

## **AGENDA**

**Anamosa City Council – Special Work Session  
Anamosa City Hall  
Wednesday, November 15, 2017  
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**

1. Review the key dates for Mayor & Council
  - \*Telephone or Skype Interviews – Tuesday, November 21<sup>st</sup>
  - \*Interview the Finalists – Saturday, December 9<sup>th</sup>
2. Council consensus on dates & times
3. Candidates have been advised of time table in profile
4. Keep Consultant posted on changes to your schedule

**D. General Discussion of City Administrator Documents**

1. City Administrator job description – No change
2. Chapter of City Code – City Administrator – No change
3. Community & Position Profile – Any Changes?
4. City Administrator Employment Agreement – Negotiable?

**E. General Overview of Wage & Benefit Package – September 25<sup>th</sup> Summary**

1. Council consensus on benefit package parameters
2. Candidates' expenses to travel to Anamosa

**F. Confidentiality of Candidates' Information**

1. Confidentiality during early stages of process.
2. Request for Closed Session Form – Signed by Candidates
3. Names of Finalists – Remain confidential

**G. Consultant Updates during Search Process**

1. Phone calls to the Mayor
2. Written reports to Mayor & City Council sent by e-mail
3. Report on Mayor & Council Members Rankings of Candidates

**H. Next Meeting – Tuesday, November 21<sup>st</sup> – 5:30 p.m.**

1. Skype Interview Questions
2. Consultant's Review and Recommendations
3. Council Ranking Process – Immediately Following Interviews
4. Rating System – Basis for the Selection of Candidates for Final Interviews

**I. Final Comments and Questions**

**J. Adjourn**