

CITY OF HUXLEY

TUESDAY-- JULY 16, 2019, CITY COUNCIL CHAMBERS

AGENDA CITY COUNCIL WORKSESSION -- 6:00 PM

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA, WILL MEET IN THE CITY COUNCIL CHAMBERS 515 N. MAIN AVE., HUXLEY, IOWA, FOR SPECIAL MEETING WORKSESSION AT 6:00 PM ON TUESDAY THE 16TH DAY OF JULY, 2019 TO DISCUSS THE MATTERS ENUMERATED IN THE AGENDA LISTED BELOW.

THE CITY COUNCIL WILL MEET FOR AN INFORMAL WORKSESSION TO WORK ON ITEMS AND NOT TAKE ANY ACTION ON THOSE ITEMS DURING THE WORKSESSION.

DISCUSSION TOPICS;

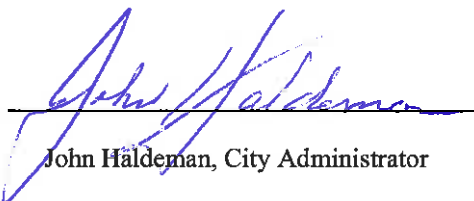
THAT THE FOLLOWING TOPIC IS SUGGESTED AND DOES NOT REFLECT ALL THE POSSIBLE ITEMS THAT COULD BE DISCUSSED OR NOT.

NO ACTION WILL BE TAKEN ON ANY OF THE ITEMS AND THE LIST MAY CHANGE PRIOR TO OR AT THE MEETING. NO PARTICULAR ORDER AT THIS TIME

- 1.00) DISCUSSION WITH CONSULTANT REGARDING THE PROCESS AND HIRING OF A NEW CITY ADMINISTRATOR.

ADJOURNMENT

THIS NOTICE IS HEREBY GIVEN AT LEAST 24 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING SPECIFIED ABOVE. THIS WAS DONE BY ADVISING THE NEWS MEDIA WHO HAVE FILED A REQUEST FOR NOTICE AND BY POSTING THE NOTICE ON THE WINDOW IN THE LOBBY AREA IN CITY HALL THAT IS ACCESSIBLE AND VIEWABLE TO THE PUBLIC. THIS WAS ALL PURSUANT TO CHAPTER 21 OF THE CODE OF IOWA.


John Haldeman, City Administrator

AGENDA
Huxley - City Council – Work Session
City Hall – 515 North Main Avenue
Tuesday, July 16, 2019
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 – any changes?
 - *City Administrator job description review – any changes?
 - *City Council goals & objectives – In Profile
 - *Development of position profile

C. Time Table for Search Process – Subject to Council Review & Approval – Option 2

1. Review the key dates for Mayor & Council
 - *Review applications – Tuesday, September 10th
 - *Skype or Telephone Interviews – Tuesday, September 17th
 - *Interview the Finalists – Saturday, October 5th
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

D. Consultant Interviews with Mayor, & City Council Members & Department Heads – Tuesday, August 6th ?

E. Citizen Involvement in Search Process

F. Community & Position Profile

1. Purpose of profile
2. General overview of content
3. Council consensus on content
4. Placement on City of Huxley website



Callahan Municipal Consultants, LLC

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July 12, 2019

To: Mayor & City Council
Huxley, Iowa

From: Patrick Callahan

Re: City Administrator Search Process

We are looking forward to starting the city administrator search process. We have scheduled a city council work session to start the search process for Tuesday, July 16th at 6:00 p.m. The tentative agenda for the work session is enclosed for your review.

Preliminary Work

We usually request that the City Council review the job description and ordinance that defines the duties and responsibilities for the position of city administrator and make certain that it accurately reflects the City Council's expectations.

Tentative Time Table for the Search Process

There is enclosed a tentative time table for the city administrator search process. We will review the dates and steps in the process with the City Council on July 16th. Hopefully, the enclosed time table will work for everyone. We have highlighted the most important dates for the Mayor and Council Members.

Citizen Involvement in the Process

The level of citizen involvement in the search process does vary considerable from one city to the next. Some cities have little or no citizen involvement. Other cities hold a public forum at the start of the process and a reception for the finalists at the end of the process. We would respect the Council's thoughts and guidance on the level of citizen involvement during the search process.

Community & Position Profile

We will prepare the Community & Position Profile. John has been helping us gather the information needed for the position profile.

Wage & Benefit Package

One of the more important matters that we need to discuss is the salary range for the position. We will be preparing a summary of a salary survey for city administrator positions that was done by the Iowa City Management Association in 2018. We hope to have this salary survey available prior to the Council work session.

We would also like to discuss the content of a benefit package for the city administrator position. As an example, we have also enclosed a copy of the benefit package that was approved by the Winterset City Council in 2018. We will review the employment

agreement with the previous city administrator to determine what was done in the past and seek the Council's guidance on any changes.

Advertisement for the Position

There is enclosed a draft copy of the advertisement for the city administrator position. We will review this advertisement with the City Council and make modifications, as needed. We would propose that this advertisement be posted on the following websites:

- International City Management Association (ICMA) website - \$450 to \$600.
- Iowa Association of Municipal Utilities (IAMU) website – Free
- Iowa League of Cities website – Free
- City of Huxley, Iowa website

Some cities have also placed a small advertisement in the Iowa Newspaper Classified Network for \$390 for a one time notice in 253 newspapers in Iowa. However, the results from this type of advertisement have been less than impressive.

Confidentiality of Applications

The majority of candidates expect and request that their applications will remain confidential and that their names will not be released to the public or news media. If the City wants to release the names of the finalists for the position, then we will need to advise candidates in advance. It has been our experience that some candidates will withdraw their applications, if we advised them that their names will be released to the news media.

One on One Meetings

Mark Jackson and I plan to return to Huxley to conduct "one on one" meetings with City Council members and Department Heads sometime in early August. The purpose of these meetings is to learn more about the City's expectations and desires regarding the personality, skills, abilities, and management style of the next city administrator.

Future Steps in the Process – September 10th

It is our plan to meet with Council again on September 10th from 2:00 p.m. to 6:00 p.m. with the cover letters and resumes of all the applicants. We will have reviewed the candidates resumes and cover letters. We will also request that the Mayor and City Council Members review and rank the applicants. We will use the composite score of all of your rankings to select the candidates or semi-finalists for a skype interview. We may also want to schedule another Council Work Session on September 10th prior to your regular council meeting.

We look forward to meeting with you on Tuesday, July 16th.

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 – per previous employment agreement
3. Candidates' expenses to travel to Huxley

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
 - If 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 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 rank the candidates
4. Composite score determines who is selected for telephone or skype interviews

L. City Council Work Session – Tuesday, September 10th

1. Consultant's Review and Recommendations
2. Council Ranking Process & Rating System

M. Final Comments and Questions

N. Adjourn