

1. City Council Regular Meeting Agenda

Documents: [01-25-12 SPECIAL MEETING AGENDA.PDF](#)

2. City Council Regular Meeting Packet

Documents: [1-25-12 COUNCIL PACKET.PDF](#)



**CITY OF YPSILANTI
SPECIAL COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS
ONE SOUTH HURON STREET, YPSILANTI, MI 48197
WEDNESDAY, JANUARY 25, 2012
6:00 P.M.**

I. CALL TO ORDER -

II. ROLL CALL -

Council Member Bodary	P A	Council Member Robb	P A
Council Member Jefferson	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Schreiber	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION -

IV. PLEDGE OF ALLEGIANCE -

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. INTRODUCTIONS -

VI. AUDIENCE PARTICIPATION -

VII. REMARKS BY THE MAYOR -

VIII. CITY MANAGER SEARCH WORK SESSION - Joyce Parker, MML Search Facilitator

1. Process Review
 - Timeline
 - Reporting
2. Candidate Profile
 - Worksheet
 - Job Description
 - Position Salary & Benefit Summary
3. Advertising Strategy & Language
 - Where, When...
4. Resume Prioritization/Short List
5. Interview & Selection Process
 - Interviewing Guidelines
 - Interview Questions/Situational Exercises
 - Interview Evaluation Forms
 - Other Activities
6. Reference Check & Background Investigation

IX. REMARKS BY THE MAYOR -

X. ADJOURNMENT –



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MICHIGAN MUNICIPAL LEAGUE

CITY MANAGER SEARCH

TENTATIVE WORK SCHEDULE (BASED ON WEEK OF JANUARY 30 START DATE)

TASK	TIME REQUIRED	COMPLETION DATE
1. Develop Profile	2 Weeks	February 13
2. Advertisement	4 Weeks	March 16
3. Review Resumes/ Select Finalists	2 Weeks	March 30
4. References Checks/ Interviews	3 Weeks	April 20
5. Appointment	1 Week	April 27
6. Start Work	3 Weeks	May 21

COMMENTS REGARDING DATES AND TASKS:

- 1. Develop Profile:** The MML Search Facilitator will work with the City of Ypsilanti to develop a profile for the position, to include qualifications, experience and professional characteristics required for the position. The profile will be featured on the MML website as part of the advertising process. It will also be used as a tool to determine which candidates most closely match the experience, skills and abilities the City desires in the new City Manager. In some searches, the Council chooses to include staff and community members in the process, in order to get a more clear perspective of the needs and priorities of the organization. If the City Council decide to include staff and community members, meetings can be scheduled over a day or two to complete this phase of the search process.
- 2. Advertisement:** We recommend ads be placed on the MML and ICMA websites. Marketing and recruitment will include direct email and faxes to City Managers and Assistant City Managers within the State, advising them of the opening. Telephone contact will also be made with qualified candidates in and outside the State of Michigan. All applications and resumes will be sent to MML for purposes of confidentiality. Resumes will be mailed to the Manager Search, MML., 1675 Green Road, PO Box 1487, Ann Arbor, MI 48106-1487.

3. **Review Resumes/Select Finalists:** In order to identify candidates who mostly meet the City's criteria, resumes will be reviewed and evaluated based on the criteria established in the profile. Some candidates will be eliminated from further consideration. At the end of the review, the Facilitator will prepare a written report regarding each candidate and recommend a list of candidates for further consideration. Subsequent to discussion with the City, the field will be narrowed to a group of four to six candidates who will be afforded the opportunity for a formal interview. The City should make a decision early in the process regarding reimbursing for interview expenses. After the finalists are selected, reference checks will be conducted. It is recommended that the City contract with an outside firm to conduct background checks to include credit history, driving record and criminal record. The Facilitator, as part of their review process, will request transcripts from finalist to verify degrees. Potential interview questions will also be reviewed with the City at this meeting.
4. **Interviews:** Approximately 10 days before the interviews, the Facilitator will report on the outcome of the reference checks. The City will finalize the list of candidates to be invited for personal interviews. It is generally recommended to interview no more than five to six candidates. Prior to the interviews, the City and Facilitator should meet to discuss interview questions and confidential information.
5. **Appointment:** The City will finalize the appointment. The Facilitator is available to assist the City in its contract negotiations with the candidate selected, or the City Attorney could be involved in the process. One week is anticipated for this process. In the event negotiations are not successful with the candidate, the City can proceed with the next candidate.
6. **Start Work:** This assumes appointment of a candidate who is currently employed and wishes to give their current employer three to four weeks notice.

Joyce A. Parker
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Ann Arbor, Michigan 48106
Home: 734-994-0412 Cell: 734-730-9526

CITY MANAGER FOR CITY OF YPSILANTI, MICHIGAN

Posting Date: _____
Closing Date: _____
_____ Managers since

Salary: _____ plus DOQ
Population: _____

An outstanding opportunity to provide leadership and management in one of Michigan's most charming and historic communities. Located in _____ Michigan, Ypsilanti is a community of close-knit residential neighbors, stately tree lined streets, a historic architecture and small town charm. The Mayor and Council are elected at large to serve two year, staggered terms. The City of Ypsilanti is a full service community with _____ full-time employees and with an annual budget of \$ _____ million general fund budget. Ypsilanti is seeking a dedicated, visionary, and innovative individual for its new manager. The successful candidate shall have a Bachelor's Degree in Business Administration, Public Administration or a related field. A Masters Degree is desired. Assistant City Management, City Management, or other local government experience is a requirement of the position. Other requirements include _____. The ideal candidate will be visible in the community with an open door policy. For more information visit www.mml.org-classifieds. Resume, cover letter, salary requirements, and five professional references must be sent to: CONSULTING SERVICES, MICHIGAN MUNICIPAL LEAGUE, 1675 Green Road, P.O. Box 1487, Ann Arbor, MI 48106-1487 by close of business _____. For additional information contact Joyce A. Parker, MML Search Consultant at above address or 734-730-9526. Email: joyce_parker@msn.com. MICHIGAN LAW REQUIRES CANDIDATE REQUEST CONFIDENTIALITY IF DESIRED. Email resumes are accepted at execsearch@mml.org. Ypsilanti is an Equal Opportunity Employer.

IDEAL CANDIDATE PROFILE WORKSHEET

Identify Required, or Desired

MINIMUM REQUIREMENTS:

1. Bachelor's Degree (Specify Course of Study)
2. Master's Degree (Specify Course of Study)
3. Human Resource Experience
 - # of Years
 - Size/Complexity of previous communities
4. Other Local Government Experience
5. Michigan Government Experience
6. Private Sector Experience
7. Other Minimum Requirements

Skills and Abilities:

1. Skilled Communicator, oral and written
2. Experience in Labor and Contract Negotiations
3. Skills in Benefit Administration
4. Supervisory Experience
5. Budget Preparation and Administration
6. Training Experience
7. Ability to Manage Others
8. Ability to Lead Others
9. Skilled in Organization and Follow Through
10. Other Skills and Abilities

**COMMUNITY PROFILE
CITY OF YPSILANTI**

Form of Government: _____, Established in _____

Election Cycle: _____ Odd/Even Year _____ Staggered Term

30 Year Manager History:

Budget: \$ _____ General Fund Budget

FTEs: _____

SEV: Year _____ \$ _____

Taxable Value: Year _____ \$ _____

Operating Mills _____: Totals: Non Homestead \$ _____
Homestead \$ _____

Demographics: _____

Crime Rate: _____

Proximity to Higher Education:

Recreation/Historical Sites/other Sites _____

Current Challenges Identified for Next 1-5 years: _____

Other _____