

CITY ADMINISTRATION
Victoria Simonsen, City Manager

The City Manager's Office, The Finance Division, the Legal Division, the City Clerk's Office and the newly formed, the Human Resource Office, are all included within the Administrative Department of the City of Albert Lea. The Administrative Department has the responsibility to provide overall management and support to the City's operations. The City Manager is the head of the Administrative Department and works directly for the Mayor and City Council. The City Charter and City Code establish the authority of the City Manager and the administrative guidelines under which the City functions.

During 2004, we implemented what could be considered the initial stages of organizational restructuring. The Assistant City Manager position that was vacant after the retirement of Mr. William Schmitt was replaced with a Human Resources Director position, allowing more resources to be spent on personnel, training, safety, policy updates, labor negotiations, etc. This position was filled by Mr. Michael Zelenak in October 2004. Mr. Schmitt's duties were divided amongst the City Manager, Finance Director and department heads. Initial response to the Human Resources position has been very positive, especially in light of the anticipated retirements of two more department heads in early 2005 and personnel on active military leave. A full report on the duties and accomplishment of this position will be included in the 2005 Annual Report.

The financial operations of the City are controlled by the Finance Department which is lead by Ms. Rhonda Krcil. Rhonda had previously been the Assistant Finance Director, and upon the retirement of Mr. John Bennett and the promotion of Rhonda, the position of Assistant Finance Director was not filled. Instead, some of the duties were transferred to an additional finance clerk position, saving the City approximately \$20,000 per year. The Finance Department's operations include accounts receivable, accounts payable, payroll and accounting for the City and the Albert Lea Economic Development Agency, utility billing, oversight of the City's telephone system, health care insurance, the fixed asset schedule, GASB 34, and oversight of the City's operational and capital budget program. In addition, the department maintains all financial records required by the Federal Government, State of Minnesota, the Government Accounting Standard's Board and the City Charter.

The City Clerk's Office and the Legal Division both work under the direction of the City Manager as part of the City Administration. Both of these entities have prepared detailed reports of their operations which are included in this document.

The following is a summary of activities provided by City Administration in 2004: