



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

RIVERSIDE, IOWA City Administrator Position Profile



Apply by February 28, 2023
Riversideca2023@gmail.com

Contact:

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About Us

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community. The City is seeking a visionary & strategic individual who wishes to be highly involved in the community. Additional highly desired attributes include a good understanding of city finances and good listening skills.



Typical New Housing in Riverside

Riverside is poised for growth due to its positioning along the 4-lane Avenue of the Saints/US Highway 218 just 15 miles from central Iowa City. However, it is also the home of the \$90 million Riverside Casino & Golf Resort, which welcomes 1.5 million visitors per year. Riverside is the “future birthplace” of Captain James T. Kirk of Star Trek (his birth is expected March 22, 2228), and is poised for tourism growth in this area as well.

Riverside Casino & Golf Resort greatly benefits the City of Riverside and the surrounding area in terms of sales tax, hotel/motel tax, and gaming tax revenue, direct payments, and additional grant opportunities through its nonprofit sponsor, the Washington County Riverboat Foundation. The vast majority of these funds are being used for capital improvements to provide for the long-term growth and improvement of Riverside.

Riverside is located in the far northeastern portion of Washington County, population 23,000, directly adjacent to Johnson County, home of the University of Iowa, and one of Iowa’s fastest-growing counties. Riverside has enjoyed considerable residential growth in the past several years.

Recent Accomplishments

- Completion of major Railroad Park improvements.
- Third Street water, sewer & paving project.
- Completion of Community Visioning process through an Iowa’s Living Roadways grant.





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- Construction of new housing on City-owned lots on Galileo Drive and in the privately-developed Northern Heights Subdivision.
- Various street improvement/paving projects in the past several years.
- Joint nuisance enforcement agreement & staffing with the City of Kalona.
- Assisted with the sale & redevelopment of 5 downtown buildings.

City Government

The City of Riverside has a mayor-council with appointed city administrator form of local government. The mayor is elected every two years and the five city council members serve four year overlapping terms. All council members are elected at-large. The mayor does not vote, and the city council appoints the city administrator. The city council meets in regular session on the 1st and 3rd Mondays of the month at 6:00 p.m.

The City employs four full-time employees, including the position of City Administrator. The City’s annual budget for Fiscal Year 2023 is \$6.0 million, not including transfers between funds. A breakdown of budgeted FY2023 city expenditures is as follows:

Public Safety- Police (Contract), Fire & Animal Control.....	\$911,358
Public Works- Streets, Lighting & Snow Removal.....	\$236,277
Health & Social Services.....	\$0
Culture & Recreation- Library (Contract), Parks & Rec, Cemetery	\$224,548
Community & Economic Development.....	\$72,050
General Government.....	\$393,990
Debt Service.....	\$0
Capital Projects.....	\$3,377,335
Proprietary- Water, Sewer & Garbage (All by Contract)	\$828,231
Total	\$6,043,789

The major sources of city revenues include the following:

Property Taxes.....	\$923,624
Tax Increment Financing.....	\$0
Gaming Wager Tax	\$433,540
Local Option Sales Taxes.....	\$125,000
Hotel/Motel Taxes.....	\$191,774
Road Use Taxes.....	\$133,000
Water Utility User Fees	\$420,320
Sewer Utility User Fees	\$450,300
Grants & Reimbursements	\$1,094,798
Other Fees & Charges for Service	\$126,175
Total	\$3,898,531

The City’s current tax rate is \$8.10 per \$1,000 valuation. Total fund balances estimated for 6/30/23 are \$2.8 million. The City has no outstanding general obligation nor revenue debt.



City & Community Services

Riverside's city departments include: Fire, Streets/Parks, Water/Sewer, and Administration & Finance. Many services are delivered through contractual arrangements. The Washington County Sheriff's Office provides law enforcement services. The northern Washington County communities of Wellman, Kalona, and Riverside partnered together to add an officer to the Sheriff's Office to allow for increased coverage in the northern part of the county.



Riverside Fire Department

The Riverside Fire Department is exceptionally well-equipped and supported for a small city department. Their outstanding operation includes an aerial ladder truck.

The City contracts with Kalona for library services and with PeopleService for the operations of the municipal water and wastewater plants. The water and wastewater plants have been upgraded in recent years to accommodate the casino as well as projected future growth.

Boards & Commissions include a Planning & Zoning Commission. The community has a very active community partner in the Riverside Area Community Club, which plans the annual TrekFest and works to promote and improve the community. The Voyage Home Riverside History museum celebrates the community's rich heritage and historical features, as well as its Star Trek heritage.

Housing & Commercial Development

In addition to development of 24 single-family lots by the City in recent years, Riverside has the Northern Heights Subdivision, a 71-lot subdivision being developed by Apex Construction of Iowa City. Discussions are currently underway for a new townhome development, and the City is investigating the possibility of annexing and providing services to a possible 60-lot subdivision on Vine Avenue (Old Highway 218).

The community enjoys great positioning along the 4-lane Highway 218/Avenue of the Saints, and commercial lots have been developed along both sides of the interchange in recent years. A focus on downtown improvement has included streetscaping and sidewalk improvements and the sale & ongoing redevelopment of 5 downtown buildings.



Riverside Casino Bar Area

Riverside Casino & Resort

The singular Riverside Casino & Resort was approved by the Iowa Racing & Gaming Commission in 2004, and began operations in 2006. This \$90 million facility sits on 375 acres that were annexed into the Riverside corporate limits. It includes a 200-room hotel, several restaurants, and an 18-hole golf course designed by the renowned course architect Rees Jones. The casino complex

employs 692. Renovations costing over \$11 million were completed in 2018.

Iowa City Region

Riverside enjoys enviable positioning within 15 miles of the dynamic and growing Iowa City area, home of the University of Iowa and University Hospitals & Clinics. A variety of entertainment, from the Coral Ridge shopping mall, to Hancher Auditorium theatre and musical productions, to Big Ten athletics are easily accessible to Riverside residents. Johnson County, which includes Iowa City, had a population of 152,854 residents at the 2020 Census, a 17% increase from the 2010 Census population of 130,882.

Nearby Linn County, which includes Cedar Rapids and Marion and is home to Cedar Rapids Kernels minor-league baseball and the US Cellular Center multi-purpose arena, had a population of 230,299 residents at the 2020 Census, which was a 9% increase from the 2010 Census.

Future Projects & Initiatives

The new City Administrator will play an important role in the following upcoming projects & initiatives:

- Community Center planning & possible public referendum
- Comprehensive Plan update
- Park Plan implementation, including new boat ramp
- Significant maintenance improvements at the water & wastewater plants
- Work with developers on housing opportunities
- Possible renovations & tech upgrades in City Council Chambers



Duties and Responsibilities of the Position of City Administrator

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Supervision Exercised:

Exercises supervision over all municipal employees either directly or through subordinate supervision.

The Position:

The City Administrator is appointed by and serves under the general direction of the Mayor and City Council. The position is responsible for the overall administrative direction and supervision of all City employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

Essential Duties:

- Draft, implement, coordinate, and administer the policies of the City Council.
- Prepare agendas for all public meetings in collaboration with the Mayor and attend all City Council meetings.
- Prepare all resolutions, ordinances, policies, and procedures as approved by the City Council.
- Maintain a list of all funding sources available to the City.
- Receive, review, and recommend to the City Council all alcohol and tobacco permits.
- Maintain strong working relationship with local law enforcement and other local government officials.
- Represent the City at functions and meetings.
- Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
- Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
- Oversee the financial management of City Hall and the annual budget.



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- Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.
- Act as the main contact for all entities conducting business with the City. Examples include: City Attorney, engineering firms, contractors, vendors, and other outside organizations.
- Act as the Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
- Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.
- Act as the City's main contact for capital project management. Ensure all pre-construction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.
- Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.
- Lead the City Council in goal-setting sessions and assist them in understanding and utilizing the Comprehensive Plan.
- Actively participate in county economic development organizations and other economic development activities.
- Promote local businesses and actively participate in the Riverside Area Community Club and other local organizations. Maintain regular contact with local business owners.
- Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.
- Assist businesses in the application and permitting process and service as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the City Council.
- Promote City-owned properties that may be for sale and the orderly development of related projects.
- Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.



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- Lead any City fundraising campaigns.
- Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.
- Work with local organizations in the development of activities and/or festivals to attract visitors to the City.

Knowledge, Skills, and Abilities:

The City Administrator should have extensive knowledge of management practices and policies. Knowledge of principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedures of local government. The position requires excellent communication skills and the ability to communicate clearly both verbally and in writing. The position requires the ability to read and understand complex materials. The position requires the establishment and maintenance of cooperative working relationships with a wide variety of organizations and individuals. Position requires working knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.

Announcement/Advertisement

City Administrator, Riverside, Iowa.

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community. Riverside is home to the \$90 million Riverside Casino & Resort, which hosts over 1.5 million visitors annually. It is located in Washington County just south of the line with Johnson County, one of Iowa's fastest growing counties. Starting salary range is \$85,000 to \$95,000, depending upon qualifications, with full range of benefits.

Preferred qualifications include four-year college degree in public or business administration or related field and two or more years of experience in a public sector management position, including supervisory experience. Residency within 20 miles of Riverside is permissible, with residency within Riverside preferred. Riverside seeks an administrator that will embrace and become an important part of the community.

Applications should be submitted to riversideca2023@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Apply by February 28, 2023. EOE.



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Tentative Timetable For Search Process

It is the City’s intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by March 25. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|---|----------------------------|
| 1. Application deadline..... | February 28, 2023 |
| 2. Notifications of semifinalists for the position..... | March 6 |
| 3. Virtual interviews of semifinalists | Wednesday, March 8
(PM) |
| 4. Candidates’ day to tour the community and meet city
employees, Mayor and Council members..... | Friday, March 24 |
| 5. Interviews of candidates..... | Saturday, March 25 |
| 6. Offer of employment..... | March 25 |
| 7. City Council approval of employment contract | April 3 |
| 8. Proposed starting date of employment | By May 15 |

