



To: Mayor and City Council

From: Dylan Mulfinger

Subject: City Administrator Salary and Benefits Requests

Date: 4/25/2023

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## Accomplishments

- Grants
  - \$600,000 NE Sewer Project
  - \$375,000 Drinking Water Treatment Financial Assistance Program (WTFAP)
  - \$126,750 Pool Improvements
  - Tear Down North East Iowa Housing Trust Fund
  - \$84,750 Building Resilient Infrastructure and Communities
  - \$30,000 Iowa Department of Homeland Security and FEMA Fire Department emergency generator
- Policy
  - Presented a balanced budget to council
  - Moved the city's code online in a user-friendly format providing better transparency and more access to staff
  - Worked with MSA on the Comprehensive Plan
  - Worked with council to consider privatizing rental inspections for the organization and received zero proposals
  - Negotiated with Fayette County on the dispatch agreement
  - Administered the new single hauler contract and bid
  - Oversaw the plaza improvement project
  - Guided council through the selection of a new City Attorney
  - Provided guidance on golf carts several times for council
  - Spoke with our legislators about our concerns as a community and organization
  - Worked with a group of City Administrators trying to leave Municipal Fire and Police Retirement System
  - Negotiated health insurance rates
  - Discussed new benefit ideas with council
- Management
  - Hired two positions in Community Development
  - Created and implemented transition plan for Public Work's leadership
  - Oversaw the City Hall Improvement Planning process
  - Worked through a viaduct application to the federal government
  - Implemented a new phone system for the organization
  - Demolished over five homes and downtown nuisance property



- Provided input in countless airport board meetings and works sessions
- Worked through an Information Technology Assessment and started an implementation plan
- Provided a plan for downtown parking lot signage improvement
- Had another successful audit
- Oversaw all the departments and worked with them on a weekly basis
- Provided four lunch and learns to staff, provided a winter meal for staff
- Met several times on the library roof trying to find permanent solution
- Allowed a pool table at the fire station
- Professional
  - Spoke at UNI to a class of Public Administration students
  - Attended Rural Development Conference, Iowa Municipal Manager's Conference, IaCMA Summer Conference, ICMA Conference, and Iowa League of Cities Conference
  - 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 RPA-1 Policy Board for Upper Explorerland
- Personal
  - Investor and owner of a local business
  - Raised over \$2,000 for Rotary by leading the sweet corn feed
  - 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, 2023:

Increase in salary to \$124,999.94.

Under section 4, 2<sup>nd</sup> paragraph, add the following:

If the City Administrator is terminated without cause six months after the election, appointment, or swearing in of a new council member, the City Administrator shall receive nine months of severance pay and benefits.



#### Oelwein City Administrator Salary Comparables:

- Estherville **\$123,448**
- Maquoketa **\$127,500 (There since Jan. 2022)**
- Red Oak (interim so we can't grab this one)
- Centerville **\$109,000**
- Nevada **\$124,124**
- Atlantic **\$122,841.35** (This number is slightly higher than the spreadsheet gave because their “  
The city did 7% across the board know that we may be on lean times depending on what  
property tax reform happens between now and the end of next session. We are taking it as a  
given that property tax reform will happen and it will hurt municipalities.”)
- Washington **\$115,249.94** (pulled from the study not July 1)
- Charles City **\$128,500**
- Vinton **\$ 122,678**
- Independence **\$120,000**
- Manchester **\$112,216** (or mathematically **\$53.95** hourly, **\$1/hour** raise July 1 and then again on  
**Jan. 1, 2024** for all employees)
- Decorah **\$132,472.50** (will increase to either **139,096.12** or **\$141,745.575** on July 1, 2023  
depending on performance evaluation)