

To: Council  
From: Alice  
Date: 1/9/25  
Re: Next steps for Manager Selection

Hi Council:

Listed below is a summary of the discussion at our workshop on Tuesday (1/7/25). The summary was reviewed and edited as a result of a video conference with the consultant on 1/9/25.

As we discussed, the goal is to identify a process that we will use to review the candidates for the manager position. We agreed that it is important to have a process identified for the council, all candidates and all citizens. It was expressed that we want to move forward in an expeditious manner and without delay.

As we agreed, recruitment has already occurred (through our consulting firm). At this point the consulting firm has all the applications submitted (including all local applicants).

1. Consultant will identify 3-5 candidates
  - a. This has occurred and will be reported to the council in an executive session at the January 9 council meeting.
2. Council will Review Consultant's choices
  - a. Executive session (**January 9 Council meeting**)
  - b. Optional – council members can review all applications/submitted prior to making this decision if they wish. As I understand, we have some obligation to use care in how we do this since the applications contain some sensitive information. As we agreed, our City Clerk, Abigail Flynn, will have a folder with all applications available for any council member to review in her office.
3. Consultant next step (*estimated additional consultant cost \$3,500*)
  - a. Conduct Pre-Interview
4. Consultant will report to Council (**target February 6 Council meeting**)
  - a. Executive Session
  - b. Written and/or verbal report from consultant. Consultant will provide info on candidates so that Council can identify their selected candidates.
  - c. Council selects candidates to move forward to interview
5. Consultant prepares additional information
  - a. Conduct Background checks
  - b. Conduct reference checks
  - c. If any issues are revealed, the consultant will advise
6. Interviews (*estimated additional consultant cost \$6,500 plus travel*) (**target February**)

- a. Optional – Consultant offered that an initial video-conference interview could be arranged as precursor to face-to-face interview. (as a way to narrow the number of candidates to do face-to-face interview) (**target 2<sup>nd</sup>-3<sup>rd</sup> week of February**).
  - b. Face-to-face interviews (**target 3<sup>rd</sup>-4<sup>th</sup> week of February**).
  - c. Consultant/staff arrange interview schedule
  - d. Consultants provide model questions/framework for interviews
  - e. Candidate in-person travel schedules determined (*unknown estimated cost*)
  - f. Arrange pre-meeting with Council and consultant (video conference) to orient Council about interview protocol (*to decide how questions will be asked and to orient Council to questions/topics that are not appropriate (EO or other)*).
  - g. Council conduct Interviews – Executive Session
7. Arrange Staff/Community meet/greet activities
- a. Previous receptions were held at the Lake Road Fire Station and were received well.
8. Council will make selection (**target before March 15, 2025**)
- a. Executive session
9. Council will negotiate contract
- a. Make contract contingent upon acceptable credit check
  - b. Executive Session
  - c. Assistance from/represented by the City Attorney
  - d. Establish benefit/salary package
  - e. Establish start date