

**AGENDA**  
**Tipton City Council – Work Session**  
**Tipton Fire Station**  
**Monday, January 30, 2017**  
**5:30 p.m.**

**A. Call to order**

**B. General Overview of Work Session**

1. City Manager Search Process
2. Purpose of Work Session
3. Update on preliminary steps in the search process
  - \*City Manager Ordinance review
  - \*City Manager job description review
  - \*F.Y. 2016-17 City Budget review
  - \*City Council upcoming goals & objectives
  - \*Development of position profile

**C. Time Table for Search Process – Subject to Council Review & Approval**

1. Review the key dates for Mayor & Council
  - \*Review applications – March 13
  - \*Skype or Telephone Interviews – March 23
  - \*Interview the Finalists – April 7-8
2. Council consensus on dates & times
3. Candidates will be advised of time table in profile
4. Keep Consultant posted on changes in your schedule

**D. Consultant Interviews with Mayor, & City Council Members & Department Heads - Completed**

**E. Citizen Involvement in Search Process**

1. City Council Decision
2. Stakeholders' Involvement – Example from other cities
  - Public Forums
  - Questionnaires available on city website
  - Candidates reception during interview process
3. Role of City and the Consultant in this part of the process

**F. Community & Position Profile**

1. Purpose of profile
2. General overview of content
3. Council consensus on content – February 6<sup>th</sup>
4. Placement on City of Tipton website
5. Sending to potential candidates by email

**G. General Overview of Wage & Benefit Package**

1. Council consensus on salary range
2. Council consensus on benefit package parameters
3. Candidates' expenses to travel to Tipton

**H. Advertisement of Position**

1. Content of advertisement
2. Publications and websites
  - ICMA Website
  - Iowa League Website
  - IAMU Website
  - Iowa Newspaper Classified Network
3. Authorization to proceed

**I. Confidentiality of Candidates' Information**

1. Confidentiality during early stages of process.
2. Request for Closed Session Form –Signed by Finalists
3. Release of Names of Finalists – The City's Options

\*Candidates' option to release their name to news media

\* Names & addresses of all finalists are released – Candidates so advised and allowed to withdraw

4. Recent experiences on the release of names to news media

**J. Consultant Updates during Search Process**

1. Phone calls to Mayor
2. Written reports to Mayor & City Council sent by e-mail
3. Welcome to contact us at anytime

**K. Screening of Candidates by Mayor & City Council Members**

1. Consultant reviews and ranks resumes
2. Cover letters & resumes made available to Mayor & Council for review
3. Council review and ranking of Candidates
4. Composite score determines who is selected for telephone or skype interviews

**L. City Council Meeting - March 13<sup>th</sup> – “Open House” and Work Session**

1. Consultant’s Review and Recommendations
2. Council Ranking Process & Rating System

**M. Final Comments and Questions**

**N. Adjourn**

**Revised: January 25, 2017**



January 27, 2017

To: Mayor & City Council  
Tipton, Iowa

From: Patrick Callahan

Re: City Manager Search Process

We are looking forward to starting the city manager search process. We have scheduled a city council work session for Monday, January 30<sup>th</sup> at 5:30 p.m. to start the process. The agenda for the work session is enclosed for your review.

### **Preliminary Work**

There is attached for your review a copy of the current job description for the city manager position. We would request that you review it and make certain that it accurately reflects the City Council's expectations. We have also enclosed a copy of the City ordinance that establishes the position of city manager. If this ordinance needs to be revised, we would recommend that it be updated at the next regular meeting. If the City Council has a list of goals and objectives, it would be an ideal time to review and update this list. There is attached the Council's goals from a 2014 Goal Setting Session.

### **Time Table for the Search Process**

There is enclosed the time table for the city manager search process which was reviewed and approved at the January 16<sup>th</sup> council meeting. We will review the dates and steps in the process with the City Council on Monday night.

### **Mayor/Council Individual Meetings**

We enjoyed meeting with all of you on January 19<sup>th</sup> on an individual basis. We were very impressed with what has been accomplished in the City of Tipton since the city manager search process was placed "on hold" in 2016. We are even more convinced that the Council's decision to postpone the search process in 2016 was a wise decision.

### **Citizen Involvement in the Process**

The level of citizen involvement in the search process does vary considerable from one city to the next. Most cities have little or no citizen involvement. While other cities, such as Centerville, have a public forum at the start of the process and a reception for the finalists at the end of the process, there is no "right or wrong" approach. It is strictly a matter of the preference of the City Council.

### **Community & Position Profile**

We have started writing the community and position profile. We are gathering information and hope to have a draft available late next week. It may possibly be available for Council approval at the February 6<sup>th</sup> Council meeting.

### **Wage & Benefit Package**

One of the more important matters that we need to discuss on Monday night is the salary range for the position. When we posed this question to you on January 19<sup>th</sup>, we heard the following suggestions:

- \$80,000 to \$100,000
- \$80,000 to \$95,000
- \$80,000 to \$90,000
- Up to \$100,000 for the right person
- \$80,000 to 90,000

It is our understanding that the city budget has a salary of \$91,000 for the city manager position. The Verisight Compensation Survey that was done in 2015 stated that the salary range should be \$68,000 to \$108,000 with a mid-range of \$88,400. A copy of the schedule from the Verisight Survey is enclosed.

Chris Nosbisch's initial salary was \$75,000 when he started in June, 2012. When he resigned, his salary was \$84,872.

We are preparing a summary of a salary survey for city manager positions that was done by the Iowa City Management Association in 2016. We will provide that information to the City Council on Monday night.

We would also like to discuss the content of a benefit package for the city manager position. We have enclosed a summary or list of the types of compensation and benefits that candidates for the city manager position may request. We have also enclosed a copy of the benefit package that was approved by the City Council in Centerville, which was our most recent search. We will review this summary with the City Council.

### **Advertisement for the Position**

There is enclosed a draft copy of the advertisement for the city manager position. We would propose that this advertisement be posted on the following websites:

- International City Management Association (ICMA) website - \$650.
- Iowa Association of Municipal Utilities (IAMU) website – Free
- Iowa League of Cities – website – Free
- City of Tipton, Iowa website

Some cities have also placed a small advertisement in the Iowa Newspaper Classified Network for \$390 for a one time notice in 253 newspapers in Iowa. However, the results from this type of advertisement have been less than impressive.

### **Confidentiality of Applications**

The vast majority of candidates expect and request that their applications will remain confidential and that their names will not be released to the public or news media. If the City wants to release the names of the candidates, then we will need to advise candidates

in advance. It has been our experience that some candidates will withdraw their applications, if we advised them that their names will be released to the news media.

**Future Steps in the Process**

It is our plan to be in Tipton on Monday, March 6<sup>th</sup> or 13<sup>th</sup> from 2:00 p.m. to 5:00 p.m. with the cover letters and resumes of all the applicants. We will have reviewed and ranked the candidates. We will also request that the Mayor and City Council Members rank the applicants. We will use this composite score of all of your rankings to select candidates for a skype interview. We may also want to schedule another Council Work Session on March 6<sup>th</sup> or 13<sup>th</sup> .

We look forward to meeting with you on Monday night.

Job Title: City Manager

Department: City Administration  
FLSA Status: Exempt  
Union Status: None

**JOB SUMMARY:** The City Manager oversees all administrative tasks necessary for city operations. Hired by the City Council, he/she will supervise city departments, maintain the city budget and represent the municipality. The City Manager researches issues important to the city and advises the Mayor and Council.

**ORGANIZATIONAL AND REPORTING RELATIONSHIPS:** The City Manager will report directly to the Mayor of the City of Tipton and the City Council, and will have a working relationship with the Senior Management, Department Directors, Emergency Responders, and city employees.

**ESSENTIAL JOB FUNCTIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- Formulate policy with the approval of the City Council, within the framework of the ordinances of the City of Tipton and the laws of the State of Iowa.
- Manage the operations of all city departments with the exception of public safety.
- Prepare the annual budget for approval by the City Council.
- Prepare plans, specifications and estimates on work projects where the law does not require the retention of a consulting engineer.
- Serve as a liaison between the City Council and independent commissions, and other public bodies.
- Serve as a member representing the City of Tipton and the other seven cities and towns in Cedar County.
- Attend all City Council meetings.
- Serve as a member of relevant boards and commissions (Chamber of Commerce, ECIA, TEDCO) as a representative of the city.
- Supervises assigned personnel including, but not limited to, planning and preparing work, interviewing, evaluating, instructing, disciplining, hiring and discharging employees.
- Act at all times in a prudent manner, applying generally accepted good business procedures, and bearing in mind that the City is a public body operating on the principal of the greatest good for the greatest number.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice.

**JOB REQUIREMENTS:**

- Bachelor's degree in Public Administration, Business Administration or other related program of study.
- Minimum of five years of combined experience in municipal management.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Law and Government – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Sociology and Anthropology – Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

**ENVIRONMENTAL AND PHYSICAL ACTIVITY REQUIREMENTS:** The daily responsibilities of this position constantly require effective talking, hearing, walking and sitting functions. The position also often requires reaching, lifting (up to 25 pounds). Frequent standing and repetitive motion activities are also required. Must be able to read print and computer based materials and to do so with consistent accuracy. Most of these functions require light physical exertion and are conducted inside a temperature controlled professional office environment.

**INTELLECTUAL/MENTAL REQUIREMENTS:** The occupant of this position must be able to perform the responsibilities of the position well under pressure. The position requires adaptability to performing a variety of duties, often changing from one task to another without loss of efficiency or composure. This position requires the ability to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of others. It also requires adaptability to fluctuate between priorities on a daily basis while being responsive to needs as they arise.

**ACKNOWLEDGMENT:** Employee signature below constitutes employee's understanding of the essential duties, responsibilities and requirements of the job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CHAPTER 21

## CITY MANAGER

21.01 Appointment and Term  
21.02 Compensation

21.03 Administrative Responsibility  
21.04 Duties

**21.01 APPOINTMENT AND TERM.** The Council shall appoint by majority vote a City Manager to serve at the discretion of the Council.

**21.02 COMPENSATION.** The City Manager shall receive such annual salary as the Council shall from time to time determine by resolution.

**21.03 ADMINISTRATIVE RESPONSIBILITY.** The City Manager is directly responsible to the Council for the administration of municipal affairs as directed by that body. All City departmental administration requiring the attention of the Council shall be brought before the Council by the City Manager.

**21.04 DUTIES.** The duties of the City Manager are as follows:

1. Supervise enforcement and execution of the City laws.
2. Prepare the annual budget, present it to the Council, and administer the Council-approved budget.
3. Attend all meetings of the Council unless excused by a majority of the Council.
4. Recommend to the Council such measures as may be necessary or expedient for the good government and welfare of the City.
5. Have the general supervision and direction of the administration of the City government.
6. Supervise and direct the official conduct of all officers, departments and employees of the City. Appoint and, when necessary, suspend or remove all officers and employees of the City except those officers and employees whose appointment, suspension or removal is otherwise provided for by law or ordinance;
7. Supervise the performance of all contracts for work to be done for the City, supervise all purchases of materials and supplies and see that such material and supplies are received and are of the quality and character called for by the contract.
8. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.
9. Investigate the affairs and conduct of any department, agency, officer or employee under the supervision of the City Manager.
10. Provide for and cause records to be kept of the issuance and revocation of businesses and permits authorized by City law.

11. Keep the Council fully advised of the financial and other conditions of the City and of its future needs.
12. Conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
13. Perform other duties as the Mayor and Council may direct.

# City of Tipton, Iowa

## Goal Setting Report

### August 18, 2014

#### On-Going Commitments/Priorities

The following were identified as on-going city commitments/priorities for the upcoming 24 month period:

- Street improvements
- Airport land acquisition
- Enhance Equipment Replacement Funding
- Aquatic Center Upgrades and Maintenance
- Sewer Maintenance/Infiltration & Inflow remediation
- City Hall Addition – front end security
- Continue economic development programs
  - Complete economic development strategic plan
  - Housing Needs Assessment
- Conversion to radio-read metering
- Wage and benefit study

#### New Priority Projects, Programs, Policies and Initiatives

The Mayor and City Council were asked to identify potential new projects, programs, policies and initiatives for consideration as priorities for the upcoming 24 month period. After review and discussion, the Mayor and City Council selected the following as new priorities for the planning period (listed in priority order by the number of votes received):

- 1 (Tie) Council Chambers – location, handicap accessibility, etc.
- 1 (Tie) Review utility and other rates on a regular basis
  - Garbage/recycling rates
  - Ambulance rates
- 3 (Tie) Implement wage and benefit study recommendations
- 3 (Tie) Establish sewer cleaning/inspection regimen; develop sewer improvement plan

Possible #5 Industrial Park development - infrastructure planning  
(depending on whether Council Member Fry selects this as a priority)

## CITY OF TIPTON, IOWA

### CITY MANAGER SEARCH PROCESS 2017 TIME TABLE – January 30, 2017

#### Tentative Time Table for Each Step in Process

1. Confidential Interviews with Mayor & Council Members and Department Heads	Consultant	February, 2016
2. City Council Meeting to Start Process	Consultant/City	January 16
3. Consultant meets with Individual Council Members	Consultant	January 19
4. City Council Work Session on Search Process	Consultant/City Council	January 30
5. Preparation of Position Profile	Consultant	January 30-31
6. Preparation of Advertisements	Consultant	January 31
7. Placement of advertisements and posting on websites	Consultant	February 2
8. Council Approval of Profile	Consultant/City Council	February 6
9. Emailing of Profiles	Consultant	February 7-10
10. Phone Calls to Potential Candidates	Consultant	February 13-24
11. Deadline for Applications	-	March 2
12. Screening of Candidates	Consultant	March 3-11
13. Selection of Candidates for Initial Interviews	City Council – Work Session	March 6 or 13
14. Initial Interviews of Candidates	Consultant/Council- Special Meeting	March 23
15. Send a Packet of Information to Candidates for Formal Interviews	Consultant	March 27-31
16. Education Verification, Credit Checks, & Criminal Background Checks - Finalists	Consultant/City	March 27-31
17. Calls to Candidates' References	Consultant	April 1-5
18. Coordination of Interviews	Consultant	April 1-5
19. Formal Interviews of Finalists	Consultant/Council	April 7-8
20. Negotiations with Selected Candidate	Consultant/Mayor	April 9-10
21. Approval of Offer of Employment	City Council – Special Meeting	April 11
22. Start Employment	Candidate	May 10-20

*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.*

# City of Tipton

## Market Pricing - Salary Range Positioning

Job Title	Sugg Grade	Suggested Range - Base Salary					Suggested Range	Current Base	Current Quartile
		Min	1st/2nd	Mid	3rd/4th	Max			
<b>Non-Exempt Positions</b>									
Patrol Officer	P02	\$18.41	\$19.79	\$21.17	\$22.55	\$23.93	30.0%	\$20.34	2
Police Officer/K-9 Handler	P03	\$20.06	\$21.57	\$23.07	\$24.57	\$26.08	30.0%	\$21.92	2
Police Officer/Investigator	P03	\$20.06	\$21.57	\$23.07	\$24.57	\$26.08	30.0%	\$22.45	2
Senior Police Officer	P04	\$21.34	\$23.48	\$25.61	\$27.74	\$29.88	40.0%	*	*
Police Sergeant	P05	\$23.69	\$26.06	\$28.43	\$30.80	\$33.17	40.0%	\$26.59	2
<b>Exempt Positions</b>									
Ambulance Director	A6	\$38,700	\$42,600	\$46,400	\$50,300	\$54,100	40.0%	\$41,999	1
Aquatic Center Supervisor	A2	\$27,100	\$29,200	\$31,200	\$33,300	\$35,300	30.0%	*	*
Chief of Police	A10	\$61,500	\$69,200	\$76,900	\$84,600	\$92,300	50.0%	\$64,971	1
City Clerk	A6	\$38,700	\$42,600	\$46,400	\$50,300	\$54,100	40.0%	\$42,043	1
City Manager	A11	\$68,000	\$78,200	\$88,400	\$98,600	\$108,800	60.0%	\$82,399	2
Director of Public Works	A8	\$49,300	\$54,300	\$59,200	\$64,200	\$69,100	40.0%	\$59,461	3
Economic Development Director	A6	\$38,700	\$42,600	\$46,400	\$50,300	\$54,100	40.0%	\$47,291	3
Electric Superintendent	A9	\$53,500	\$60,200	\$66,900	\$73,600	\$80,300	50.0%	\$66,951	3
Finance Director	A9	\$53,500	\$60,200	\$66,900	\$73,600	\$80,300	50.0%	\$53,741	1
Gas Superintendent	A9	\$53,500	\$60,200	\$66,900	\$73,600	\$80,300	50.0%	\$60,464	2
Parks & Recreation Director	A6	\$38,700	\$42,600	\$46,400	\$50,300	\$54,100	40.0%	\$44,258	2
Wastewater Plant Superintendent	A8	\$49,300	\$54,300	\$59,200	\$64,200	\$69,100	40.0%	\$54,470	2
Water/Wastewater Superintendent	A8	\$49,300	\$54,300	\$59,200	\$64,200	\$69,100	40.0%	*	*

**COMPENSATION PACKAGE  
ISSUES & OPTIONS**

**CITY OF TIPTON, IOWA  
CITY MANAGER SEARCH PROCESS**

**January 30, 2017 – Council Directives – Revised \_\_\_\_\_**

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 manager.*

- A. Salary and Employment Agreement
  - 1. Annual base – *start \$75,000 end \$84,872*
  - 2. Merit raise consideration dates - *6 months - \$2,500*
  - 3. Content of employment agreement – *12 months - \$2,500*
  
- 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 IRS rate - \$0.51 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 – *80 hours to start*
  - 3. Progression with ensuing years
  
- 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 - *Yes*
  - 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 - *Yes*
  - 1. A specific amount with negotiations allowed – *90 days*
  - 2. Slide scale plan - *No*
  - 3. Health Insurance coverage - *?*
  
- I. Retirement Plan – *Employee option - Negotiable*
  - 1. IPERS – State Plan
  - 2. ICMA – RC 457 Plan
  
- J. City Equipment
  - 1. City issued cell phone - *?*
  - 2. City lap top computer - *Yes*
  
- K. Performance Evaluation - *Yes*
  - 1. Specific times during first year – *6 months, & 12 months*
  - 2. Annual evaluations thereafter - *Yes*
  
- L. House Hunting Expenses - Trips back to Tipton - *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*

**COMPENSATION PACKAGE  
ISSUES & OPTIONS**

Q. Candidate Travel Expenses

1. Mileage expenses - ?
2. Lodging expenses – *Yes* – ?
3. Advise candidates in advance – ?

**EMPLOYMENT AGREEMENT**  
**City Manager, City of Tipton, Iowa**

THIS AGREEMENT, made and entered into this 4<sup>th</sup> day of June, 2012, by and between the City of Tipton, Iowa, hereinafter referred to as "Employer", and Chris Nosbisch, hereinafter referred to as "Employee", both of whom understand and state as follows:

WHEREAS, Employer desires to employ the services of Chris Nosbisch as City Manager of the City of Tipton, Iowa, and

WHEREAS, it is the desire of the City Council of the City of Tipton, Iowa, to provide certain benefits and establish certain conditions of employment for persons hired to perform the duties of city manager; and

WHEREAS, the parties seek to have a written employment contract specifying the terms and conditions of employment;

NOW, THEREFORE, THE PARTIES HEREBY AGREE as follows:

I. DUTIES.

- A. Employer hereby agrees to employ Chris Nosbisch as City Manager of the City of Tipton, Iowa, to perform the functions and duties specified in and related by city ordinances and state statutory requirements, and to perform other legally permissible and proper duties and functions as the Council may reasonably from time to time assign.

II. TERM.

- A. The provision of services by Employee shall initially commence on July 16, 2012, and shall be considered to run annually from July 1 through June 30, commencing July 16, 2012. 2013 *lf CN*
- B. Employee agrees to remain in the exclusive employ of Employer during the term of this contract and not to accept other employment nor to become employed by any other employer.
- C. In the event written notice is not given by either party to this agreement to the other party 120 days prior to the termination date as herein above provided, this agreement shall be extended on the same terms and conditions as herein provided, all for an additional period of one year. The extended agreement shall continue thereafter for one-year periods unless either party gives 120 days prior written notice to the other party that the party does not wish to extend this agreement for an additional one-year term.

- D. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of Employer through the City Council for the City of Tipton, Iowa, to terminate the services of Employee at any time, subject only to the provisions set forth in Section IV of this agreement.
- E. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions set forth in Section V of this agreement.

### III. SUSPENSION.

- A. Employer may suspend the employee with full pay and benefits at any time during the term of this agreement, but only if:

A majority of the Council and the Employee agree; or

After a public hearing, a majority of the Council votes to suspend Employee for just cause provided, however, that Employee shall have been given written notice setting forth any charges at least 10 days prior to such hearing by the Council members bringing such charges.

- B. Suspension with pay of the City Manager shall not exceed a period of 90 days unless specifically agreed upon by Employer and Employee in writing.

### IV. TERMINATION AND SEVERANCE PAY.

- A. The employment of the Employee may be terminated by the City Council at any time, with or without cause. In the event the Employee is terminated because of his conviction of an illegal act involving personal gain to the Employee (City Manager), or because of his conviction of any felonious act or due to any act of moral turpitude, the City shall have no obligation to pay any severance pay.
- B. In the event Employee is terminated by the Council before expiration of the aforesaid term of employment and during such time, then and in that event Employer agrees to pay Employee a lump sum severance payment equal to three months of aggregate salary.
- C. In the event the term of this contract expires or is not renewed as set forth in Section II, no severance pay shall be payable to the employee.

### V. RESIGNATION.

- A. In the event Employee voluntarily resigns his employment with Employer before expiration of the term of employment set forth in this agreement, then Employee shall give Employer 60 calendar days prior notice unless otherwise specifically

agreed upon by the parties. Failure to provide adequate notice shall result in forfeiture of accrued vacation and other similar benefits.

VI. DISABILITY.

- A. If Employee is permanently disabled or is otherwise unable to perform his duties without reasonable accommodation because of sickness, accident, injury, mental incapacity or health, for a period of four (4) successive weeks beyond any accrued sick leave, Employer shall have the option to terminate this agreement subject to the severance pay requirements of Section IV.

VII. PAY.

- A. Employer agrees to pay Employee for his services rendered pursuant to this agreement, an annual base salary of \$75,000 effective upon execution of this contract, payable in installments at the same time as other non-union employees of the City of Tipton, Iowa, are paid. In addition, Employer agrees to increase said base pay at the same rate or percentage provided across the board to all non-certified employees of the City.
- B. A performance evaluation shall take place after six (6) months of employment. If the performance evaluation is satisfactory, the salary set forth above shall be increased by \$2500. An additional performance evaluation shall take place for consideration of an additional \$2500 increase in pay to take effect on July 16, <sup>CN</sup>2013 ~~2012~~. Said evaluation must be completed and result in a satisfactory performance <sup>lf</sup> evaluation prior to the increase in pay taking effect on July 16, ~~2012~~ 2013 <sup>lf CN</sup>

VIII. RETIREMENT.

- A. Employer shall during the term of this contract continue to pay benefits for IPERS and FICA as provided by law.

IX. DUES AND SUBSCRIPTIONS.

- A. Employer agrees to budget for and pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the employer.

X. PROFESSIONAL DEVELOPMENT.

- A. Employer hereby agrees to budget for and pay for travel subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee, and to adequately pursue necessary official functions for Employer, including but not limited to, State

League of Municipalities meetings, and other national, regional, state and local governmental groups and committees thereof which Employee serves as a member.

- B. Employer also agrees to budget for and pay for travel and subsistence expenses of Employee for short courses, institutes and seminars which are necessary for his professional development and the good of the Employer.

#### XI. INDEMNIFICATION.

- A. In addition to that required under state and local law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

#### XII. BONDING.

- A. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

#### XIII. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

- A. City Council, in consultation with the Manager shall fix any such terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, or any other law.
- B. All provisions of the Employee Handbook and regulations and rules of the Employer relating to vacation and sick leave, retirement, and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, shall apply to Employee as they would to other employees of Employer, in addition to said benefits which are specifically for the benefit of Employee, or which are specifically limited by this agreement.
- C. Hours of Work. It is recognized that Employee must devote a great deal of time outside of the normal office hours to business of the City, and to that end, Employee shall be allowed to take compensatory time off as he shall reasonably deem appropriate during said normal office hours.
- D. No Reduction of Benefits. Employer shall not at any time during the terms of this agreement reduce the salary, compensation, or other financial benefits of Employee, except to the degree of such a reduction across the board for all

employees of the Employer.

- E. Upon execution of this agreement, Employee shall be given credit for 80 hours of vacation. After the completion of one year and two favorable evaluations as listed above, another 40 hours of vacation will be given to employee.
- F. Relocation expenses incurred by Employee to move to the City of Tipton, Iowa, to commence providing services as set forth in this contract shall be given by Employer in an amount of \$5000 and to be paid upon the execution of this agreement.

XIV. REPRESENTATION OF EMPLOYER.

- A. Employer represents that it has the legal authority to enter into and be bound by the terms of this agreement.

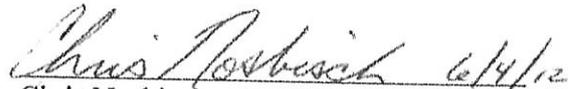
XV. SEVERABILITY.

- A. Should any provision of this agreement be held unlawful by a court of competent jurisdiction, all other provisions of the agreement shall remain in force for the duration of the agreement.

XVI. GENERAL PROVISIONS.

- A. Entire Agreement. This agreement shall constitute the entire agreement between the parties and shall not be modified except in writing.

IN WITNESS WHEREOF, the City of Tipton, Iowa, has caused this agreement to be signed and executed on its behalf by its Mayor and duly attested to by its City Clerk, and Employee has signed and executed this agreement both in duplicate, the day and year first above written.

  
Chris Nosbisch

CITY OF TIPTON, IOWA

BY:   
Shirley Kepford, Mayor

BY:   
Lorna Fletcher, City Clerk

**COMPENSATION PACKAGE  
ISSUES & OPTIONS**

**CITY OF CENTERVILLE, IOWA  
CITY ADMINISTRATOR SEARCH PROCESS  
August 31, 2016 – Council Directives – Revised October 27, 2016**

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/city clerk.*

- A. Salary and Employment Agreement
  - 1. Annual base - \$75,000 to \$90,000
  - 2. Merit raise consideration dates - *Negotiable - one year after start*
  - 3. Content of employment agreement - *Negotiable*
  
- B. Auto Options -*Negotiable*
  - 1. Individually leased vehicle - *No*
  - 2. Municipality owned vehicle (from motor pool) - *No*
  - 3. Monthly allowance and mileage beyond certain distance – *Possible option*
  - 4. Standard IRS rate - \$0.51 per mile – *Preferred option*
  
- C. Vacation Plan - *Negotiable*
  - 1. Standard policy-same as other employees – *Negotiable*
  - 2. Credit for years of experience and placement at appropriate level in the standard policy – *Possible credit for years of employment - Negotiable*
  - 3. Progression with ensuing years
  
- D. Sick Leave Plan – *Same as other employees*
  - 1. Years credit, plus standard policy - *Negotiable*
  - 2. Accrue maximum
  - 3. Days at Start of Employment - *Negotiable*
  
- E. Medical/Dental/Life Insurance \$15,000 – *Standard Plan*
  - 1. Amount of coverage and premium - *Same as other employees*
  - 2. Qualification of dependents - *yes*
  - 3. Supplemental life insurance - *No*
  
- F. Moving Allowance – *Negotiable – But with a cap on cost*
  - 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 - *Negotiable*
  - 3. *Employee submits two options and council selects the moving company.*
  - 4. *Reimbursement of city payment, on a graduated scale, if employee resigns within three years.*

**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 – Subject to conditions*
  - 1. A specific amount with negotiations allowed.
  - 2. Slide scale plan
  - 3. Health Insurance coverage
  
- 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 – *such as 3 months, 6 months, & 12 months*
  - 2. Annual evaluations thereafter - *Yes*
  
- L. House Hunting Expenses - Trips back to Centerville - *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*

**COMPENSATION PACKAGE  
ISSUES & OPTIONS**

2. Employment agreement — *Yes- Start with previous city administrator agreement.*
3. City Attorney review — *Yes*

Q. Candidate Travel Expenses

1. Mileage expenses - *Yes*
2. Lodging expenses — *Yes — City will make reservations*
3. Advise candidates in advance — *Consultant will advise*

## **CITY OF TIPTON, IOWA CITY ADMINISTRATOR POSITION**

### **Announcement/Advertisement**

City Manager, Tipton, Iowa. (Population 3,221). Progressive community in east central Iowa is seeking an energetic leader for the position of city manager.

Salary range is \$\_\_\_\_\_ to \$\_\_\_\_\_, depending upon qualifications, with full range of benefits. The city administrator directly oversees all municipal departments, including city hall, police, fire, water utility, electric utility, gas utility, wastewater utility, streets, sanitation, parks & recreation, library, building, zoning, and finance, which includes \_\_\_\_ full time employees and an annual operating budget of \$8.95 million.

The city manager is also responsible for supervision of contracts, oversight of city property, management of capital improvement projects, and keeping the five-member city council and mayor fully advised of the city's financial condition and overall future needs.

Qualifications include a college degree in public or business administration or related field and \_\_\_ or more years' experience in a public sector management position. Residency requirement is in effect.

Potential candidates can view a community/position profile on the City's website ([www.tiptoniowa.org](http://www.tiptoniowa.org)), after it has been posted on February 6<sup>th</sup>. Application materials requested include: a cover letter, resume, salary history, and five work related references.

Applications will be accepted until the position has been filled with the first review of applications on March 2, 2017. Confidential applications should be sent to Patrick Callahan, c/o Callahan Municipal Consultants, LLC 417 Kaitlynn Avenue, Anamosa, Iowa 52205 or send to [callahan.cmc@gmail.com](mailto:callahan.cmc@gmail.com).

**Contact: Patrick Callahan**  
**Callahan Municipal Consultants, LLC**  
[callahan.cmc@gmail.com](mailto:callahan.cmc@gmail.com)  
**(563) 599-3708**

# NATIONWIDE NEWSPAPERS ADVERTISING

SEARCH

- FIND A NEWSPAPER BY CITY OR STATE
- Advertise in ONE MILLION Newspapers 28 Cities Special Only \$100.00
- THRIFTY NICKEL American Classifieds Weekly Newspapers
- PENNYSAVERS, SHOPPERS & MORE! Classified Weekly Newspapers
- LARGE WEEKLY GROUP BUYS!
- CHEAP ONLINE ADVERTISING RATES!
- BROWSE OUR ONLINE CLASSIFIEDS!
- STATEWIDE CLASSIFIED ADVERTISING NETWORKS
- STATEWIDE 2 x 2 DISPLAY AD NETWORKS
- PAY PER CLICK ADVERTISING!
- EMPLOYMENT GUIDES WEEKLY Display Rates
- COLLEGE NEWSPAPERS Advertising Rates
- MAGAZINE ADVERTISING Rates!
- ADVERTISING SPECIALTIES & PROMOTIONAL PRODUCTS
- GREAT DEAL! 1.6 MILLION CIRCULATION Special!
- 14 MILLION CIRCULATION Special!
- ALTERNATIVE NEWSWEEKLIES
- LARGE DAILY NEWSPAPERS
- DISPLAY RATES For Newspapers - Full, Half & Quarter Page Rates
- ADOPTION ADVERTISING
- BUY DOMAIN NAMES & HOSTING

[Home](#) > [STATEWIDE CLASSIFIED ADVERTISING NETWORKS](#) > Iowa Statewide Classified Network

## Iowa Statewide Classified Network Place Your Ad In 253 Iowa Newspapers! Readership: 2,626,211



### Iowa Statewide Classified Network

Item# 3011

**\$390.00**

[CLICK HERE To Place Ad](#)



Like

Sign Up to see what your friends like.

### Product Description

Advertise in some of Iowa's best classified newspapers. This network includes your 25 word ad in 253 Iowa newspapers, with a Readership of 2,626,211 . Additional words are \$10.00 each. Deadline is Tuesday at 10:00am.

The price listed is for a 25 word classified ad. The ad will run one time in each newspaper. The daily newspapers reserve the right to run the ad any day during the week. Most of the weekly papers publish on either Wednesday or Thursday.

How your ad appears is up to the participating newspapers. Ads sometimes appear grouped under the heading "Statewide Classifieds." Some papers prefer to run the ads in column using their own headings. These various practices provide a good mix of exposure. Since we cannot control what the member newspapers do, Nationwide Newspapers cannot guarantee heading placement, however we can request one with the initial ad placement.

Iowa Statewide Network can also be broken down by region. Here are the costs per region:

- Full State \$390.00 250 newspapers
- Northeast Region \$132.00 53 newspapers/14 shoppers Readership 1,080,128
- Northwest Region \$132.00 51 newspapers/9 shoppers Readership 444,912
- Southeast region \$132.00 38 newspapers/7 shoppers Readership 505,365
- Southwest region \$132.00 47 newspapers/7 shoppers Readership 399,576
- Central Region \$100.00 25 newspapers/2 shoppers Readership 196,230

Individual paper lists for each statewide can vary from time to time and are subject to change without notice, as new newspapers are added dropped periodically.

Participating Newspapers - Classified Ads

#### NORTHEAST REGION

- Ackley World Journal
- Ackley Reminder
- Allison Butler Co. Tribune Journal
- Anamosa Journal-Eureka
- Eastern Iowa Bizzzy Bee
- Cascade Pioneer
- Cedar Rapids Gazette\*
- Penny Saver Select