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# THE CITY OF BURLINGTON, IOWA



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## CITY MANAGER

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Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the City of Burlington, Iowa's City Manager. This brochure provides background information on the City of Burlington and the municipal organization. Candidates interested in applying for the position should submit their résumé, cover letter, and contact information for five professional references by January 10<sup>th</sup>, to Karl Nollenberger at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions).



photo courtesy [edminardphotography.com](http://edminardphotography.com)

Karl Nollenberger, Vice President



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Formal applications should be submitted to:  
[www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions).

### PROFESSIONAL ANNOUNCEMENT

*Burlington, IA (25,663) Historic, stand alone community located approximately eighty miles south of the Quad Cities, seeks experienced, progressive candidates to serve as the City Manager. The City Manager reports to the Mayor and four Council Members. City is seeking energetic candidates with successful background of service as a city manager, assistant, or in similar public sector position. MPA in public administration preferred.*

*Starting salary \$117,000 +/- depending upon qualifications and experience with excellent benefits package. Residency required. Candidates should apply by January 10th with résumé, cover letter, and contact information for five professional references to Karl Nollenberger at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246.*

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## ***COMMUNITY BACKGROUND***

The City of Burlington, incorporated in 1836, is a historic, charming community in the heart of the nation. History is around you everywhere in Greater Burlington. Victorian homes on the river bluff, architecturally rich buildings in the downtown and dramatically steepled churches abound. The Des Moines County Heritage Center showcases the exciting past of the community and region, including its status as the first territorial capital for the Iowa Territory in 1838. The legislature first rented the Methodist Meeting House, later nicknamed “Old Zion” on November 12, 1838, eventually moving to Iowa City in December 1841. Burlington remained a small trading hub and stopover for westbound pioneers, growing slowly until 1868, when the Chicago, Burlington & Quincy Railroad completed a bridge that is still in use across the Mississippi River. The MacArthur Bridge was completed across the Mississippi River in 1917 to carry automobile traffic and was replaced in the mid-1990s by the five-lane state-of-the-art Great River Bridge.

With a population of 25,663 (2010) and 14.48 square miles, Burlington is located in southeast Iowa on the Mississippi River. The median value of homes in Burlington in 2009 was \$80,800 and median household income was \$40,151. Burlington is the center of a micropolitan area including West Burlington and Middletown, Iowa and Gulfport, Illinois. Burlington is the county seat of Des Moines County. The city offers a daily local newspaper and local radio stations. There are plenty of historical and cultural experiences to explore in Burlington.

Burlington has many natural attractions complemented by equally impressive public and private venues and events. The mighty Mississippi serves as a focal point for the community and provides not only breathtaking beauty, but also a myriad of recreational opportunities such as boating, sailing, skiing and fishing. From a natural heritage viewpoint, southeast Iowa is a striking combination of hills, valleys, prairies, rivers, streams and timberlands. The same qualities that attracted the original Native Americans to the area provide a rich natural architecture for those who live and visit.

Four seasons grace the community, with each providing its own beauty, charm and activities. From a spring evening at Community Field watching minor league baseball, to a summer day at the water park, to a hike through red and gold leaves in the fall, to ice skating in beautiful Crapo Park on a sunny winter day, there is something for everyone. Three eighteen-hole golf courses are also available for enjoyment and challenge. Burlington Civic Music provides a full array of programs throughout the year, from Broadway shows to string quartets. For six days in mid-summer, Steamboat Days rocks the riverfront with acts ranging from rock and roll to contemporary country and more. Six Friday Fests on the riverfront provide the community and its visitors an opportunity to soak up the river experience with friends. Fun City is a premier family entertainment destination

including an arcade, indoor/outdoor water park, art laser tag arena, go-karts, bowling, and restaurants and sports bars. The Catfish Bend Casino is an all new casino with over 24,000 square feet of gaming excitement. Catfish Bend Casino is part of the PZAZZ! Entertainment Complex which is home to a convention center and restaurants.



The Burlington downtown business district was built in a natural setting surrounded by hills. Since transportation was difficult for residents living on the steep hills surrounding the downtown, Snake Alley was constructed in 1894 to make transportation in Burlington easier for citizens. It is known as the “crookedest street in the world” in Ripley’s Believe It or Not. Snake Alley was nominated to the National Register of Historic Places in 1974. The Burlington Bees’ minor league baseball team plays at the

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Community Field. There are numerous parks and recreation opportunities in the community as well as events scheduled for every month of the year!

The Burlington area is home to a rich array of business and industrial interests. There are 1,849 firms in the city. Winegard makes wireless television reception equipment, Big River Resources produces ethanol, Case New Holland manufactures tractor-loader backhoes, Dresser-Rand assembles steam turbines, Federal-Mogul produces spark plugs, USG makes drywall and American Ordnance makes munitions. In addition, Iowa serves as a hub for agriculture in crop and animal production with food processing companies in Burlington such as Lance Private Brands, Sterzing Food Company, and Baker's Pride.



Burlington is ninety minutes from the Quad Cities, Missouri is less than one hour to the south, and Chicago, St. Louis and Des Moines are easily accessible. Southeast Iowa Regional Airport provides frequent daily commercial flights to Chicago and St. Louis. Rail transport is available by Amtrak in downtown Burlington. Southeastern Community College has a facility in Burlington. Iowa Wesleyan College is in nearby Mount Pleasant and St. Ambrose University is in Davenport. The University of Iowa is in Iowa City, ninety minutes from Burlington. Burlington has a high school and seven other public schools in the community in addition to two parochial schools. Five of the elementary schools are new or recently remodeled and two of the middle schools are also new. The community is served by a large and comprehensive hospital, Great River Medical Center, which is known in the region for its quality of health care, as well as many health care providers and clinics.

## ***THE MUNICIPAL ORGANIZATION***

The City of Burlington operates under the Council-Manager form of government as defined in the Iowa Code, Section 372.6. The Council consists of five Council Members elected at large for staggered four-year terms. The Mayor and Mayor-Pro Tem are chosen by the City Council in January of each even-numbered year. The Mayor is the presiding officer of the Council. The City Council meets formally on the first and third Mondays of each month at 6:30 p.m.

The City Manager is appointed by resolution of the City Council on a biennial basis. The duties of the City Manager include:

- Supervise enforcement and execution of City laws
- Attend all meetings of the Council
- Recommend any measures deemed necessary or expedient for the good government and welfare of the City
- Supervise the official conduct of all officers of the City appointed by the Manager
- Supervise the performance of all contracts for work to be done for the City, make all purchases of material and supplies
- Supervise the construction, repair, maintenance and management of all City property, capital improvements, and undertakings of the City except for utilities
- Cooperate with any administrative agency or utility board of trustees
- Be responsible for streets, alleys and public places and disposal of waste
- Issuance and revocation of licenses and permits
- Keep Council advised of the financial and other conditions of the City

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- Prepare and submit the annual budget
- Conduct the business affairs of the City
- Provide a monthly finance report
- Appoint a treasurer subject to Council approval
- Determine employment status and classification of all employees subject to civil service provisions except the City Clerk and City Attorney
- Make all appointments not otherwise provided for
- Suspend or discharge any officer, appointee or employee whom the Manager appoints subject to civil service provisions
- Investigate the affairs and conduct of any department or employee under the Manager's supervision
- Administer oaths
- Perform other duties at the Council's direction.

The Manager appoints the Police Chief, Fire Chief, City Treasurer and all other personnel as deemed necessary.



City Hall

The City of Burlington has a \$46.9 million budget and 213 full-time and 128 part-time and temporary employees constituting 259.12 full-time equivalents. The organization consists of eight departments as follows: Finance, Parks, Wastewater, Police, Fire, Public Works, Development, and Human Resources. The Library Board of Trustees and a Waterworks Board of Trustees consist of resident members appointed by the Mayor with Council approval. The Library Board employs the Library Director and the Waterworks Board employs the Waterworks General Manager.

The City of Burlington has a Mission Statement as follows: "The mission of the City of Burlington is to provide excellent services to support a safe and healthy community. This commitment to excellence is based on the belief that well informed and involved citizens, in partnership with trained service-oriented city

employees will maintain and implement cost effective services which enable the community to meet future challenges and opportunities." The City Vision Statement is as follows: "The City of Burlington believes in a strong partnership between customer-service oriented employees and well informed and involved citizens whose pride and belief in the future encourages investment and progress."

In a Goal Setting Session conducted in February of 2011, the City Council identified the following priorities for the next 12 to 24 month period:

- Attract developer for Hwy 61 Development Project (Manor Project)
- Sewer separation project
- Street repair program
- Continue to improve neighborhoods
- Demolition of unoccupied, substandard, dangerous houses
- Infill program for vacant buildings
- Nuisance abatement program
- Continue to support Downtown Partners
- Continue to support Hwys 61 & 34 improvements
- Secure funding for Cascade Bridge replacement

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- Achieve self-sufficiency of city enterprise funds and build up fund balances
- Make a decision regarding law enforcement facility – including joint facility alternative
- Downtown traffic signal removal project
- Make a decision regarding depot renovation, including flood wall possibility
- Make a decision regarding Animal Control Center remodel and expansion
- Waste Water Treatment Facility improvements
- Continue economic development programs and activities
- Update City Comprehensive Plan
- Complete Flint River bike trail
- Investigate utility franchise fee concept

The City Council also reviewed a variety of ideas to improve organizational effectiveness and selected the following steps for improvements:

- Review City Policy Book – update as necessary
- Continue mentoring of new council members/council orientation
- Hold periodic meetings with other governmental entities
- Council tours at city facilities (work sessions)
- Continue to attend leadership meetings through Iowa League of Cities
- Enhance city website
- Periodic department head reports to Council
- Continue to pursue regional sharing opportunities



photo courtesy edminardphotography.com

## ***CANDIDATE QUALIFICATION CRITERIA***

The following education, experience, management and leadership criteria have been identified by the City of Burlington as important skills and abilities for candidates to possess and demonstrate. The starting salary for the position is \$117,000+/- depending upon experience and qualifications. Residency in the City is required.

### ***Education and Experience***

Have attained a bachelor's degree in political science, public administration, business administration, or related field with achievement of a graduate degree in public administration or equivalent degree preferred.

Have at least five years of experience and a record of achievement as a City Administrator/Manager or Assistant City Administrator/Manager in a community of similar size and complexity. Knowledge of Iowa statutes and intergovernmental matters is a plus.

Have understanding of financial management and budgeting skills with a record of developing forward-thinking budgets; be able to communicate financial information to the layperson in an understandable format.

Have knowledge of economic development programs and business promotion with a record of positive relationships and proactive partnerships with business and community development groups.

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Have a successful record in human resource management—labor relations and recruitment, development, retention of key staff.



Have the experience and ability to work cooperatively with staff, stressing teamwork, importance and responsibility of departments.

Have the experience and ability to interact successfully and positively in a participatory climate, working in a cooperative, effective and friendly manner with diverse interests and opinions represented by the business community, various citizen groups and other interested parties; show genuine interest in the suggestions and input of all members of the community.

Have the experience to effectively translate City Council direction to staff, ensuring timely implementation of policy direction and staff accountability for project assignments.

Have an appreciation for the value the community places on its history, human relations and community culture; be supportive of the community's enthusiasm and genuine commitment to volunteerism and civic involvement.

Have ability to interrelate well with the news media.

## ***Leadership and Management Skills***

Have the ability to help establish and communicate the vision of the City and region for the future.

Have particularly strong interpersonal skills with the ability to bring people together, develop trusting relationships between and among the City Manager, Mayor/Council, commissions, employees, citizenry and business community, encouraging broad input and participation in municipal and community problem solving.

Be a people person, enthusiastic, energetic, genuine and engaging with people, sincerely personable, approachable, patient, and accessible, relating effectively to all persons in the community.

Be trustworthy, positive, friendly and open-minded but also straight forward with people with the flexibility to satisfy the needs of citizens when possible.

Be able to work in an open and transparent government and be able to effectively work with a very involved public with high expectations. Have good skills to perceive and understand the community and organization.

Be flexible and take an open-minded problem-solving approach to resolving differences between opposing viewpoints. Be able to "smooth the waves" when issues become contentious.

Interact positively with City Officials and citizenry who have high expectations with regard to municipal organizational performance, responsiveness and efficiency; ensure that municipal programs operate as cost effectively as possible, setting standards high for others.

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Work honestly, cooperatively and effectively with the Mayor and City Council to help them identify, analyze, and thoroughly deliberate and address public policy questions, then carry out the policy direction in a timely and responsive manner. Be supportive of the Council.

Be honest and straight forward with department heads and the public. Be respectful of others' opinions. Have the ability to say no with diplomacy. Keep department heads informed on matters involving the city and bring departments together.

Have demonstrated and effective collaborative management skills, able to express expectations, comfortable in delegating responsibility and authority to professional staff as a team player while holding the management staff accountable for actions and policy direction.

Be articulate and an effective communicator, "easy to talk with," as well as one who has good listening skills; be comfortable and skilled in making public presentations.

Keep the Mayor and City Council informed of major activities and operations of the City organization through meetings, email and conversations, with particular sensitivity given toward avoiding "surprises."

Be readily accessible to municipal officials, employees, community leadership and citizenry initiating appropriate contacts throughout the community; have an "open door" policy.

When presenting recommendations to the City Council, provide clear, comprehensive, concise communication that provides an array of policy options and potential solutions.

Provide ethical leadership with high level of integrity that is communicated to the organization. Be aware of and abide by the ICMA Code of Ethics.

Be apolitical but be politically astute.

Have a desire to live in Burlington and participate in community affairs and be part of the community for a period of time (five to ten year commitment)! Be someone who smiles!



# City of Burlington Organizational Chart

