

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 2003 the City Manager's office worked with the City Council to separate the Albert Lea Port Authority from the city government. A new board was appointed, the current City Manager was moved to the Albert Lea Port Authority by year end to be full-time Port Authority Director and the search for a new City Manager was begun.

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. Plans were completed during 2003 for the Finance Department to continue to provide financial services to the Albert Lea Port Authority in its newly established situation.

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 Community Development Department headed by William Schmitt, will be altered significantly in 2004. At the end of 2003 Bill notified the City of his plans to retire in January of 2004 after nearly 38 years of service to the City of Albert Lea.

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