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CITY COUNCIL WORK SESSION AGENDA
Tuesday, April 18, 2017 • 6:00 p.m.
City Council Chambers, 110 North Poplar Street

1. Call to order
2. General Overview of Work
 - a. City Administrator Search Process
 - b. Purpose of Work Session
3. Time Table for Search Process
 - a. Review the key dates for Mayor & Council
 - i. Telephone or Skype Interviews – May 4th
 - ii. Interview Finalists – May 20th
 - b. Council Consensus on dates and times
 - c. Candidates have been advised of time table in profile
 - d. Keep Consultant posted on changes to your schedule
4. General Discussion of City Administrator Documents
 - a. City Administrator job description
 - b. Chapter of City Code – City Administrator
 - c. City Administrator Employment Agreement – negotiable?
5. General Overview of Wage & Benefit Package
 - a. Council consensus on salary range
 - b. Council consensus on benefit package parameters
 - c. Candidates' expenses to travel to West Branch
6. Confidentiality of Candidates Information
 - a. Confidentiality during early stages of process
 - b. Request for Closed Session Form – Signed by Candidates
 - c. Names of Finalists – Remain confidential
7. Consultant Updates during Search Process
 - a. Phone calls to the Mayor
 - b. Written reports to Mayor & City Council sent by email
 - c. Report on Mayor & Council Members Rankings of Candidates
8. Next Meeting – Thursday, May 4th – 5:30pm to 9:00pm
 - a. Telephone or Skype interviews
 - b. Consultants Review and Recommendations
 - c. Council Ranking Process – Immediately Following Interviews
 - d. Rating System – Basis for the Selection of Candidates for Final Interviews
9. Final Comments and Questions
10. Adjournment