication Outlets:

- Web site: www.red-wing.org
- Facebook: facebook.com/cityofRedWingMinnesota
- Twitter: [@cityofRedWingMN](https://twitter.com/cityofRedWingMN)
- YouTube: [cityofRedWing](https://www.youtube.com/c/cityofRedWing)
- Video-On-Demand available on our website
This is our media archive of Board and Commission meetings.
- Channel 6 Streaming live on our website.
- CityWeb: city.redwing.int/cityweb/ Intranet for city employees.
- City Beat – twice a month electronic newsletter
- City 101 – twice a month video update on city services

The costs are associated with television production of government access Channel 6, Civic Plus web page hosting, Granicus server and software, a Cloud based Public Document distribution and hosting platform, Archive Social, a web based platform that allows local governments to appropriately archive social media data, Constant Contact, an electronic newsletter marketing software

Transparent communications promotes the development of meaningful discussion among and between citizens, elected officials, city boards and commissions, businesses, community-based organizations and employees.

Objectives:

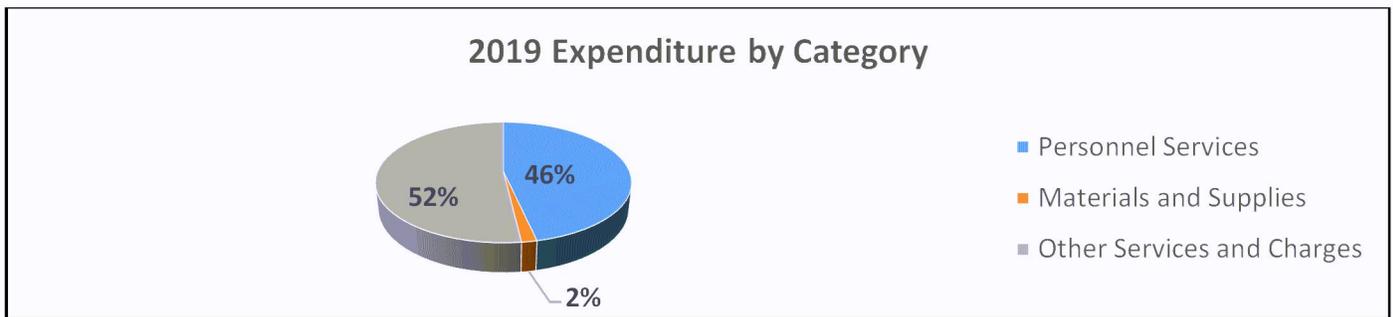
1. Develop and maintain communication materials and programs to provide information to citizens, businesses and all other audiences regarding city programs and services, City Council policies, ordinances, projects and developments that affect them.
2. Provide feedback mechanisms so customers may comment about City Council actions, city staff, city services and programs.
3. Actively participate in telecommunications activities to ensure government access continues to be made available in an economically feasible and practical manner.
4. Work with community groups, neighborhoods, the business community and various organizations to communicate news and information to target audiences.

ADMINISTRATIVE SERVICES DEPARTMENT
BOARDS AND COMMISSIONS

Function: General Government
Director: Laura Blair Johnson, Administrative Services Director
Fund#: 101 (General Fund)
Activity#: 41330 (Boards & Commissions)

Budget Summary

BOARDS AND COMMISSIONS <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>0.50</i>
Personnel Services	\$ -	\$ 42,300	\$ 38,557
Materials and Supplies	\$ 1,464	\$ 400	\$ 1,350
Other Services and Charges	\$ 39,614	\$ 41,060	\$ 43,000
Total	\$ 41,078	\$ 83,760	\$ 82,907



Purpose:

This activity accounts for expenditures by the city’s citizen advisory Boards and Commissions.

Activity Scope:

There are thirteen citizen advisory boards and commissions that provide an opportunity for citizen participation in the affairs of the city. Each Council member is required to serve on one board or commission. The Council makes final decisions, but these commissions assist in performing selected studies and making recommendations on government issues and services and other areas of concern. A citizen appointment to a Board or Commission is recommended to the Council by the Mayor. Board and Commission member appointments are approved by the City Council. Each board and commission has one city staff liaison from the City of Red Wing.

The Board and Commission activity includes budgeted funds for those Boards and Commissions that do not have separate funding through other general fund or special revenue accounts. Boards and Commissions are appointed bodies that serve under the direction of the City Council. They are charged with providing additional citizen input in city legislative matters.

The City Council may by ordinance establish or abolish any board or commission as it deems necessary for the operation of the city. The powers, duties, and responsibilities of the citizen

boards or commissions are detailed within the adopted ordinance. Any and all funds and accounting of any board or commission must be handled by the Finance Division and are public funds of the city.

The Mayor, subject to confirmation by the Council, appoints all board and commission members. The Council may provide by ordinance for advisory members who shall be members without the right to vote, make motions, or be counted for purposes of a quorum. Advisory members need not be residents of the city.

Objectives:

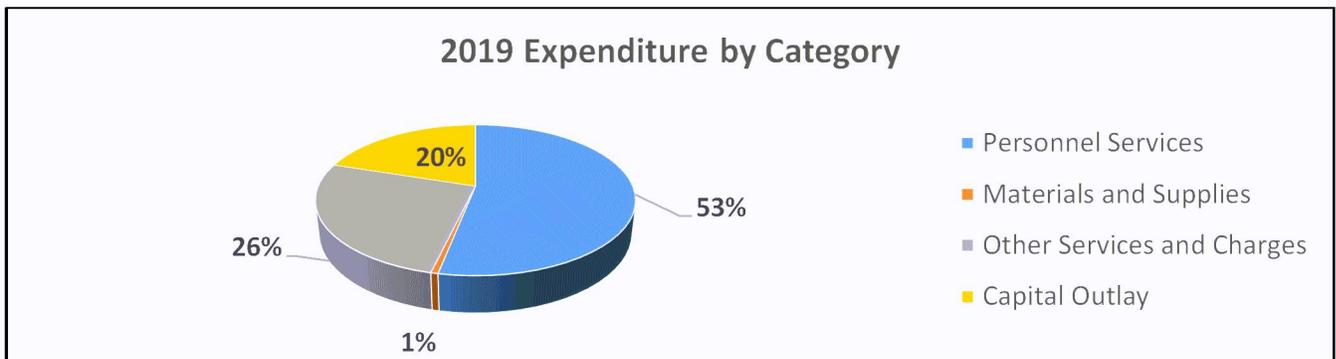
1. Provide policy advice to the Council as requested on issues approved in the work plan.
2. Carry out legal obligations as established in the City Charter, State law, and City Ordinances in a cost effective manner.
3. To ensure members of participation by meeting 75 percent attendance requirements.

ADMINISTRATIVE SERVICES DEPARTMENT
INFORMATION TECHNOLOGY

Function: Internal Service
Director: Laura Blair Johnson, Administrative Services Director
Fund#: 710 (Internal Service Fund)
Activity#: 49985 (Information Services ISF) 49986 (Information Services ISF Converged)

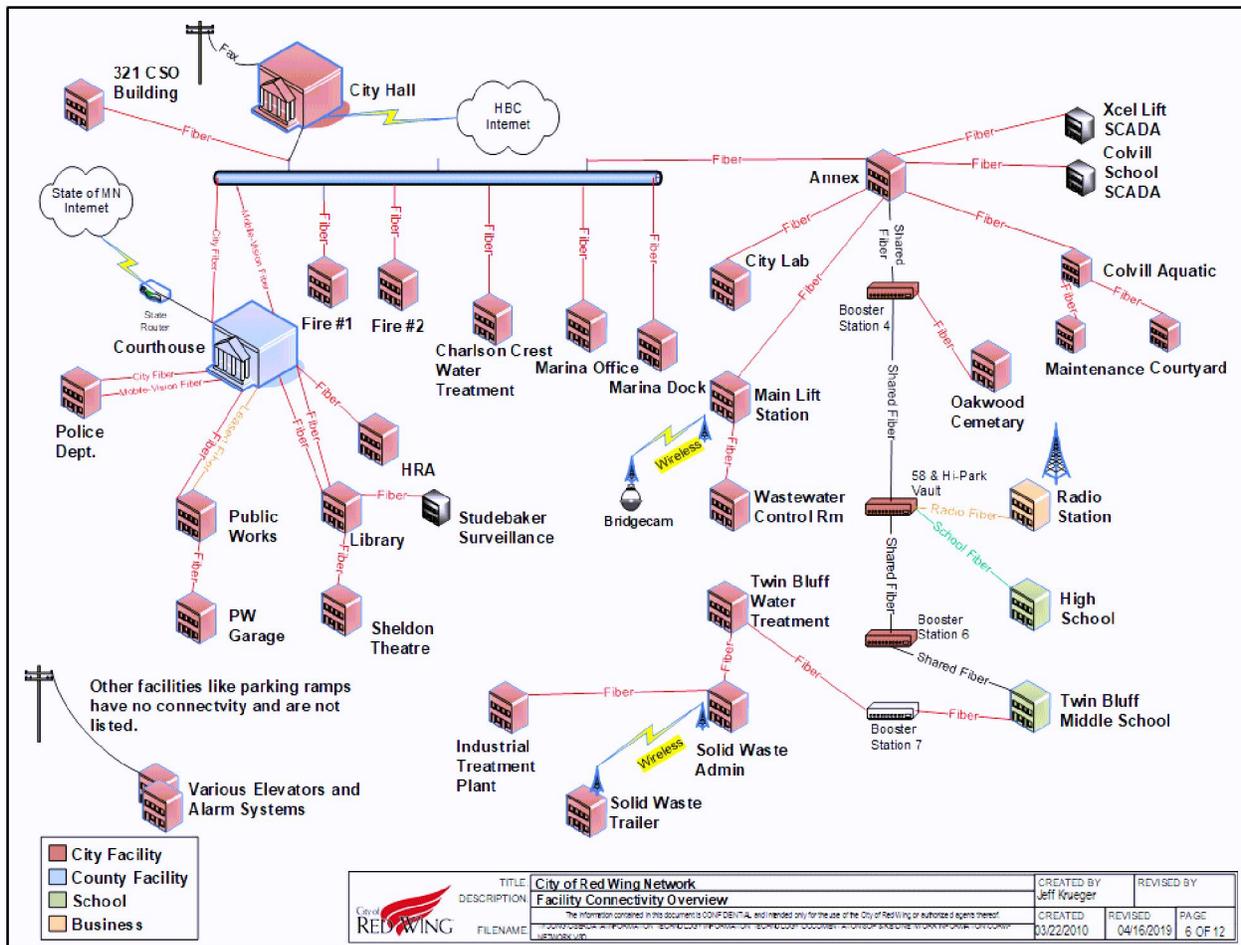
Budget Summary

INFORMATION TECHNOLOGY	Actual FY 2017	Actual FY 2018	Budget FY 2019
<i>Full-Time Employees</i>			4.00
Personnel Services	\$ 400,803	\$ 429,096	\$ 477,483
Materials and Supplies	\$ 115,076	\$ 9,500	\$ 5,500
Other Services and Charges	\$ 156,809	\$ 207,469	\$ 235,961
Capital Outlay	\$ -	\$ 120,000	\$ 180,000
Total	\$ 672,688	\$ 766,065	\$ 898,944



Purpose:

The Information and Technology Internal Service Fund is a self-sustaining fund, or internal service fund of the city.



Activity Scope:

This fund provides management, support and maintenance of critical project and department software application systems. These range from large city-wide systems such as Financial Management, Payroll, Laserfiche Document management to department business systems such as Building Permitting, Utility Billing, and GIS. Information Technology implements new business software through vendor package implementation, in-house development and provides complete system life-cycle services. The Information Technology network supports over 180 employees in 23 city facilities. This encompasses email, web, traditional and IP telephony, database and office productivity applications. Included in this is support for specialty applications such as Supervisory Control and Data Acquisition (SCADA) servers for managing waste & water treatment facilities. Information Technology supports dozens of major and minor applications, many of which exchange data with each other through custom interfaces. Information Technology also manages the fiber optic network infrastructure and leased circuits that interconnect these computer systems, and provides the overall architecture and standards for network security. Administering and monitoring the city's wireless network infrastructure, plans and policies are part of the tasks included. This area also supports government access channel activities, video-on-demand and live streaming sites as well as the management of the city website, other public facing web services, and the cable franchise

negotiations. The Information Technology budget consists of wages, capital expenses, software and software licensing, maintenance service agreement costs and Internet service provider fees. This budget also contains the Telecommunications Systems cost for desktop telephones and telephone switching equipment.

Objectives:

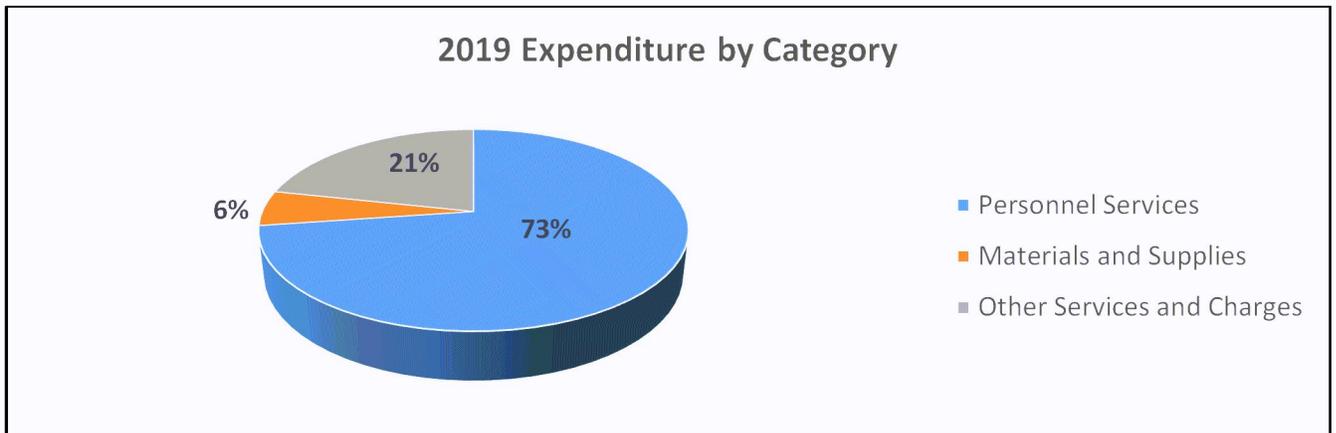
1. Responsible for the City-wide information technology infrastructure including, hardware, software, network, physical and virtual servers, storage and outside services.
2. Develops and maintains surveillance cameras in public spaces and city facilities.
3. Maintains all audio visual systems in public meeting rooms.
4. Maintain data integrity and data availability for all City staff.
5. Provide communication technology such as e-mail, telephony and Internet access
6. Maintain the technology infrastructure underlying other City-wide services such as Finance (Springbrook), HR (Celeritime), Public Works Operations Management (Cartegraph, SCADA), etc.
7. Maintain backups and resiliency to protect City operations in the event of disaster.

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES

Function: Internal Service
Director: Laura Blair Johnson, Administrative Services Director
Fund#: 701 (Internal Service Fund)
Activity#: 41810 (Administration ISF – Human Resources)

Budget Summary

HUMAN RESOURCES	Actual FY 2017	Actual FY 2018	Budget FY 2019
<i>Full-Time Employees</i>			3.00
Personnel Services	\$ 248,044	\$ 296,964	\$ 317,049
Materials and Supplies	\$ 10,772	\$ 57,550	\$ 24,600
Other Services and Charges	\$ 81,327	\$ 79,790	\$ 94,138
Total	\$ 340,143	\$ 434,304	\$ 422,287



Purpose:

The Human Resources activity within the General Fund accounts for administrative charges and professional service fees and charges in the operation of Human Resources activities within the Administrative Services Department.

Activity Scope:

Human Resources is responsible for labor and employee relations, job classification and compensation, pay equity, employee benefits, workers' compensation, performance management, employee records management, personnel policy administration, contract negotiations and administration, training, and employment legal compliance for the City of Red Wing. Human Resources also assists city departments in recruiting and selecting qualified individuals for employment in accordance with equal employment opportunity principles.

Objectives:

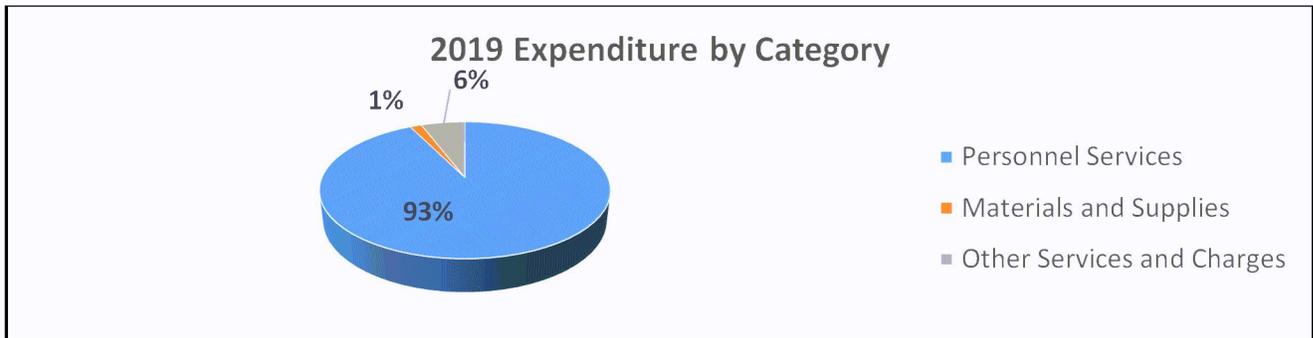
1. Attract and retain qualified, competent service oriented employees.
2. Prepare and administer fair and reasonable employment practices and procedures.
3. Fair competitive pay levels to attract and retain staff and maintain pay equity standards.
4. Maintain an affordable quality health, wellness and benefits program.
5. Maintain and implement employee relations and labor contracts.
6. Develop, schedule and conduct organizational training sessions.

ADMINISTRATIVE SERVICES DEPARTMENT
ADMINISTRATIVE SUPPORT

Function: Internal Service
Director: Laura Blair Johnson, Administrative Services Director
Fund#: 701 (Internal Service Fund)
Activity#: 41325 (Administration ISF – ADM Customer Service)

Budget Summary

ADMINISTRATIVE SUPPORT <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>2.00</i>
Personnel Services	\$ 54,399	\$ 141,454	\$ 159,672
Materials and Supplies	\$ 92	\$ 2,650	\$ 2,650
Other Services and Charges	\$ 4,643	\$ 9,336	\$ 10,002
Total	\$ 59,134	\$ 153,440	\$ 172,324



Purpose:

The Administrative Support activity within the General Fund accounts for administrative charges and professional service fees and charges in the operation of Administrative Support activities within the Administrative Services Department.

Activity Scope:

Administrative Support has responsibility for the oversight of the staff involved in support of Boards and Commission, Government Access programming, public meeting space, communications, and front desk supervision. This area works to prioritize the needs of communication and front desk staff as well as the City Council and Mayor.

Objectives:

1. Coordinates the board and commission process
2. Coordinates the production of City of Red Wing internal and external publications
3. Oversees the operations of local government access Channel 6
4. Responsible for all Board and Commission agenda preparation
5. Assist with records retention

6. Manages the public calendar and public meeting space