

AGENDA
Monticello - City Council – Special Meeting
City Hall – 200 East First Street
Thursday, October 29, 2020
6:00 PM

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 – attached – changes ?
 - *City Administrator job description review – is one needed?
 - *City Council goals & objectives – update or prepare?
 - *Development of position and community profile

C. Time Table for Search Process – Subject to Council Review & Approval –

1. Review the key dates for Mayor & Council
 - *One on One Meetings – All Day – Wednesday, November 4th
 - *Council Meeting – After Regular Meeting to Review Resumes and Cover Letters – Monday, December 21st
 - *Zoom Interviews of Semi-Finalists – Tuesday, January 5th
 - *Interview the Finalists – Saturday, January 16th
2. Council consensus on dates & times
3. Candidates will be advised of time table in position profile
4. Keep Consultant posted on changes in your schedule
1. **Consultant's Individual Interviews with the Mayor, City Council Members & Department Heads - November 4th**
2. **Citizen Involvement in Search Process**
 1. Varies from City to City
 2. Need to consider the confidentiality of the applicants
3. **Community & Position Profile**
 1. Purpose of profile
 2. General overview of content

3. Council consensus on content
4. Placement on City of Monticello's website
5. Sending to potential candidates by email
- 4. General Overview of Wage & Benefit Package**
 1. Council consensus on salary range
 2. Council consensus on benefit package parameters
 3. Reimbursement of candidates' expenses to travel to Monticello for an interview
- 5. Advertisement of Position**
 1. Content of advertisement – Council approval
 2. Publications and websites
 - ICMA Website
 - Iowa League of Cities Website
 - IAMU Website
 3. Authorization to proceed
- 6. 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 Council's Options
 - Candidates are advised upfront of the City's plan
 - Names of the finalists are released – Candidates are so advised in advance and allowed to withdraw
 - All names may remain confidential per Iowa Supreme Court decision
 4. Consultant's experience regarding the release of names
- 7. Consultant Updates during Search Process**
 1. Phone calls to Mayor and City Hall "Contact Person"
 2. Written reports to Mayor & City Council sent by e-mail

3. Role of the outgoing city administrator in the process

4. Welcome to contact us at anytime

8. Screening of Candidates by Mayor & City Council Members

1. Consultant reviews and ranks resumes

2. All cover letters & resumes made available to Mayor & Council for review

3. Mayor & Council members review and rank the candidates

4. Composite scores determine who is selected as semi-finalists and then finalists

9. City Council's Next Step in the Search Process

1. Review of the position and community profile

2. Review and approval of advertisement

10. Final Comments and Questions

11. Adjourn