



**NOTICE
FORT MADISON CITY
COUNCIL WORK SESSION**

Date: TUESDAY, August 12, 2014
Time: 6:30 P.M.
Place: City Council Chambers, City Hall
811 Avenue E, Fort Madison, IA 52627

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1. City Manager Search Process – Patrick Callahan, Municipal Consultant
 - A. General overview of search process
 - B. Summary of resumes received
 - C. Confidentiality of the names of candidates – reference by member on cover sheet
 - D. Ranking System of Candidates
 - a. 1 -Good Application – Interview
 - b. 2 -Marginal Application
 - c. 3 -Not Qualified for Position
 2. Review of Resumes and Cover Letters
 - A. Mayor & Council Members – Rotate resumes
 - B. Assign 1,2, or 3 ranking in lower corner of cover sheet
 - C. Consultant tabulates scores of individual candidates
 - D. Consultant announces selection of candidates for telephone interviews
 3. Review of Telephone Interview Process
 - A. Tuesday, August 26th
 - B. Telephone Interviews – 30 minutes each on the half hour
 - C. Consultant asks the questions
 - D. Mayor & City Council Members rank the candidates
 - E. Candidates allowed to sign form requesting a closed session
 4. Review of Formal Interview Process on September 12th
 - A. Candidates Day – September 11th
 - Meeting City Staff
 - Tour of Community
 - Informal Reception
 - Question & Answer Session
 - B. Interview Day – September 12th – 8 AM to 4 PM
 - Morning Session – Council Teams and Candidates Rotate
 - Afternoon Session – Formal Interviews
 - Selection Process
 - C. Confidentiality of Application
 - Advance notice to candidates
 - Candidates sign requests form
 - Further discussion
 5. Final Questions and Comments