



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

CITY COUNCIL WORK SESSION AGENDA
Monday, February 13, 2017 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Work Session
 - A. 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 upcoming goals & objectives
 - *Development of position profile
 - B. Time Table for Search Process – Subject to Council Review & Approval
 1. Review the key dates for Mayor & Council
 - *Review applications
 - *Skype or Telephone Interviews
 - *Interview the Finalists
 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
 - C. Consultant Interviews with Mayor, & City Council Members & Department Heads
 - D. 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
 - E. Community & Position Profile
 1. Purpose of profile
 2. General overview of content
 3. Council consensus on content
 4. Placement on City of West Branch website
 5. Sending to potential candidates by email



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- F. 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 West Branch
 - G. Advertisement of Position
 - 1. Content of advertisement
 - 2. Publications and websites
 - ICMA Website
 - Iowa League of Cities and IAMU Websites
 - Iowa Newspaper Classified Network
 - 3. Authorization to proceed
 - H. 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
 - I. 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
 - J. Screening of Candidates by Mayor & City Council Members – Date?
 - 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
 - K. City Council Meeting - Date? – “Open House” and Work Session
 - 1. Consultant's Review and Recommendations
 - 2. Council Ranking Process & Rating System
 - L. Discussion of Interim City Administrator
 - M. Final Comments and Questions
4. Adjourn