

**Function:**  
General Government

**Department:**  
City Administrator

**Activity:**  
City Administrator

### **GENERAL INFORMATION**

The City Administrator is responsible for the overall management and administrative coordination of activities of the City of Muscatine. All departments under the City Council report to and are responsible to the City Administrator. All Council matters from the various departments, boards and commissions are presented by the City Administrator to the City Council with specific recommendations. Upon approval by the City Council of various programs and policies, it is the responsibility of the City Administrator for their implementation according to Council direction.

The City Administrator is also responsible for the preparation of the annual budget for review and adoption by the City Council. Additionally, the City Administrator interacts with both public and private entities to promote community-based projects.

### **CURRENT TRENDS AND ISSUES**

The 2011/2012 revised estimate is the same as the original budget. The 2012/2013 budget is \$5,300 (2.2%) higher than the 2011/2012 budget primarily due to increased personal services and other employee benefit costs.

### **GOAL STATEMENT**

To improve the service and program capabilities of the City of Muscatine through the effective and efficient forecasting and planning of financial, manpower, and material needs of the City; to assist the City Council in developing the City needs in services and programs; to implement such services and programs established by the City Council through continual evaluation of the organizational structure of the City.

**PERFORMANCE MEASURES**

	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Estimated 2012/2013
City Council Agenda Items Presented	315	370	379	375	375
Staff Meetings Held	24	24	24	24	24
Greater Muscatine Chamber of Commerce and Industry (GMCCI) Meetings	4	3	3	3	3
Quad City Area Managers Meetings (Bi-State)	11	11	10	10	10
State Association Meetings (IaCMA)	NA	3	3	3	3
International City/County Management Association (ICMA)	NA	1	1	1	1
Municipal Management Institute (IMMI)	NA	1	1	1	1
Municipal Attorneys Association (IMAA)	NA	1	1	1	1
League of Cities (including annual conference)	NA	5	10	10	10
GMCCI Board and Committee Meetings	NA	12	18	18	18
United Way Meetings	NA	12	10	9	8

**OBJECTIVES TO BE ACCOMPLISHED IN 2012/2013**

**Five-Year Goals (Long-Term Goals)**

- Develop effective economic development strategies to encourage local investment and partnership.
- Pursue voluntary and 80/20 voluntary annexation opportunities, specifically North along Hwy 38 and East along Hwy 22. (Under the Iowa Code if at least 80% of affected property owners are in favor of annexation, it is considered a non-consenting voluntary annexation.)
- Monitor the long-term plan to eliminate the accumulated deficit in the landfill fund.
- Work with the County, School District, Muscatine Power and Water (MPW), and Chamber to combine services or cooperate where feasible and appropriate.
  - Work to meet a minimum of once per year with the above entities.

**Policy Agenda 2011-2013**

**Top Priority**

- Position the City to address the potential shortfall in revenue from the potential loss of commercial property taxes during the next legislative session.
- Develop a citywide comprehensive plan incorporating Iowa's Smart Planning Principles.
  - Public engagement. April 2012
  - Draft Comprehensive Plan. September 2012
  - Final Comprehensive Plan. December 2012
- Utilize National Citizens Survey (NCS) results for policy and budget decisions.

- Develop policies/incentives to encourage in-fill opportunities within the city limits.
  - Present a housing tax abatement plan to the City Council. June 2012
  - Present a historical housing tax abatement plan to the City Council. June 2012

**High Priority**

- Provide for the City’s existing levels of service.
- Prioritize and determine funding sources for capital projects identified in the 5-Year Capital Improvement Plan and for the Combined Sewer Overflow (CSO) program.
- Request an extension from the EPA of the City’s CSO program. June 2012
- Community Development:
  - Work with the Chamber to implement the economic development strategic plan.
  - Working with the Chamber, implement a sustainable Economic Gardening program. Educate the community on Economic Gardening as an economic development tool to grow local businesses and promote entrepreneurship. Identify resources to sustain a program to provide for this long-term economic development strategy. September 2012

**Management Agenda 2011-2013**

The 2010-2012 Management Agenda was also established. These issues represent short-term projects for the City Administrator and City of Muscatine staff. Included in the Management Agenda are items that are considered major projects that involve significant city resources and may span more than one year for completion

**Top Priority**

- Maintain and continually improve the City’s new website and maximize its potential as a resource for public communication.
- Complete an update of the City Code. December 2012
- Complete a rewrite of the City’s 1974 zoning ordinance following completion of the Comprehensive Plan. December 2013

**High Priority**

- Evaluate staffing needs and funding mechanisms.
- Evaluate establishing a formal “Lean” program with the City and joining the ILC (Iowa Lean Consortium).
- Provide for ongoing maintenance of the pavement management program
- Complete the following Capital Projects:
  - Cedar Street Reconstruction and Trail – Utility Relocation portion of project in 2012
  - Colorado/Harrison Street Reconstruction in 2012
  - South End Fire Station 2012
  - Mad Creek Levee Project 2012
  - Mississippi Drive Corridor Study 2012
  - Hwy 38/61 Connector Road Study. 2012
  - Soccer Phase 3 (Committee, Plan, and Fundraising)

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	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Budget 2011/2012</b>	<b>Revised Estimate 2011/2012</b>	<b>Budget 2012/2013</b>	<b>Percent Change</b>
<b>Expenditure Summary</b>						
Personal Services	\$ 168,135	\$ 210,266	\$ 218,400	\$ 217,700	\$ 222,500	1.88%
Commodities	2,229	2,115	2,700	2,700	2,700	0.00%
Contractual Services	23,975	24,503	21,100	21,800	22,300	5.69%
Capital Outlay	604	548	-	-	-	
Transfers	-	-	-	-	-	
<b>Total Expenditures</b>	<b><u>\$ 194,943</u></b>	<b><u>\$ 237,432</u></b>	<b><u>\$ 242,200</u></b>	<b><u>\$ 242,200</u></b>	<b><u>\$ 247,500</u></b>	<b>2.19%</b>
<b>Funding Sources</b>						
General Revenues	<u>\$ 194,943</u>	<u>\$ 237,432</u>	<u>\$ 242,200</u>	<u>\$ 242,200</u>	<u>\$ 247,500</u>	2.19%

<b>Personnel Schedule</b>						
	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Budget 2011/2012</b>	<b>Revised Estimate 2011/2012</b>	<b>Budget 2012/2013</b>	<b>Budget Amount 2012/2013</b>
<b>Full Time Positions:</b>						
City Administrator	1.00	1.00	1.00	1.00	1.00	
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
<b>Total Full Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$ 173,300</b>
Employee Benefits						<u>49,200</u>
<b>Total Personal Services</b>						<b><u>\$ 222,500</u></b>