

**CITY OF MT. SHASTA
SPECIAL CITY COUNCIL MEETING MINUTES
Monday, March 18, 2013; 6:30 p.m.
Approved As Submitted - April 8, 2013**

1. Call to Order

At the hour of 6:30 p.m. Mayor Moore called the meeting to order.

2. Roll Call

Present: Council Member Michael Burns Sr., Jeffrey Collings, Geoff Harkness, Tim Stearns, and Mayor Tom Moore

Absent: None

3. Public Comment:

No public comments were noted.

4. Consider Resolution RE: Authorizing An Agreement With Consultant Jeff Butzlaff for City Manager Recruitment Services

At the hour of 6:31 p.m. City Manager Marconi presented the staff report stating the proposal approved by Council at the last meeting was not acceptable to the consultant and staff had brought back an alternate proposal as well as the original proposal. City Manager Marconi stated that staff's recommendation is that Council adopts the original proposal and moves forward with it.

Mr. Butzlaff stated that he and City Manager Marconi's recommendation had been for a fixed rate with a not to exceed amount of \$7,000 with no cap on the number of hours for Mr. Butzlaff's recruitment efforts. Mr. Butzlaff clarified the \$70.00 hourly rate would only come into play were it Council's desire to contract recruitment services based on an hourly rate. Mr. Butzlaff stated that a rate of \$70.00 per hour would be a more appropriate and reasonable rate for the services being provided to the City.

Council Member Collings stated he was not certain which option would be best for the City.

Council Member Harkness expressed the opinion that \$7,000 is a fair value for the services the City would be getting and he would much rather the consultant is focused on the end goal rather than on counting hours.

Council Member Stearns expressed the opinion that it would not take Mr. Butzlaff 100 hours for his recruitment services and stated the belief that 50 hours would be more realistic. Council Member Stearns stated that paying \$70.00 per hour for someone to do handwriting and typing is excessive. Council Member Stearns stated his support for a cap of \$5,000.

Council Member Burns stated he felt like Council Member Collings, he isn't certain as to what option would be the best for the City but there are components of the services that Mr. Butzlaff would be able to provide that he would be taking into consideration. Council Member Burns suggested that Mr. Butzlaff has a vested interest in the City because he is a member of the community and that would be an incentive for Mr. Butzlaff to provide the City with the best services to achieve the best end result. Council Member Burns noted that an outside agency would charge the City \$40,000-\$50,000 for these same services. Council Member Burns stated that based on Mr. Butzlaff's knowledge, experience, and his ability to meet the goal, he would be willing to take that leap for something that would get the City the right candidate with a cap of \$7,000. Council Member Burns stated his support for the agreement being proposed by staff that has a cap of \$7,000.

Mayor Moore expressed the opinion that finding a City Manager for the City at a cost of \$7,000 was something he could support. Mayor Moore pointed out that the contract includes verbiage for the consultant to work with the Council in developing the ads, like tonight, and Mr. Butzlaff is giving his time tonight when he is not even under a contract yet. Mayor Moore stated his support for a contract with a cap of \$7,000. Mayor Moore stated his experience with headhunter agencies has demonstrated to him that such agencies cost a lot of money and the services the City would be getting are comparable to that.

Council Member Stearns suggested it as being important to have a timeline for the activities as a part of the contract.

Mayor Moore stated his support of Council Member Stearns' suggestion.

Council Member Harkness requested clarification of what was meant by timeline. Council Member Harkness asked whether that meant a deadline date for the ending of Mr. Butzlaff's services.

Mayor Moore responded that the timelines being referred to would be those of a timeline for preparation of the brochure, preparation of advertisements, first interviews, second interviews and all the other activities to be done by Mr. Butzlaff.

Council Member Harkness made the observation that a timeline is fine and he asked whether they were open to putting a cushion on the timeline in case things weren't completed by August 30, 2013.

Council Member Stearns responded he was not because he believes that there is already a cushion built into the timeline.

Council Member Harkness asked Mr. Butzlaff whether he agreed with Council Member Stearns.

Mr. Butzlaff responded the process would start and end within a 4 month period. Mr. Butzlaff stated the Council could extend the period should they so desire. Mr. Butzlaff stated he could present a timeline to the Council along with the contract at the Council's next regular meeting.

Council Member Harkness made the observation there would be negative consequences to qualifying the contract on a specific timeline. Council Member Harkness asked what would happen if the City Council is unable to find a qualified candidate that agrees to take the position within this timeframe.

Council Member Stearns responded that would not be the fault of Mr. Butzlaff. Council Member Stearns made the observation that if for some reason the applicants accept other jobs or the Council finds that none of the applicants are qualified to fill the City Manager vacancy that would not be blamed on Mr. Butzlaff.

Council Member Harkness pointed out that if the Council did not put a timeline in the contract but there were an agreed upon timeline, wouldn't the Council have the ability to terminate the contract due to the contract not being fulfilled in a timely manner?

Council Member Stearns responded that if there is no timeline in the contract then there would be no time period attached to the activities being provided. Council Member Stearns stated there would be difficulty in terminating a contract that doesn't have performance standards.

Mayor Moore suggested the compensatory levels of completion could be amended so monetary payment is made to the consultant upon completion of certain activities which would eliminate a need for timelines.

City Manager Marconi suggested that it would be simpler to use the Scope of Work document that was presented to Council at the last meeting and insert dates of completion for the items listed on the Scope of Work.

Mayor Moore made the comment that City Manager Marconi's idea was a great one. Mayor Moore stated a goal of being able to turn things over to Mr. Butzlaff and ask him to create a new ad and a new brochure and if he wants to use the City's previous materials then he could do so because it is his job to bring those things forward to the City Council. Mayor Moore stated he did not want to micromanage this project and that was why the Council was hiring someone.

Council Action: Mayor Moore made a motion to proceed with an agreement with a cap of \$7,000 and tying it into the timelines using the Scope of Work and that would be brought back to the City Council at next Monday's meeting for approval.

Council Action: Council Member Collings seconded the motion. Motion carried on a voice vote of 4-1 with Council Member Stearns noted as dissenting.

5. Discussion and Possible Action RE: Developing Materials for the City Manager Recruitment Process

At the hour of 6:59 p.m. Mayor Moore introduced the item and stated that Council needed to discuss what attributes the City Council would like to see in its new City Manager rather than actually developing the materials themselves. Mayor Moore stated he had asked each of the Council Members to bring forward five characteristics they would like to see in the City Manager and this would be a good opportunity to bring those forward so they could be included in the recruitment materials.

Lengthy Council discussion ensued with the following points being brought forward:

DESIRABLE CHARACTERISTICS IN A CITY MANAGER

**MARCH 18, 2013
SPECIAL CITY COUNCIL MEETING**

- ✓ **GOOD "SOFT SKILLS" (PEOPLE SKILLS) VERSUS TECHNICAL SKILLS**
- ✓ **HUMAN RESOURCES EXPERIENCE**
- ✓ **HIGH LEADERSHIP SKILLS VERSUS MANAGER SKILLS (SEE PAGE 45 OF AGENDA PACKET)**
- ✓ **PROVEN ECONOMIC DEVELOPMENT SKILLS**
- ✓ **STRONG FUNDING & GRANT WRITING SKILLS**
- ✓ **DESIRES A 4 SEASON ENVIRONMENT**
- ✓ **FINANCIAL SKILLS**
- ✓ **ABILITY TO MAKE TOUGH OPERATIONAL DECISIONS**
- ✓ **SOMEONE WITH WWTP UPGRADE EXPERIENCE**

- ✓ **LEADS BY EXAMPLE – NOT BY INTIMIDATION**
 - ✓ **POSSESSES PERSONAL INTEGRITY**
 - ✓ **GOOD MANAGER WHO UNDERSTANDS THAT STAFF IS THE BIGGEST ASSET OF AN ORGANIZATION**
 - ✓ **STRONG WRITTEN & ORAL COMMUNICATION SKILLS**
 - ✓ **POSSESSES STRONG NEGOTIATING SKILLS – UNION EXPERIENCE**
 - ✓ **HAS CALIFORNIA LOCAL GOVERNMENT EXPERIENCE**
 - ✓ **IS ADAPTABLE & FLEXIBLE**
 - ✓ **HIS/HER FAMILY FITS IN WITH THE MT. SHATA COMMUNITY**
 - ✓ **SALARY RANGE OF \$85,000 - \$95,000 DOQ**
-

6. Adjourn

There being no further business before the Council, the meeting was adjourned at the hour of 8:07 p.m. to the next Regular City Council Meeting to be held on Monday, March 25, 2013 at 6:30 p.m.

Respectfully Submitted,

Sandra K. Studer

Sandra K. Studer, Deputy City Clerk
For John E. Kennedy Sr., City Clerk