JOE WARDY
MAYOR

CITY COUNCIL

SUSAN AUSTIN
DISTRICT NO. 1

ROBERT A. CUSHING, JR.
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO
DISTRICT NO. 3

JOHN F. COOK
DISTRICT NO. 4

DANIEL S. POWER
DISTRICT NO. 5

PAUL J. ESCOBAR
DISTRICT NO. 6

VIVIAN ROJAS
DISTRICT NO. 7

ANTHONY W. COBOS
DISTRICT NO. 8

SPECIAL CITY COUNCIL MEETING
COUNCIL CHAMBERS
MAY 17, 2004
9:30 A.M.

The City Council met at the above place and date at approximately 9:44 a.m. Mayor Joe Wardy present and presiding and the following Council Members answered roll call: Robert A. Cushing, Jr., Jose Alexandro Lozano, John F. Cook, Vivian Rojas, and Anthony Cobos. Absent: Daniel S. Power. Late arrivals: Susan Austin at 9:51 a.m. and Paul J. Escobar at 10:16 a.m.

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AGENDA

1. Discussion And Action on Recommendations from the Community Advisory Panel for the City Manager Hiring Process:
    - **a.** Maximum of 5 candidates
    - **b.** Individual Interviews
    - **c.** Spousal Visits
    - **d.** Credit Checks
    - **e.** Interview (City Visit) Itinerary Development

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Items 1a through 1e were discussed concurrently.

Mr. Adrian Ocegueda, Executive Assistant to the Mayor, distributed the Proposed Timeline for City Manager Hire and explained two concerns of the Community Advisory Panel for the City Manager Hiring Process. The Panel believes that August 2nd through August 4th is too short a time period for all candidates to come in for interviews; and the Panel believes the finalists should be limited to five (5) to allow for thorough interviews to be conducted with each.

Mr. Ocegueda suggested that all candidates be interviewed the same day, followed by a second interview for the 2 – 3 finalists at which time the spouses could accompany them to El Paso. He introduced the Chairman of the Community Advisory Panel for the City Manager Hiring Process, Mr. Tripper Goodman.

Representative Lozano expressed that the finalists should bring their spouses for the initial and secondary interviews.

Mr. Goodman recommended that no less than three finalists be selected and requested that ample time be given for the interview process. He explained that the Community Advisory Panel for the City Manager Hiring Process would interview the same finalists as the Council and stated that the Panel wanted to be heavily involved in setting up interviews. He stated that the Panel had contemplated group interviews with each candidate.

Mayor Joe Wardy stressed that the Council Members take sufficient time to interview the finalists.

Representative Cushing suggested that the dates of July 12th through August 2nd be utilized for the interview period. He questioned the length of time necessary for The Mercer Group to conduct the background checks. Mr. Ocegueda responded 2 – 3 weeks and noted that, to date The Mercer Group had 23 applicants.

Representative Austin expressed concerns regarding the demands of the budget hearings during that time period and recommended, from her experience on the El Paso Community College President Search Committee, that more structured interviews of the first set of 5 – 7 candidates be held. Of that number, the 2 – 3 finalists should be brought back for more in-depth interviews, with their spouses. She recommended that The Mercer Group give their recommendations to the Council on July 2nd and she recommended July 26th as the deadline for semifinalists applicant pool and interviews, with the determination of the finalists being made by the end of the week.

Representative Cobos requested that, as soon as possible, the resumes of those candidates having met the minimum qualifications be given to the Council following the June 18th recruitment period closure. Following receipt of those resumes, The Mercer Group would provide their professional recommendation of the finalists.

Ms. Lupe Cuellar, Deputy City Attorney, gave legal advice regarding the format of the interviews. She cautioned the Council Members to be very careful to comply with the Open Meetings Act if they choose to meet with candidates as a group. In response to a question about social gatherings, she stressed that if Council as a group wanted to meet with the candidates outside of a posted meeting it would be necessary for Council to restrict themselves strictly to social discourse.

Mr. Bill Chapman, Deputy Chief Administrative Officer for Financial and Administrative Services, recommended that, based on past experience, spouses of the finalists be included early in the process.

Motion made by Representative Cushing, seconded by Representative Austin and unanimously carried to amend the Proposed Timeline for City Manager Hire as follows:

1.	July 2nd	List of 5 Finalists provided to Council with applications of qualified applicants;
2.	July 8th	Special City Council Meeting to add or delete semi-finalists;
3.	Juy 22nd	Background Checks completed by The Mercer Group;
4.	July 28th and 29th	Semifinalist Interviews;
5.	July 30th	Vote on 2 or 3 finalists;
6.	August 9th – 18th	Interview process for finalists; and
7.	August 20th	Selection to be made by Council of City Manager.

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Motion made by Representative Cushing, seconded by Representative Austin and unanimously carried to adjourn this meeting at 10:37 a.m.

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APPROVED AS TO CONTENT:

Richarda Duffy Momsen, City Clerk