

PRAIRIE CITY, IOWA

CITY ADMINISTRATOR

COMMUNITY & POSITION PROFILE

Date Prepared – October 21, 2019



Apply by November 4, 2019

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CITY OF PRAIRIE CITY, IOWA CITY ADMINISTRATOR

Community and Position Profile

Position Profile

The City of Prairie City, Iowa, is currently accepting applications for the position of City Administrator. Persons interested in this position should submit a cover letter, resume, five work-related references, and salary history by November 5, 2019, to Callahan Municipal Consultants, LLC, 417 Kaitlynn Avenue, Anamosa, Iowa, 52205 or by email to prairiecitiy.ia.applications@gmail.com. Additional information regarding the City of Prairie City can be obtained by visiting the City's website at www.prairiecitiyowa.us.

Prairie City, Iowa – Iowa Highway 163 and Iowa Highway 117

The City of Prairie City is a community of 1,680 people located in central Iowa in Jasper County. The City is located to the south of Interstate 80. The City is also located at the junction of Iowa Highway 117 and Iowa Highway 163 just 20 miles east of Des Moines. The City of Newton is located 15 miles to the east. The City of Ames and Iowa State University are 50 miles to the north. The City of Iowa City and The University of Iowa are just 95 miles to the east of Prairie City.



The City of Prairie City is an easy drive to many major metropolitan areas such as:



- Minneapolis /St. Paul – 4 ½ hours
- St. Louis – 6 ¼ hours
- Kansas City – 3 ½ hours
- Omaha – 2 ¾ hours
- Chicago – 5 ½ hours

The Des Moines International Airport is only 36 minutes from Prairie City.

City Government

The City of Prairie City has a mayor-council with appointed city administrator form of local government, which is typical in Iowa. The mayor is elected every two years and the five city council members are elected to serve four year overlapping terms. The city council appoints the city administrator. The city council meets in regular session on the 2nd Wednesday of the month at 6:00 p.m. at City Hall. The City employs 9 full-time employees. The City's annual budget for Fiscal Year



2019-20 is \$2.80 million, including transfers between funds. A breakdown of budgeted F.Y. 2019-20 City expenditures is as follows:

1. Public Safety – Police & Fire.....	\$ 362,799
2. Public Works – Streets, Lighting & Snow Removal.....	\$ 237,355
3. Health & Social Services.....	\$ 1,500
4. Culture & Recreation – Library & Parks	\$ 252,963
5. Community & Economic Development.....	\$ 83,700
6. General Government.....	\$ 135,781
7. Debt Service – General Obligation.....	\$ 0
8. Debt Service – Enterprise Fund.....	\$ 237,670
9. Water Utility.....	\$ 290,522
10. Sewer Utility.....	\$ 259,264
11. Other business activity.....	\$ 0
12. Landfill/Garbage.....	\$ 116,004
Total.....	\$ 1,977,558
Transfers.....	\$ 820,315
Grand Total.....	\$ 2,797,873

The major sources of City revenues include the following:

1. Property Taxes.....	\$ 512,020
2. TIF Revenues.....	\$ 73,532
3. Utility Replacement Taxes.....	\$ 5,716
4. Licenses & Permits.....	\$ 5,650
5. Use of Money & Property.....	\$ 16,650
6. Local Option Sales Tax.....	\$ 150,000
7. Road Use Taxes.....	\$ 215,000
8. Water Utility User Fees.....	\$ 360,181
9. Sewer Utility User Fees.....	\$ 458,110
10. Utility Tax & Utility Franchise Tax.....	\$ 14,800
11. Landfill/Garbage.....	\$ 116,014
12. Federal Grants.....	\$ 79,500
13. State Grants.....	\$ 0
14. Local Grants & Reimbursements.....	\$ 15,665
15. Other Fees & Charges.....	\$ 50,120
16. Miscellaneous.....	\$ 79,300
17. Transfers.....	\$ 820,315.
Total.....	\$ 2,972,573.

The City’s current tax rate is \$10.60 per \$1,000 valuation, with a consolidated levy of \$36.09 per \$1,000 of taxable valuation. The total estimated fund balance of all city funds on June 30, 2019 was \$2,812,000. The City had no outstanding general obligation debt as of June 30, 2019.

City Administration Services

Central administration includes the offices of city administrator, city clerk, and the deputy clerk. The city clerk duties include:

- Keeping the official record of Council proceedings.
- Maintaining Prairie City's official records and receiving legal documents on behalf of the City.
- Overseeing purchasing and payroll activities.
- Developing and maintaining systems of internal control to safeguard Prairie City's financial assets.
- Assisting the City Administrator and elected officials in developing the annual budget.

The deputy city clerk duties include:

- Preparing customer utility bills.
- Creating and maintain billing records and other utility documents.
- Oversee cemetery plot sales.
- Coordinating and managing customer service requests.
- Managing day-to-day operations at City Hall.
- Pet licenses



The city administrator is responsible for the implementation of the policy decisions of the city council, enforcement of city ordinances, and supervision of department heads. A complete copy of the job description for the position of city administrator is attached to this profile.

The City first created the position of city administrator in 1990. When the position was open in 2017, the City Council decided to combine the positions of city administrator and chief of police. Due to the significant workload of both the police department and the administration office, the City Council has decided to return to the original structure and split the duties into two separate positions. The City Council has reviewed and updated the city administrator job description and the ordinance that establishes the city administrator position.

City Boards and Commissions

The City has seven boards, commissions and committees that are staffed by volunteers. These boards include:

- Planning and Zoning Commission
- Board of Adjustment
- Library Board
- Park Board
- Economic Development Commission
- Community Celebration Commission
- Hometown Pride Committee



A summary of these boards and commission is attached to this profile. City Hall is currently located in the downtown area at 203 East Jefferson Street.

Police Department

Prairie City provides professional law enforcement services through a Police Department with the police chief, two full-time officers and five part-time officers. The Police Department strives to provide professional law enforcement services intended to positively impact the quality of life of Prairie City citizens through commitment, education, and community partnership. The mayor supervises the chief of police, who then works with the city administrator.



The Police Department has the responsibility of preserving the peace, responding to law enforcement service requests, engaging in crime prevention, protecting lives and property within its jurisdiction, and other related responsibilities. The Jasper County Sheriff's Office provides dispatch service. The Department responds to about 5,000 calls per year.

The Police Department is involved with the following special law enforcement programs.



- Work with the city administrator on the enforcement of nuisance abatement, junk vehicle, and dangerous building ordinances.
- Youth Academy for Middle School Students
- GTSB Law Enforcement Program
- Community Outreach
- Vacation House Check program

Fire Department – Benefited Fire District

The citizens of Prairie City are served by the Walnut Creek Benefited Fire District. All of the trucks and equipment are owned by the Benefited Fire District. The City of Prairie City owns the fire station and also provides workers compensation insurance for the firefighters.

The Walnut Creek Benefited District Fire Department has served the community since the 1950s and includes 18 volunteer firefighters. The Department responds to about 30 fire calls per year. The Fire Department volunteers have been trained in HAZMAT response, vehicle rescue, confined space, and basic fire fighter one and two. The Fire Department also provides protection to parts of five townships in Jasper County.



The Fire Department provides fire protection services with the following equipment:

- Three Tanker/Pumper Trucks
- Two Grass Attack Trucks

Ambulance Service/Emergency Medical Services

The Prairie City Ambulance service was established in the early 1980s and service is provided within the city limits and the surrounding rural area. The ambulance service has no full-time employees and operates with fifteen volunteers. The Type 1 - 2014 Model Ambulance and volunteers respond to 100 to 150 calls per year.

The EMS volunteers are available 24/7 to handle calls. Most volunteers have the basic emergency medical technician (EMT) certification. All the volunteers undergo annual CPR, defensive driving, and incident command training.

Prairie City Public Library

The Prairie City Library was established as an independent library in 1993. From 1989 to 1993, it was a station library of the Newton Public Library. From 1955 to 1989 the Prairie City Library was part of the Jasper County Library District. The current building was originally built as a doctor's office in 1963. It was remodeled and became the Prairie City Public Library in 2001. It has about 1,980 square feet of space. The City is currently studying the feasibility of adding to the existing library or relocating the library to a larger facility.



Library services include books, audio books, and DVDs for all ages, magazines and newspapers, educational kits, such as learning to play the ukulele, cake decorating, disc golf, drawing, tennis, yoga, birdwatching and kits for kids, such as building, insects, the human body, drawing, and patterns. There are two notaries on staff. The Library also offers copying, printing, faxing and scanning services.

There are numerous library programs such as reading with therapy dogs, story time, knitting, book clubs, and youth programs such as crafts, STEM programming, movies, and summer reading programs. There are also many programs for adults such as, speakers, craft nights, educational seminars and monthly "Coffee with the Mayor."

The Library is governed by a five member board. A Council liaison attends the Board's meetings. The Friends of the Prairie City Public Library help by fundraising and writing grants that pay the costs of items not covered by the normal budgeted funds. The Library Board and the Library staff have been working with community members to develop a long term strategic plan for the future of the Prairie City Library, which can be seen on their website – www.prairiecity.lib.ia.us.

Parks & Recreation Department

The Parks Department has one full time employee, who also works in the Street Department. There are four City parks located throughout the community. The four parks and the many amenities include:

Entryway Park – bison sculpture, native prairie, rain garden, walking paths, picnic tables and restrooms.



Garden Square – bandstand, veterans' memorial, picnic tables and benches.

Community Park – community building, playground, disc golf and two open shelters.



Prairie City Recreation Complex – playground area, four baseball fields, two soccer fields, one mile walking trail and fish pond.

The Community Building has a kitchen and serves as a gathering place for 100 people. Prairie City sponsors many recreational programs and events throughout the year to encourage residents to get outside, stay active, and take advantage of the resources available to them within Prairie City. These include:

- Summer Recreational Program for local children
- Softball League
- Tennis League
- Kickball Tournament



Public Works – Street Department

The Public Works Department has three full time employees who operate and maintain approximately 14 miles of city streets, 10 miles of storm sewers, 19 miles of sanitary sewer lines, 15 miles of water mains. The Public Works Department services include street cleaning, snow removal, park maintenance, street signs, water system and wastewater system. The Public Works Department is responsible for the mowing, maintenance and grave markings at the City cemetery, which covers about 8.3 acres.



Public Works – Water Utility

The City's water utility includes two water wells. Both wells are 50 feet deep and were drilled in 1999 and 2010. The two wells produce about 57.4 million gallons of water per year. The City has one 250,000 gallon tower that was built in 1976. The City provides water to 652 customers in Prairie City and a small area outside the City limits.



The City's water treatment plant was built in 2000 and provides anion softening, iron filter, and chlorination. The City also maintains a seven mile water transmission line to bring water from a city well near Colfax to Prairie City. It is anticipated that the City's water plant may need to be renovated or replaced in eight to ten years.

Public Works – Wastewater Treatment Facility

The City's wastewater treatment plant (WWTP) was constructed in 2015. The WWTP is a Sequencing Batch Reactor (SBR) plant with disinfection. The average daily flow to the plant is 360,000 gallons and the plant has a maximum design capacity of 750,000 gallons per day. The sanitary sewer collection system includes 19 miles of sewer lines and one lift station. The City has done some slip lining of sewer lines to reduce the rate of storm water infiltration in the system.



Refuse Collection & Recycling

The City contracts with Waste Management for weekly garbage collection. The City bills 575 accounts to finance the refuse collection services. Prairie City offers recycling services through the Metro Waste Authority Curb It! recycling program. Recycling pickup is scheduled on a bi-weekly basis.

Private Utilities and Services

Natural gas and electrical power is provided by Mid-American Energy. Cable television and internet service is provided by Mediacom and Century Link.

Economic Development Programs

The City of Prairie City has two organizations that promote growth and development in the community.

The Prairie City Economic Development Commission serves as an advisor to the City Council when planning economic development within Prairie City. Business-minded residents volunteer their time to serve on this Commission.

The Prairie City Business Association is a group of local businesses and organizations working together to promote local businesses in the community. More information about the Association can be found on the City's website.

The City of Prairie City provides a variety of financial tools to encourage economic development and growth. Some of the individualized incentive packages include one or more of the following:

- Downtown Revitalization Incentive Program
- Voluntary Demolition Program
- Tax Abatement and Exemption
- Tax Increment Financing (TIF)



Businesses and Industries

The City of Prairie City has a very diverse and excellent selection of businesses. Some of these local businesses include:

- 3 restaurants
- 1 veterinarian clinic
- 1 dental clinic
- 1 bank
- 2 automotive centers
- 2 beauty shops
- 1 convenience store
- 1 grocery store
- 1 insurance agency
- 2 photographers
- 1 medical clinic
- 2 wellness centers
- 1 massage therapy clinic
- 1 agricultural supply store
- 1 plumbing business
- 1 nail salon



In addition to these businesses, the community has seven churches of worship, one historical museum and many unique small businesses.

Prairie City Strategic Plan 2019 – 2024

The City of Prairie City committed the time and resources in late 2018 and early 2019 to prepare a five-year strategic plan for the city and the community. The planning process started with a SWOT analysis at two public meetings held on October 24th and November 14th in 2018. The plan identified four areas of priority:

1. Health and Safety
2. Economic Development
3. Quality of Life
4. Affiliated Organizational Support

An action matrix layout is a plan to implement the community's goals and objectives. The matrix identifies the steps in the process to target dates, required action items, and responsible party.



The Executive Summary in the final report provides a great summary of what was accomplished through the strategic planning process. It states: *“The City of Prairie City has taken the next steps in defining itself as an economically stable, viable, and sustainable community. By undergoing the strategic planning process, Prairie City’s leaders are becoming proactive, rather than reactive, thus lessening the need to manage crisis by crisis. The strategic planning process assisted the City in creating a vision, developing a mission statement and defining its long and short term goals. Next, the goals were organized and prioritized through which action steps were created. The intention of this process is to make implementation of the vision and goals easier and more effective for the City.”*

Prairie City Monroe (PCM) Community School District

The PCM Community School District serves the communities of Prairie City, Monroe, and Reasnor. The District is located in south central Iowa, within close proximity to the Des Moines Metro area.

The School District serves approximately 1,100 students from preschool through grade 12. Prairie City Elementary and PCM Middle School are located in Prairie City and are located on approximately 19 acres of land. Monroe Elementary and PCM High School are located in Monroe on approximately 50 acres of land. The district also has an outdoor classroom located on the high school property. The outdoor classroom is used for science classes throughout the school year. The School District employees approximately 185 dedicated individuals and operates with a general fund budget of \$10.16 million.

The School District is committed to supporting students in all facets of their educational experiences. The District offers many strong academic programs, fine arts, career & technical education and numerous extra-curricular programs for the students. The District is proud of the high graduation rate of 99 percent.

A summary of the four schools in the PCM Community School District is as follows:

1. Prairie City Elementary School with grades K to 5 has 231 students.
2. Monroe Elementary School with grades K to 5 has 251 students.
3. The PCM Middle School in Prairie City with grades 6 to 8 has 215 students.
4. The PCM High School in Monroe with grades 9 to 12 has 340 students.

The PCM Community School District has a strong tradition of support from the communities and the patrons served. This support was evident in the recent passing of a \$10 million bond referendum for school facility improvements. The bond referendum passed by a wide margin with 556 people (69%) voting in favor and only 254 people (31%) voting “no.” The School District is projected to grow over the next few years and the facility improvements that have been made will support this growth.



The District is a member of the Heart of Iowa Conference and offers a variety of extra-curricular activities in both clubs and athletics. Some of these activities include:

- Art Club
- FFA
- Student Council
- Yearbook
- National Honor Society
- Drama Club
- Play Productions
- Instrumental Music
- Speech
- Vocal
- Dance



Students also have the opportunity to participate in the following sports:

- Cross Country
- Football
- Swimming
- Volleyball
- Basketball
- Wrestling
- Golf
- Soccer
- Track & Field
- Baseball
- Softball
- Cheerleading
- Trap Shooting



To learn more about the Prairie City Monroe Community School District, visit the website:
www.pcmschools.org.

Community Events and Celebrations

There are numerous opportunities for Prairie City resident to “get involved” and to get to know their neighbors. Some of these events and activities include:

- Prairie Days – last weekend in July
- EMS Spooktacular Supper
- Trunk or Treat Night
- Farmers Market
- Fire Fighters Car Show



Area Attractions & Recreational Opportunities

Prairie City is uniquely located in an area that features a wide variety of attractions and recreational facilities.

Red Rock Prairie Trail

The Red Rock Prairie Trail bicycle path from Prairie City to Monroe is scheduled to be completed in 2020. In the future, the bike trail will connect to the Des Moines area trail system and to the Red Rock Lake area. The Red Rock Prairie Trail will be a great addition and attraction to the Prairie City area.

Colfax Country Club

The Colfax Country Club golf course is located just a short distance to the north of Prairie City. The nine hole golf course is a par 36 with three tee options and 2,806 yards. There is a full scale driving range. Single membership is \$495. The family membership is \$645. Green fees are \$18 for 18 holes. There are numerous events and golf leagues. For more information, visit www.colfaxcountryclub.com.

Neal Smith National Wildlife Refuge

Prairie City is located near the Neal Smith National Wildlife Refuge. It is a national wildlife refuge established in 1990. The core of Neal Smith Refuge is a 5,600 – acre block of land. The primary goals of the Refuge are to protect, restore, reconstruct, and manage the diverse native ecosystems, including tallgrass prairie, oak savanna and sedge meadow. As the seasons change, the Wildlife Refuge houses different plants and animals. The wildlife present includes bison, elk, grassland birds and the monarch butterfly.



Newton Speedway

The Speedway is located just a few miles from Prairie City and is known as the “Fastest Short Track on the Planet.” It is central Iowa’s home for both racing and non-racing fans that are looking for thrilling entertainment.



Adventureland Amusement Park

Adventureland is located a short drive to the west, just off Interstate 80. This amusement park features over 100 rides, attractions, shows and an excellent aquatic park.

Lake Red Rock

Lake Red Rock is Iowa's Largest Lake with over 15,000 acres of water and 35,000 acres of land. It is located on the Des Moines River about 22 miles southeast of Prairie City.



Ashton Park Observatory

Ashton Chapel (built 1896), Ashton Wildwood Park & Observatory, and the Ashton Observatory are about a 15 minute drive north of Prairie City, near the intersection of Iowa Highway 330 and County Road F17. The observatory has two 16 inch diameter telescopes to view the night skies.

There are programs offered by the Des Moines Astronomical Society, Inc. from early spring to late fall.

Wildlife Management Areas

Prairie City has two wildlife management areas, located to the northwest and to the north of the city. The two areas cover an area of 1,195 acres. Wildlife includes, but is not limited to, deer, squirrel, and waterfowl. The dominant habitats in these areas are marsh and timber.

Iowa State Parks

There are some excellent state parks within a 45 minute drive of Prairie City. These state parks include:

- Red Rock Recreation Area – near Pella – 3,900 acres
- Rock Creek – near Kellogg - 1,754 acres
- Saylorville Lake and Big Creek Park– near Polk City – 3,550 acres
- Bader Creek – near Van Meter – 1,162 acres
- Lake Ahquabi – near Indianola – 770 acres
- Summerset – near Des Moines – 222 acres
- Walnut Woods – near Des Moines – 250 acres

These state parks offer a wide variety of amenities, including camping sites, lodge rental, trails, fishing, boat rental, hunting and swimming.

Des Moines Metro Area

Des Moines, the State Capitol of Iowa, is located a few short miles to the west. There is so much to do and see in Des Moines, such as art festivals, concerts, sporting events, the State Fair, minor league baseball, recreational trails, and so much more. Some of the major attractions and events in Des Moines Metro Area includes:

- Blank Park Zoo
- Science Center of Iowa
- Des Moines Civic Center
- Wells Fargo Area
- Drake University
- Prairie Meadows Casino
- Iowa Hall of Pride
- Iowa State Capitol
- Iowa State Fairgrounds



- Living History Farms
- State Historical Museum
- Wallace House
- Valley Junction Mall
- Botanical Garden
- Adventureland



Of course, the other major advantage is that the Des Moines Metro Area provides numerous employment opportunities for people with many skills, trades, and training. As local residents will tell you, there is a real advantage to living to the east of Des Moines, because “the sun is always to your back” during the morning and evening commutes.

Duties and Responsibilities of the Position of City Administrator

The mayor and city council have developed a very comprehensive and complete job description for the city administrator position. The job description includes the following:

- Position Summary
- Essential Job Duties
- Knowledge, Skills, and Abilities Required
- Entry Requirements
- Required Special Qualifications
- Classification
- Hours of Work

A copy of the job description is attached to this community and position profile.

Management Style

The City would prefer to work with candidates who exemplify the following management style attributes:

- Proactive leader who “stays ahead of the curve.”
- Ability to retain their “cool” and work with diverse personalities on the City Council
- Visionary who can “think outside the box”
- Ability to motivate and guide volunteer members of community committees
- Professional, respectful and motivated
- Good coach and team player
- Problem solver and creative thinker
- Firm, but impartial and fair, with people and staff
- Maintain open communication and provide clear directives
- Ability to guide and assist city employees, but not micro- manage them
- “Open door” kind of management style
- Strong leader, who is willing to lead by example
- Strong leader with vision and ability to communicate that vision
- Willingness to be involved in the community and “sell the City”

Personality Traits

The City of Prairie City is seeking candidates with the following personality traits:

- Strong communicator – verbal and written
- Professional in personal appearance
- Sets a positive example for employees
- Organized and possess strong work ethic
- Patient, level-headed and even-tempered
- Personable, approachable and possess good “people skills”
- Honest, straightforward, ethical and trustworthy
- Open minded and committed to the City
- Respectful of people and willing to consider different perspectives
- Patient, flexible, tactful and punctual
- Good listener and responsive to people
- Creative and charismatic
- Transparent and fair

Future and Current Capital Improvement Projects

The city administrator will be asked to guide and assist the City with numerous capital improvement projects over the next few years. These capital projects include:

- Replacement of 2” and 4” water mains
- Joint Fire Station & EMS Facility
- Public Works Shop and Facility
- Streetscape/Downtown Improvement Project
- Replacement of sanitary sewer lines
- Library addition or new location
- Street improvement projects
- Storm water improvement projects
- Development of new business park
- Expansion of residential housing area



Upcoming Administrative Tasks and Projects

The city administrator will also be asked to coordinate and facilitate the following administrative tasks:

- Study City staffing needs and staff responsibilities
- Library space and expansion study
- Development of a professional relationship with City employees and City Council Members
- Employee succession planning for water and wastewater utilities to meet DNR certification requirements
- Development of a plan to market the community
- Preparation of a capital improvements plan and equipment replacement plan
- Enhance the enforcement of the City’s Ordinances and nuisance abatement laws
- Hiking and biking trail study
- Housing needs assessment study
- Development of a city-wide clean-up program
- Review the Emergency Management Services (EMS)
- Update the Employee Personnel Handbook
- Review the water utility study and proposed improvements

Announcement/Advertisement

City Administrator, Prairie City, Iowa. (Population – 1,680). Progressive and growing community in central Iowa, located at the junction of Iowa Highway 163 and Iowa Highway 117 in Jasper County, is seeking an energetic leader for the position of city administrator.

Salary range is \$65,000 to \$85,000, depending upon qualifications, with a full range of benefits. The city administrator directly oversees or works with all municipal departments, including city hall, water, wastewater, streets, cemetery, parks and recreation, police, library, building, zoning, and finance, which includes 9 full-time employees and an annual operating budget of \$2.8 million.

The city administrator is also responsible for supervision of contracts, oversight of city property, management of capital improvement projects and keeping the five member city council and mayor fully advised of the City's financial condition and overall future needs.

Qualifications include four- year college degree in public or business administration or related field and five years of experience in a public sector management position, with an emphasis on economic development. Residency in Prairie City is preferred, but not required.

Potential candidates can view a community/position profile on the City's website (www.prairiecityiowa.us) on October 24, 2019. Application materials requested include: a cover letter, resume, salary history, and five-work related references.

Applications will be accepted until the position has been filled with the first review of applications on November 4, 2019. Confidential applications should be sent to Patrick Callahan, c/o Callahan Municipal Consultants, LLC, 417 Kaitlynn Avenue, Anamosa, Iowa, 52205 or send to prairiecity.ia.applications@gmail.com.

Contact: Patrick Callahan
Callahan Municipal Consultants, LLC
callahan.cmc@gmail.com (563) 599-3708

Tentative Time Table for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by November 27th. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|--|-------------|
| 1. Deadline for applications..... | November 4 |
| 2. Telephone or Skype interviews of selected candidates..... | November 12 |
| 3. Notification of finalists for the position..... | November 13 |

- | | |
|---|-----------------|
| 4. Candidates' day to tour the community and meet the city employees, mayor, and council members..... | November 22 |
| 5. The mayor and council members conduct interviews..... | November 23 |
| 6. City council approval of an offer of employment..... | November 27 |
| 7. Proposed starting date of employment, if mutually agreeable..... | January 1, 2020 |

