

# City Manager's Office

## About City Manager's Office

The City of Wheat Ridge functions within a Council-Manager form of government. The Council-Manager form of government promotes citizen representation. This method of government supports the political direction by elected officials in the framework of a Council, along with the administrative practice of an appointed City Manager. The Council hires a professional City Manager to supervise the delivery of public services and implement public policy approved by the Council. The Wheat Ridge City Council is the representative majority of the City of Wheat Ridge. The Council is accountable to citizens when establishing public or community needs. The Council is also responsible for: representing the citizens of Wheat Ridge and the adoption of ordinances and resolutions or "rules" for the City, determining City policies, securing and sustaining public improvements such as streets and sidewalks, superintending the expenditures of money, establishing property tax and fees, approving various City contracts and designating members of City boards, commissions and committees.



### 2010 Budget Highlights

- Continued coordination and investment in Cabela's project
- Implementation of new Performance Management Program
- Continued implementation of the Customer Service Action Plan

**City Manager**

**City Manager's Office**

**City Manager**



**DID YOU KNOW**

*The City Manager oversees and provides operational expertise to more than 40 City departments and divisions, insuring a high-quality level of services throughout the City?*

## City Manager's Office

### Objectives

- Provide overall administration for City in accordance with City Council policies and issues
- Manage and supervise departments, agencies and offices to achieve goals within available resources
- Provide oversight in preparation and execution of budget
- Provide direction for redevelopment and development programs within the City
- Provide effective communications with City Council and citizens
- Ensure organizational expectations are incorporated and practiced
- Manage special projects

### 2009 Achievements

- Conducted a City-wide culture survey as part of the Customer Service Action Plan project to measure the alignment of the organizational culture and to identify areas to strengthen the culture of the organization
- Developed City-wide mission statements and values
- Completed the Administrative Service organizational assessment
- Maintained a strong working relationship with Wheat Ridge 2020
- Coordinated the strategic planning process with consultants, staff and City Council, resulting in updates to the planning documents
- Continued negotiations for Cabela's development including coordination with Cabela's, Jefferson County and Colorado Department of Transportation
- Provided oversight for Public Works Department Leadership Audit
- Continued implementation of the Customer Service Action Plan
- Provided leadership working in partnership with WR2020 and WRURA on the land assemblage at 44<sup>th</sup> Avenue and Wadsworth Boulevard

### 2010 Objectives

- Manage development of the Cabela's retail center project
- Provide oversight for the implementation of the Building Division's assessment recommendations
- Implementation of new Performance Management Program
- Continued implementation of the Customer Service Action Plan

# City Manager's Office

## Staffing and Financial Summary

	2007 Authorized	2008 Authorized	2009 Authorized	2010 Authorized
City Manager	1	1	1	1
Economic Development Specialist	1	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2008 Actual	2009 Adjusted	2009 Estimated	2010 Adopted
Personnel Services	\$173,198	\$183,378	\$171,854	\$171,873
Materials & Supplies	\$964	\$1,934	\$500	\$850
Other Services & Charges	\$111,841	\$103,915	\$97,030	\$85,440
Capital Outlay	\$894	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$286,897</b>	<b>\$289,227</b>	<b>\$269,384</b>	<b>\$258,163</b>

**Total 2010 Budget by Object**



