



Notice

City Commission Special Meeting

9:30 a.m.

Saturday, May 2, 2015

Commission Chambers, 2nd Floor, Governmental Center
400 Boardman Avenue, Traverse City, Michigan 49684

Posted and Published: 04-30-2015

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office. The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights provided thereunder are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

At the request of Acting City Manager Penny Hill, City Clerk Benjamin Marentette has called this special meeting.

City Commission:
c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Commission meeting!

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Agenda

Pledge of Allegiance

Roll Call.

1. Interviews for the position of City Manager:

9:30 a.m. - Preliminary matters; explanation of process

10:00 a.m. - David Benda

11:30 a.m. - Marvin Collins

2:00 p.m. - Martin Colburn

3:30 p.m. - James Drumm

2. Consideration of next steps in the City Manager selection process. (Jamie Caroffino, Benjamin Marentette)

3. Public Comment.

4. Adjournment.

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The City of Traverse City

Communication to the City Commission

FOR THE SPECIAL CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 29, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: CITY MANAGER INTERVIEWS

Interviews for the position of City Manager are scheduled for Saturday. The meeting will begin at 9:30 a.m., to allow time for an explanation of the process and discussion regarding preliminary matters/flow of the day. The first interview will begin at 10 a.m.

City Attorney Lauren Tribble-Laucht, City Clerk Benjamin Marentette and Human Resources Generalist Jamie Caroffino will be in attendance. We will have four sets of all interview questions available for you at the meeting. Please recall that the interview questions should be kept confidential to ensure equal treatment of all candidates.

Of course, the interviews are open to the public. As explained previously, Saturday's meeting will not be aired live, so that no candidates are aware of the questions before their interview. However, the meeting will be recorded and played back at a later date.

Attached is the candidate interview procedure which was adopted by the City Commission. Also attached is a memo from Human Resources Generalist Jamie Caroffino highlighting key points specific to Saturday's interviews. Finally, attached is the previously-distributed candidate interview evaluation form. While use of this form is referenced in the approved procedure, the Ad Hoc Committee and City Commission did not have an opportunity to review the form; use of it is, of course, at the discretion of the Commission.

As indicated, before the conclusion of each interview, each candidate will be given 5 minutes to make a closing statement. The City Clerk will announce, as necessary, when the 5 minutes are up and will assist as a timekeeper during the meeting.

Following conclusion of the interviews, consistent with the approved process, the City Commission should select any candidates it wishes to invite to participate in the second interview. As you will recall, all Commissioners are holding time on their calendars as follows for the 2nd interview, so that we can schedule expeditiously: Tuesday, May 12 , 1:15 p.m. to 7:00 p.m. and Wednesday, May 13, all day.

The following motion would be appropriate:

That the City Commission invites the following to participate in a second interview for the position of City Manager as outlined in the City Manager Recruitment Candidate Interview Procedure adopted April 6, 2015, and amended April 13, 2015: _____.

PH/bcm

K:\tcclerk\city commission\city manager\city manager interviews 2015

copy: Jamie Caroffino, Human Resources Generalist

Memorandum

The City of Traverse City
Human Resources



TO: City Commission

CC: Penny Hill, Acting City Manager
Lauren Tribble-Laucht, City Attorney
Benjamin Marentette, City Clerk

FROM: Jamie Caroffino, HR Generalist

DATE: April 24, 2015

SUBJECT: City Manager – First Round Interview Process and Schedule

Interview Process:

The following process will be used for each candidate interviewed.

- Commissioners will be seated in alphabetical order to the left of the Mayor. Preliminary procedures, including a public explanation of this process, will occur during the first 10 minutes.
- The candidate will be given three minutes to make an opening statement concerning their candidacy for the City Manager position.
- A list of pre-set questions will be asked of each candidate. Please note that interview questions are to be treated as confidential to ensure equal treatment of all candidates.
- Questions will be asked in consecutive order by the Commissioner seated immediately to the left of the Mayor, and so on around the table until each Commissioner has had an opportunity to ask one question. Commissioners will likely have time for no more than 2 questions per candidate. Commissioners who do not have a question for a candidate are encouraged to respond “No questions at this time” as a means of moving the interview process forward. **Questions by Commissioners need to be concise to allow maximum time for the candidate’s responses.**
- The Human Resources Office has distributed a guide to you of questions illegal under State and Federal laws. (Please see attached.)

- Before the end of each interview, the candidate will be given 5 minutes to make a closing statement. The Commission will recess for 10-minutes between candidates and will complete the “Candidate Interview Evaluation Form.” This form contains the skills and abilities to assist the Commission in obtaining a quality City Manager. The form is a compilation of input from the Department Heads along with the Human Resources Department.
- After completion of the interviews, Commissioners will recess for 15 minutes.
- Commissioners will discuss the candidates and will be asked to name 2-3 candidates they wish to invite for a second interview.
- The results will be compiled and the 2-3 candidates with the most votes will be invited for a second interview.

Saturday, May 2, 2015

David Benda	10:00 am
Marvin Collins	11:30 am
Martin Colburn	2:00 pm
James Drumm	3:30 pm

Interview Questions You Can't Ask and Legal Alternatives

Nationality

1. What you can't ask: Are you a U.S. citizen, what is your birthplace or National Origin?

What to ask instead: Are you authorized to work in the U.S.?

2. What you can't ask: What is your native tongue?

What to ask instead: What languages do you read, speak or write fluently?

3. What you can't ask: How long have you lived here?

What to ask instead: What is your current address and phone number? Do you have any alternative locations where you can be reached?

Religion

4. What you can't ask: What religion do you practice?

What to ask instead: What days are you available to work?

5. What you can't ask: Which religious holidays do you observe?

What to ask instead: Are you able to work with our required schedule?

6. What you can't ask: Do you belong to a club or social organization?

What to ask instead: Are you a member of a professional or trade group that is relevant to our industry?

Age

7. What you can't ask: How old are you or what is your birthdate?

What to ask instead: Are you over the age of 18?

8. What you can't ask: How much longer do you plan to work before you retire?

What to ask instead: What are your long-term career goals?

Marital and Family Status

9. What you can't ask: Are you married, is this your maiden name or what is your spouse's name?

What to ask instead: Have you worked or earned a degree under another name?

10. What you can't ask: Do you have or plan to have children or are you pregnant?

What to ask instead: Are you available to work overtime on occasion? Can you travel?

11. What you can't ask: Can you get a babysitter on short notice for overtime or travel?

What to ask instead: You'll be required to travel or work overtime on short notice. Is this a problem for you?

12. What you can't ask: If you get pregnant, will you continue to work, and will you come back after maternity leave?

What to ask instead: What are your long-term career goals?

13. What you can't ask: Do you have kids?

What to ask instead: What is your experience with "x" age group?

14. What you can't ask: Who is your closest relative to notify in case of an emergency?

What to ask instead: In case of emergency, who should we notify?

15. What you can't ask: What do your parents do for a living?

What to ask instead: Tell me how you became interested in the "x" industry.

Gender

16. What is your gender?

There is not an alternative question. You may not make this inquiry.

17. What you can't ask: We've always had a man/woman do this job. How do you think you will stack up?

What to ask instead: What do you have to offer our company?

18. What you can't ask: How do you feel about supervising men/women?

What to ask instead: Tell me about your previous experience managing teams.

19. What you can't ask: What do you think of interoffice dating?

What to ask instead: Have you ever been disciplined for your behavior at work?

Health and Physical Abilities

20. What you can't ask: Do you smoke or drink?

What to ask instead: In the past, have you been disciplined for violating company policies forbidding the use of alcohol or tobacco products?

21. What you can't ask: Do you take drugs?

What to ask instead: Do you use illegal drugs?

22. What you can't ask: How tall are you?

What to ask instead: Are you able to reach items on a shelf that's five feet tall?

23. What you can't ask: How much do you weigh?

What to ask instead: Are you able to lift boxes weighing up to 50 pounds?

24. What you can't ask: How many sick days did you take last year?

What to ask instead: How many days of work did you miss last year?

25. What you can't ask: Do you have any disabilities, handicaps, or mental conditions? What is the nature or severity of your disability?

What to ask instead: Are you able to perform the specific duties of this position?

26. What you can't ask: Have you had any recent or past illnesses or operations?

What to ask instead: Are you able to perform the essential functions of this job with or without reasonable accommodations?

Miscellaneous

27. What you can't ask: How far is your commute?

What to ask instead: Are you able to start work at 8 a.m.?

28. What you can't ask: Do you live nearby?

What to ask instead: Are you willing to relocate?

29. What you can't ask: Have you ever been arrested?

What to ask instead: Have you ever been convicted of "x" (fraud, theft and so on)?

30. What you can't ask: Were you honorably discharged from the military?

What to ask instead: Tell me how your experience in the military can benefit the company.

31. What you can't ask: Are you a member of the National Guard or Reserves?

What to ask instead: Do you have any upcoming events that would require extensive time away from work?

IMPORTANT:

- If a candidate reveals information you are not allowed to discuss **Do Not Pursue the Topic Further.**
- Only ask questions that are specifically related to the job and its daily functions.

CITY MANAGER RECRUITMENT

CANDIDATE INTERVIEW PROCEDURE REV. 4/13/2015

The following process has been reviewed by the Ad Hoc Committee on March 24. Please review and send any comments to the Human Resources Department.

The first City Manager candidate interviews are tentatively scheduled for Friday, May 1 and Saturday, May 2. The following interview procedure is designed to ensure consistent review of all candidates. During the resume review, please keep in mind that we may select up to 8-10 candidates, depending on the quality of candidates.

Each candidate's resume will be scored using the "Candidate Resume Evaluation Form." (These forms are public documents; each Commissioner's ratings must be identified as theirs as there can be no 'secret balloting' with respect to this process.) Each Commissioner will submit their "Candidate Resume Evaluation Form" along with up to 10 top applicants based on their scoring. The Commissioners are given 10 points to assign to up to 10 applicants. These lists will be submitted to the Human Resources Department for final tally, which will be provided to the Commission as a basis to discuss who to invite to interview.

Some candidates have requested their applications for City Manager be marked as "Confidential" based under Michigan law. City staff and Commissioners should honor these requests. No contact should be made at this time with the applicant's employer, previous employer(s) or references. Often applicants at this stage do not advise their employers of their interest in the position. Premature disclosure could cost someone his or her current job and create a potential liability for the City. The City Commission should go into closed session to review/discuss these applications. Should the Commission determine it wishes to interview any of these applicants, they will be offered the interview conditioned on their agreement that the interview will be public and their name and application will become a public record.

The Human Resources Department will compile the results from each City Commissioner and no more than 8-10 candidates will be invited for the first round of interviews. The first round of interviews will be conducted by the Commission as a whole.

Interview Process:

The following process will be used for each candidate interviewed.

- 3 questions will be sent ahead of time to each candidate in preparation for the in-person interview.
- 55 minutes (based on the number of questions) are allotted for each interview.

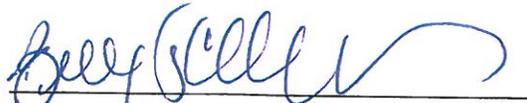
- Commissioners will be seated in alphabetical order to the left of the Mayor. Preliminary procedures, including a public explanation of this process, will occur during the first 10 minutes.
- The candidate will be given three minutes to make an opening statement concerning their candidacy for the City Manager position.
- A list of pre-set questions will be asked of each candidate. Please note that interview questions are to be treated as confidential to ensure equal treatment of all candidates.
- Questions will be asked in consecutive order by the Commissioner seated immediately to the left of the Mayor, and so on around the table until each Commissioner has had an opportunity to ask one question. Commissioners will likely have time for no more than 2 questions per candidate. Commissioners who do not have a question for a candidate are encouraged to respond “No questions at this time” as a means of moving the interview process forward. **Questions by Commissioners need to be concise to allow maximum time for the candidate’s responses.**
- The Human Resources Office has distributed a guide to you of questions illegal under State and Federal laws.
- Before the end of each interview, the candidate will be given 5 minutes to make a closing statement. The Commission will recess for 10-minutes between candidates and will complete the “Candidate Interview Evaluation Form.” (This form will be sent to the Commissioners in the next 2 weeks for review.) This form contains the skills and abilities to assist the Commission in obtaining a quality City Manager. The form is a compilation of input from the Department Heads along with the Human Resources Department.
- After completion of the interviews, Commissioners will recess for 15 minutes.
- Commissioners will discuss the candidates and will be asked to name 2-3 candidates they wish to invite for a second interview.
- The results will be compiled and the 2-3 candidates with the most votes will be invited for a second interview.
- The Commission will determine the date and time of the second interview before adjourning. (Please be sure to bring your calendars with you to assist in the scheduling process.)
- The second interviews will consist of each candidate meeting with the Department Heads as a whole for a meet and greet for 20 minutes. After the conclusion of this meeting, the Department Heads will give feedback to Human Resources Department. The Human Resources Department will give a report to the City Commission on behalf of the Department Heads.

- After the candidate has met with the Department Heads, they will meet one-on-one with each Commission for up to 20 minutes. These will be staggered throughout the day to allow for respect of time of each Commissioner.
- In conclusion of the second interview, each final candidate will meet one last time with the City Commission as a whole for final interview questions.
- Once the second interviews conclude, the City Commission will convene an official special meeting to discuss the final candidates and determine whether a quality candidate exists and either vote on the candidate or open the process again contracting with MML.

Next Steps (Once a Candidate has been selected):

- City Commission negotiate employment contract.
- Criminal background check and reference checks completed.
- Physical and psychological examinations completed.

I certify that this procedure was adopted by the City Commission at its April 6, 2015, meeting by a vote of 6-0 and was amended by the City Commission at its April 13, 2015, special meeting by a vote of 6-0.


Benjamin Marentette, MMC
City Clerk

**City of Traverse City
City Manager Recruitment
Candidate Interview Evaluation Form**

Candidate Name: _____
Interviewer Name: _____

Date: _____

*Rating Scale (1-5): 1 = Unsatisfactory, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Outstanding
Circle one choice only*

Related Education/Training

Degree/Bachelors/Master	1	2	3	4	5
Coursework	1	2	3	4	5
ICMA/Other Certification	1	2	3	4	5

Comments

Related Experience

10+ year's experience	1	2	3	4	5
Reason for leaving prior jobs	1	2	3	4	5

Technical Ability

Theoretical Knowledge	1	2	3	4	5
Practical Application	1	2	3	4	5
Overall Understanding	1	2	3	4	5

Communication Skills

Clarity of Ideas	1	2	3	4	5
Professional Appearance	1	2	3	4	5
Direct Answers	1	2	3	4	5
Strategic/Critical Thinker	1	2	3	4	5
Sense of Humor	1	2	3	4	5

Drive/Problem Solving

Innovative/Pioneer	1	2	3	4	5
Assertive/Driver	1	2	3	4	5
Accountable	1	2	3	4	5
Decisive/Confident	1	2	3	4	5

Working with Others

Supportive	1	2	3	4	5
Effectively Delegates	1	2	3	4	5
Team Player	1	2	3	4	5
Respects/Embraces Role of City Commissioners/Staff	1	2	3	4	5

Overall Rating	1	2	3	4	5
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