

## **CITY ADMINISTRATION**

*Paul T. Sparks, City Manager*

The City Manager's Office, the Finance Division, the Legal Division, the Albert Lea Port Authority management and the City Clerk's Office all are contained within the Administrative Department of the City of Albert Lea. The Administrative Department has the responsibility to provide overall management to the City operations. The City Manager is the head of the Administrative Department and works directly for the Mayor and City Council. In addition to the Mayor and City Council, the City Manager historically has worked under the direction of the Housing and Redevelopment Authority Board of Directors and the Albert Lea Port Authority Board of Directors. The membership of both of these bodies has consisted of the Mayor and Members of the City Council. The City Charter, the City Code, the Articles and Bylaws of the Albert Lea Port Authority and the Articles and Bylaws of the Housing and Redevelopment Authority establish the authority of the City Manager and the Administrative Department and set the guidelines under which the City Administration operates.

During 2002 the City Administrative Department worked with the City Council to separate the Housing and Redevelopment Authority from direct control of the city government. The Housing and Redevelopment Authority by yearend was operated by an independent board appointed by the Mayor and City Council. The Housing and Redevelopment Authority hired its own Executive Director, Jon Ford, and staff for the operation of the Authority and operated independent of day-to-day oversight of the city government.

The financial operations of the City are controlled by the Finance Department which is headed by John Bennett. The Finance Department's operations include all of the accounts receivable, accounts payable, payroll for the City of Albert Lea and the Albert Lea Port Authority. In addition the department maintains all financial records required by the State of Minnesota, the Government Accounting Standard's Board and the City Charter. The financial reporting required by all these entities was also provided by the Finance Department and staff.

The City Clerk's Office works under the direction of the City Manager as part of the City Administration. In addition to the Finance Department the Department of Administration includes the City Clerk's Office and the Legal Division. Both of these entities have separate reports on their operations which I have included in the City Manager's overall report.

The following is a summary of activities of the other divisions of the Department of City Administration: