

MINUTES
CITY COUNCIL WORKSHOP
CITY OF ARCADIA
TUESDAY, APRIL 6, 2010
5:00 PM

The Mayor called the work session to order at approximately 5:00 PM with the following members and staff present.

Arcadia City Council

Mayor Roosevelt Johnson
Councilmember Keith Keene
Councilmember Sharon Goodman

Deputy Mayor Robert Heine
Councilmember Lorenzo Dixon

Arcadia City Staff

Interim City Administrator Shelly Baumann
City Recorder Dana Williams

City Attorney Jason Henbest

The purpose of this workshop meeting was to formulate the questions to be asked of the City Administrator candidates and to establish dates for the interviews.

Councilmember Keene stated he had reviewed the questions used from 2009 and felt they needed "wordsmithing" in order to uncover the competency of the person the City is seeking. He also presented a list of questions he had written which were compiled from past questions he'd used professionally, extracted from the previous administrator's contract, the evaluation form endorsed by the Council and a little "home grown." He then distributed a list of ten (10) questions to the Council.

Similarly, Mayor Johnson also presented a slate of proposed questions and noted several were similar or complementary to Mr. Keene's list.

After a brief period of review on the questions, Councilmember Dixon stated his favor for Mr. Keene's question #4 related to the budget. Councilmember Goodman particularly liked the Mayor's last question related to diversity, noting there was no diversity in the City's upper level management and thought it was "far time for that to be over."

Further discussion followed on compiling a set of questions from the two recommended lists, limiting or not the number of questions to be asked, and the status of the background investigations. From the two lists provided, it was decided to:

- Utilize the questions from Mr. Keene's list
- Insert question #1 from the Mayor's list at the top
- Insert question #6 from the Mayor's list after #9 of Mr. Keene's
- Insert questions #7 & 8 from the Mayor's list following #4 of Mr. Keene's list
- Insert question #10 from the Mayor's list as the next to last question to be asked.

The final compiled list is as follows:

QUESTIONS FOR THE CANDIDATES OF THE
CITY ADMINISTRATOR POSITION

1. How do you interact with members of the City Council?
2. Describe your management style and what approach you take when making decisions that impact the administration and operation of the municipality.
3. Share with us your experience in fostering positive relations with council/commissioners, the public and other governmental entities. Include an example of your consensus building skills and a demonstration of effective communications.
4. Describe your greatest professional success and disappointment or failure. What would you do differently today? What was the chief lesson learned?
5. Tell us about your experience with budget preparation and implementation. Describe how you make budget reducing decisions while maintaining effective level of service.
6. What are some modifications or interventions you would use when the city is experiencing financial difficulty?
7. What are some examples of financial strategies you have found to be successful when preparing a city budget?
8. Tell us about your experience managing assets. Include examples of how you would manage city property and facilities.
9. What experience do you have with grant applications and implementation?
10. Share with us an experience where you were confronted with changing local conditions. How did you adapt? What was the outcome?
11. Tell us about your ability to handle yourself in a crisis. Give us an example of skills you used to deal with the matter and what was the outcome.
12. What is your vision for the future of the City of Arcadia? Where do you see yourself in facilitating its development?
13. How do you monitor the city's progress?
14. What techniques do you use to support cultural diversity in the work place?
15. Why do you want this position?

Also discussed was whether or not the same questions had to be asked of all candidates. The City Attorney answered that all candidates should be asked the same slate of questions; however based on their response it was acceptable to ask the candidate to expound on their answer or provide more detail.

Councilmember Dixon added he felt a 90 day probationary period was too little and that it should be at least 6 months with no more than a one-year, renewable contract. The Interim Administration responded the probationary period would be included in the terms of the contract and could be set at the discretion of the Council.

The City Recorder confirmed with the Council the following:

- o The City would not pay any travel expenses for the candidates' interviews
- o The candidates would be given time at the end of their interview to ask questions of the Council
- o Candidates should wait outside the Chambers during other candidates' interview sessions
- o The Council desires a verbatim transcript of the candidates answers

The Council then established the following schedule for interviews:

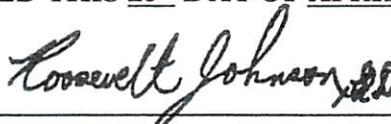
- Monday, April 19, 2010 - 4 - 7 PM
- Wednesday, April 21, 2010 - 4 - 7 PM
- Thursday, April 22, 2010 - 4 - 7 PM

In the event background checks were not complete at this point, alternate dates were set for May 3, 5, and 6, 2010.

Having no further business at this point, the meeting was adjourned at 5:40 PM.

APPROVED THIS 20th DAY OF APRIL 2010.

By:



Roosevelt Johnson, Ed.D., Mayor

ATTEST:



Dana L.S. Williams, CMC
City Recorder