

MINUTES

MINUTES OF THE WORK SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON TUESDAY, MARCH 26, 2019 AT 5:30 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 5:37PM PM.

ROLL CALL

COUNCIL

Councilmember Gabe Lindstrom, Ward III

Councilmember Joni Giacomino, Ward II

Councilmember Bill Higgins, Ward I

Mayor David M. Smith

Councilmember Leslie Johns, Ward I

Councilmember Joan Hansen, Ward II

Councilmember Anna Cline, Ward III, Mayor Pro Tempore 5:38PM

STAFF

Stephen Pauken, Interim City Manager

Ashlee Coronado, City Clerk

Albert Echave, Police Chief

George Castillo, Fire Chief

CITY ATTORNEY

THE FOLLOWING ITEM WAS DISCUSSED AND/OR CONSIDERED AT THESE MEETINGS:

1. Discussion and Possible Direction regarding the City Manager recruitment procedure.
Stephen Pauken, Interim City Manager
 - Susan Blackford, Bisbee resident spoke regarding the City Manager position and what the City needed.

Mr. Pauken thought it would be instructive to go through some things that would get us started quickly rather than later on. In the agenda packet was some material that the HR Director in Winslow had worked with to recruit the person that actually took his place last December.

Mr. Pauken discussed the City Manager Recruitment Timeline to include the following;

- Defining the position and profile and review the job description.
- Prepare Advertisement and Salary Range (\$100,000-\$120,000)- He felt that this was not a place to hire a rookie.
- Decide where to advertise (League, ACMA/IMCA, City Website and Linked-in) – Maybe ASU Mr. Pauken will look into this.
- Launch Recruitment- by April 8th if not earlier – closing by April 30th
- Send acknowledgement letters to Applicants
- Screen applicants- screening process May 10th - Council narrows applicants at a special meeting

Councilmember Hansen would like to see all the applicants that qualify.

Councilmember Cline would like to see the applicants that qualify or all of them.

- Background Checks –external to include financial – notice finalists June 11th

Mayor Smith suggested that based on past experience that we let a professional do the background checks.

Mr. Pauken stated that all of these were guidelines and he didn't want anyone to feel rushed with making a decision.

- Schedule Interviews by week of June 14th -Each Councilmember should provide two questions- decide on public input component. (Employee Council, Dept. Heads and Business Community to include education, non-profit, medical and business)

Mr. Pauken said that Ashlee Coronado, City Clerk would be the point of contact for councilmembers to give names to be on the Business Community Panel.

- Deliberation, Selection, and Negotiation- Council deliberate and select immediately after interviews- HR/City Attorney direction on negotiation and bring contract to Council for approval July 16th
- New Manager Start Date?

Mr. Pauken will tweak the employment position ad for the City Manager. He spoke about what kind of manager the city needs someone seasoned was what he thought.

Councilmember Lindstrom would like to see younger and people just coming out. Mr. Pauken stated that we need the best bang for our buck. We face a lot of challenges in our community and someone will need to want to come here.

MOTION: Councilmember Higgins moved to adjourn the meeting.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 6:50pm

Anna Cline, Mayor Pro Tempore