

# **AGENDA**

## **AD HOC CITY MANAGER SEARCH ADVISORY COMMITTEE**

**May 11, 2016**

**South Conference Room**

**21630 11th Avenue South – Des Moines 98198**

**5:00 PM**

1. Call to Order

2. Approval of Minutes

April 28, 2016 Meeting

3. Consultant's Status Report (Ron Holifield on speakerphone)

4. Methodology for Interview Process (Ron Holifield on speakerphone):

a. City Tours Schedule on July 19

b. Community Social Event 5:00 – 7:00 p.m. on July 19

c. Interview Schedule on July 20

5. Next Steps and Future Meetings

# **MINUTES**

## **AD HOC CITY MANAGER SEARCH ADVISORY COMMITTEE**

City of Des Moines

North Conference Room, 21630 11th Avenue South

April 28, 2016

### **CALL MEETING TO ORDER**

The 2016 Ad Hoc City Manager Search Advisory Committee meeting was called to order at 5:00 p.m. by Councilmember Dave Kaplan.

### **ROLL CALL**

Council present: Mayor Matt Pina; Mayor Pro Tem Vic Pennington; Councilmember Dave Kaplan (Chair).

Also present: Human Resources Manager Maureen Murphy. Ron Holifield joined the meeting by telephone. An audience of several members of the public attended.

### **APPROVAL OF MINUTES**

The minutes were approved for the meetings on February 4, 2016, and March 24, 2016.

### **CONSULTANT'S STATUS REPORT**

Mr. Holifield explained that 16 applications had been received to date, which was about the number that would be expected at this phase of the recruitment, and he had no anxiety whatsoever about getting a good response to the recruitment.

Councilmember Kaplan shared a proposed interview process where all the finalists would be interviewed by five different panels:

1. City Council (executive session)
2. Citizens Advisory Council
3. Community Leaders
4. City Directors
5. City Staff Representatives

The Committee and Mr. Holifield agreed that the proposal would work well, and discussed the makeup of the interview panels in general. The Committee had several questions regarding how to go about collecting interview questions. After several attempts, the phone connection with Mr. Holifield was lost due to inclement weather in Texas.

The Committee discussed options for the panels to provide feedback to the Council, and whether panel members should provide written documentation to do so. They discussed who should be invited to sit on the City staff panel, with one representative from each bargaining/employee group, plus the City Clerk. The Committee discussed a meeting with the Citizens Advisory Committee a week or so in advance of the interviews to help them prepare them for the process.

They also discussed options for the evening reception on July 19, possibly including a question and answer session with questions from the audience drawn from a box by a master of ceremonies.

The Committee directed Mr. Holifield to present a clear agenda of the process at the next meeting, to include a timeline for solicitation of interview questions from the various panel members.

**FUTURE MEETINGS**

May 11, 2016, 5:00 p.m. Ad Hoc Committee Meeting

**ACTION ITEMS**

No formal action was taken.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Maureen Murphy  
Human Resources Manager

City of Des Moines  
**CITY MANAGER**  
**DRAFT INTERVIEW SCHEDULE**  
 Wednesday, July 20, 2016

	Citizens Advisory Council	Community Leaders	Directors	Employee Representatives	City Council
8:00 a.m.	ORIENTATION for all interview panels City Hall Council Chambers, 21630 11 <sup>th</sup> Avenue South, Suite C Then each panel moves to the following locations				
<b>Locations</b>	Police Department Administration Conference Room	Police Department Large Conference Room	City Hall North Conference Room	City Hall South Conference Room	City Hall Council Chambers
8:45 a.m.	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
10:00 a.m.	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 1
11:15 a.m.	Candidate 3	Candidate 4	Candidate 5	Candidate 1	Candidate 2
12:15 p.m.	LUNCH to be brought in to each panel.		Candidates to have lunch in the City Hall lunch room.		
1:00 p.m.	Candidate 4	Candidate 5	Candidate 1	Candidate 2	Candidate 3
2:15 p.m.	Candidate 5	Candidate 1	Candidate 2	Candidate 3	Candidate 4
3:30 p.m.	Debrief with Ron Holifield				
3:50 p.m.	Debrief with Ron Holifield				
4:10 p.m.	Debrief with Ron Holifield				
4:30 p.m.	Debrief with Ron Holifield				
4:50 p.m.	Ron Holifield Presents Panel Feedback to Council				

City of Des Moines  
**CITY MANAGER**  
**DRAFT** **INTERVIEW SCHEDULE**  
 Wednesday, July 20, 2016

Citizens Advisory Council	Community Leaders	Directors	Employee Representatives	City Council
Nine members to be appointed	Dr. Tammy Campbell, Supt. Federal Way School Dist.  Dr. Susan Enfield, Supt. Highline School Dist.  Jack Bermingham, President Highline College  Allen Church, Fire Chief South King Fire & Rescue  Tony Hettler, President Destination Des Moines  Carrie Litowitz, President Des Moines Rotary  Bill Linscott, President DM Marina Association  Large Business Representative  Small Business Representative  Faith-based Community Representative	Dan Brewer PBPW Director  Joe Dusenbury Harbormaster  George Delgado Police Chief  Lisa Leone Judge  Dunyele Mason Finance Director  Patrice Thorell PRSS Director  Tim George Assistant City Attorney	Rex Christiansen General Employees Rep.  Coral Garcia-Huertas IAM Court Clerk Rep.  Adam O'Donnell Teamster Rep.  Mike Thomas Guild Rep  Barry Sellers PMA Commander Rep.  Dale Southwick Exempt Employees Rep.  Bonnie Wilkins City Clerk	Matt Pina Mayor  Vic Pennington Mayor Pro-tem  Luisa Bangs Councilmember  Jeremy Nutting Councilmember  Melissa Musser Councilmember  Rob Back Councilmember  Dave Kaplan Councilmember

City of Des Moines  
**CITY MANAGER**  
**DRAFT CITY TOUR SCHEDULE**  
Tuesday, July 19, 2016

8:00 a.m.	ORIENTATION for Tour Guides City Hall North Conference Room
8:45 a.m.	Candidate 1
10:00 a.m.	Candidate 2
11:15 a.m.	Candidate 3
12:15 p.m.	LUNCH
1:00 p.m.	Candidate 4
2:15 p.m.	Candidate 5
3:30 p.m.	Debrief with Ron Holifield