

CITY OF MUSCATINE



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**FOR IMMEDIATE RELEASE
DECEMBER 4, 2024**

COUNCIL TO DISCUSS CREATING TWO NEW POSITIONS

Public Hearing, changes to City Code on agenda for December 5 City Council meeting

MUSCATINE, Iowa – The Muscatine City Council will welcome public comment during Thursday's (Dec. 5) City Council meeting on proposed changes to the City Code of Muscatine that would establish the position of Assistant City Administrator and the position of City Clerk.

The public is welcomed, and encouraged, to attend when the Council meets at 6 p.m. Thursday in the City Council Chambers on the second floor of Muscatine City Hall. The meeting is open to all individuals regardless of language spoken or disability. Any person requiring a reasonable accommodation to participate should contact the City Clerk's office at 563-264-1550.

The City Council is moving to amend the duties and responsibilities of the City Administrator by removing the functions of the dual role of also being the City Clerk of Muscatine from the City Administrator's duties and responsibilities. The position of City Clerk along with the duties and responsibilities of that position would be added to Title 1, Chapter 10, of City Code. Once the amended ordinance is implemented, the City Clerk would be appointed by and serve at the pleasure of the City Council.

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The second new position, Assistant City Administrator, would also be added to Title 1, Chapter 10 of City Code, along with the duties and responsibilities of that position. The individual would be chosen from among the City of Muscatine Department heads, and would be the administrator in charge during times when the City Administrator is not present or unable to fulfill their duties. The Assistant City Administrator would report to the City Administrator but be appointed by and serve at the pleasure of the City Council.

Another section would be added to Title 1, Chapter 10 of City Code, if approved, to further define the duties and responsibilities of the City Attorney along with a fourth section on Succession Requirements.

A vote on the amended ordinance will be held following the public hearing. The vote would include the suspension of the requirement for a second and third reading of the amended ordinance, and the implementation of the ordinance following the first reading and publication of the amended ordinance in the Muscatine Journal.

Also on the Council agenda is:

- Approval of the contract for the new City Administrator;
- Approval of the Annual Comprehensive Financial Report and Audit for the year ended June 30, 2024;
- Approval of a request to create a full-time transit dispatch position; and,
- Approval of several change orders in regards to demolition of structures in the Mulberry Neighborhood Project.

Details and additional information on these agenda items can be found by clicking [AGENDA](#) and clicking on the December 5 City Council Agenda link to view the agenda and/or attachments, or to download a PDF version of the City Council agenda and/or attachments.

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Several options are available for those who cannot attend in person but would like to watch the proceedings. The City Council meeting will be broadcast live on the City of Muscatine [YouTube channel](#) and on Civic-TV (Muscatine Power & Water Cable Channel 2).

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