

2023 Administration Department Goals

1. Improve city communication internally
 - a. Create a city intranet page with access to, among other things, human resources documents, administrative policies, employee handbook, payroll calendar, employee portal, and time sheet entry
 - b. Hold quarterly staff meetings
 - c. Continue to hold bi-monthly department heads meetings
 - d. Create a city-wide email distribution list for conveying information to all employees (currently this communication goes through department heads)
2. Improve administrative operations
 - a. Update employee handbook
 - b. Evaluate software management system for timekeeping and payroll
3. Continue to improve customer service
 - a. Pursue making city applications and permits on-line (instead of PDF as are currently)
 - b. Continue to develop a process of scanning old documents for ease of searching and to expedite response time to inquiries.
 - c. Design a new process to expedite city licenses (liquor, marijuana, and business) and renewals to improve response time
4. Decrease the turn-around time for responses to internal and external requests for information from the city
 - a. Schedule quarterly City Council agenda items to review proposed municipal code updates to clean up inconsistencies in code
 - b. Evaluate bringing the City Attorney position in house