

City Council Ad Hoc City Manager Selection Process Committee
September 21, 2021, 10:00 – 11:00 a.m.
Minutes

Members in attendance: Mayor Jeni Arndt; Councilmember Shirley Peel; Councilmember Susan Gutowsky; Teresa Roche, Chief Human Resources Officer; Carrie Daggett, City Attorney; Melanie Clark, Executive Administrative Assistant, Amy Resseguie, Senior Specialist Communications and Public Involvement

Additional Councilmembers in attendance: Councilmember Kelly Ohlson

Staff in attendance: Kyle Stannert, Deputy City Manager

Public in Attendance: Kevin Jones

A meeting of the City Council Ad Hoc City Manager Selection Process Committee (“Committee”) was held on Tuesday, September 21, 2021, virtually through a Zoom webinar.

Agenda

Call Meeting to Order Findings related to Ordinance Number 079, 2020

Selection of Ad Hoc Committee Chair

Public Comments (limited to approximately 2 minutes per speaker)

Discussion Items:

- Meet Mark McDaniel, Executive Recruiter, SGR
- Review critical milestones and recruitment and selection timeline
- Committee Next Steps

Adjournment

The meeting began at 10:07 a.m.

Teresa Roche, Chief Human Resources Officer, stated that she had conferred in advance of the meeting with each member of the Committee and with the City Manager and City Attorney, and based on those conversations, the meeting has been arranged to be held virtually in accordance with Ordinance Number 070, 2020. She then noted the first item of business on the agenda, the selection of a Committee Chair.

Councilmember Gutowsky nominated Mayor Arndt as Committee Chair. Councilmember Peel seconded the motion.

Carrie Daggett, City Attorney, noted that although Councilmembers have been invited to participate in the meetings, only Committee members should make motions and vote. She also stated that under Ordinance No. 070, 2020, for virtual meetings, votes must be taken by roll call

Mayor Arndt accepted the nomination.

Those in favor of the motion: Councilmember Gutowsky, Mayor Arndt, Councilmember Peel.

Teresa Roche asked for any public comments. Kevin Jones was the only member of the public to join the call, and he stated that he would only be listening and did not want to make any comments.

Mark McDaniel, Senior Vice President, SGR, introduced himself to the committee and shared his background information.

Committee members Mayor Arndt, Councilmember Gutowsky, and Councilmember Peel introduced and shared background information about themselves.

Councilmember Ohlson introduced himself.

Teresa stated that after having preliminary interviews with all members of the Council that all want to hire the best leader for the City of Fort Collins. Several have stated that it is the most important action they will take during this Council term. Another comment that emerged was to use this process as an opportunity to elevate the broader community's understanding of the role of the City Manager, as well as utilizing this as an opportunity for the Council to unite in a shared vision of what is important in a City Manager as they look to the future of the community.

Mark started out stating that given the reputation that Fort Collins has and the quality of life it offers, he believes Fort Collins will attract stellar candidates from all over the nation. Mark looks forward to being onsite and learning more about the hopes and dreams for hiring this individual.

Mark went through the plan and explained that the dates are loose, and scheduling will be done within the timing of Council meetings and takes into consideration the upcoming holidays.

Mayor Arndt wants to make sure that we cast a broad net and not just market to assistant city managers. She explained that the pay might not be as competitive as the private sector, but we would like a visionary.

Councilmember Gutowsky stated that she wants to make sure that Council will get an opportunity to approve any language drafted for applications and advertisements before it is published. Mark confirmed that drafts would be sent to the Ad Hoc Committee before going to Council for final approval.

The Committee discussed 1x1s between Mark and each Councilmember and several external and internal stakeholder group meetings. Several committee members expressed interest in Councilmembers having an open invitation to all listening sessions that the recruiter will facilitate. Teresa stated that a summary of themes from all the sessions held would also be provided for Council review.

Teresa and Mark talked about different ways to engage the broader community. They shared an update on a system used previously for Town Halls to engage with community members via phone/text for anyone who pre-registered to gain more community participation.

Mayor Arndt expressed concern that folks may start to get participation fatigue with too much outreach.

Amy Resseguie, Senior Specialist, Communications, stated that this is something to be aware of and that she believes the timing will work out.

Councilmember Ohlson expressed concerns about elevating the role of the City Manager and noted the importance of keeping in mind that the Mayor and Council lead the City, and it is up to the officials to be the leaders of Fort Collins and not the City Manager. He noted that the Committee needs to be sure that all groups are on equal footing.

Councilmember Ohlson wanted to clarify that Councilmembers are looking for the best leader for the City organization and not the community. Teresa reread the statements acknowledging his points and shared that some Councilmembers expressed the belief that this process is a way to help educate the community.

Mark continued going through the plan and stated that the position would be open for 30 to 45 days once the job was posted. He explained that the application is an online process where applicants will answer minimum qualification questions. Councilmembers will receive a list of all applicants and will see them in groups that do not meet requirements, those that meet some requirements, or those that meet all requirements.

Councilmember Gutowsky asked if minimum requirements would be provided. Mark confirmed they would be and explained that all minimum qualifications would be included in all advertisements and provided to Councilmembers.

Mark explained that once the semifinalists are chosen, Councilmembers will receive a packet that includes links for reviewing the candidates.

Mayor Arndt questioned if any social media checks are included in the comprehensive background checks. Mark confirmed they would be and stated that the background checking is a two-stage process. He further explained that finalists would also be required to submit a first-year game plan in writing.

Mayor Arndt stated that she has heard great feedback and knows that there is a robust interest in selecting the next City Manager, and this will take a lot of time.

Councilmember Gutowsky asked if the process would be entirely virtual. Mark explained that the plan is finalists would be brought in for face-to-face interviews.

Councilmember Gutowsky stated that a venue was set up with past interviews where staff could meet finalists and their partners. She would like to see this occur with this recruitment.

Committee members approved the plan and timeline.

Teresa thanked Mark and the Committee for being engaged in the conversation.

The meeting adjourned at 11:03 a.m.