

AGENDA
Anamosa - City Council – Work Session
City Hall
Monday, September 25, 2017
Immediately Following the City Council Meeting

A. Call to order

B. General Overview of Work Session

1. City Administrator Search Process
2. Purpose of Work Session
3. Update on preliminary steps in the search process
 - *City Administrator Ordinance review
 - *City Administrator job description review
 - *City Council 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 – Wednesday, November 8th
 - *Skype or Telephone Interviews – Wednesday, November 15th
 - *Interview the Finalists – Saturday, December 2nd
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

1. Purpose of interviews
2. List of Questions – Advance
3. Sign-up sheet – City Hall
4. Dates – October 16,17, & 23

E. Citizen Involvement in Search Process

1. City Council Decision
2. Citizen 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
4. Placement on City of Anamosa 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 Anamosa

H. Advertisement of Position

1. Content of advertisement – Council approval
2. Publications and websites
 - ICMA Website
 - Iowa League of Cities 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 and Interim City Administrator
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. Mayor & Council members review and ranking of candidates
4. Composite score determines who is selected for telephone or skype interviews

L. City Council Work Session – November 8th

1. Consultant's Review and Recommendations
2. Council Ranking Process & Rating System
3. Tentative Schedule – December 1st & 2nd

M. Final Comments and Questions

N. Adjourn