

INFORMATION ON PROPOSED CITY ADMINISTRATOR–TREASURER POSITION

The City is proposing the creation of a City Administrator–Treasurer position to replace and enhance the current City Clerk–Treasurer role, in anticipation of the current Clerk–Treasurer’s retirement. This change is intended to better meet the City’s growing and increasingly complex administrative, financial, and operational needs.

Purpose of the Position

- Administrator–Treasurer will administer and manage the day-to-day operations of city government, functioning as the onsite leader of people and functions that require a full-time presence.
- This position will support the Mayor and Common Council, who will continue to serve as the City’s policy-making body.
- The Administrator–Treasurer will report directly to the Mayor and Common Council.

Organizational Structure

- The current Deputy Clerk position will be enhanced and retitled as City Clerk.
- The total number of City Hall positions will remain unchanged (two positions).
- Responsibilities will be more clearly defined, improving efficiency and accountability.

Financial Oversight and Internal Controls

- Separating Clerk and Treasurer duties will address the material weakness identified by the City’s auditors.
- This improved segregation of duties will strengthen financial oversight, accountability, and transparency.
- The City will continue to review and approve financial reports, transactions, and contracts.

Duties and Expertise

The Administrator–Treasurer position will require:

- Expertise in municipal finance and budgeting
- Knowledge of municipal operations and administration
- Strong organizational and personnel management skills

Key responsibilities will include:

- Managing daily city operations
- Overseeing financial administration
- Coordinating and supervising city projects
- Grant writing and administration
- Ensuring continuity and stability across election cycles

Benefits to the City

- Provides consistent, professional day-to-day management
- Helps protect taxpayer dollars through improved oversight
- Reduces reliance on third-party vendors and consultants
- Enhances the City's ability to secure grants and manage projects
- Improves operational efficiency without increasing staff size

This proposal is not about expanding government, but about managing existing services more effectively, responsibly, and efficiently.

Financial Impact

- The position will be funded within the City's existing budget structure.
- Reduced outsourcing is projected to save approximately \$15,000 annually.

Estimated cost scenarios:

- Maximum annual cost: \$10,735 (based on ~80th% of comparable roles in the market).
- Potential annual savings: up to \$8,223 (based on ~50th% median of comparable roles in the market).

These estimates reflect the balance between salary adjustments and reduced external service costs, including audit-related expenses.

Market Benchmarking

Compensation and role expectations are based on data from reputable third-party sources, including:

- Reported data from 25 regional municipalities in Wisconsin, Minnesota, and Iowa (population 300–2,500)
- 2025–2026 U.S. Census Bureau State and Local Government Finance data (11,753 respondents)
- Nationwide municipal job postings (1,400+ comparable roles)
- Economic Research Institute (ERI) municipal compensation surveys (10,000+ positions)

Recruitment

- Next step is for the City Council to review additional information and discuss options at an upcoming meeting.
- While workloads may fluctuate, the skills and expertise required remain consistent, regardless of minor population changes.