

Neil MacArthur
Mayor

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Ron Creagan
Jay Dillard
Darrin Hamilton
Dianne Senior
Jan Spurgeon

SPECIAL COUNCIL MEETING AGENDA
Wednesday, August 31, 2016 @ 6:00 P.M.

1. Call to Order
 - a. Roll Call
 - b. Approval of Agenda
2. Discussion/Action Items/General Business
 - a. Meet with Pat Callahan of Municipal Consultants, LLC and Move Forward with the Process of Recruiting a New City Administrator (see attached Agenda Addendum)
 - b. Approval of Council Member Jay Dillard to Sign Checks in the Absence of the Mayor
 - c. Approval of Resolution No. 2016-3466 Amending Resolution No. 2016-3446 Setting Salaries for Appointed Officers & Employees of the City of Centerville, Iowa for the Fiscal Year Commencing July 1, 2016 and Ending June 30, 2017
3. Adjourn to 6:00 p.m. on Tuesday, September 6, 2016 for a Regular Meeting of the City Council

Posted: August 29, 2016



Deb Smith
Interim City Clerk



Callahan Municipal Consultants, LLC

417 Kaitlynn Ave Anamosa, IA 52205 Cell: 563-599-3708 callahan.cmc@gmail.com

August 29, 2016

To: Mayor & City Council Members
Centerville, Iowa

Re: City Administrator Search Process

Thank You

We would first like to thank the Mayor & City Council Members for selecting us to conduct the search for Centerville's next city administrator. We are looking forward to starting the search process. We fully understand and appreciate the fact that the selection of a city administrator is one of the most important discussions made by the City Council and that it is imperative that the person who is the "right fit" for Centerville is selected.

Iowa League of Cities – Annual Conference – September 14-16

We will be attending the Iowa League of Cities' annual conference and we would like to use these opportunities to recruit potential candidates for the city administrator position. Since one of the first questions from potential candidates is usually regarding the salary range, we would be interested in knowing if the City Council has discussed the salary range for the position. We would also like to know if the City Council is open to offering a benefit package to the city administrator.

Organizational Meeting – August 31st

We would like to schedule a meeting with the Mayor and City Council to start the preliminary planning for the city administrator search process. We would request that this meeting be held on August 31st, if it is acceptable.

Confidential One on One Interviews

We would also like to schedule the "one on one" confidential interviews with the Mayor, Council Members, and City Employees to learn more about their thoughts regarding the level of experience, education, management style, skills, abilities, and personality traits of the "ideal candidate" for the city administrator. We would propose that these interviews be held on September 7th. There is attached a list of the questions that we plan to ask you during these interviews.

Tentative Time Table

We have prepared a tentative time table for the search process. We have scheduled the following meetings or commitments for the City Council:

1. Organizational Meeting – August 31st
2. Individual Meetings with Council & Staff – September 7th
3. Review Cover Letters and Resumes – October 19th - 1PM to 9PM
4. Selection of semi-finalist – October 19th

5. Skype or Telephone Interviews of 6 to 7 candidates – November 16st - 5PM
6. Formal Interviews – December 4th & 5th

A tentative time table for the search process is attached for your review.

We would like to know the following:

1. Is there a preference regarding the best night of the week for meetings?
2. Are there any nights in May (Monday through Thursday) that we should not schedule a meeting?
3. Are there any Saturdays when we should not schedule any interviews?

After we have been provided us with some information regarding the above questions, we will prepare a revised time table for the search process.

We look forward to meeting with you on August 31st.

Sincerely,

Callahan Municipal Consultants, LLC



Patrick Callahan

AGENDA

Centerville City Council – Special Work Session

Centerville City Hall – Council Chambers

Wednesday, August 31, 2016

6:00 p.m.

A. Call to order

B. General Overview of Work Session

1. City Administrator Search Process
2. Purpose of Work Session

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

1. Review the key dates for Mayor & Council
 - *Review applications – October 27th
 - *Telephone Interviews – November 16th
 - *Interview the Finalists – December 4th & 5th
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

E. Citizen Involvement in Search Process

1. City Council Decision
2. Stakeholders' Involvement in other cities
 - Public Forum
 - Questionnaire available on city website
 - Candidate reception during interview process
3. Role of City and the Consultant in this part of the process

F. General Discussion of City Administrator Documents

1. City Administrator job description
2. Chapter of City Code – City Administrator
3. City Administrator Employment Agreement

G. Community & Position Profile

1. Purpose of profile
2. General overview of content
3. Council consensus on content
4. Placement on city website
5. Sending to potential candidates

H. 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 Centerville

I. Advertisement of Position

1. Content of advertisement
2. Publications and websites
3. Authorization to proceed

J. Confidentiality of Candidates' Information

1. Confidentiality during early stages of process.
2. Request for Closed Session Form
3. Release of Names of Finalists – The 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

K. Consultant Updates during Search Process

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

L. Next Meeting – October 27th 3-8 p.m.

1. Council Opportunity to Review Resumes & Cover Letters
2. Consultant's Review and Recommendations
3. Council Ranking Process
4. Rating System – Basis for the Selection of Candidates for Telephone Interviews.

M. Final Comments and Questions

N. Adjourn

RESOLUTION NO. 2016-3466

RESOLUTION AMENDING RESOLUTION NO. 2016-3446 SETTING SALARIES FOR APPOINTED OFFICERS & EMPLOYEES OF THE CITY OF CENTERVILLE, IOWA FOR THE FISCAL YEAR COMMENCING JULY 1, 2016 & ENDING JUNE 30, 2017

WHEREAS, on the 29th day of June, 2016, the City Council passed Resolution No. 2016-3446 setting salaries for appointed officers and employees in the City of Centerville, Iowa for the fiscal year commencing July 1, 2016 and ending June 30, 2017; and

WHEREAS, the City Council desires to amend the said Resolution as set forth herein:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CENTERVILLE, IOWA:

SECTION 1. The following person(s) and position(s) named shall be paid the salaries or wages indicated and the City Clerk is hereby authorized to issue warrants or checks, less the legally required or authorized deductions from the amount set out below on bi-weekly installments, and make such contributions to IPERS/MPFSRI and Social Security or other purposes as required by law or authorized by the City Council, all subject to audit and review by the Council:

Effective August 18, 2016

<u>POSITION</u>	<u>RATE</u>	<u>HOURS PER WEEK</u>
Interim City Clerk, Debra Smith	\$18.91/hour	40

SECTION 2. This resolution shall remain in effect until such time as a full-time City Administrator is hired and assumes the duties of that position.

SECTION 2. All resolutions in conflict with the resolution are hereby repealed.

SECTION 3. This resolution shall be effective on the dates identified above for the position stated.

PASSED AND APPROVED by the City Council this 31st day of August, 2016.

ATTEST:

Neil MacArthur, Mayor

Debra J. Smith, Interim City Clerk