

**COMMITTEE ON EMPLOYEE RELATIONS**

Tuesday, May 30, 2006 – 7:30 p.m.

PRESENT: Alds. Krill, Maher, Meaux, Stepaniak, Purins -5

ALSO

PRESENT: Ms. Aldana, Personnel Administrator/Asst. City Attorney

Ald. Purins in the Chair

**Selection Process for City Administrator.** Ms. Aldana explained that the issue before the committee is how to recruit for a new city administrator. Should the city simply recruit from within? Should a recruiting firm be retained? The city went through this exercise in 2000 and has a very complete file on the process used then. The committee can use as reference as much or as little of that information as it wishes.

Ald. Stepaniak stated that he had just taken office at the end of the hiring process in 2000. The final candidates attended a reception with key personnel and also participated in a round-robin schedule the following day that included a city tour, a written exercise, and an interview. Department Directors were involved in part of the interview process. This hiring exercise worked very well, was multi-faceted, and was well organized. Tom Wontorek, the eventual hire, proved to be a very capable administrator. He recommended using the same search firm and replicating the process used in 2000.

Ald. Maher noted that he was not yet on the Council in 2000, but is very familiar with the recruiting firm of Public Administration Associates as a result of his job – so much so that he may need to recuse himself from voting on selection of a recruiting firm. The company is well-known in the state, but is able to recruit from outside the state as well, which can be an asset.

Ald. Maher cautioned that there is big difference between being a city manager and a city administrator. The former actually runs the city as part of a council/manager form of government. The manager is responsible to the council. The city administrator, by contrast, is responsible for the day-to-day operation of a city and works in tandem with the mayor. In his experience, city managers often find it difficult to transition to an administrator position.

Ald. Krill stated that he was not yet a Council member in 2000, but has been involved in many hiring processes over the year. If Public Administration Associates performed well for the city in the past, it seems to make sense to consider using their services again.

Ms. Aldana noted that the prevailing sentiment seems to be for using a recruiting firm. There is an obligation to solicit proposals, however, so the committee needs to keep an open mind when considering potential companies. In 2000, the cost of the proposals submitted ranged from \$16,000 (\$20,000 after additional costs) to \$5,000 (plus miscellaneous charges) by Public Administration Associates. There are adequate funds in the administration budget to fund this expense.

Discussion ensued about the job description. Ms. Aldana stated that the city administrator position description was revised in 2000 as this had not been done for many years. The ordinance on the position also includes fairly detailed duties.

Ald. Meaux suggested that the mayor may wish to review the current position description for completeness, since she works very closely with the administrator and would likely know whether anything is missing or needs modification.

It was moved by Ald. Krill, seconded by Ald. Stepaniak to direct staff to begin the RFP process to select a recruiting firm. –

Ald Stepaniak spoke to the sequencing issue, noting that if input is sought from the mayor, other council members, and department directors concerning the position description, it may be wise to hold off on the RFP until the revisions, if any, are made.

Ms. Aldana stated that comments can be solicited within a short timeframe. Significant changes are unlikely and recommendations can be considered at the next committee meeting.

Ald. Stepaniak added that input should be sought now, as there have been differences in opinions concerning the precise meanings of certain phrases in the job description. Future debate can be mitigated by seeking input now.

With the consent of the Second, Ald. Krill amended his motion to direct staff to seek input on the job description from the mayor and council and bring those results back to committee, while simultaneously beginning the Request for Proposal process. -5

The committee agreed that while input is being sought concerning the job description, the ordinances clearly give the committee the responsibility of preparing rules and procedures governing the selection of candidates. It was also agreed that input from Council members in office in 2000 may be particularly useful.

Ald. Purins also asked for more background information on the differences between the duties of city managers and city administrators. He further inquired about the contents of the employment contract, and suggested that the employment contract signed by former Wauwatosa School District Administrator Slotterback be obtained.

Ms. Aldana indicated both information requests can be accommodated.

Ald. Maher noted that the Wisconsin City/County Management Association (WCMA) produces an annual report of administrators' salaries for every member of WCMA. This may be a helpful reference tool.

It was also noted that the start of the next Employee Relations Committee meeting may be timed so as to avoid conflicts with the start times of other committee meetings, thereby providing colleagues with the opportunity to attend if desired.

The meeting adjourned at 7:57 p.m.

Carla A. Ledesma, City Clerk

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