City Of Albion

City Council Study Session

May 12, 2014

1. CALL TO ORDER

Mayor Joseph Domingo opened the study session at 7:00 p.m.

 II. ROLL CALL

Lenn Reid (2), Garrett Brown (3), William Wheaton (4), Cheryl Krause (5), Andrew French (6) and Mayor Joseph Domingo. Maurice Barnes (1) arrived at 7:02 p.m.

 Administration: Scott Kipp, Interim City Manager, Jill Domingo, City Clerk, Tom Mead, Finance Director and Cullen Harkness, City Attorney.

III. ITEMS FOR INDIVIDUAL DISCUSSION

 A. City Manager Search-Joyce Parker, MML

 Joyce Parker, MML Search Facilitator gave an overview of the City Manager search process which consisted of the following seven steps:

1. Introductions
2. Process Review-Timeline/Reporting
3. Candidate Profile
4. Advertising, Strategy & Language
5. Resume Prioritization/Short List
6. Interview & Selection Process
7. Reference Check & Background Investigation

Mrs. Parker also gave a tentative work schedule of the time required and completion date. The tasks and timeline are as follows:

1. Develop Profile-2 weeks with a tentative completion date of 5-26-14

2. Advertisement-4 weeks with a tentative completion date of 6-23-14

3. Review Resumes/Select Finalists-2 weeks with a tentative completion date of

 7-14-14

4. Reference Checks/Interviews-3 weeks with a tentative completion date of 8-11-14

5. Appointment-1 week with a tentative completion date of 8-18-14

6. Start work-3 weeks with a tentative start date of 9-8-14

The council discussed what qualifications were most important in a city manager. Several qualifications were discussed such as communication, experience and ability to lead and mentor staff. The consensus of the council is to ask for 5 years of city manager, assistant manager or department head experience in city, public, business, or industrial administration along with a bachelor’s degree and at least a master’s degree in public administration or equivalent as required by charter. Some of the desired qualifications would be experience in collaboration efforts with other entities such as college, schools, and local governments; dealing with a diverse community and social economics and ability to lead.

Mrs. Parker stated the MML will advertise through the MMLand ICMA websites and will also send emails and make phone calls.

Council Member Barnes asked if the MML would also advertise through the N.F.P.B.A. in Washington.

The consensus of the council is to advertise the City Manager position wage from $75,000 to $90,000.

Mrs. Parker stated that she will send a draft for review of the position with the skills and qualifications to the council for the May 19th council meeting.

Comments were received from Council Members Barnes, Reid, Brown, Wheaton, Krause and French; Interim City Manager Kipp, Mayor Domingo and Finance Director Mead.

IV. ADJOURNMENT

 Brown moved, Krause supported, CARRIED, to adjourn the Study Session.

(7-0, vv).

Mayor Domingo adjourned the Study Session at 8:42 p.m.

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date Jill Domingo

 City Clerk