

## **AGENDA**

**Tipton City Council – Special Work Session  
Tipton Fire Station  
Monday, March 6, 2017  
6:00 p.m. to 7:00 p.m.**

**A. Call to order**

**B. General Overview of Work Session**

1. City Manager Search Process
2. Purpose of Work Session

**C. Time Table for Search Process**

1. Review the key dates for Mayor & Council
  - \*Telephone or Skype Interviews – March 23<sup>rd</sup>
  - \*Interview the Finalists – April 8<sup>th</sup>
2. Council consensus on dates & times
3. Candidates have been advised of time table in profile
4. Keep Consultant posted on changes to your schedule

**D. General Discussion of City Manager Documents**

1. City Manager job description
2. Chapter of City Code – City Manager
3. City Manager Employment Agreement – Negotiable?

**E. General Overview of Wage & Benefit Package**

1. Council consensus on salary range
2. Council consensus on benefit package parameters
3. Candidates' expenses to travel to Tipton

**F. Confidentiality of Candidates' Information**

1. Confidentiality during early stages of process.
2. Request for Closed Session Form – Signed by Candidates
3. Names of Finalists – Remain confidential

**G. Consultant Updates during Search Process**

1. Phone calls to the Mayor
2. Written reports to Mayor & City Council sent by e-mail
3. Report on Mayor & Council Members Rankings of Candidates

**H. Next Meeting – March 23<sup>rd</sup> – 5:30 p.m. to 9:00 p.m.**

1. Telephone or Skype Interviews
2. Consultant's Review and Recommendations
3. Council Ranking Process – Immediately Following Interviews
4. Rating System – Basis for the Selection of Candidates for Final Interviews

**I. Final Comments and Questions**

**J. Adjourn**