

MINUTES

Eugene City Council
McNutt Room--City Hall

June 26, 1996
7 p.m.

COUNCILORS PRESENT: Tim Laue, Laurie Swanson Gribkov, Shawn Boles, Nancy Nathanson, Kevin Hornbuckle, Jim Torrey, Pat Farr.

COUNCILORS ABSENT: Barbara Keller.

Her Honor Mayor Ruth Bascom called the meeting to order.

I. WORK SESSION: CITY MANAGER RECRUITMENT--DEBRIEF OF PUBLIC PARTICIPATION

A. Provide a Summary of Findings from Public and Employee Input Meetings

Administrative Services Director Warren Wong briefly reported on the public input process for the city manager recruitment, describing those who had participated and the number of participants at each input session.

David Donaldson, consultant with David M. Griffith and Associates, said that the input process was very helpful to him. He had found common themes among those he had talked to and felt he had a better understanding what the community wanted in a city manager. He said that participants invited to the sessions had been particularly appreciative of the opportunity.

Ms. Swanson Gribkov regretted more people did not take advantage of the opportunity to provide input.

Mr. Hornbuckle suggested that the council hold an annual public hearing on the city manager's evaluation.

Mr. Boles suggested that those specifically invited to participate in the public input process be involved to provide input on the city manager candidates.

Responding to a question from Mr. Torrey, Mr. Donaldson said that councilors with suggestions for particular candidates should encourage them to send resumes to him, and he would send them a profile.

B. Time Frame for Developing the Candidate Profile

Mr. Donaldson described the process he intended to use to develop the city manager profile, saying that he would provide the council with a draft profile in their next packet. He asked the council to review the profile, saying that it would serve both as a guide for candidate recruitment and evaluation and as an informational, "marketing" document. Mr. Donaldson said that he would refer disputed elements of the profile to the council, and asked that the profiles with councilor comments be returned to him by July 8, 1996.

Mr. Boles asked when Mr. Donaldson expected to have the profile in final form. Mr. Donaldson anticipated it would be ready by mid-July. Mr. Wong suggested that the council employ phone conferencing to resolve any issues that arise over the profile. The council agreed.

Mr. Boles raised two issues of concern to him that he wished to ensure were reflected in the city manager profile: 1) a reputation for integrity for doing the public's business in public, and 2) technical competence in terms of measurement and evaluation systems. Mr. Donaldson believed both issues were addressed in the profile. Mr. Boles cautioned Mr. Donaldson to keep in mind that the City was a buyer and not a seller, that he was not interested in marketing the position of City Manager.

Responding to a question from Mr. Torrey regarding outreach to minorities, Mr. Donaldson said yes, he would target mailings toward minority groups.

Ms. Nathanson asked how Mr. Donaldson proposed to reach candidates not in city government but perhaps in other government agencies who might be competent to fill the position. Mr. Donaldson said that he hoped to reach such candidates through broad newspaper advertising in Oregon newspapers, and through organizations such as the International City and County Management Association, the National League of Cities newsletter *Nation's Cities Weekly*; and the west coast edition of *Jobs Available*.

C. Discuss Other Issues Related to the Recruitment and Selection Process

Mr. Donaldson indicated that he would develop options for the interview process and customized interview questions for the council's review.

Ms. Swanson Gribkov asked if Mr. Donaldson envisioned any kind of role-playing exercise similar to an assessment center. She supported such an exercise. Mr. Donaldson said yes, suggesting the possibility that candidates could be given case studies shortly before the interviews. He said that the council could ask candidates questions about those case studies to determine how well they think on their feet and to get a sense of their thought processes. He said that he envisioned more than one such exercise. Mr. Donaldson noted that several of the citizens invited to participate in the public input processes wondered if that was the end of their involvement, and asked the council for further direction on the issue.

Mr. Boles said that he was supportive of the approach described by Mr. Donaldson, and also advocated that those invited to participate in the public input process be asked to participate in the

final selection process. He said that the council should not be driven by those individuals' responses, but rather informed by them. Mr. Donaldson said that he would describe the experience of other communities in such recruitments in terms of public involvement and outline the pros and cons of such involvement in a memorandum.

Mr. Hornbuckle asked if the council had agreed upon the number of interviewees. Mr. Donaldson said no. He anticipated he would provide the council with a list of ten to fifteen candidates and how they addressed the profile, plus a listing of everyone who applied, their current jobs, and their resumes so the council could determine if there was someone else on that list it would like to interview. He further anticipated that the council would interview four or five candidates. Mr. Hornbuckle proposed that the council use proportional representation voting to select the final candidates to interview from the larger list. Mr. Boles supported the suggestion.

Mr. Torrey asked Mr. Donaldson to evaluate the job market for the position. Mr. Donaldson believed that the position had come open at an opportune time in terms of candidates' availability. He added that the job was unique, and he believed candidates would be very interested in applying, given the infrequency with which the position was open. In addition, the national ICMA conference was occurring the first week of October in Washington, DC, which would give him an opportunity to meet many potential candidates on a face-to-face basis.

Mr. Torrey asked Mr. Donaldson if he had been involved in a recruitment where he was concerned about the quality of the candidates. Mr. Donaldson said yes; he added that if he thought the number of good candidates was limited, he would let the council know. He would advocate further outreach in such a case.

Ms. Nathanson suggested that the City post the job on its Home Page.

Ms. Swanson Gribkov suggested that Mr. Donaldson advertise the position in *The Seattle Times* and *The San Francisco Chronicle* as well as in Oregon newspapers. Mr. Boles supported broader advertising as well as spot advertising in college town newspapers in cities such as Madison, Wisconsin; Davis, California; and Burlington, Vermont. Mr. Donaldson said that he would be targeting some of those markets in advertising.

Mr. Hornbuckle did not support expanding the scope of advertising. He believed that the City would get enough candidates through the advertising proposed by Mr. Donaldson.

Mr. Torrey supported advertising for the position in the local area.

Mr. Hornbuckle asked about the role of councilor-elects in the selection process. Ms. Swanson Gribkov anticipated they would be involved in the interviews. Mr. Donaldson said that the role of the councilor-elects should be determined by the council.

Mr. Torrey supported the involvement of councilor-elects in the process. Mr. Hornbuckle believed that the councilor-elects would be self-motivated to be involved.

Mr. Donaldson raised the issue of confidentiality regarding the candidates and said he would be asking the council to make a decision on the degree to which candidates name should be held in confidence. He said that a reporter from the local newspaper had indicated interest in knowing who the candidates were. Mr. Donaldson believed it unrealistic to think the names of candidates could be kept from the newspapers. He said that he tells candidates he cannot guarantee confidentiality, but preferred not to release the long list of candidates if possible.

Mr. Boles asked about the job description revisions in terms of timing of candidate recruitment. Mr. Wong said that the council officers would schedule a work session to modify the job description after the summer break. Mr. Boles asked if the council could solicit feedback from the community regarding the job description. Ms. Bascom suggested that the officers schedule the issue for discussion.

The meeting adjourned at 8 p.m.

(Recorded by Kimberly Young)
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Respectfully submitted,

W - G Wong

Warren G. Wong
Administrative Services Director