

Mayor's Office

Quentin Hart

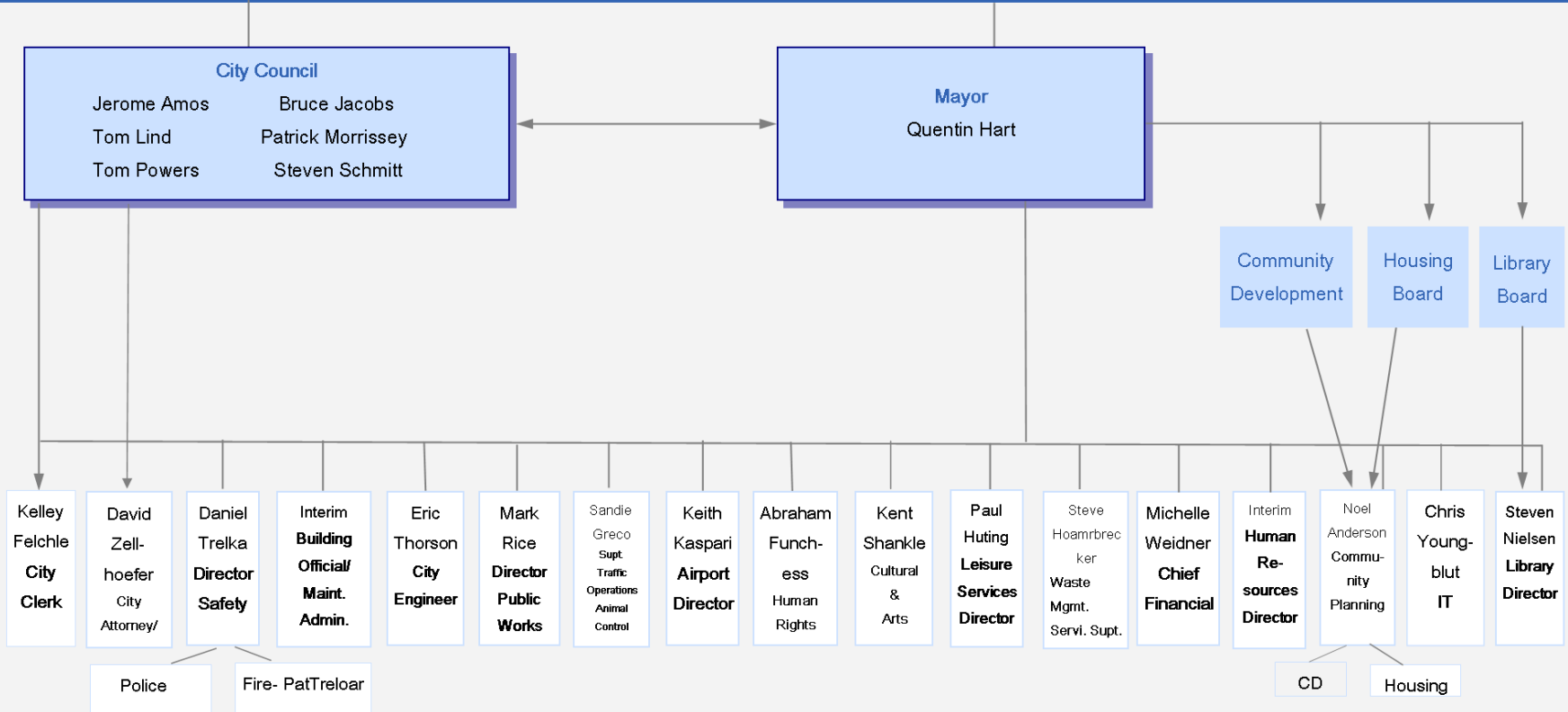


MISSION OF THE MAYOR'S OFFICE

CITY OF WATERLOO BUDGET



CITIZENS OF WATERLOO



02/12/2017



CEO of the City

- **Run a multi-million dollar, taxpayer-funded government entity for the citizens of Waterloo.**
- **Chief operations officer over 500+ employees.**
- **Direct Report for all department heads**

“The mayor is the chief executive officer of the city and presiding officer of the council. Except for the supervisory duties which have been delegated by law to a city manager, the mayor shall supervise All city officers and departments.” – State of Iowa Code



Presiding Officer of the City Council



CEREMONIAL REPRESENTATIVE OF THE CITY

- Ribbon Cuttings: 24
- Public Appearance Requests—schools, churches, service organizations: 48
- Speaking Requests: 53



BOARD & COUNCILS

Iowa Dept. of Aging

Future Ready Iowa Alliance (by Governor Branstad)

Iowa Workforce Development
Minority Communities Board

INRCOG Executive Committee

INRCOG Board Member

Black Hawk County Share
Services Committee

Black Hawk County Emergency
Management Agency

Black Hawk County
Conference Board

Waterloo Youth Jobs Initiative

National League of Cities

UNI Strategic Plan Implementation Team

Community Foundation's Metro Funders

Iowa League of Cities

Iowa League of Cities' Legislative
Committee

Regional Workforce Development Board

Future Ready Cedar Valley

Regional Innovation and
Entrepreneurship Team Member

U.S. Conference of Mayors

Leader Valley Council (GCVAC)



ADMINISTRATIVE ASSISTANT - Michelle Westphal



- Depending on if there is a crisis, calls can range anywhere from 30 to over 60 per day.
- Provide confidential assistance to the Mayor.
- Screen phone calls and visitors to the Mayor's office.
- Screen phone calls and visitors to the Legal Dept. and Police Chief's offices.
- Assist citizens by directing toward the appropriate department or agency (walk-ins or on phone).
- Research and/or follow-up on citizen complaints/requests.
- Keep Mayor's calendar--schedule meetings internal and external.
- Boards and commissions: Keep listing current; send updates to website/intranet staff; receipt and route applications to appropriate departments; gender compliance; monthly send openings to League of Women Voters as they put it in the Courier.
- Send press releases.
- Facilitate block party requests.
- Budget: Work with annual budgeting process; accounts payable
- Facilitate 30yr plaque presentations at Council
- Facilitate invocations schedule
- Compose correspondence/emails
- Routine secretarial duties



HIGHLIGHTS & ACCOMPLISHMENTS

Strategic Planning

Co-develop Shared Services Taskforce

Public Safety Focus

Mayors Youth Employment - \$20K in grant funding

Childhood Obesity Initiative - \$100K in grant funding

Institute Prayer at City Council Meetings



HIGHLIGHTS & ACCOMPLISHMENTS

Improve Public Image:

- Heart for the City TV show
- New City Website
- Regular KWWL appearances
- Communications Director, Wendy Bowman – to promote a cohesive, positive message in the community, through out the State of Iowa, and beyond.

