

CITY OF FOUNTAIN CITY REFERENDUM

A referendum will appear on the November 3rd election ballot regarding the proposed **City Administrator-Treasurer** position.

A special meeting is scheduled for October 26 at 6:00 pm in the Auditorium to provide more information regarding this position and to listen to community feedback.

What is being proposed?

The City is proposing to transition from the current Clerk-Treasurer position to a City Administrator-Treasurer role.

This updated position is intended to better meet the growing and increasingly complex administrative, financial, and operational needs of the City.

The total number of City Hall positions will remain unchanged (two positions).

Responsibilities will be more clearly defined, improving efficiency and accountability.

Proposed City Administrator-Treasurer Position

Why is this change being considered?

- The current Clerk-Treasurer is retiring.
- The complexity of city operations have increased in the areas of budgeting, compliance, and project management and will continue to require an increase of skill and capacity.
- Need for more onsite day-to-day administrative leadership and team management.
- Improve efficiency and reduce long-term costs through increased management and planning capacity.

Who would be making the decisions?

- There would be no change to elected leadership authority; the Mayor and Common Council would continue to review and approve all financial reports, transactions, and contracts.
- The Mayor and Common Council remain the policy-making and strategic planning body.
- The City Administrator-Treasurer would carry out and manage those policies.

What would the City Administrator-Treasurer do?

- Oversee daily operations of City government onsite.
- Implement policies set by the Mayor and Common Council.
- Manage staff and coordinate departmental workflow.
- Direct and assist with the execution of budgeting, financial oversight, and long-term planning.
- Ensure continuity and stability across election cycles.
- Strengthen the identification and administration of grant opportunities.
- Ensure compliance with state and local regulations.

How is this different from the current role?

Current Clerk-Treasurer

Primarily clerical and financial duties
Limited operational oversight
Reactive role

Proposed City Administrator-Treasurer

Expanded financial expertise and administrative leadership
Full coordination of city operations
Proactive planning and people management

What would be the benefits of this position?

- Improved efficiency and coordination and more strategic and long-term planning.
- Allows for the decrease in staff from five to four, with a commensurate reduction in cost.
- Stronger financial and operational oversight.
- Clear separation between policy (Council) and administration (staff).
- Improves the material weakness identified by the City's auditors by segregating clerk and treasurer duties which would strengthen financial oversight, accountability, and transparency.

How could this change the cost liability to the city?

- Position would be prioritized and funded within the city's existing budget structure.
- Staff size decreases from five to four full-time employees and eliminates the need to hire a more expensive Public Works Manager. This change, along with newly acquired sub-contracting, results in annual labor cost savings of \$68,000.
- Estimated \$15,000 audit annual savings.
- The total annual savings range for the city is: \$57,265/year (low end) to \$83,000 (high end).
- Comparative market compensation benchmark data from reputable third-party sources:
 - 25 regional municipalities (WI, MN, IA) data with populations of 300-2500
 - 2025-26 US Census Bureau State & Local Government Finance (11,753 respondents)
 - Nationwide municipal job postings (1400+ comparable roles)
 - Economic Research Institute (ERI) municipal compensation surveys (10,000+ positions)