

**COMMITTEE OF THE WHOLE SESSION -
FEBRUARY 13, 1995**

The committee of the whole session of the Ann Arbor City Council was called to order at 5:50 p.m. in the City Hall Council Chamber by Mayor Ingrid B. Sheldon.

ROLL CALL OF COUNCIL

PRESENT : Councilmembers Tobi Hanna-Davies, Patricia Vereen-Dixon, Peter Fink (entered at 7:25 p.m.), Jane Lumm, Jean Carlberg, Haldon L. Smith, Peter Nicolas, Stephen C. Hartwell, Christopher Kolb, Mayor Ingrid B. Sheldon, 10.

ABSENT : Councilmember Elisabeth L. Daley, 1.

**REQUEST FOR PROPOSAL FOR CONSULTANT TO ASSIST
IN SELECTION OF A CITY ADMINISTRATOR**

Mayor Sheldon reported that a standard Request for Proposal for a recruitment consultant was submitted by the City administration for Council's review, and that the purpose of this session was to prepare a final RFP document by working with the sample. (City Administrator's RFP on file in the City Clerk's Office)

Councilmember Smith moved that Section I D. and Section III F. of the City's proposed RFP be amended as follows:

SECTION I - GENERAL INFORMATION

D. Selection Criteria

Responses to the RFP will be evaluated using a point system, as shown in Section III. The evaluation will be ~~<completed by a selection committee composed of department heads from the City>~~ MADE BY A SELECTION COMMITTEE APPOINTED BY COUNCIL. The evaluation will have two steps:...

SECTION III - INFORMATION REQUIRED FROM ALL PROPOSAL SUBMITTERS

F. Selection

~~<Members of the City Selection Committee>~~ THE SELECTION COMMITTEE, APPOINTED BY COUNCIL AND CONSISTING OF REPRESENTATIVES FROM CITY COUNCIL, ADMINISTRATION AND STAFF, will evaluate each proposal by the above described criteria and point systems (A through C) ~~<to select the firm to be interviewed>~~. THE SELECTION COMMITTEE WILL EVALUATE THE PROPOSALS SUBMITTED BY CONSULTANT FIRMS AND SELECT TWO FIRMS TO BE PRESENTED TO A COUNCIL COMMITTEE OF THE WHOLE. THE COMMITTEE OF THE WHOLE WILL MAKE ITS RECOMMENDATION OF A CONSULTING FIRM TO CITY COUNCIL FOR THE FINAL APPROVAL TO RETAIN THE PARTICULAR FIRM. The City reserves the right...

On roll call the vote was as follows:

Yeas, Councilmembers Carlberg, Smith, Hartwell, Kolb, Hanna-Davies, Vereen-Dixon, Mayor Sheldon, 7;

Nays, Councilmembers Lumm, Nicolas, 2.

The Mayor declared the motion carried.

Councilmember Hartwell moved that City Council direct the City Administrator to conduct a broad-based search for a consultant using the most efficient and cost-effective methods.

On roll call the vote was as follows:

Yeas, Councilmembers Carlberg, Smith, Hartwell, Kolb, Hanna-Davies, Vereen-Dixon, Mayor Sheldon, 7;

Nays, Councilmembers Lumm, Nicolas, 2.

The Mayor declared the motion carried.

With unanimous consent of Council, the Mayor declared the meeting recessed to conduct the special and working sessions of Council scheduled for this date. The meeting recessed at 6:43 p.m.

Councilmember Fink entered at 7:25 p.m.

The Mayor again called the committee of the whole session of Council to order at 10:44 p.m.

Council unanimously agreed that the Council Selection Committee include one Councilmember from each Ward.

Councilmember Fink exited at 10:47 p.m.

City Administrator Gatta stated that he will schedule a resolution for the February 21 regular session of Council concerning budget appropriations for the hiring of a consultant.

Council agreed to add the following language to Section III A. of the City's proposed RFP:

SECTION III - INFORMATION REQUIRED FROM ALL PROPOSAL SUBMITTERS

A. Professional Qualifications - 15 points...

4. INCLUDE A BREAKDOWN SHOWING THE MAKEUP OF RACE AND GENDER WITHIN EACH FIRM AND THE POSITIONS THESE EMPLOYEES HOLD WITHIN THE FIRM.

Council unanimously agreed to retain the point distribution system presented in Section III of the City's proposed RFP.

Council agreed that Section II of the City's proposed RFP be amended as follows:

SECTION II - SCOPE OF WORK

The successful bidder will be required to perform the following tasks:

1. ~~<Interview the City Administrator, the Finance Director, Personnel Director and three other elected or appointed officials to develop an understanding of the duties, responsibilities and expectations of the Human Resources Director and Treasurer and develop two job descriptions>~~ DRAFT A POSITION SPECIFICATION AND CANDIDATE PROFILE BASED UPON INTERVIEWS WITH THE FOLLOWING FOUR GROUPS: MEMBERS OF CITY COUNCIL, MEMBERS OF CITY ADMINISTRATION, MEMBERS OF CITY STAFF, AND REPRESENTATIVES FROM THE COMMUNITY. THE POSITION SPECIFICATION AND CANDIDATE PROFILE WILL BE APPROVED BY CITY COUNCIL;
2. Place announcements...;
3. Recruit, screen and interview...;
- ~~<4. Recommend structured tests for the top four candidates for the two positions>~~
- ~~<5.>~~ 4. ~~<Prepare final interview questions and procedures for~~

~~use by the City's interview panels to ensure each candidate is thoroughly and consistently evaluated;~~
RECOMMEND FINAL INTERVIEW QUESTIONS AND PROCEDURES TO OBTAIN INPUT FROM COUNCIL, STAFF AND COMMUNITY REPRESENTATIVES TO ENSURE EACH CANDIDATE IS THOROUGHLY AND CONSISTENTLY EVALUATED;

~~6.~~ 5. Verify credentials of finalists and check backgrounds.
COUNCIL RESERVES THE RIGHT TO PARTICIPATE IN THE CHECK OF BACKGROUNDS, INCLUDING VISITS TO THE CANDIDATES' HOME TOWNS;

The City will handle arrangements for candidates' travel to Ann Arbor. ~~The City's preference is to locate candidates within driving distance of Ann Arbor. The City will select final candidates and negotiate employment agreements before appointments are made by the City Administrator.~~ COUNCIL WILL SELECT THE FINAL CANDIDATE AND NEGOTIATE THE EMPLOYMENT AGREEMENT.

All potential proposers must submit...

Council unanimously agreed that the Council Selection Committee consist of one Councilmember from each Ward as voting members, and the Human Resources Director Thomas White and Administrative Services Director James Amin as advisory members.

Councilmember Vereen-Dixon requested that Human Resources Director White set up a time line to ensure the process remains expedient.

The Mayor stated that the Request for Proposal document, as modified, will be considered for adoption at the February 21 regular session of Council.

ADJOURNMENT

There being no further business to come before Council, the Mayor declared the meeting adjourned at 12:05 a.m.

Janet L. Chapin
 Acting Clerk of the Council
 Recording Secretary

Council - February 13, 1995
1

SPECIAL SESSION - FEBRUARY 13, 1995

The special session of the Ann Arbor City Council was called to order at 6:30 p.m. in the City Hall Council Chamber by Mayor Ingrid B. Sheldon.

ROLL CALL OF COUNCIL

PRESENT : Councilmembers Tobi Hanna-Davies, Patricia Vereen-Dixon, Peter Fink (entered at 7:25 p.m.), Jane Lumm, Jean Carlberg, Haldon L. Smith, Peter Nicolas, Stephen C. Hartwell, Christopher Kolb, Mayor Ingrid B. Sheldon, 10.

ABSENT : Councilmember Elisabeth L. Daley, 1.

NOTICE OF CALL OF SPECIAL SESSION

The certification and notice of call of special session was read and ordered placed on file with the City Clerk.

PUBLIC COMMENTARY - RESERVED TIME

LARRY FOX - ANN ARBOR YMCA

Larry Fox, 530 S. State St., stated that tenant rights is still an important issue in the YMCA matter and objected to the City funding any housing entity that does not abide by tenant rights. Mr. Fox further stated that a trial may be the only way information will come to light in the YMCA case to determine what went wrong and to prevent future City Councils from making similar mistakes.

DAVID DE VARTI - ANN ARBOR YMCA

David DeVarti, 921 Dewey Ave., criticized the Ann Arbor News for continuing to misinform the public in the YMCA issue by presenting misleading facts on settlement proposals and potential costs to City taxpayers and by not reporting that a suit was filed by the Tenants Union to raise the issues of affordability and tenants rights.

APPROVAL OF AGENDA

AGENDA APPROVED AS PRESENTED

Councilmember Nicolas moved that the agenda be approved as presented.

2

Council - February 13, 1995

On a voice vote the Mayor declared the motion carried.

RECESS FOR EXECUTIVE SESSION

Councilmember Lumm moved that the special session of Council be recessed for the purpose of holding an executive session to discuss the City's deferred compensation plan.

On a voice vote the Mayor declared the motion carried and the meeting recessed at 6:53 p.m.

Councilmember Fink entered at 7:25 p.m.

Councilmember Kolb moved that the executive session be adjourned and that the special session of Council be reconvened.

On a voice vote the Mayor declared the motion carried and the special session reconvened at 9:00 p.m.

REPORTS FROM COUNCIL COMMITTEES

None.

COUNCIL PROPOSED BUSINESS

FEBRUARY 21 REGULAR SESSION:

Resolution Concerning the Deferred Compensation Plan (Councilmember Hartwell)

Council - February 13, 1995
3

COMMUNICATIONS FROM THE MAYOR

NATIONAL SALUTE TO HOSPITALIZED VETERANS WEEK

Mayor Sheldon reminded the community that this is National Salute to Hospitalized Veterans Week.

COMMUNICATIONS FROM THE CITY ADMINISTRATOR

None.

COMMUNICATIONS FROM THE CITY ATTORNEY

None.

COMMUNICATIONS FROM COUNCIL

None.

PUBLIC COMMENTARY - GENERAL

None.

ADJOURNMENT

There being no further business to come before Council, it was moved by Councilmember Nicolas that the meeting be adjourned.

On a voice vote the Mayor declared the motion carried and the meeting adjourned at 9:04 p.m.

Janet L. Chapin
Acting Clerk of the Council
Recording Secretary

Council - February 13, 1995
1

WORKING SESSION - FEBRUARY 13, 1995

The working session of the Ann Arbor City Council was called to order at 9:04 p.m. in the City Hall Council Chamber by Mayor Ingrid B. Sheldon.

ROLL CALL OF COUNCIL

PRESENT : Councilmembers Tobi Hanna-Davies, Patricia Vereen-Dixon, Peter Fink, Jane Lumm, Jean Carlberg, Haldon L. Smith, Peter Nicolas, Stephen C. Hartwell, Christopher Kolb, Elisabeth L. Daley, Mayor Ingrid B. Sheldon, 11.

ABSENT : 0.

AFFIRMATIVE ACTION POLICY AND PLAN

Human Rights Commission Members present: Cynthia Ewing, Marcene Root, Michael Koen, Victor Turner, Chair.

City Staff present: Human Resources Director Thomas White.

Ms. Ewing stated that the Human Rights Commission presented its recommendations to update the City's affirmative action policy and plan in December, and that the proposed resolution presented by Councilmember Kolb in January was based almost verbatim on the recommendations of the Commission.

Ms. Ewing responded to Councilmembers' questions concerning the State's involvement by explaining that all complaints are taken to the State level and that accreditation by the Michigan Department of Civil Rights would reduce the City's liabilities. She reported that a representative of the Michigan Department of Civil Rights has indicated that the City's proposed policy and plan could be accredited within two months.

Council reviewed Councilmember Kolb's proposed resolution establishing an affirmative action policy and plan, and suggestions were made for changes to address concerns of Council and staff. Councilmember Kolb stated that the resolution, as modified, will be scheduled for the February 21, 1995 Council session.

(Proposed resolutions from Councilmember Kolb and City Administration on file in the City Clerk's Office)

ADJOURNMENT

2

Council - February 13, 1995

There being no further business to come before Council, the Mayor declared the meeting adjourned at 10:44 p.m.

Janet L. Chapin
Acting Clerk of the Council
Recording Secretary