

**City Manager Search
Sub-Committee**
Work Study Session
Agenda

Tuesday, December 5, 2017

4:00 PM

I. Call to Order

II. Pledge of Allegiance

III. Business

A. Approval of Minutes

INFORMATION/ACTION

Presenter: Thomas L. Schoaf, Mayor

Discussion and possible action to approve the minutes of the November 21, 2017 work study session.

B. City Manager Interview Schedule and Questions

INFORMATION/ACTION

Presenter: Thomas L. Schoaf, Mayor and Carolyn Sellmeyer, Director of Human Resources

Discussion and possible action regarding the interview schedule and interview questions for the applicants for the City Manager position and the next steps in the selection process. The Sub-Committee may further discuss the applications received and their resumes. Members of the Sub-Committee may give direction to Staff.

IV. Adjournment

Sonny Culbreth, Interim City Manager

Affidavit of Posting

I, Terri Roth, CMC, City Clerk, do hereby certify that I caused to be posted a true and correct copy of this agenda for the City Council meeting of **Tuesday, December 5, 2017**, in the following place in the City of Litchfield Park:

1. City Hall outside bulletin board

Terri Roth, CMC, City Clerk

Persons with special accessibility needs should contact City Hall, (623) 935-5033, at least 48 hours prior to the meeting.



Minutes
of the
City Manager Search Sub-Committee

Tuesday, November 21, 2017

Special Meeting

The meeting was held in the City Hall and called to order at 4:11 PM by Mayor Tom Schoaf.

I. Call to Order

Attendee Name	Title	Status	Arrived
Tom Schoaf	Mayor	Late	4:08 PM
Paul Faith	Vice Mayor	Late	4:08 PM
John Romack	Council Member	Present	
David Ledyard	Committee Member	Present	
Diane Landis	Committee Member	Present	
Brian Dalke	Committee Member	Present	
Jack Wohler	Committee Member	Present	

Staff present: Sonny Culbreth, Interim City Manager; Carolyn Sellmeyer, Director of Human Resources; Shelby Hennigan, Administrative Assistant.

II. Pledge of Allegiance

Mayor Schoaf led the Pledge of Allegiance.

III. Business

A. Approval of Minutes

MOVE TO APPROVE THE MINUTES OF THE OCTOBER 26TH, 2017 CITY MANAGER SEARCH SUB-COMMITTEE MEETING.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jack Wohler, Committee Member
SECONDER:	John Romack, Council Member
AYES:	Schoaf, Faith, Romack, Ledyard, Landis, Dalke, Wohler

B. City Manager Selection Review Process

Mayor Schoaf would like to start out by reviewing the highest scoring applicants on the Applicant Rating Matrix provided by Ms. Sellmeyer. He stated that the goal is to narrow down the list to a reasonable number of individuals for a Skype interview. The interviews would include preplanned questions for each candidate.

Interim City Manager Culbreth inquired about the timeline of background and reference

Attachment: 112117 Minutes DRAFT (2279 : Minutes)

checks. Mayor Schoaf suggested that we complete these checks once the top candidates are determined, but before the Skype interview. Mayor Schoaf led the Sub-Committee in review and discussion of each ranked candidate on the Applicate Rating Matrix.

Upon review, Mayor Schoaf announced the top five candidates, as agreed upon by the Sub-Committee Members. The candidates are: William Stephens, Peter Jankowski, Timothy Grier, Jennifer Dyches, and Ian McGaughey. Candidate Jeff Wilkins will be the alternate candidate, in the event that any of the candidates selected decline to continue with the interview process or do not pass the background and reference check.

Mayor Schoaf asked Ms. Sellmeyer for an estimate on the timeline of completing background checks and references, so that the next meeting date can be set. Ms. Sellmeyer responded that she could get the process started November 22, 2017.

Mayor Schoaf would like to plan the next sub-committee meeting, at which time the members will review and finalize the questions to be asked during Skype interviews. The Mayor proposed December 5, 2017 at 4:00 PM for the next meeting. All Sub-Committee Members agreed to this time. Vice Mayor Faith stated that he will be unable to attend, but will have a list of his proposed questions prepared and submitted to the Sub-Committee.

Mayor Schoaf asked that the Sub-Committee Members think of questions they would like to ask. Ms. Sellmeyer has a list of sample questions she can provide to the members for review. In the interest of fairness, the questions will be the same for each candidate, with the opportunity to ask follow up questions.

Mayor Schoaf suggested setting a date for the Skype interviews. He proposed December 12, 2017, tentatively from 10:00 AM to 5:00 PM to accommodate the candidates' schedules. Mr. Culbreth will be out of the office that day, but is willing to access the meeting via phone or video, so he can participate. It was agreed that 45 minutes would be set aside for each candidate; 30 minutes for questioning and 15 minutes for sub-committee members to make notes and prepare for the next interview.

Council Member Romack requested that he have another opportunity to review the resumes of the selected candidates again prior to the Skype Session. Mayor Schoaf stated that each Sub-Committee Member will receive a full copy of the selected candidates' resume and information.

Council Member Romack noted that the candidates' current pay was all over the board and inquired if the City had a range in mind, in case this question is asked during the Skype interview. Mr. Culbreth responded that the job posting listed the salary range as \$138,000 to \$165,000/annually.

Committee Member Dalke suggested contacting the candidates to let them know that they are still in the running, as this has been a long application process. Committee Member Wohler agrees, and points out that doing so, would give the applicants an opportunity to

contact their references. Ms. Sellmeyer stated that she would call the top candidates and let them know they have been chosen for the second round of the selection process.

IV. Adjournment

There was no further business and the meeting was adjourned by unanimous consent at 5:21 PM.

APPROVED:

CITY OF LITCHFIELD PARK

Thomas L. Schoaf, Mayor

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CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Litchfield Park held on **Tuesday, November 21, 2017**.

I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, CMC, City Clerk

Attachment: 112117 Minutes DRAFT (2279 : Minutes)