

MAYOR AND COUNCIL RETREAT

ADMINISTRATIVE ACTION REPORT AND SUMMARY NOVEMBER 15, 2004

FROM: CITY MANAGER



Mayor Robert E. Walkup called the Retreat to order at 12:35 P.M. at the Information Technology Building in the Old Pueblo Room, 481 W. Paseo Redondo, Tucson, Arizona.

COUNCIL MEMBERS PRESENT: Mayor Robert E. Walkup
Vice-Mayor Fred Ronstadt, (Ward 6)
Council Member Jose J. Ibarra, (Ward 1)
Council Member Carol West, (Ward 2)
Council Member Kathleen Dunbar, (Ward 3)
Council Member Shirley C. Scott, (Ward 4)
Council Member Steve Leal, (Ward 5)

STAFF: James Keene, City Manager
Mike Letcher, Deputy City Manager
Mike Rankin, City Attorney
Kathleen Detrick, City Clerk

FACILITATOR: Freda Johnson

AGENDA ITEM/MAYOR AND COUNCIL ACTION	STAFF ACTION
1. Consideration of Qualifications for Recruitment Process for the City Manager (City-Wide) Vice Mayor Ronstadt requested the Executive Leadership Team (ELT) put together a list of issues facing the City within the next five years. Critical projects in the coming year should also be included.	<u>EXECUTIVE LEADERSHIP TEAM</u> Is responsible

AGENDA ITEM/MAYOR AND COUNCIL ACTION

STAFF ACTION

2. Direction to Staff Regarding City Manager Recruitment Process (City-Wide)

Council Member West MOVED, SECONDED by Council Member Scott that an interim City Manager be hired and that the Mayor and Council should focus the discussion on the process and characteristic for the selection of an Interim City Manager.

Motion PASSED by a 7 to 0 vote.

Discussion continued after recess.

DIR. OF HUMAN RESOURCES
Is responsible

RECESS: 2:10 P.M.
RECONVENE: 2:20 P.M.
MAYOR & COUNCIL: ALL PRESENT
STAFF: ALL PRESENT

2. Direction to Staff Regarding City Manager Recruitment Process (City-Wide) (Continued Discussion)

Council Member Scott MOVED, SECONDED by Council Member Dunbar to direct staff to conduct a national search for a permanent City Manager with a goal that the new City Manager shall be appointed by December 2005.

Motion PASSED by a 7 to 0 vote.

Council Member Ibarra MOVED, SECONDED by Council Member West to instruct the City Manager and the representatives of the ELT, Dan Newburn and Albert Elias, to develop qualifications and a process to select an interim City Manager and present recommendations at the November 22, 2004 Mayor and Council meeting. Also, the City Manager should be ready to submit three to five names for consideration of Interim City Manager by the December 6, 2004 Mayor and Council meeting. Interested persons from throughout Pima County should contact the City Manager.

Motion PASSED by a 7 to 0 vote.

DIR. OF HUMAN RESOURCES
Is responsible

EXECUTIVE LEADERSHIP TEAM
Is responsible

AGENDA ITEM/MAYOR AND COUNCIL ACTION

STAFF ACTION

2. Direction to Staff Regarding City Manager Recruitment Process (City-Wide) (Continued from previous page)

Council Member Ibarra MOVED, SECONDED by Council Member Leal to clarify that the person selected as the Interim City Manager shall not be considered for the permanent position.

Motion PASSED by a 7 to 0 vote.

ADJOURNMENT: 3:20 P.M.

VERBATIM TAPE RECORD AVAILABLE UPON REQUEST FROM THE CITY CLERK'S OFFICE.