



FY 2025

City Administration Year in Review

**Director/Department Head
Staff**

Michelle Fischer, City Administrator
Ginger Faught, Deputy City Administrator
Shawn Cox, Deputy City Administrator

Role at the City

Under the general supervision of the Mayor and City Council, responsible for planning, organizing, directing, and coordinating all municipal activities and services as the chief administrative officer of the City. The City Administrator and Deputy City Administrators are responsible for the proper administration of all affairs of the City as directed by the Mayor and City Council.

Objectives

Our objective is to administer the affairs of the City in ways that embody our Core Values.



Services & Service Levels

Areas of Oversight

Oversee thirteen departments.

70 Full time employees, plus seasonal employees.

Michelle Fischer: People & Communications; Human Resources; Parks & Community Services; City Secretary's Office; and City Attorney's Office.

Ginger Faught: Planning & Development; Building; Maintenance; and Utilities.

Shawn Cox: Finance; Information Technology; and Emergency Management.

Personnel

Work with Human Resources Director on expanding employee training.

Hold monthly Department Head meetings to report on major projects each department is working on, including projects that need collaboration between departments; review staffing; and recognize employees for exceptional work.

Work with Human Resources Director and People & Communications Director to hold Quarterly Staff Meetings for required training, development, and team building.

Budget

Assists in preparation of the annual budget and budget amendments including obtaining budget input and recommendations from Department Heads, Commissions, Committees, and Boards.

Reviews and approves purchases in accordance with the City's ***Purchasing Policy***.

Assist with Requests for Bids/Proposals/Qualifications.

Meeting Agendas & Materials

Review and approve agenda items and materials.

In March revised ***Agenda Submission Policy for the City Council Agenda***.

Works with the City Secretary to prepare agendas, review meeting minutes, and prepare resolutions and ordinances for the City Council to consider.

Worked with City Secretary and City Attorney on ***Standardization of Agenda Item Types and Agenda Item Captions***.

2024: reviewed and assisted in carrying out 223 contracts; 43 Ordinances; 28 Resolutions.

2025 to date: reviewed and assisted in carrying out 86 contracts, others in process; 15 Ordinances; 15 Resolutions.

Ordinances

Performs research on ordinances in order to evaluate and recommend improvements to ordinances, assists in preparing revisions.

Currently working with City Attorney and Department Heads on Fee Schedule, Lighting, Solid Waste, and Zoning Ordinance amendments.

Master Plans

Assists in preparing and carrying out Master Plans for the City.

Currently the Comprehensive Plan and Master Parks, Recreation, and Open Space Plan are being updated. TIRZ No. 1 & No. 2 Project Plan and Reinvestment Zone Financing Plan updates are to be revised soon.



Consultants

Coordinates and oversees the work of consultants hired by the City Council as it relates to areas of oversight, including but not limited to the following:

City Engineer

Traffic Engineer

Utilities Engineer

Special Counsel

Financial Advisors

Landscape Architect

TIRZ Project Manager

TIRZ Administrator

Historic Preservation Consultant

Parkland Dedication Consultant

Lighting Review Consultant

Exterior Design & Architecture
Consultant

Other Governmental Organizations

Represents the City with other governmental agencies and officials.



Franchises

Acts as Liaison with Solid Waste Provider, Pedernales Electric Cooperative, right-of-way franchise users including cable, telecommunications, and natural gas.



Future

We do not foresee any changes in the department's budget or services. We anticipate that it will take approximately the same amount of funding to provide the same services at the same levels in the next year.

Future Projects/Goals

- Monthly Report to Mayor & City Council
- Work with staff to prioritize budget requests
- Recruit and retain good employees
- Review City Hall Space Needs Assessment, update if needed
- Work with staff to improve customer service
- Wastewater Expansion Project
- Construction of Maintenance Facility
- Old Fitzhugh Road Construction
- Utility Rate Study
- Wastewater CIP
- Begin Development Code Rewrite
- Stephenson Building & Downtown Parking Lot Construction
- Implement Employee Safety Program
- Rathgeber Natural Resources Park Phase 1