

2022 Goals: City Administrator - Kent Royster

1. City Operations and Management:

- Organize and manage an “Elected Officials Initial Work Session” in January following each election to review and discuss the process by which requests/ideas are discussed, researched, drafted, considered and acted upon by the City Council and staff:
 - Renew Riverdale’s “City Vision” statement by January 31st.
 - Identify Riverdale’s top priorities in support of the vision and post on the Riverdale web page by January 31st.
 - Define the “Rules of Order” adopted by the City for the management of public meetings and present at the initial meeting of the new Council.
 - Present the Iowa Open Meetings/Sunshine laws affecting how the Council does its business in the public’s eye at the initial meeting of the new Council.
 - Present the state’s rules for records retentions and how the City manages its records/files at the initial meeting of the new Council.
 - Provide budget training to newly elected members of the community by January 31st.
 - Explain the educational opportunities available to all elected officials and register all available personnel for Iowa League of Cities courses that lead to all elected officials receiving their CEMO designation by January 31st.
- Assist the Mayor in identifying, contacting and training volunteers to serve on all of the City’s boards, commissions and committees, and Council by March 1, 2022.
- Conduct an “orientation session” for volunteers serving on City boards, commissions and committees so they understand their responsibilities and authority as well as the process by which their recommendations will be considered and acted upon by the Council.
- Produce and maintain an online document (shared with the Mayor and Council) of projects currently “on the desk” - meaning active or projects on hold awaiting action at some point in the future. This project list should be created by February 1, 2022, and updated at least once per week (indicate the list has been updated by re-dating the report).
- Provide Council with a weekly update by the close of business each Friday via email. This update should include what was accomplished during the week, and the next week’s highlights. Include in the update the current identified priority according to the published City priorities.
- Provide clear and concise weekly updates to residents, business owners, other taxpayers, and key stakeholders of the community on key activities by updating the City’s website, social media, and public posting boards. Provide monthly updates to all constituents via mailed monthly newsletter highlighting key accomplishments and important upcoming dates.

2. Become more knowledgeable about the budget and budget process by:

- Attend, facilitate and participate in the regular meetings of the City’s Budget Committee and jointly present the findings and recommendations of the committee to the Council for consideration at each following regular Council meeting.
- Present budget amendment resolutions to the Council for consideration (based on analysis and recommendations of the City’s Budget Committee) no later than April 1, 2022; May 31, 2022;

October 1, 2022; January 1, 2023. All resolutions shall be scheduled and published according to state code in a timely manner.

- By the start of each fiscal year (beginning 07/01/2022), have a framework in place that allows for the timely production of a concise financial summary report that allows the public and elected officials to evaluate the City's revenue and expense activity for the previous "period" (a consistent time period that allows for year-to-year comparison) versus the same "period" from 12 months and 5 years prior. The report should also allow for the comparison of all revenue and expense activity for the "year to date" compared to the similar "year to date" from 12 months prior as well as 5 years prior.
- Identify and publish the dates for public meetings/intake sessions, public hearings, and Council actions related to the budget for the coming fiscal year far enough in advance they can be published in the City's calendar (distributed to residents at the end of the calendar year) and added to the City's website well in advance of the first designated meeting date. Ensure all dates and postings are in-compliance with state regulations.

3. Increase knowledge of rules and regulations by:

- All the latest versions of Riverdale's ordinances and the City's zoning code/subdivision ordinance will be posted online, accessible and searchable from the City's website by June 1, 2022.
- Produce a list of several (3 or more) recommended additions, alterations and deletions to the City's Code of Ordinances to be researched, written, considered and adopted by June 30, 2022.
- Meet as-needed with code enforcement personnel (zoning administrator, building inspector, sheriff, counsel, etc.) for the community to discuss enforcement actions of the month and concerns raised by citizens that need to be handled in the coming month. Provide a report to Council at the first Council meeting of each month about the status of code enforcement.
- When new ordinances and resolutions are proposed by members of the community or Council, verify the proposal against existing Federal, State, and City code and ensure compliance. Explain needed alterations and how compliance was achieved.
- Review City ordinances and regulations in relation to those of other communities within the Quad City region. When significant discrepancies exist, notify Council and/or the Mayor of these differences and make recommendations on whether we should align with our neighbors to improve community cohesion within the metro.

4. Improve efficiency by:

- Structure to-do lists, plans and reports to be able to easily port to reports upon completion.
 - Turn key items on the Administrator's weekly report into updates on the City's website. (Due each Friday)
 - Consolidate the weekly Administrator's report into the monthly City newsletter and send it to residents by the 20th of each month.
- Implement online bill pay (credit or debit) on the City's website by June 1, 2022.
- Provide a plan to the Mayor and Council for making improvements to the City's electronic document management system no later than April 1, 2022; execute the plan and meet plan expectations and timelines.

- Identify key tasks that need to be completed throughout the community on a regular basis and develop standard operating procedures and/or templates for the most common and repeated tasks.

5. Effectively manage personnel (internal and external) by:

- By January 15, 2022, develop a comprehensive preventive maintenance/grounds management list that can serve as a foundation for determining the need/utilization of a part-/full-time maintenance person and supplemental outside contractor relationships. Review this plan on a yearly basis and recommend updates.
- Have a final plan for on-going grounds maintenance and landscaping completed to review with Council by the first meeting in February. Have a contract in-place, a 28-E agreement, or a permanent employee hired for the job by March 1, 2022.
- Have a revised snow removal plan completed to review with the Council by the first meeting in June. Have a contract in-place, a 28-E agreement, or a permanent employee hired for the job by July 1, 2022.
- At the first Council meeting of each month, present information on staff activities.
- At the second Council meeting of each month, present information on contractor activities.
- Finalize and present a road/street maintenance plan to Council for review by the first meeting in July. Ensure contractors are in-place and repairs are started no later than September 1, 2022.
- The City Administrator will work with direct report City staff to establish annual goals that support the vision and priorities of the City of Riverdale.
 - The Goal setting effort will begin January 1st and be set by January 31st.
 - The City Administrator will conduct a 6-month review to assess each staff member's progress with respect to completing the defined goals, and revise as is appropriate. The reviews should be completed by July 31st.
 - The City Administrator will conduct a year-end review to assess each staff member's progress with respect to the goals and with each staff member's performance, making appropriate recommendations for each staff member's improvement. The reviews should be concluded by December 31st.

6. Document and maintain the vision for the city of Riverdale:

- Document and publish the Riverdale City vision established within the Elected Officials' Work Session. This will be published on the Riverdale web page and posted at City Hall by January 31st.
- Review/update the Riverdale City vision at the first meeting in July annually.
- Facilitate the completion/updating of the City's 1-year, 5-year, and 10-year Capital Improvement Plans and Budgets for review with Council as part of the budgeting process (the Council's review should be conducted in late-September or early-October).
- Facilitate a review of Riverdale's assets (everything from its website to landmark signage to vehicles and equipment) to ensure visible presence of the City reflect the values of the City. Conduct as an annual review as part of the initial Elected Officials Work Session. Maintain an inventory of all City owned supplies and conduct an annual property control check to verify location and functionality of all items.

- Participate in regional efforts that support the building and development of the community and its full incorporation into the greater Quad City region.

7. Professional Improvement:

- Complete essential training in Microsoft Office 365 and pass basic competency tests to demonstrate a working knowledge of Word, Excel and PowerPoint by Jun 30th, 2022. (This can be by Twin State Tech Services).
- Complete professional training in one of the following tracks: Municipal Administration; Municipal Financial Management; or Leadership, by December 31st, 2022.
- On an ongoing basis, dedicate 4 hours per month to investigate new trends in city management and changes initiated by the state of Iowa that will potentially impact Riverdale. Present any pending issues to the Mayor and Council that will be requiring their attention as they conduct their annual goal-setting session in January of each year.
- Participate in professional development with the Iowa League of Cities, ICMA, or other professional organizations related to City management and administration.