

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL SPECIAL STUDY SESSION MEETING
CITY HALL – COMMUNITY ROOM
JUNE 15, 2015 – 6:30PM

The Study Session meeting of the Farmington Hills City Council was called to order by Mayor Brickner at 6:40pm.

Council Members Present: Brickner, Bridges, Bruce, Knol, Lerner, Massey and Steckloff

Council Members Absent: None

Others Present: City Manager Brock, City Clerk Smith, Directors Lasley and Randle and Attorney Joppich

DISCUSSION OF PROCEDURE TO REPLACE CITY MANAGER:

Mayor Brickner explained that the reason for the special meeting was to determine the procedure to replace the City Manager in light of City Manager Brock's retirement announcement. He stated that appointing an Interim City Manager was suggested and he contacted the City Clerk and City Attorney and was informed that the City Charter states that at all times there shall be a city employee designated by Council to serve as Acting City Manager in the absence or disability of the City Manager. He stated that this will be added to the next regular agenda for consideration to appoint Assistant City Manager Boyer as Acting City Manager for that purpose.

Council concurred with adding this to the next regular agenda for consideration.

Human Resources Director Randle outlined three options for City Council to consider as part of the process to replace the City Manager and reviewed the pros and cons for each option. The three options were as follows: 1) Hire a search firm to assist with the process and post the job nationally; 2) Conduct the search locally using the City's Human Resource Department and 3) Appoint an internal candidate

Discussion was held on the various options, including cost, transparency of the process and how far they want the search to reach.

Councilmember Lerner stated that he researched the issue and suggested involving the public. He did not feel there was a need to hire an outside search firm and that it could be handled internally by the City's Human Resources Department. He outlined a proposed process and time line that included creating a job description and skill set with review of that by Council and citizen input through a committee comprised of members of Council as well as citizens to review applications.

Mayor Brickner stated that he feels Council would prefer a more public forum and open process and not to move directly to hiring from within. He concurred with obtaining citizen input and suggested 3 members of Council and 2 residents to serve on the Review Committee. He suggested the past two Mayors Jerry Ellis and Vicki Barnett to serve. He added that he spoke to Department Heads for their input on the process and many of them expressed the desire for stability in the City and hiring from within and expressed their support of Assistant City Manager Boyer. Mayor Brickner stated that if Council desires a more public process, he would suggest also posting the job to the City's intranet to all staff members as there may be other staff that would be interested in applying.

Councilmember Knol agreed with the proposed process and stated that she feels the review committee should include someone with HR experience.

Councilmember Lerner was not opposed to having someone on the committee with HR experience but did not feel that it should be an employee as the City Manager chosen would be their boss.

Councilmember Bruce stated that he did not want to limit the search to just Michigan and felt it should be a national search. Councilmembers Bridges and Steckloff concurred.

It was suggested that the job is posted to various websites such as ICMA and MML so that it would reach a broader audience.

Attorney Joppich explained that during the process the City needs to be sure and follow the Open Meetings Act (OMA) and Freedom of Information Act (FOIA). He stated that if a review committee is authorized to make any decisions, those meetings may be subject to the Open Meetings Act. He noted that there are certain exceptions under FOIA for employment applications and keeping those confidential for a certain period of time. He stated that he would provide Council with all of this information so that they have this when considering the process. Attorney Joppich also clarified that a City Manager contract is required by Charter so that will eventually need to be drafted and approved by City Council as well. He pointed out that the Charter outlines the job description, but Council may wish to outline specific qualifications for the job.

There was consensus by City Council on the following:

- To move forward with the option to conduct the City Manager search using the City's Human Resource Department and to obtain public input through a review committee made up of Council members and citizens.
- Council members would send City Manager Brock and copy Director Randle their desired qualifications for the position and Director Randle would develop a list for Council consideration.
- Mayor Brickner and Councilmembers Knol and Bruce will serve on the review committee and Director Randle will advise the committee on HR matters.
- The Mayor will recommend additional citizens to serve on the review committee and Council will decide from those names submitted who will serve.
- Attorney Joppich will draft an outline for the process for Council discussion at a study session meeting on June 22, 2015.
- This issue will also be added to the regular City Council agenda for consideration on June 22, 2015.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:16 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Smith', with a stylized flourish at the end.

Pamela B. Smith, City Clerk