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CITY COUNCIL WORK SESSION AGENDA
Tuesday, April 18, 2017 • 6:00 p.m.
City Council Chambers, 110 North Poplar Street

1. Call to order
2. General Overview of Work
 - a. City Administrator Search Process
 - b. Purpose of Work Session
3. Time Table for Search Process
 - a. Review the key dates for Mayor & Council
 - i. Telephone or Skype Interviews – May 4th
 - ii. Interview Finalists – May 20th
 - b. Council Consensus on dates and times
 - c. Candidates have been advised of time table in profile
 - d. Keep Consultant posted on changes to your schedule
4. General Discussion of City Administrator Documents
 - a. City Administrator job description
 - b. Chapter of City Code – City Administrator
 - c. City Administrator Employment Agreement – negotiable?
5. General Overview of Wage & Benefit Package
 - a. Council consensus on salary range
 - b. Council consensus on benefit package parameters
 - c. Candidates' expenses to travel to West Branch
6. Confidentiality of Candidates Information
 - a. Confidentiality during early stages of process
 - b. Request for Closed Session Form – Signed by Candidates
 - c. Names of Finalists – Remain confidential
7. Consultant Updates during Search Process
 - a. Phone calls to the Mayor
 - b. Written reports to Mayor & City Council sent by email
 - c. Report on Mayor & Council Members Rankings of Candidates
8. Next Meeting – Thursday, May 4th – 5:30pm to 9:00pm
 - a. Telephone or Skype interviews
 - b. Consultants Review and Recommendations
 - c. Council Ranking Process – Immediately Following Interviews
 - d. Rating System – Basis for the Selection of Candidates for Final Interviews
9. Final Comments and Questions
10. Adjournment

The Scoring System – Tuesday Afternoon or Evening

We typically use a very simple scoring system.

1. Good Candidate = Candidate who you would like to interview.
2. Marginal Candidate = Not a Top Candidate, but someone who could be interviewed, if supported by other Council Members.
3. Not Qualified Candidate = Candidate does not have the background and experience required for the position.

Most Council Members are usually able to assign a 1, 2, or 3 score to all the candidates. We will have a list of all the candidates that you can use to record your individual ranking of the 25 candidates.

City Council Work Session

We have requested a City Council Work Session at 7:00 p.m. on Tuesday, April 18th. There is enclosed a summary of the topics that we hope to discuss at the Council Work Session, which should require about 45 minutes of time or less.

We have also enclosed another copy of the summary of the compensation package for the city administrator position. We will review this summary with the City Council and modify the possible responses, as shown in italics on the summary. After the Council has provided us some direction, we will update the summary and send everyone a revised copy.

If you have any questions, please feel free to contact us.

**CITY OF WEST BRANCH, IOWA
CITY ADMINISTRATOR SEARCH PROCESS**

Tentative Time Table for Each Step in Process

Action	Lead Role	Dates
1.City Council Work Session to review search process	Consultant	February 13
2.Consultant meets City Department Heads	Consultant	February 16-17
3. Advance Interviews with Mayor & Council	Consultant	February 16-17
4.Preparation of Position Profile	Consultant	March 1-10
5. Preparation of Advertisements	Consultant	March 5
6. Preparation of List of Potential Candidates	Consultant	March 8
7.Placement of advertisements and posting on websites	City	March 9
8. Council Approval of Position Profile	Consultant/City Council	March 20
9. Emailing of Profiles	Consultant	March 21-22
10. Phone Calls to Potential Candidates	Consultant	March 27-31
11. Deadline for Applications	-	April 11
12. Screening of Candidates	Consultant	April 12-15
13. Selection of Candidates for Initial Interviews	City Council Meeting	April 18
14.Initial Skype Interviews of Candidates to select finalists	Consultant/Council Meeting	May 4
15. Send a Packet of Information to Candidates for Formal Interviews	Consultant	May 7
16. Education Verification, Credit Checks, & Criminal Background Checks - Finalists	Consultant/Police Department	May 8-10
17. Calls to Candidates' References	Consultant	May 9-17
18. Coordination of Interviews	Consultant	May 9-18
19. Formal Interviews of Finalists	Consultant/Council	May 19-20
20. Negotiations with Selected Candidate	Consultant/Mayor	May 21
21. Approval of Offer of Employment	City Council	May 22 or 23

This tentative time table is strictly a summary of the steps in the process and potential dates for the completion of these steps. This time table will be reviewed and modified to meet the needs and expectations of the Mayor and City Council Member.

Revised: February 14, 2017
By: Patrick Callahan

**COMPENSATION PACKAGE
ISSUES & OPTIONS**

**CITY OF WEST BRANCH, IOWA
CITY ADMINISTRATOR SEARCH PROCESS
February 13, 2017 – Council Directives – Revised February 14, 2017**

The following is a list of issues/options that need to be addressed when developing the employment offer for the selected candidate. *Notes in italics are based on council directive and/or past practices with previous city administrator.*

- A. Salary and Employment Agreement
 - 1. Annual base – *\$60,000 - \$80,000*
 - 2. Merit raise consideration dates - *Yes - Negotiable*
 - 3. Content of employment agreement – *Yes, Negotiable*

- B. Auto Options
 - 1. Individually leased vehicle - *No*
 - 2. Municipality owned vehicle (from motor pool) - *No*
 - 3. Monthly allowance and mileage beyond certain distance – *No*
 - 4. Standard City rate - \$0.445 per mile – *Preferred option*

- C. Vacation Plan
 - 1. Standard policy-same as other employees – *Negotiable*
 - 2. Credit for years of experience and placement at appropriate level in the standard policy – *_____ hours to start - Negotiable*
 - 3. Progression with ensuing years - *Negotiable*

- D. Sick Leave Plan – *Same as other employees?*
 - 1. Years credit, plus standard policy
 - 2. Accrue maximum
 - 3. Days at Start of Employment

- E. Medical/Dental/Life Insurance – *Standard City Plan*
 - 1. Amount of coverage and premium - *Same as other employees*
 - 2. Qualification of dependents
 - 3. Supplemental life insurance

- F. Moving Allowance - *Negotiable*
 - 1. In addition to the expenses of moving the general household, some items may need to be specified, such as moving boats, antiques, and real estate costs, etc.- *Not included*
 - 2. Employee is reimbursed for moving costs or submits bids from moving companies with a cap - *\$5,000 cap*

**COMPENSATION PACKAGE
ISSUES & OPTIONS**

- G. Supplemental Living Allowance – *No*
 - 1. In the event the employee is forced to establish a temporary second home, i.e., pending sale of home and /or family moving, additional compensation may be offered. Generally a dollar amount per month - *No*
 - 2. Duration of allowance should be specified.

- H. Severance Package - *Negotiable*
 - 1. A specific amount with negotiations allowed – *Negotiable*
 - 2. Slide scale plan - *Possible*
 - 3. Health Insurance coverage - *Negotiable*

- I. Retirement Plan – *Employee option - Negotiable*
 - 1. IPERS – State Plan
 - 2. ICMA – RC 457 Plan

- J. City Equipment
 - 1. City issued cell phone - *Yes*
 - 2. City lap top computer -*Yes*

- K. Performance Evaluation - *Yes*
 - 1. Specific times during first year – *3 months, 6 months, & 12 months*
 - 2. Annual evaluations thereafter - *Yes*

- L. House Hunting Expenses - Trips back to West Branch - *No*
 - 1. Specific number of trips - *No*
 - 2. Employee and spouse - *No*

- M. Professional Association Dues - *Yes*
 - 1. Specific organizations – *ICMA, IaCMA, ILC, & IMFOA*
 - 2. At the discretion of the Employee – with Council approval and in the budget

- N. Professional Education & Continuing Education – *Yes – ICMA & IaMCA*
 - 1. Specific conferences/seminars - *Yes – with Council Approval per agreement*
 - 2. Formal education allowance - *No*
 - 3. Standard educational reimbursement policy -*No*

- O. Miscellaneous Conditions – Outlined in offer of employment
 - 1. Specific date by which the candidate’s decision is expected - *ASAP*
 - 2. Method of acceptance – *Letter signed by Mayor & Candidate*
 - 3. Starting date – *ASAP*

- P. Employment Agreement – *Negotiable?*
 - 1. Offer of employment outlined in a letter - *Yes*
 - 2. Employment agreement – *Yes*
 - 3. City Attorney review – *Yes*

- Q. Candidate Travel Expenses
 - 1. Mileage expenses – *Yes – Airfare - Negotiable*
 - 2. Lodging expenses – *Yes – In Iowa City*
 - 3. Advise candidates in advance – *Yes*

REQUEST FOR CLOSED SESSION AND CONFIDENTIALITY

WEST BRANCH, IOWA CITY COUNCIL

CANDIDATE FOR POSITION OF CITY ADMINISTRATOR

As a candidate for the position of City Administrator for the City of West Branch, Iowa, I do hereby request that all interviews that I have for this position be held in closed session of the West Branch, City Council. I also request that any discussions regarding my qualifications and competency for this position also be held in closed session in order to prevent any needless and irreparable injury to my reputation.

I request that my resume and related information not be available as a public record. I also request that any reports or summaries of my qualifications or references not be available as a public record and remain confidential. It is my belief that the public disclosure of my application materials for this position could result in the needless and irreparable injury to my reputation.

This request is made in accordance with Chapter 21.5(i) of the State Code of Iowa, which reads as follows:

“To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.”

Signed this _____ day of April, 2017

Signature: _____

Printed Name: _____

City of West Branch, Iowa

City Administrator Position

May 19th & 20th , 2017

Tentative Schedule – April 18, 2017 – As Revised

(Subject to Change)

Friday, May 19, 2017 – City Hall

1:00 PM – 1:30 PM	Candidates meet with the Consultant to review schedule
1:30 PM – 3:00 PM	Candidates meet with City Department Heads and City Hall Staff
3:00 PM – 5:00 PM	City Tour – Candidates and Spouses
5:00 PM – 5:30 PM	Candidates opportunity for questions and answers
5:30 PM 7:00 PM	Reception – Candidates meet with Council Members and invited guests for an informal setting – Not a Council meeting
7:00 PM	Candidates meet with Consultant & Mayor – If needed
7:10 PM	Adjourn for the day

Saturday, May 20, 2017 – City Hall All Day

8:00 AM	Consultant briefs the City Council on morning session – Open Session
8:30 AM to 11:00 AM	Mayor/City Council interview candidates in teams of two on individual basis
11:00 AM to 12:00PM	Mayor/City Council– lunch break – Consultant’s Report on background checks - Closed Session
12:00 PM to 3:00 PM	Mayor/City Council as a group interviews candidates – Closed Session
3:00 PM	Mayor/City Council discussion and deliberations – Candidates & Terms of Employment – Closed Session.
4:00 PM	Council authorizes Consultant to negotiate with the preferred candidate – Open Session
4:30 PM	Consultant contacts all candidates

Date – To Be Determined

6:00 PM	City Council meeting to make the appointment and to approve an offer of employment to the selected candidate
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