



Management Analyst Fellow 2021-2022 Work Plan

Salary: \$20/hour, \$41,600 annually

THE COMMUNITY

River Falls, Wisconsin was founded in 1848 and was incorporated as a City in April 1885. Today, the City of River Falls is home to over 15,000 residents.

While River Falls is known for its scenic beauty, outdoor activities, arts/cultural events, and hometown charm, it is also home to the University of Wisconsin-River Falls (UWRF), Chippewa Valley Technical College (CVTC), and multiple corporate parks housing numerous home-grown, regional, national --and international -- businesses.

UWRF has been a staple of the River Falls community since 1874. The main campus is situated on 226 acres in the heart of River Falls and includes 26 buildings and two lab farms. Enrollment is approximately 6,500 students.

The City is nationally known for its Kinnickinnic River, a Class 1 trout stream that flows through downtown. River Falls currently holds designations as a Bird City, a Tree City USA, a bronze-level biking community, a Monarch City USA community, Playful City USA and more.

THE ORGANIZATION

The Mayor and City Council are the governing body for the City of River Falls. There are seven alderpersons who are elected for two-year terms to the council: one member from each of the four aldermanic districts, three at large, and one mayor. The Common Council Bylaws regulate the business of the City Council by clarifying and summarizing City ordinances and policies or guiding the City Council in municipal matters. Except as otherwise provided by law, the City Council oversees the management and control of city property, finances, highways, streets, utilities, and the public services.

The City is supported by approximately 108 full-time equivalent (FTE) employees that encompass traditional municipal services of Administration, Operations, Public Safety, Utilities, Community Development and the Public Library. The City Administrator serves as the Chief Appointed Official (CAO) of the City. This position has similar responsibilities to a corporate CEO. The City Administrator serves at the pleasure of the Mayor and City Council. Scot Simpson has been the City Administrator of the City for the past 12 years and has a [history of mentoring ICMA Fellows](#).

THE FELLOWSHIP EXPERIENCE

Under the general direction of the City Administrator and the Assistant to the City Administrator, the Management Analyst Fellow provides administrative and staff support to the programs pertaining to all areas of municipal management with responsibilities in budget preparation and analysis, customer service, performance measurement, and organizational change. Management Analyst Fellows perform a variety of entry-level, professional administrative work, research, and analysis in support of the City's established goals and objectives. Work performed by the fellows is highly visible and has a direct impact of the organization. Each fellow is strongly encouraged to apply and successfully obtain at least one grant to benefit the City, and also to find one ordinance that can be eliminated due to obsolescence. Additionally, the Management Analyst Fellows are encouraged to attend national and regional professional development conferences and trainings.

POTENTIAL PROJECTS FOR 2021-2022

Administration

- Assist with 2021 leadership retreats
- Assist with creating semi-annual reports to the City Council on the status of the strategic plan
- Election support
- Work with the MCARE system to convert work orders to paperless benefiting the Enterprise funds
- Review and propose updated rates for Share-Ride taxi services
- Assist with Munis system upgrade
- Implement project management module in Munis
- Formalize cost allocation processes
 - Formalize and refine allocation interest to various funds
 - Formalize and refine overhead costs to other funds
- Prepare internal controls documentation
- Prepare Requests for Proposals (past examples include Banking, Insurance, Legal, Prosecution, and Utility Locating Services)
- Draft and facilitating grants and award submissions
- Assist in submitting the City as an ELGL best place to work destination

Operations (Public Works)

- Departmental analysis work on subunits within Operations (Snow Maintenance, Forestry, Street Maintenance, Fleet, etc.)
- Develop key performance indicators and assist with implementation of performance measure(s) benchmarking
- Update City and Schools recreation memorandum-of-agreement and develop applicable policies and workflows in partnership with recreation coordinator
- Assist with development of recreation affiliation agreements between athletic associations and city recreation

Public Safety

- Work with Chiefs to evaluate diversified hiring strategies
- Assist with the research and evaluation of strategies to improve mental health amongst the City's public safety servants
- Identify potential revenue model for City owned police simulation lab

Community Development

- Assist with impact fee internal review and analysis
- Commercial inspections analysis and recommendations
- Assist in updating the City's telecommunications ordinance
- Develop shovel ready site designations
- Develop Whitetail Corporate Park greenspace/bluff plan
- Create small sector plans
- Assist with capital cost studies
- Develop housing fund policy
- Develop policy for when traffic studies are required
- Develop Foster Cemetery Study and Recommendations
- Assist with the City's Comprehensive Plan revision

Utilities

- Update the comprehensive business plan for the Water Fund
- Create a comprehensive business plan for the Stormwater fund including a rate review as noted in the 2021-2022 budget book
- Improve with Northstar system data entry process
- Overhead to underground electric conversion assessment and analysis
- Assist with AMI implementation (scheduling appointments, communications to residents, tracking project timeline goals)
- Electric vehicle policy and procedures