



April Department of the Month

D'HULA

(Downtown, HUMAN Resources, Legal, Admin)

- P**rofessionalism
- R**ecovery
- O**wnership
- A**ttitude
- C**ommunication
- T**eamwork
- I**nitiative
- V**alue everyone
- E**fficiency

Downtown Economic Development

Lew Holloway and Dalleen Jackson (part-time), 3rd floor of City Hall, work to organize events and volunteers to make our 7th Avenue and Main Street Districts destinations for visitors and residents. In addition to promoting stores and restaurants, they organize Rhythm & Brews, farmers market, vintage/antique sales, public art, Trick or Treat Street and more.

Human Resources

Human Resources deals with personnel matters such as hiring, benefits, insurance, retirement, family medical leave, payroll, employee issues, safety, Workers Compensation, wellness and customer service. HR employees are **Jennifer Harrell**, Director, **Deanna Vanwyk**, Payroll, and **Lu Ann Welter**, HR Coordinator. All are located on the 3rd floor of City Hall.

Legal

The Legal Department represents the City, its departments and staff and some City boards and commissions in legal matters of all kinds. This department consists of the City Attorney, **Sam Fritschner**, and part-time paralegal, **Amy Knight** and is located on the 2nd Floor of City Hall.

Administration

City Clerk, (**Tammie Drake**) is a statutorily-created position and one of three appointed positions by the City Council. (The other two are City Attorney and City Manager.) She provides access to public records, ensures transparency to the public, prepares the Council minutes & agendas, ensures advertising requirements, maintains the Code of Ordinances, and helps maintain the City's website.

Communications Manager, **Allison Nock**, facilitates communication between the City, public and media outlets preparing press releases, videos, interviews and web/social media content to promote the mission of the City.

Brian Pahle, Assistant City Manager directly supervises Budget, Finance, Public Information, Human Resources, Information Technology, Fire, and Downtown Economic Development departments. This position works with a variety of employees and projects, while also assisting the City Council in their regular meetings and direction setting processes.

Adam Murr, Budget and Management Analyst, works in the preparation and administration of the City's operating and capital budgets such as budgeting tasks involving statistical financial reports, budgetary accounting, generating spread sheets and graphics on fiscal matters, generating a variety of records and financial reports, and performing related fiscal duties.

City Manager, **John Connet**, oversees the operations of the City following the priorities and goals set by the City Council. He directly supervises Public Works, Water & Sewer, Engineering and Police.

For the person leading this session, please sign below and return to your department head, who then send it to Lu Ann.

Leader _____ Dept. _____ Date _____