



# Administration

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# Introduction to Department

- City Administrator Appointed by Council
- Acts as Liaison between City Council and Staff
  - Directive From Council
  - Federal and State Mandates, Laws, and Regulations
  - City Charter, Code, Zoning Ordinance, and Internal Policies
  - Department Needs
  - Citizen Requests/Concerns



# Major Responsibilities/Duties

- Direct day-to-day operations and handle employee relations.
- Develop and administer City policies and procedures.
- Oversee 13 Departments, Emergency Management, Safety and Wellness coordination, as well as assignment of cases to City Attorney.
- Represent the City and serve on a variety of boards, organizations, committees, and commissions.
- Act as central office for purchasing and bids/requests for proposals; public information; and grant management.

# Major Responsibilities/Duties

- Prepare and administer the annual budget.
- Management and preparation of Council Packets and Materials.
  - Gather data and make a recommendation to the City Council.
- Manage Goal setting.
  - City Council goals and department specific goals.
- Recommend policies or programs to the City Council.
- Ensure citizen complaints are handled in a timely and professional manner.

## Significant Accomplishments

- Successfully filled a dozen vacant positions.
- Developed staff performance review program.
- Formed Comprehensive Plan Review Team.
- Strengthened Capital Planning.
- Reduced the city's share of property tax bill.

# Current/Ongoing Projects

- Review the Comprehensive Plan.
- Traffic improvement plans.
  - 112 Bypass Proposal
  - Pedestrian Forum
- Office location consolidation discussion.
- Customer service improvements
- Explore areas for collaboration with Biddeford.

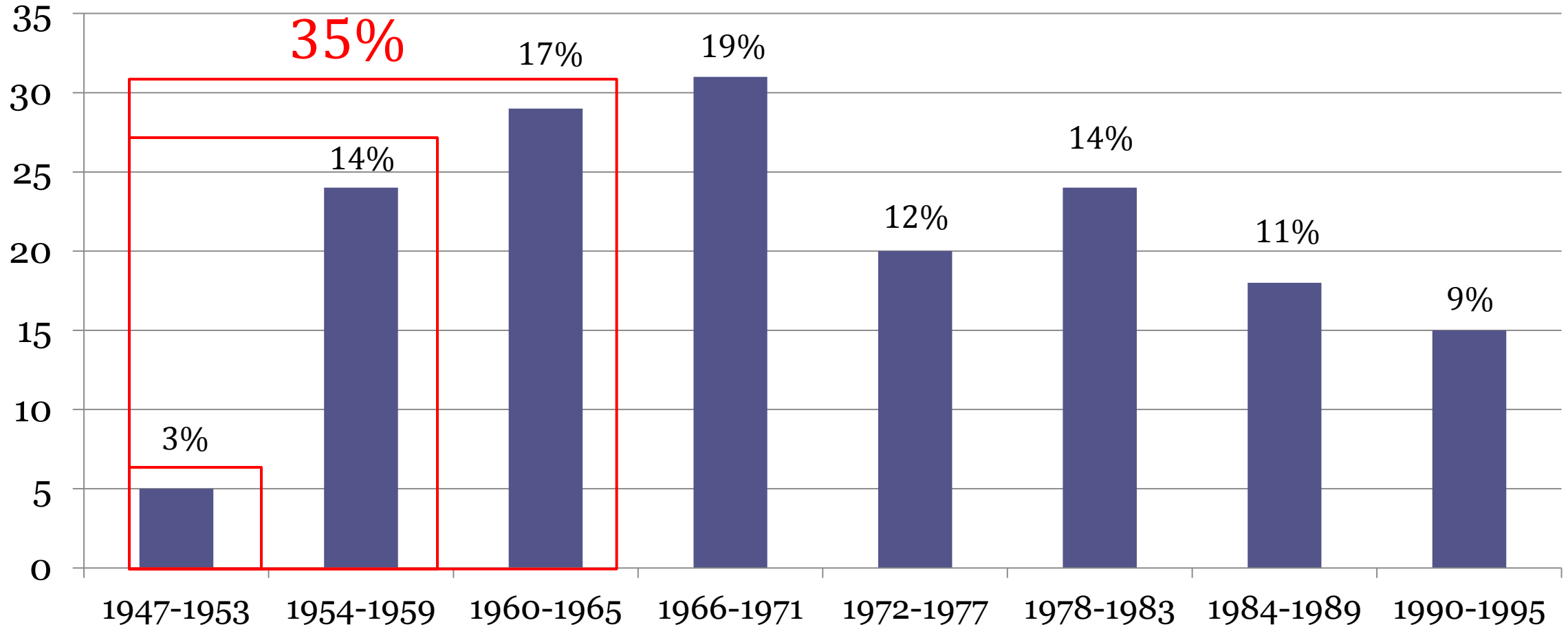


# Recognized and/or Potential Obstacles/Limitations

- Aging workforce.
- Fixed incomes and increased operation costs.
- Increased demand on limited tax resources.
- Current political impact on available federal funds.
- Staffing levels do not meet current growth trajectory.

# Aging Workforce

## Age Ranges - (Full Time Employees as of 6/2017)





# Increased Demand on Limited Tax Resources



# Increased Demand on Limited Tax Resources

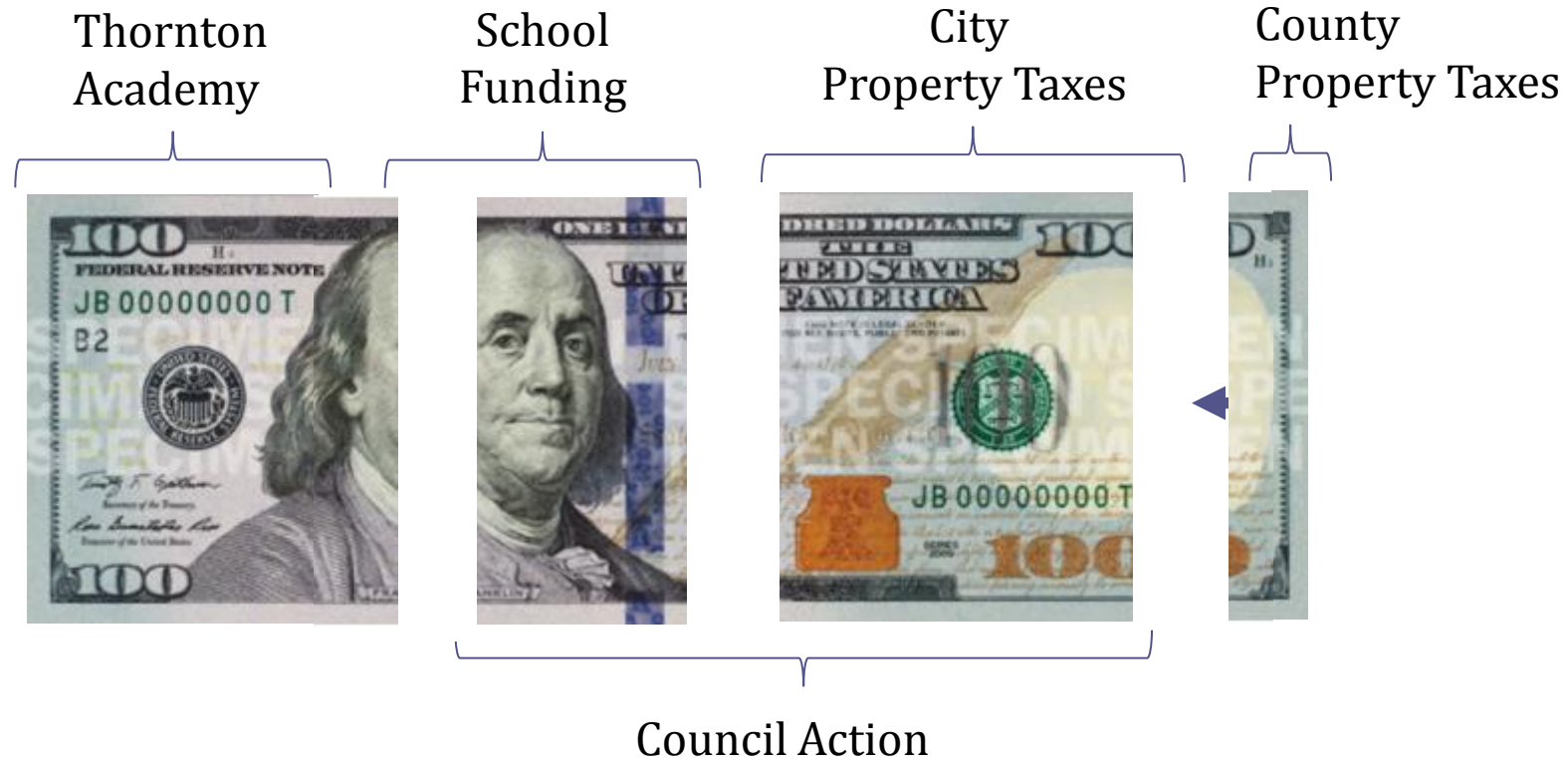
School Property Taxes

City Property Taxes

County  
Property Taxes



# Increased Demand on Limited Tax Resources



# Looking Forward

- Improve on-boarding for City Council and all boards and commissions.
- Update zoning ordinances to reflect Comprehensive Plan recommendations.
- Improve internal operations, processes, and policies.
- Succession planning.
- Negotiate six union contracts.
- Strengthen employee relations.
- Improve communication and education for constituents.