

**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 2003/2004 revised estimate is under the budgeted amount by \$200. The 2004/2005 budget is \$4,300 (2.4%) higher than the 2003/2004 budget due to increased personnel 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 2000/2001	Actual 2001/2002	Actual 2002/2003	Estimated 2003/2004	Estimated 2004/2005
City Council Agenda Items Presented	372	359	305	340	340
Staff Meetings Held	48	48	48	48	48
Complaints/Requests for Services Resolved	4	3	2	2	2
Development Corporation Board Meetings	12	12	12	12	12
Development Corporation Executive Board Meetings	12	12	12	12	12
Chamber of Commerce Board Meetings	12	12	12	12	12
Airport Advisory Commission Meetings	11	7	9	11	11
Quad City Area Managers Meetings	11	11	11	11	11
State Association Meetings	4	4	4	4	4
Muscatine Appearance Project Meetings	6	6	0	0	0
Community Improvement Action Team Meetings	0	3	12	12	12

**OBJECTIVES TO BE ACCOMPLISHED IN 2004/2005**

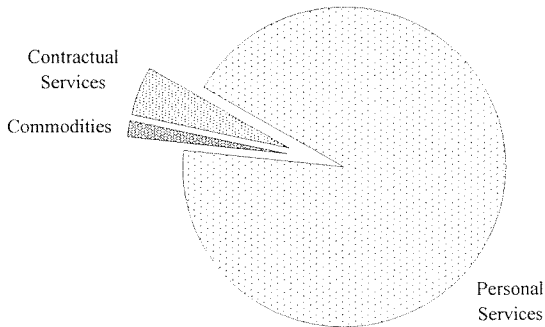
- \* To continue to provide assistance to the City Council and ensure that Council policies and directives are enacted and enforced.
- \* To continue to conduct comprehensive strategic planning sessions with City Council and City staff.
- \* To continue to work aggressively with the Muscatine Development Corporation and other outside entities in an effort to bring new business to the community and to assist in the expansion of existing industries.
- \* To continue to work with public and private sector entities pursuing projects and activities to the betterment of the community.
- \* To continue to review the financial resources that will be available to the City to carry on its functions and service levels as well as to maintain close ties with federal and state legislators to review legislation of possible importance to the City.

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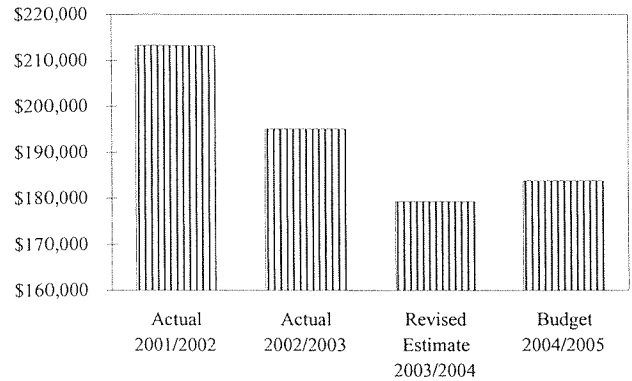
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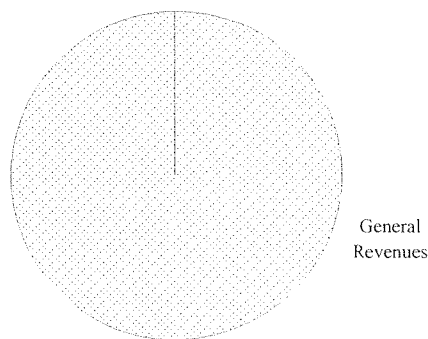
	Actual 2001/2002	Actual 2002/2003	Budget 2003/2004	Revised Estimate 2003/2004	Budget 2004/2005	Percent Change
<b>Expenditure Summary</b>						
Personal Services	\$ 198,324	\$ 178,367	\$ 167,400	\$ 167,200	\$ 171,700	2.57%
Commodities	2,900	2,702	2,800	2,800	2,800	0.00%
Contractual Services	11,960	13,777	9,300	9,300	9,300	0.00%
Capital Outlay	-	229	-	-	-	
Transfers	-	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 213,184</b>	<b>\$ 195,075</b>	<b>\$ 179,500</b>	<b>\$ 179,300</b>	<b>\$ 183,800</b>	<b>2.40%</b>
<b>Funding Sources</b>						
General Revenues	\$ 213,184	\$ 195,075	\$ 179,500	\$ 179,300	\$ 183,800	2.40%



**Budget 2004/2005  
Expenditures by Type**



**Actual and Projected Expenditures**



**Budget 2004/2005  
Funding Sources**

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### City Administrator

<b>Personnel Schedule</b>						
	<b>Actual 2002/2003</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Revised Estimate 2003/2004</b>	<b>Budget 2004/2005</b>	<b>Budget Amount 2004/2005</b>
<b>Full Time:</b>						
City Administrator	1.00	1.00	1.00	1.00	1.00	
Grant Writer/Coordinator	1.00	-	-	-	-	
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time	3.00	2.00	2.00	2.00	2.00	
<b>Part Time:</b>						
Grant Writer/Coordinator	<u>-</u>	<u>0.58</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Total</b>	3.00	2.58	2.00	2.00	2.00	\$ 133,900
Employee Benefits						<u>37,800</u>
Total Personal Services						<u>\$ 171,700</u>