



To: Mayor and City Council

From: Dylan Mulfinger

Subject: City Administrator Salary and Benefits Requests

Date: 3/30/2022

Accomplishments

- Grants
 - \$761,904 Assistance to Firefighters Grant (AFG)
 - \$449,485 Community Development Block Grant - COVID19 (CDBG-CV)
 - \$200,000 Northeast Iowa Charitable Foundation
 - \$40,000 North East Iowa Housing Trust Fund
- Policy
 - Wrote a Safety Manual that Council adopted
 - Updated the downtown façade guidelines and they were approved by council
 - Led the Highway 150 Coalition to have the Iowa DOT start a study to look at Highway 150 from Oelwein to 380
 - Finished a street plan with Upper Explorerland
 - Worked with Council to move the Fire Department to all volunteer
 - Worked with the FAA to acquire over \$60,000 in funds for the airport
 - Implemented a new fire department physical process in accordance with our insurance provider
 - Worked with FEMA and Iowa DNR on flood mitigation for the downtown
 - Completed Civil Right Policy requirements in accordance with the Department of Human Services for our federal grants
 - Updated the Oelwein Purchasing Policy to reflect new federal guidelines
 - Updated code to split City Administrator and Clerk positions
- Management
 - Had another successful audit
 - Worked with council to pass a balanced budget
 - Oversaw all the departments and worked with them on a weekly basis
 - Taxes were forgiven for vacant lots after presenting to County Supervisors
 - Represent the city in continued dispatch discussions with the County Supervisors
 - Purchased an ariel fire truck
 - Worked with council on another GO bond
 - Sold the Homes for Iowa
 - Worked on marketing material with Fusion Forward
 - Started an online database for the city
 - Worked with a company to start scanning documents for digital archive



- Migrated the city over to work issued cell phones
- Provided four lunch and learns to staff, provided a winter meal for staff with T&T BBQ
- Applied for a grant to study the downtown flooding issues
- Applied for a grant for a new generator at the fire station
- Worked with staff on an EF 0 tornado response and storm response
- Met several times on the library roof trying to find permanent solution
- Hired a company to annually inspect the Fire Station roof, City Hall roof, and Library roof
- Oversaw the 2021 water main improvement project which has extended to 2022
- Worked with a company on the wiring of City Hall and moving of the server
- Updated the wards for the census
- Led council orientation classes along with going to Iowa League classes with new council
- Worked with a local business owner on the sale of city property
- Survived Warren Fisk
- Professional
 - Member of the International City/County Management Association
 - Member of the Iowa City/County Management Association
 - Chair of the awards committee for the Iowa City/County Management Association
 - North East Iowa Regional Coordinator for the Iowa City/County Management Association
 - Serve on the Oelwein Chamber and Area Development Board
 - Serve on the Upper Explorerland Board
 - Serve on the RPA-1 Policy Board for Upper Explorerland
- Personal
 - Fulfilled two years of Oelwein Rotary President
 - Recognized as Paul Harris Fellow for donating over \$1,000 to Oelwein Rotary
 - Raised over \$2,000 for Rotary by leading the sweet corn feed
 - Raised over \$8,000 for Rotary to put in a new disc golf course in at City Park
 - Lead the BBQ contest for OCAD during Fall Fling
 - Chair of Stewardship and Finance for Zion Lutheran Church

The City Administrator has the privilege of discussing his salary and benefits in a public meeting. I am requesting the following for July 1, 2022:

- Four percent wage increase
- \$3,000 onetime salary benchmark compensation July 1 upon successful evaluation
- Permission to pursue ICMA Credentialed Manager
- Permission to create a City Administrator library and purchase one leadership/city management book each month (\$25 monthly value), books would stay with the city